



## STATE BOARD OF CERTIFIED REAL ESTATE

P.O. Box 2649  
Harrisburg, PA 17105-2649

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Harrisburg, PA 17110

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Website: [www.dos.pa.gov/real](http://www.dos.pa.gov/real)

### APPLICATION FOR INITIAL CERTIFICATION AS A RESIDENTIAL APPRAISER OR GENERAL APPRAISER MANAGEMENT COMPANY

✓	<b>APPLICATION CHECKLIST</b>
	EDUCATIONAL DOCUMENTS – Complete Education Worksheet and submit the required transcripts/certifications.
	EXPERIENCE – Complete the appropriate experience log for the type of experience you are submitting. Make sure that you list the name of your supervisor and the period of supervision and that you submit a Supervisor's Affidavit from each supervisor. Use separate experience logs for each supervisor.
	APPLICANT AFFIDAVIT – Must be completed by the applicant and submitted with the application.
	SUPERVISORY APPRAISER - Supervisory appraiser(s) shall be state-certified and in "good standing" for a period of at least five (5) years prior to being eligible to become a supervisory appraiser. Supervisory appraiser must hold a current Pennsylvania certified residential real estate appraiser or certified general real estate appraiser credential.
	SUPERVISOR AFFIDAVIT – Must be completed by all supervisory appraisers.
	REQUIRED CHECKLIST FOR APPRAISAL ASSISTANTS – Sample appraisals will be requested after education is approved. When submitting your sample appraisals, a copy of the checklist, as it exists in the work file, must be included with each appraisal completed after July 20, 2007.
	Effective October 1, 2010, checklists for Licensed Appraiser Trainees are required.
	SAMPLE APPRAISALS will be requested after education is approved. When submitting sample appraisals, for appraisals completed after October 1, 2010, a copy of the checklist must be made part of the appraisal report submitted to the client and retained in the appraisal work file.
	SUBMIT REQUIRED APPLICATION fee of \$235.00
	SUBMIT REQUIRED CRIMINAL BACKGROUND CHECK from the state police or equivalent law enforcement agency in the state(s) or jurisdiction(s) in which the applicant has resided for the five year period immediately preceding the date of application. The criminal background check must be dated within 90 days of the date of the application.
	Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at <a href="http://www.dos.pa.gov">www.dos.pa.gov</a> . Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at <a href="http://www.appraisalfoundation.org">www.appraisalfoundation.org</a>
	Maintain a copy of your completed application.

**BACKGROUND CHECK INSTRUCTIONS:**

Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state "No Record" or "Record Exists." Background checks that reflect "Pending" "Under Review," or "Under Request" will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If "Record Exists"— applicant must submit true and correct copies of the following for EACH criminal matter:

- A. The conviction summary information provided by the State Police or equivalent agency;
- B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
- C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
- D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

\*\*If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: <https://epatch.state.pa.us> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California, Ohio and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California, Ohio and/or Arizona. Please go to <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> and obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check in lieu of obtaining a CHRC from California, Ohio and/or Arizona.



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Make sure this is the most recent application by checking the Board's website at [www.dos.pa.gov/real](http://www.dos.pa.gov/real)

Only complete this application after you have completed your education and experience requirements. In Pennsylvania your education and experience must be approved by the board prior to receiving permission to take the national examination.

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at [www.dos.pa.gov/real](http://www.dos.pa.gov/real). Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

**IF YOU PASSED AN APPRAISER QUALIFICATIONS BOARD (AQB) EXAMINATION, AND ARE CERTIFIED IN ANOTHER STATE AND THAT STATE'S STANDARDS ARE EQUAL OR GREATER THAN PENNSYLVANIA STANDARDS, YOU MAY APPLY THROUGH RECIPROCITY. COMPLETE THE STATE CERTIFIED REAL ESTATE APPRAISER RECIPROCAL APPLICATION.**

#### **FEES: \$235.00 APPLICATION FEE**

**YOU MUST SUBMIT A CHECK OR MONEY ORDER MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE. THE BOARD WILL CHARGE \$20.00 FOR ALL CHECKS RETURNED "NOT PAID," REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE APPLICANT WILL BE REQUIRED TO SUBMIT A NEW APPLICATION, INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.**

