



STATE BOARD OF CERTIFIED REAL ESTATE

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

Courier Address:
2601 North Third Street
Harrisburg, PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

RECIPROCAL APPLICATION FOR REAL ESTATE APPRAISER

FOLLOW INSTRUCTIONS BELOW AND SUBMIT ALL REQUIRED DOCUMENTS

If a pending application is older than **one year** from the date submitted and the applicant wishes to continue the application process, the board shall require the applicant 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.

BACKGROUND CHECK:

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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REAL ESTATE APPRAISER RECIPROCAL APPLICATION

COMPLETE THIS APPLICATION IF YOU ARE CERTIFIED IN A STATE THAT MEETS OR EXCEEDS THE CERTIFICATION STANDARDS ESTABLISHED IN PENNSYLVANIA. IF YOU ARE CERTIFIED IN A STATE THAT DOES NOT MEET OR EXCEED THE CERTIFICATION STANDARDS IN PENNSYLVANIA, YOU MUST COMPLETE THE APPLICATION FOR CERTIFICATION AS REAL ESTATE APPRAISER.

FEES: APPLICATION AND CERTIFICATION FEE MUST BE A SEPARATE PAYMENT. APPLICATION WILL BE RETURNED IF COMBINED. CERTIFICATION FEE— REFER TO THE INITIAL CERTIFICATION FEE SCHEDULE INCLUDED AS PAGE 4 APPLICATION - \$40.00 NON-REFUNDABLE APPLICATION FEE. CHECK OR MONEY ORDER MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." \$20.00 CHARGE 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 BOARD SHALL REQUIRE THE APPLICANT 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

LAST NAME		MAIDEN NAME (IF APPLICABLE)
FIRST NAME		MIDDLE NAME
MAILING ADDRESS	STREET	
	CITY	
	STATE	ZIP
PERSONAL INFORMATION	SOCIAL SECURITY NUMBER:	DATE OF BIRTH:
CONTACT INFORMATION	EMAIL ADDRESS:	TELEPHONE:
LIST EACH STATE/JURISDICTION WHERE YOU ARE CURRENTLY CERTIFIED		
INITIAL STATE OF CERTIFICATION		
TYPE OF CERTIFICATION CHECK ONE	RESIDENTIAL _____ APPRAISAL OF RESIDENTIAL REAL PROPERTY (1 TO 4 UNITS) WITHOUT LIMITATION. REQUIREMENTS BASED ON APPRAISER QUALIFICATIONS BOARD CRITERIA AT TIME OF INITIAL CERTIFICATION.	GENERAL _____ APPRAISAL OF RESIDENTIAL AND NON-RESIDENTIAL REAL PROPERTY WITHOUT LIMITATION. REQUIREMENTS BASED ON APPRAISER QUALIFICATIONS BOARD CRITERIA AT TIME OF INITIAL CERTIFICATION.

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. § 49.11.

ADDITIONALLY, 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.

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.

Signature

Date

INITIAL CERTIFICATION FEE SCHEDULE & CONTINUING EDUCATION INFORMATION

ALL FEES AND CONTINUING EDUCATION HOURS LISTED ARE SUBJECT TO CHANGE

IF INITIAL DATE OF CERTIFICATION IS BETWEEN	FEES	
<p>1/1/2019 TO 3/30/19</p>	<p>45.00 40.00 85.00</p>	<p>Initial Certification Fee (2nd Half of Biennium) National Registry Fee to Appraisal Subcommittee (1 Year) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE 6/30/2019 • CONTINUING EDUCATION IS WAIVED FOR 2019 RENEWAL PERIOD
<p>4/1/2019 TO 6/30/2019</p>	<p>90.00 120.00 210.00</p>	<p>Initial Certification Fee (1st Half of Biennium) National Registry Fee to Appraisal Subcommittee (3 Years) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE 6/30/2021 • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.
<p>7/1/2019 TO 6/30/2020</p>	<p>90.00 80.00 170.00</p>	<p>Initial Certification Fee (1ST Half of Biennium) National Registry Fee to Appraisal Subcommittee (2 Years) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE 6/30/2021 • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.
<p>7/1/2020 TO 12/30/2020</p>	<p>45.00 40.00 85.00</p>	<p>Initial Certification Fee (2nd Half of Biennium) National Registry Fee to Appraisal Subcommittee (1 Year) TOTAL</p> <ul style="list-style-type: none"> • CERTIFICATE WILL EXPIRE 6/30/2021. • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2019 AND ENDING 6/30/2021, WHICH MUST INCLUDE THE 7-HOUR NATIONAL USPAP COURSE AND 2 HOURS OF PENNSYLVANIA LAW AND RULES AND REGULATIONS.

APPLICATION FOR CERTIFICATION AS REAL ESTATE APPRAISER

Upon being granted certification in Pennsylvania you will have to meet the continuing education requirements as set forth by the Pennsylvania law (section 10) and the Board's regulations (§§36.41, 36.42, 36.43, 36.44). Copies of the law and the rules and regulations can be obtained on the Board's website at www.dos.pa.gov/real. You will be required to obtain 28 hours of continuing education within each biennium (July 1, odd-year to June 30, odd-year) which includes at least 7 hours on the Uniform Standards of Professional Appraisal Practice and at least 2 hours on the Act, the Rules and Regulations. The **only exception** is the Certified General or Residential Appraiser whose **initial** date of certification falls between January 1 and June 30 of a renewal year. All other Certified General or Residential Appraisers who obtain certification in Pennsylvania **must** obtain 28 hours of continuing education between the initial date of certification and the expiration date of their certificate.

Out of state courses **may** be accepted by the Pennsylvania State Board of Certified Real Estate Appraisers. It is the certified appraiser's responsibility to provide proof to the Pennsylvania State Board of Certified Real Estate Appraisers that the course is approved and accepted by the "home" state for continuing education credit.

If you have any questions, contact the Pennsylvania State Board of Certified Real Estate Appraisers for clarification. Remember you must abide by the dates and criteria established by the Pennsylvania State Board of Certified Real Estate Appraisers to renew your Pennsylvania certificate.