



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF CERTIFIED REAL ESTATE APPRAISERS
333 WILLOUGHBY AVENUE, 9TH FLOOR
P.O. BOX 110806
JUNEAU, AK 99811-0806
TELEPHONE: (907) 465-5470 ♦ FAX: (907) 465-2974
E-mail: license@alaska.gov
Website: www.commerce.state.ak.us/occ/papr.htm

RESIDENTIAL REAL ESTATE APPRAISER APPLICATION

The Appraiser Qualification Board (AQB) has authority under Title XI of FIRREA to establish the minimum qualification criteria for state certification of real estate appraisers.

CERTIFICATION BY EXAMINATION

The following items must be on file before the Board will consider an application for a certificate by examination as a residential real estate appraiser:

1. Complete, signed and notarized application (08-4164).
2. Payment of the required fees: Nonrefundable Application fee \$250.00; Certification fee \$850.00; and Federal Registry fee \$50.00 (\$25.00 per calendar year). Make check or money order payable to the State of Alaska.
3. An applicant for certification as a residential real estate appraiser shall document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis of residential properties, and specified in the following core curriculum, of which at least 100 hours must be completed within the five years immediately preceding the date of a complete application.
 - 1) basic appraisal principles, 30 hours
 - 2) basic appraisal procedures, 30 hours
 - 3) 15-hour national USPAP course or its equivalent, 15 hours;
 - 4) residential market analysis and the principle of the highest and best use of property, 15 hours
 - 5) residential appraiser site valuation and cost approach, 15 hours
 - 6) residential sales comparison and income approaches, 30 hours
 - 7) residential report writing and case studies, 15 hours
 - 8) statistics, modeling and finance, 15 hours
 - 9) advanced residential applications and case studies, 15 hours
 - 10) appraisal subject matter electives, 20 hours

For a course taken before January 1, 2003 15 of the classroom hours must cover the Uniform Standards of Professional Appraisal Practice (USPAP).

OR

For a course taken on or after January 1, 2003 the course must be the 15-hour National USPAP course taught by an Appraiser Qualification Board certified instructor.

(In order for a course or seminar to qualify for initial certification, the course or seminar must be a minimum of 15 classroom hours in duration and require successful completion of a final examination. Except as provided in 12 AAC 70.140(g) time spent on the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification (an assignment will not be counted toward the minimum hours required)).

4. An Associate degree or higher from an accredited college or university;

In lieu of the degree required, 21 semester credit hours, or their equivalent, in the following collegiate level subject matter courses from an accredited college, junior college, community college, university, if an accredited academic institution accepts the College-Level Examination Program (CLEP) examinations and issues a transcript for the examination showing its approval, the Board will consider the examination as credit for the college course:

- (i.) English Composition;
- (ii.) principles of economics (micro or macro)
- (iii.) finance;
- (iv.) algebra, geometry, or higher mathematics;
- (v.) statistics;
- (vi.) introduction to computer, including word processing and preparation of spreadsheets;
- (vii.) business or real estate law;

5. Three work experience forms completed by a combination of three different individuals referenced in 12 AAC 70.110 (form enclosed) verifying 2,500 hours of appraisal work obtained continuously over a period of not less than 24 months. An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.
6. Completed Work Verification Log (form 08-4164e) documenting appraisal work.
7. **Please do not submit work products at time of application. The Board or Board Designee will select work products for review.**
8. Copy of examination results as proof of successful completion of the Uniform State Residential Certification Examination endorsed by the Appraiser Qualifications Board of the Appraisal Foundation. The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Promissor, Inc. (formerly known as ASI). For specific information regarding the examination, contact:

Pearson Vue
3 Bala Plaza West, Suite 300
Bala Cynwyd, PA 19004
Telephone: 800-274-7488
Fax: 888-204-6291
Website: www.pearsonvue.com
9. Complete Authorization for Release of Records (08-4164a).