**SECTION 1: APPLICANT INFORMATION PLEASE PRINT OR TYPE**

<b>LAST NAME</b>		<b>MAIDEN NAME:</b>
<b>FIRST NAME</b>		<b>MIDDLE NAME</b>
<b>MAILING ADDRESS</b>	<b>STREET</b>	
	<b>CITY</b>	<b>STATE</b> <b>ZIP</b>
<b>PERSONAL INFORMATION</b>	<b>DATE OF BIRTH</b>	<b>SOCIAL SECURITY #</b>
<b>CONTACT NUMBER (BETWEEN 9 AM – 5 PM)</b>	<b>TELEPHONE:</b>	<b>E-MAIL:</b>
	<b>IS IT PERMISSIBLE TO CONTACT YOU BY E-MAIL REGARDING THIS APPLICATION? YES <input type="checkbox"/> NO <input type="checkbox"/></b>	
<b>TYPE OF CERTIFICATION</b>	<b>RESIDENTIAL <input type="checkbox"/> Appraisal of Residential Real Property (1-4) Units Without Limitation</b>  <b>GENERAL <input type="checkbox"/> Appraisal of Residential &amp; Non-Residential Real Property Without Limitation</b>	

**SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION**

*If you answer "yes" to any criminal or disciplinary question, provide a full written explanation AND a certified copy of any and all relevant state licensing boards, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of any and all of the sentencing requirements that may have been imposed.*

ANSWER THE FOLLOWING		YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL?		

**SECTION 3: CERTIFICATION STATEMENT**

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C. S. § 4911.

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C. S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

SOCIAL SECURITY ACT CERTIFICATION IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 Pa. C. S. § 4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO (DHS) INFORMATION PRESCRIBED BY (DHS) ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**SECTION 4: EDUCATION**

PLEASE REFER TO § 36.11 OR § 36.12 OF THE BOARD'S REGULATIONS. YOU SHOULD ALSO REFER TO THE *REAL PROPERTY APPRAISER QUALIFICATION CRITERIA* WHICH CAN BE FOUND AT THE APPRAISAL FOUNDATION WEBSITE ([www.appraisalfoundation.org](http://www.appraisalfoundation.org)).

TYPE OF CERTIFICATION	REQUIREMENT
<p><b>CERTIFIED RESIDENTIAL APPRAISER</b></p>	<ul style="list-style-type: none"> <li>• 200 HOURS OF APPRAISAL EDUCATION).</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• SATISFACTION OF ONE OF THE SIX POST-SECONDARY EDUCATION OPTIONS SET FORTH IN THE REAL PORPERTY APPRAISER QUALIFICATION CRITERIA</li> </ul>
<p><b>CERTIFIED GENERAL APPRAISER</b></p>	<ul style="list-style-type: none"> <li>• 300 HOURS OF APPRAISAL EDUCATION (OUTLINED IN §36.12).</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• A BACHELOR'S DEGREE OR HIGHER FROM AN ACCREDITED COLLEGE OR UNIVERSITY</li> </ul>
<p><b>CERTIFIED RESIDENTIAL</b></p> <p><b>AND</b></p> <p><b>CERTIFIED GENERAL APPRAISER</b></p>	<p><b>USPAP REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>• THE 15-HOUR NATIONAL USPAP COURSE OR EQUIVALENT IS REQUIRED. THE COURSE MUST BE APPROVED BY THE AQB. THIS COURSE MUST BE TAUGHT BY AN AQB CERTIFIED USPAP INSTRUCTOR WHO IS ALSO A STATE-CERTIFIED APPRAISER.</li> </ul>

