

TYPES OF CERTIFICATION/LICENSURE

Q. What are the types of licensure?

A. The three types of licensure are State License, Certified Residential, and Certified General.

- **State License:**

Applicants for State License must complete education, pass the State License examination, and complete a minimum of 2,000 hours of real estate appraisal experience, in no less than 12 months, while working with a certified real estate appraiser. Please see the Education link for the New Applicant Requirements Effective July 1, 2007. For federally related transactions, State Licensed appraisers can perform residential appraisals with a transaction value less than \$1,000,000; non-residential property must be appraised by a certified appraiser. For more information, go to the web site of the federal institutions and review their statutes.

- **Residential Certificate:**

Applicants for Certified Residential must complete education, pass the Certified Residential examination, and complete a minimum of 2,500 hours of real estate appraisal experience, over at least 24 continuous months, while working with certified real estate appraiser. Please see the Education link for the New Applicant Requirements Effective July 1, 2007.

- **General Certificate:**

Applicants for Certified General must complete education, pass the Certified General examination, and complete a minimum of 3,000 hours of real estate appraisal experience, over at least 30 continuous months, while working with certified real estate appraiser. At least 1,500 hours of this experience must be the appraisal of non-residential properties. Please see the Education link for the New Applicant Requirements Effective July 1, 2007.

Q. How long will it take to get a license or certification?

A. We cannot give an exact time as each application is unique. On average, a state license takes approximately two years; certified residential takes approximately three years; and certified general takes approximately four years.

EDUCATION

Q. Where can I get appraisal education?

A. Go to the **Education** link for a list of approved education course providers and approved education courses. Keep in mind that many of the education providers offer courses throughout the state regardless of the location of their headquarters.

EXAM

Q. Do I need to have my experience before I take the exam?

A. No, but you must complete your education and submit the application and application fee. You must take the exam within one year after submitting the application; if you do not, your application will expire. Many applicants find that significant fee appraisal experience is helpful when taking the exam.

Q. How do I register for the exam?

A. Submit your application, application fee of \$125.00, copies of course certificates along with official transcripts. Upon verification, the Commission will send you the registration forms.

Q. How long is my exam valid?

A. **Two years from date of examination.** You must receive your license within two years of passing the exam otherwise you will be required to retake the exam.

EXPERIENCE

An applicant for licensure or certification shall only receive credit for appraisal experience earned after July 1, 2008, if the applicant has registered as a trainee real estate appraiser with the commission prior to accruing the experience.

Q. When should I send in my application?

A. You may submit your application for **real estate appraiser certification/licensure** at any time after you have completed the education requirement.

Q. When should I send in my trainee application?

A. You submit your trainee application when you are ready to begin your experience. Experience hours completed prior to registering as a trainee will **NOT** be accepted.

Q. Do I have to complete my education before starting my experience?

A. No. Your supervisory appraiser takes full responsibility for the quality of any appraisal you complete. It is up to the certified real estate appraiser what level of education you must have before being accepted as a trainee.

Q. What information do I need on my experience log?

A. There are ten required elements: address of property, city, state, client's name, appraisers involved, date of report, property type, appraised value, form used and hours. Please see Chapter 3 of the REA rules for further clarification.

Q. What information do I need on my trainee experience log?

A. There are nine required elements: date of report, address of property, type of property, clients name, description of applicants work performed, scope of supervising appraisers review, scope of supervising appraisers supervision, number of actual hours worked by trainee, and appraised value. Please refer to Chapter 3 of the REA rules.

Q. How many hours can I claim for an appraisal?

A. You should claim the actual number of hours it took to complete the appraisal. If you go over the maximum allowed hours, please provide an explanation. Although the Commission offers average hours for appraisal of different property types (see the REA rules), the hours should not be considered binding.

RECIPROCITY

Q. I am licensed in another state. How can I get licensed in Missouri?

A. Check our website for a list of **Appraisal Reciprocal Agreements** to verify that Missouri has reciprocity with your state. If there is reciprocity, complete the reciprocity application found at **Reciprocity Applications** and submit the notarized form along with a current, original letter of good standing from your state and the appropriate fee. If there is no reciprocity, you must complete the standard application and submit your experience log, along with proof from your state board of passage of the exam.

TEMPORARY LICENSE

Q. How do I get a temporary license?

A. Print the Temporary Practice Form available on the website. You must be in good standing on the National Registry of the Appraisal Subcommittee (<http://www.asc.gov>). You are not required to submit a letter of good standing from your state. At this time, the Commission charges a \$150 fee for a temporary license. NOTE: Temporary practice approval will not be granted retroactively. Approval begins the date requested in the application or the date received in this office, **WHICHEVER IS LATER**.

CONTINUING EDUCATION

Q. How much continuing education do I need to renew my license?

A. Twenty-eight (28) hours of continuing education every two years are required. All licenses will expire June 30 of the even number years. Missouri requires that real estate appraisers complete a minimum seven (7) hour course on the Uniform Standards of Professional Appraisal Practice (USPAP) Update. Appraisers must complete a USPAP update course during each renewal period.

Q. Do I need to send in my continuing education certificates?

A. No. **DO NOT SEND** your certificates with your renewal form. The Commission may contact you for copies of your certificates upon being selected for a continuing education audit.

COMPLAINT

Q. How do I file a complaint?

A. Under **Complaint Forms** complete and submit to the address on the form. Please include any appraisal reports or other paperwork that may be of assistance to the Commission in its investigation. You will be notified of the decision of the Commission in regards to the complaint. NOTE: Members of the Commission review all complaints that are received. The Complaint process is lengthy, and you may not receive the Commission's decision for several months.

Please call the office at (573) 751-0038 for further questions.