CERTIFICATION BY ENDORSEMENT

The following items must be on file before the Board will consider an application for a certificate by endorsement;

1. Complete, signed and notarized application (08-4164).
2. Payment of the required fees: Nonrefundable Application fee \$250.00; Certification fee \$850.00; and Federal Registry fee \$50.00 (\$25.00 per year).
3. Proof of 42 hours of continuing education in real estate appraisal that contributes directly to a certified real estate appraiser's knowledge of current theories, practices, and techniques of real estate analysis and appraisal that was obtained within the three years immediately before the date of a complete application.
4. Copy of examination results as proof of successful completion of the Uniform State Residential Certification Examination endorsed by the Appraiser Qualifications Board of the Appraisal Foundation.
5. Licensure verification sent directly from each state or other licensing jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license. (08-4164b):
 - a. The State from which the applicant is endorsing must have certification requirements substantially equivalent to Alaska's requirements, i.e., 200 creditable classroom hours of education, 2,500 hours of work experience and successful completion of an approved examination.
 - b. The verification must confirm that the applicant is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association.
6. Complete Authorization for Release of Records (08-4164a).

GENERAL INFORMATION

APPLICATION REVIEW

The board meets at least twice a year and will review applications at the Board meeting. To be scheduled for a review, an application (and all supporting documents) must be complete and postmarked to the Division at least 15 days before the scheduled date of a Board meeting (12 AAC 70.150). Contact the Division for meeting dates.

The Board also reviews complete applications between Board meetings via "mail ballot" voting process.

"YES" RESPONSES

A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any question in the application, be sure to submit an explanation and copies of applicable documentation (e.g. court judgement, etc.).

RENEWAL INFORMATION

All certificates expire on June 30 of odd-numbered years, regardless of when issued, except new certificates issued within 90 days of the expiration date are issued through the next biennium. Refer to 12 AAC 70.220 for continuing education requirements.

ADDRESS CHANGE

In accordance with 12 AAC 02.900, a person must notify the Division in writing of a change of address. We must receive the request in writing. We will accept a fax, e-mail, or written notice that comes directly from the licensee or applicant. We will not accept a telephone call for a change of address. A change of address form may be obtained from the Division's website at www.commerce.state.ak.us/occ under "Professional Licensing."

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Exception from Social Security Number Requirement" form located on the division's website at: www.commerce.state.ak.us/occ or contact the division office for the form.

PUBLIC INFORMATION

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division's website at www.commerce.state.ak.us/occ under "License Search."

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

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For Office Use Only

RESIDENTIAL REAL ESTATE APPRAISER
CERTIFICATION APPLICATION

Applying by: [] Examination
[] Endorsement

From the State of : _____

[] Nonrefundable Application Fee: \$250.00 [] Initial Certification Fee: \$850.00 [] Federal Registry Fee: \$50.00 (\$25.00 per year)

(Please Print or Type)

NAME: _____
First M.I. Last

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

WORK TELEPHONE: _____ HOME TELEPHONE: _____

Sex: [] Female [] Male

DATE OF BIRTH: _____ SSN: _____
Month Day Year (Required by AS 08.01.060(b))

PROFESSIONAL FITNESS QUESTIONS:

12 AAC 70.105 (5) requires an applicant to attest subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted.:

- 1. Have you ever been convicted of a crime involving moral turpitude?
2. Have you ever had a real estate appraiser license/certificate revoked, suspended, denied surrendered, or otherwise acted upon in any state or jurisdiction?
3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association?
4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation?

I certify, under AS 11.56.210, that I have answered the above-referenced questions truthfully and to the best of my knowledge.

Signature of Applicant

Date

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the above questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

COURSE SUMMARY
(USE ADDITIONAL SHEETS AS NECESSARY)

List successful completion of Real Estate Appraisal Courses approved by a member organization of the Appraisal Foundation or regionally accredited junior college, college, or university.

COURSE TITLE	COURSE SPONSOR	DATE COMPLETED	TOTAL HOURS

I certify that the information in this application is true and correct to the best of my knowledge. I understand that any false information or falsification of documents may result in failure to obtain licensure under the Alaska Board of Certified Real Estate Appraisers, or subsequent revocation of my license.

SIGN HERE



 Signature of Applicant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.



 Notary Public
 for the State of _____
 My Commission Expires: _____

SEAL

All information provided with this application will be considered public unless required to be kept confidential by state or federal law.

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AUTHORIZATION FOR RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I, _____, residing at _____

_____, authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgements, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organization if appropriate.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one year from the date of my signature.

Signature: _____ Date: _____

Home Telephone: _____ Work Telephone: _____

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.