**THE FOLLOWING APPLIES TO CERTIFIED RESIDENTIAL AND CERTIFIED GENERAL APPRAISER APPLICANTS:**

<p><b>REQUIRED DOCUMENTS</b></p>	<p><b>OFFICIAL COLLEGE TRANSCRIPTS – REQUIRED FOR PROOF OF BACHELOR’S DEGREE OR OTHER POSTSECONDARY EDUCATION. REQUEST YOUR COLLEGE OR UNIVERSITY TO SEND AN OFFICIAL TRANSCRIPT DIRECTLY TO THE BOARD. TRANSCRIPTS RECEIVED FROM APPLICANTS WILL NOT BE ACCEPTED.</b></p> <p><b>UNOFFICIAL COLLEGE TRANSCRIPTS – REQUIRED FOR PROOF OF APPRAISAL EDUCATION (200 HOURS AND 300 HOURS OF APPRAISAL EDUCATION). APPLICANTS CAN SUBMIT THIS DOCUMENTATION DIRECTLY TO THE BOARD. NOTE THAT ONE SEMESTER HOUR OF COLLEGE CREDIT IS EQUAL TO 15 CLASSROOM HOURS.</b></p> <p><b>CERTIFICATES OR NOTARIZED LETTERS – REQUIRED FOR PROOF OF APPRAISAL EDUCATION. APPLICANTS CAN SUBMIT THIS DOCUMENTATION DIRECTLY TO THE BOARD. THE CERTIFICATES OR NOTARIZED LETTERS MUST INCLUDE THE FOLLOWING INFORMATION: COURSE TITLE, NUMBER OF CLASSROOM HOURS, DATE OF COMPLETION, AND INDICATION THAT THE STUDENT PASSED AN EXAMINATION.</b></p>
<p><b>UNACCEPTABLE COURSES</b></p>	<p><b>CREDIT <u>WILL NOT</u> BE GIVEN FOR THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>• REAL ESTATE THEORY AND PRACTICE</li> <li>• REAL ESTATE FUNDAMENTALS</li> <li>• REAL ESTATE ADMINISTRATION AND MANAGEMENT</li> <li>• REAL ESTATE SALES</li> <li>• REAL ESTATE BROKERAGE REAL ESTATE PRACTICE</li> </ul> <p><b>THESE ARE COMMONLY LISTED COURSES THAT ARE NOT ACCEPTED FOR APPRAISAL CERTIFICATION. THIS IS NOT INTENDED TO BE AN ALL-INCLUSIVE LIST OF UNACCEPTABLE COURSES. APPLICANTS MUST COMPLETE THE MANDATORY COURSE TOPICS LISTED IN THE BOARD’S REGULATIONS AND REQUIRED BY THE AQB.</b></p>
<p><b>GRADUATE DEGREES</b></p>	<p><b>GRADUATE DEGREES (MASTERS OR DOCTORAL DEGREES) IN REAL ESTATE SEEKING TO BECOME STATE-CERTIFIED APPRAISERS MAY OBTAIN QUALIFYING EDUCATION REQUIREMENTS FROM AN ACCREDITED COLLEGE OR UNIVERSITY APPROVED BY THE AMERICAN ASSOCIATION OF COLLEGIATE SCHOOLS OF BUSINESS, OR A REGIONAL OR NATIONAL ACCREDITATION AGENCY RECOGNIZED BY THE U.S. SECRETARY OF EDUCATION, <u>PROVIDED THAT THE COLLEGE OR UNIVERSITY HAS HAD ITS CURRICULUM REVIEWED AND APPROVED BY THE “AQB.”</u></b></p> <p><b>IT IS UNLIKELY THAT ANY GRADUATE DEGREE WILL SATISFY <u>ALL</u> REQUIREMENTS OF THE AQB <i>REQUIRED CORE CURRICULUM</i> FOR A CREDENTIAL THOUGH SOME GRADUATE DEGREE PROGRAMS MAY COVER A LARGE PORTION OF THE REQUIRED EDUCATION.</b></p>



### EDUCATION WORKSHEET

*LIST ALL COURSES FOR WHICH YOU ARE REQUESTING CREDIT*

- DO NOT LIST:**
- Courses that do not meet the requirements of Board's regulations and the AQB's *Real Property Appraiser Qualification Criteria*.
  - Courses that are less than 15 hours in length.
  - Courses for which no examination was passed.
  - Courses that do not relate to the mandatory course topics.
  - Courses taken to meet continuing education requirements.
  - Courses listed on Page 5 as unacceptable.

**IF NOT PROPERLY COMPLETED THE APPLICATION WILL BE RETURNED**

COURSE TITLE	EDUCATIONAL SPONSOR	# OF HOURS	MO/YEAR COMPLETED

**SECTION 5: APPRAISAL EXPERIENCE (§ 36.11, § 36.12, § 36.13, AND § 36.54 OF THE BOARD'S REGULATIONS)  
PLEASE READ THE FOLLOWING INFORMATION CAREFULLY!**

<b>EXPERIENCE REQUIREMENT</b>	<p>EXPERIENCE MUST BE ACQUIRED AFTER 1/30/89, AND MUST COMPLY WITH USPAP.</p> <p>EXPERIENCE ACQUIRED AFTER 8/2/93, WILL NOT BE ACCEPTED UNLESS THE APPLICANT HAS FIRST COMPLETED 45 CLASSROOM HOURS OF APPRAISAL EDUCATION THAT INCLUDED THE 15 HOURS ON USPAP.</p> <p>RESIDENTIAL REAL ESTATE APPRAISER APPLICANTS MUST BE ABLE TO DEMONSTRATE 1,500 HOURS OF ACCEPTABLE APPRAISAL EXPERIENCE WITHIN NOT LESS THAN 12 MONTHS.</p> <p>GENERAL REAL ESTATE APPRAISER APPLICANTS MUST BE ABLE TO DEMONSTRATE 3,000 HOURS OF ACCEPTABLE APPRAISAL EXPERIENCE WITHIN NOT LESS THAN 18 MONTHS. A MINIMUM OF 1,500 HOURS OF NONRESIDENTIAL EXPERIENCE IS REQUIRED.</p>
<b>APPRAISAL ASSISTANTS CHECKLIST</b>	<p>THE BOARD-APPROVED CHECKLIST FOR APPRAISAL ASSISTANTS MUST HAVE BEEN USED FOR EACH APPRAISAL ASSIGNMENT THAT OCCURRED AFTER 7/20/07 IN ORDER FOR THE APPRAISAL TO COUNT TOWARDS EXPERIENCE (§ 36.54). CHECKLIST FOR LICENSED APPRAISER TRAINEES IS REQUIRED AFTER 10/1/2010.</p>
<b>LICENSED APPRAISER TRAINEE CHECKLIST</b>	<p>THE BOARD-APPROVED CHECKLIST FOR LICENSED APPRAISER TRAINEES MUST HAVE BEEN USED FOR EACH APPRAISAL ASSIGNMENT THAT OCCURRED AFTER 10/1/10 IN ORDER FOR THE APPRAISAL TO COUNT TOWARDS EXPERIENCE (§ 36.13).</p>
<b>EXPERIENCE LOG</b>	<p>NOTE THAT THERE ARE THREE DIFFERENT EXPERIENCE LOG FORMS INCLUDED IN THIS APPLICATION. PLEASE COMPLETE THE APPROPRIATE FORM FOR THE TYPE OF EXPERIENCE YOU ARE DOCUMENTING. YOUR APPLICATION WILL BE DELAYED IF YOU COMPLETE IMPROPER EXPERIENCE LOG FORMS. IMPROPER FORMS WILL BE RETURNED AND THE APPLICANT WILL BE INSTRUCTED TO COMPLETE THE APPROPRIATE EXPERIENCE LOG FORM.</p> <p>SEPARATE EXPERIENCE LOGS MUST BE KEPT FOR EXPERIENCE SUPERVISED BY DIFFERENT CERTIFIED APPRAISERS.</p> <p>EACH EXPERIENCE LOG MUST BE COMPLETED IN DATE ORDER OF APPRAISAL ASSIGNMENTS PER SUPERVISOR.</p> <p>AFTER YOUR EXPERIENCE LOG HAS BEEN REVIEWED AND APPROVED, YOU WILL BE NOTIFIED TO SUBMIT SPECIFIC SAMPLE APPRAISALS FROM YOUR LOG FOR REVIEW. DO NOT SUBMIT SAMPLES UNTIL YOU RECEIVE A LETTER OF REQUEST. <u>SAMPLES MUST BE ON 8.5 x 11 ONLY - YOU MUST REDUCE YOUR LEDGERS</u></p>
<b>SUPERVISOR'S AFFIDAVIT</b>	<p>EACH CERTIFIED APPRAISER WHO SUPERVISED YOU ON ANY ASSIGNMENT LISTED ON THE EXPERIENCE LOG MUST COMPLETE A SUPERVISOR'S AFFIDAVIT.</p>
<b>REVIEW APPRAISAL</b>	<p>REVIEW APPRAISAL EXPERIENCE IS ACCEPTABLE ONLY WHERE THE APPRAISER PERFORMS A <u>STANDARD 3 USPAP COMPLIANT APPRAISAL REVIEW.</u></p>
<b>MASS APPRAISAL</b>	<p>IF EXPERIENCE CONSISTS OF "MASS APPRAISALS" SUBMIT:</p> <ul style="list-style-type: none"> <li>• JOB DESCRIPTION THAT INCLUDES JOB TITLE AND IS VERIFIED BY YOUR SUPERVISOR.</li> <li>• 10 PROPERTY RECORD FORMS SHOWING YOUR SIGNATURE.</li> <li>• DESCRIPTION OF ANY RATIO STUDIES IN WHICH YOU HAD DEFINITIVE RESPONSIBILITY AND A DESCRIPTION OF ANY INFORMATION ON MODEL SPECIFICATIONS OR CALIBRATIONS ON WHICH YOU CAN PRODUCE EVIDENCE OF YOUR WORK RESPONSIBILITY.</li> </ul>