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**VERIFICATION OF LICENSURE/CERTIFICATION
(Endorsement Applicants Only)**

TO WHOM IT MAY CONCERN:

I am applying for certification to practice as a Residential Real Estate Appraiser in the State of Alaska. The Board of Certified Real Estate Appraisers requires that this form be completed by each jurisdiction in which I hold or have held certificates/licenses. Please complete the form and return it directly to the Board of Certified Real Estate Appraisers at the above address.

Name: _____

Address: _____

The information below must be completed **by the state licensing board**, not by the applicant, and **returned directly to the Alaska Board**.

PLEASE DO NOT DETACH

State of _____

Name of Licensee/Certification Holder: _____

License/Certificate Number: _____ Issued effective: _____

By formal agreement/endorsement: _____ By examination: _____

Exam Source: _____ (i.e., ASI, PES, etc.) Date: _____

Certificate/License is current: _____ lapsed: _____ Expiration date: _____

Is the applicant the subject of an unresolved complaint or ongoing disciplinary action? Yes No

Has the applicant's certificate/license ever been suspended, revoked, voluntarily surrendered, placed on probation, or restricted in any other way? Yes No

If yes, for what reason? _____

Derogatory information. If none, please indicate: _____

Comments, if any: _____

[Board Seal]

(All verifications must have board seal)

Signed _____

Title _____

State Board _____

Contact Telephone Number: _____

Date _____

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**WORK EXPERIENCE VERIFICATION FOR RESIDENTIAL REAL ESTATE APPRAISERS
(FOR EXAMINATION APPLICANTS ONLY)
12 AAC 70.105 - 12 AAC 70.108 - 12 AAC 70.110**

Verification of 2,500 hours of appraisal experience obtained continuously over a period of not less than 24 months must be verified by a combination of at least three different individuals referenced below:

1) a licensed construction contractor; 2) a federal or state regulated lender; 3) a present or former employer of the applicant; 4) an officer of a state or federal agency; 5) or an officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.

(If an applicant cannot, for good cause, provide work experience forms from at least three different individuals, the board may, consider and approve other kinds of work experience verification.)

Note: An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

I, _____, _____ of _____
Printed Name Title Representing
_____ certify to my knowledge that _____
Name of Applicant

has at least 2,500 hours of experience in real property appraisal, obtained continuously over a period of not less than 24 months.

I am/was associated with the applicant from ____/____/____ to ____/____/____ in the capacity of _____
mo. yr. mo. yr.

SIGN HERE →

Signature
Mailing Address: _____

Telephone Number: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____.

→

Notary Public
for the State of _____
My Commission Expires: _____

SEAL

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mo. yr. mo. yr.

SIGN HERE →

Signature
Mailing Address: _____

Telephone Number: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____.

→

Notary Public
for the State of _____
My Commission Expires: _____

SEAL

Code Page – Residential Real Estate Appraiser Work Verification Log

Please use the following guide when completing the work verification log (08-4164e). The purpose of this log is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours.

- (A) Report Date: The month and year the appraisal report was completed.
- (B) Subject Property Address: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear so the board can understand the property being appraised.
- (C) Report Type: Please check appropriate format for report, i.e, narrative, letter, form appraisal, or other. If the other column is checked, please attach an explanation as to the format used.
- (D) Property Classification: Single Family Residential, Multi-family Condominiums, Land Appraisal and Review, Other (please specify).
- (E) Client Named in Report
- (F) Value Opinion: Check the appropriate column range as follows: \$1 to \$250,000; \$250,000 to \$500,000; or over \$500,000.
- (G) Description of Work Performed: Work performed by trainee or applicant. Scope of review performed by supervising appraiser; and level of supervision performed by the supervising appraiser.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Appraiser: Indicate whether you were sole signer, co-signer, or did not sign the report.
- (J) Supervisor State Certification Number: Number of the supervising appraiser if applicable.
- (K) Experience Category: A numeric answer regarding the following 10 experience categories.
- (L) Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.

Experience Categories

1. Appraisal analysis.
2. Assistance in preparation of appraisals.
3. Fee and staff appraisals.
4. Ad Valorem tax appraisals.
5. Real estate counseling.
6. Highest and Best Use Analysis.
7. Feasibility Analysis.
8. Setting forth of Opinions of Value of Real Property for tax purposes as an employee of a borough, municipality, or city, or the State of Alaska.
9. Real estate valuation experience as a Real Estate Lending Officer or Real Estate Broker but only to the extent that the experience is directly related to the actual performance of or the professional review of real estate appraisals.