**SECTION 6: APPLICANT AFFIDAVIT**

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information under 18 Pa. C.S. § 4911. I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my certificate.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 7: SUPERVISOR AFFIDAVIT (to be completed by supervising appraiser):**

NAME OF APPLICANT:	
NAME OF SUPERVISOR:	
CERTIFICATION NUMBER OF SUPERVISOR:	
PERIOD OF SUPERVISION: (example: January 2, 2015 – October 12, 2015)	

For experience earned after July 20, 2007 ONLY, please choose one of the following:

- Applicant completed \_\_\_\_\_ hours of experience in which I accompanied  
(Must be a minimum of 300 hours)  
 the applicant during the physical inspection of each property. As of \_\_\_\_\_ I  
(Date)  
 determined the applicant to be competent under USPAP to perform the physical inspections unaccompanied.
- For Certified Residential Appraisers who are upgrading to the Certified General Appraiser Classification only. Applicant is a Certified Residential Appraiser \_\_\_\_\_.  
(Applicant's certification number)  
 I accompanied the applicant during the physical inspection of each property until I determined that the applicant was competent under USPAP to perform the physical inspections unaccompanied.

For all experience, regardless of the date earned, please complete the following:

I verify that I have supervised the applicant in accordance with the provisions of § 36.13 and § 36.54 of the regulations of the State Board of Certified Real Estate Appraisers. I have provided direct supervision and control of the applicant's work, assuming total responsibility for the content of the appraisal documents and value conclusions. The applicant did not arrive at any independent determinations of value.

Signature of Supervising Appraiser: \_\_\_\_\_ Date: \_\_\_\_\_

REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE

THE BOARD REQUIRES THIS CHECKLIST BE USED WHEN A LICENSED APPRAISAL TRAINEE IS UTILIZED IN THE PERFORMANCE OF AN APPRAISAL. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORK FILE.

THE INTENT OF THIS CHECKLIST IS TO ENSURE COMPLIANCE WITH APPLICABLE USPAP REQUIREMENTS FOR ACKNOWLEDGEMENT AND DISCLOSURE OF SIGNIFICANT REAL PROPERTY APPRAISAL ASSISTANCE.

THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes No N/A

\_\_\_ \_\_\_ \_\_\_ Assisted in the preparation of the workfile with all forms and general information for the appraisal.

\_\_\_ \_\_\_ \_\_\_ Assisted in determining the scope of work of the appraisal.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.

\_\_\_ \_\_\_ \_\_\_ Inspected the subject property.

If yes, accompanied by supervisor? \_\_\_\_\_ (yes/no)

Type of inspection (check one): \_\_\_\_\_ interior \_\_\_\_\_ exterior

\_\_\_ \_\_\_ \_\_\_ Assisted in analyzing the highest and best use of the subject property.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.

\_\_\_ \_\_\_ \_\_\_ Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.

\_\_\_ \_\_\_ \_\_\_ Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.

\_\_\_ \_\_\_ \_\_\_ Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.

\_\_\_ \_\_\_ \_\_\_ Assisted in sketch drawing.

\_\_\_ \_\_\_ \_\_\_ Assisted in entering subject and comparable data on the form and in the comment areas.

\_\_\_ \_\_\_ \_\_\_ Assisted in reconciliation and final opinion of value for the subject property.

\_\_\_ \_\_\_ \_\_\_ Assisted in the final review of this report.

\_\_\_ \_\_\_ \_\_\_ Other \_\_\_\_\_

SIGNATURE OF THE APPRAISAL TRAINEE \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.  
SIGNATURE OF SUPERVISING CERTIFIED REAL ESTATE APPRAISER: \_\_\_\_\_ DATE: \_\_\_\_\_

Experience log for Licensed Appraiser Trainee that included exterior only inspection (actual hours in whole numbers incurred by trainee) (Oct 2017)

<b>APPLICANT NAME:</b>				I. Inspected exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbrhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	XII. Other (please attach explanation)	
<b>LICENSED APPRAISER TRAINEE NUMBER:</b>																
<b>LICENSED APPRAISER TRAINEE SIGNATURE:</b>																
<b>SUPERVISING CERTIFIED APPRAISER:</b>																
<b>SUPERVISING CERTIFIED APPRAISER SIGNATURE:</b>																
<b>CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:</b>																
Date of Appraisal (Mo/Yr)	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	Property Type		CLIENT YES OR NO	T – Trainee S – Supervisor INDICATE LEVEL OF INVOLVEMENT: P-HAD PRIMARY RESPONSIBILITY; C-CO-APPRAISED; R-REVIEWED AND APPROVED											
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		I.	II.	III.	IV.	V.	VI.	VII.	VIII.	IX.	X.	XI.	XII.
					T - Check all that apply											
					S - indicate level (P,C,R) →											
					T - Check all that apply											
					S - indicate level (P,C,R) →											
					T - Check all that apply											
					S - indicate level (P,C,R) →											
					T - Check all that apply											
					S - indicate level (P,C,R) →											
					T - Check all that apply											
					S - indicate level (P,C,R) →											
					T - Check all that apply											
					S - indicate level (P,C,R) →											
<b>SUBTOTAL</b>					<b>YOU MAY MAKE COPIES OF THIS FORM AS NEEDED</b>											
<b>TOTAL</b>					<b>PAGE _____ OF _____</b>											

**Experience log for Licensed Appraiser Trainee that included an interior and exterior inspection (actual hours in whole numbers incurred by trainee) (Oct 2017)**

<b>APPLICANT NAME:</b>				I. Inspected interior and exterior of subject property	II. Developed Site Desc. & Analysis	III. Developed Bldg. Desc. & Analysis	IV. Nbhd Description & Dev. Analysis	V. Developed the Highest & Best Use	VI. Collected, Verified, and Analyzed Data	VII. Developed Income Approach	VIII. Developed Cost Approach	IX. Developed Sales Comparison	X. Developed Final Reconciliation	XI. Prepared the Real Estate Appraisal Report	
<b>LICENSED APPRAISER TRAINEE NUMBER:</b>															
<b>LICENSED APPRAISER TRAINEE SIGNATURE:</b>															
<b>SUPERVISING CERTIFIED APPRAISER:</b>															
<b>SUPERVISING CERTIFIED APPRAISER SIGNATURE:</b>															
<b>CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:</b>															
Date of Appraisal (Mo/Yr)	Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable	Property Type		CLIENT YES OR NO	<b>T – Trainee</b> <b>S – Supervisor</b> INDICATE LEVEL OF INVOLVEMENT: <b>P</b> -HAD PRIMARY RESPONSIBILITY; <b>C</b> -CO-APPRAISED; <b>R</b> -REVIEWED AND APPROVED										
		RESIDENTIAL INDICATE HRS	COMMERCIAL INDICATE HRS		T - Check all that apply S - indicate level (P,C,R) →										
<b>SUBTOTAL</b>					<b>YOU MAY MAKE COPIES OF THIS FORM AS NEEDED</b>										
<b>TOTAL</b>					PAGE _____ OF _____										

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**Experience log – Review Appraisals performed by appraiser trainee (actual hours in whole numbers incurred by trainee) (June 2017)**

<b>APPLICANT NAME:</b>				I. Inspected interior and exterior of subject property					
<b>LICENSED APPRAISER TRAINEE NUMBER:</b>					II. Developed Site Desc. & Analysis				
<b>LICENSED APPRAISER TRAINEE SIGNATURE:</b>						III. Developed Bldg. Desc. & Analysis			
<b>SUPERVISING CERTIFIED APPRAISER:</b>							IV. Nbhd Description & Dev. Analysis		
<b>SUPERVISING CERTIFIED APPRAISER SIGNATURE:</b>								V. Developed the Highest & Best Use	
<b>CERTIFICATE NUMBER OF SUPERVISING CERTIFIED APPRAISER:</b>									VI. Collected, Verified, and Analyzed Data
<b>Property Type</b>				VII. Developed Income Approach					
<b>Date of Appraisal (Mo/Yr)</b>	<b>Assignment Identification Address (Out of State Locations Acceptable) Include City and State PO Box Numbers are Unacceptable</b>	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>		<b>CLIENT YES OR NO</b>				
		<b>INDICATE HRS</b>	<b>INDICATE HRS</b>						
<b>LIST IN DATE ORDER</b>						X. Developed Final Reconciliation			
<b>T – Trainee</b>					XII. Other (please attach explanation)				
<b>S – Supervisor</b>									
<b>INDICATE LEVEL OF INVOLVEMENT:</b>									
<b>P-HAD PRIMARY RESPONSIBILITY;</b>									
<b>C-CO-APPRAISED;</b>									
<b>R-REVIEWED AND APPROVED</b>									
<b>T - Check all that apply</b>									
<b>S - indicate level (P,C,R) →</b>									
<b>T - Check all that apply</b>									
<b>S - indicate level (P,C,R) →</b>									
<b>T - Check all that apply</b>									
<b>S - indicate level (P,C,R) →</b>									
<b>T - Check all that apply</b>									
<b>S - indicate level (P,C,R) →</b>									
<b>T - Check all that apply</b>									
<b>S - indicate level (P,C,R) →</b>									
<b>T - Check all that apply</b>									
<b>S - indicate level (P,C,R) →</b>									
<b>SUBTOTAL</b>									
<b>TOTAL</b>									
<b>YOU MAY MAKE COPIES OF THIS FORM AS NEEDED</b>									
<b>PAGE _____ OF _____</b>									

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**EXPERIENCE LOG – OTHER (SEE §36.11 OR §36.12 FOR DESCRIPTION OF OTHER TYPES OF ACCEPTABLE EXPERIENCE) (YOU MAY MAKE COPIES OF THIS FORM AS NEEDED) (June 2017)**

USE THIS PAGE FOR  
"OTHER" TYPES OF  
EXPERIENCE ONLY

<b>APPLICANT NAME:</b>	<b>LICENSED APPRAISER TRAINEE NUMBER:</b>
<b>LICENSED APPRAISER TRAINEE SIGNATURE:</b>	
<b>NAME OF SUPERVISING APPRAISER:</b>	<b>CERTIFICATE NUMBER OF SUPERVISING APPRAISER:</b>
<b>PERIOD OF SUPERVISION:</b>	<b>SUPERVISING APPRAISER SIGNATURE:</b>

**OTHER – SEE §36.11 OR §36.12 FOR DESCRIPTIONS OF OTHER TYPES OF ACCEPTABLE EXPERIENCE**

Date of Appraisal (Mo./Yr.) <b>MUST LIST IN DATE ORDER</b>	Assignment Identification Address (Out-of-State Locations are Acceptable) Include City and State P. O. Box Numbers are Unacceptable	Report Type (✓) One		Property Type (✓) One		Number of Actual Hours of Experience Claimed <b>USE WHOLE NUMBERS ONLY</b>	List the type of experience as per §36.11(e)(2) (ii)(iv – x) or §36.12(e)(2) ) (ii)(iv – x) of the Board's regulations
		FORM	NARRATIVE	RESIDENTIAL	NON RESIDENTIAL		
<b>TOTALS</b>							
PAGE _____ OF _____							

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