



THE APPRAISAL FOUNDATION

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Standards and Appraiser Qualifications

APPRAISER QUALIFICATIONS BOARD

Appraiser Qualifications Board

Q&A

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The Appraiser Qualifications Board (AQB) of The Appraisal Foundation establishes the minimum education, experience and examination requirements for real property appraisers to obtain a state license or certification. The AQB Q&A is a form of guidance issued by the AQB to respond to questions raised by appraisers, enforcement officials, users of appraisal services and the public to illustrate the applicability of the Real Property Appraiser Qualification Criteria and Interpretations of the Criteria in specific situations and to offer advice from the AQB for the resolution of appraisal issues and problems. The AQB Q&A may not represent the only possible solution to the issues discussed nor may the advice provided be applied equally to seemingly similar situations. AQB Q&A does not establish new Criteria. AQB Q&A is not part of the Real Property Appraiser Qualification Criteria. AQB Q&A is approved by the AQB without public exposure and comment.

General Requirements

Question 1:

I hold a Certified Residential credential and I am pursuing a Certified General credential in the same jurisdiction. Does the AQB require any supervised experience to upgrade from a Certified Residential Appraiser to a Certified General Appraiser?

Response:

The *Real Property Appraiser Qualification Criteria* does not specifically address a formal Supervisory Appraiser relationship for Certified or Licensed Appraisers seeking an upgrade to their credential. However, you must comply with the COMPETENCY RULE of USPAP when you obtain your non-residential property experience, which may require that you work with an existing Certified General appraiser who is competent in the property type and geographic area. Be sure to check with the state appraiser regulatory agency in the state where you plan to seek the credential to confirm the state's requirements, as states may implement more stringent requirements.

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Question 2:

I am pursuing a Certified General credential in my state. I have already satisfied the college education (via the in-lieu of option) and the 300 hours of qualifying education requirements under the current *2008 Real Property Appraiser Qualification Criteria*. I expect to complete (pass) the National Uniform Certification Exam next year. At my current pace of work, it will take until late 2014 to finish my experience. If I submit my application to my state at that time, will my state have adequate time to process my application?

Response

January 1, 2015 is a firm date, which means that all required components (education, experience, and examination) must be completed prior to January 1, 2015. You should check with your state appraiser regulatory agency to determine when your application must be submitted.

Continuing Education**Question 1:**

I am a certified appraiser and my certification does not need to be renewed until 2013. I have not yet taken the 2012-13 *7-Hour National USPAP Update Course*. Does this mean that my credential is invalid until I complete the course?

Response:

The *2012-13 Uniform Standards of Professional Appraisal Practice* went into effect January 1, 2012. You are responsible for understanding and complying with the current version of USPAP when you complete an appraisal, whether or not you have taken the relevant 7-hour course. Under the *Real Property Appraiser Qualification Criteria*, you are required to successfully complete the 7-hour course every two years. The Criteria do not otherwise define the timeframe during which you must complete the course. However, please check with your state appraiser regulatory agency as states may implement more stringent requirements.

Question 2:

My appraiser license renewal date is September 3, 2012. Is continuing education I completed in February 2010 too old? Where can I find the timeframe during which my continuing education must be completed?

Response:

Your state appraiser regulatory agency determines the continuing education cycle for credentials within the state. The *Real Property Appraiser Qualification Criteria* do not allow carryover of any CE hours from one renewal period to the next.

Question 3:

Does the AQB require successful completion of a final exam in order to receive continuing education credit for an online appraisal course?

Response:

The *Real Property Appraiser Qualification Criteria* require course providers of distance learning (online) continuing education courses to track students' attendance and measure their comprehension of the material. One way this can be accomplished is via a proctored, final examination. The other, more common method is for the CE course to include embedded quizzes or other exercises to be completed by the student during the course offering.

Please note that several states have adopted an exam requirement for all continuing education distance learning courses. If you are located in one of these states, you are required to comply with the state's examination requirement in order to obtain your CE credit.

In addition, all synchronous USPAP courses do require a proctored final examination.

2015 REAL PROPERTY APPRAISER QUALIFICATION CRITERIA-RELATED ISSUES**Supervisory Appraiser/Trainee Appraiser Education****Question 1:**

I am currently a credentialed Trainee Appraiser. Am I required to take a Supervisory Appraiser and Trainee Appraiser course prior to January 1, 2015, in order to remain a Trainee Appraiser?

Response:

While the AQB *encourages* existing Trainee Appraisers to take the course, the *2015 Real Property Appraiser Qualification Criteria* do not require currently-credentialed Trainee Appraisers to do so (i.e., you are "grandfathered" from the AQB's perspective). However, check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

Question 2:

I am currently a Supervisory Appraiser of a Trainee Appraiser. Am I required to take a Supervisory Appraiser and Trainee Appraiser course prior to January 1, 2015, in order to continue to supervise Trainee Appraisers?

Response:

While the AQB *encourages* existing Supervisory Appraisers to take the course, the *2015 Real Property Appraiser Qualification Criteria* do not require current Supervisory Appraisers to do so (i.e., you are “grandfathered” from the AQB’s perspective). However, check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

Please note however, if you seek to serve as a Supervisory Appraiser of any *additional* Trainee Appraiser(s) after the implementation date (e.g., January 1, 2015) you must fulfill all of the 2015 *Criteria* requirements to become a Supervisory Appraiser at that time.

Supervisory Appraiser Eligibility**Question 1:**

I am a state-certified appraiser who is also a Supervisory Appraiser. My appraiser credential has been suspended. Is this considered a sanction that restricts the Supervisory Appraiser’s “legal eligibility to engage in appraisal practice”?

Response:

Yes. An appraiser would not be able to act as a Supervisory Appraiser for the length of the suspension plus an additional two years beyond the date the suspension is lifted.

Question 2:

I am a state-certified appraiser who is also a Supervisory Appraiser. My appraiser credential has been placed on “probation” by the state which limits the types of assignments I am allowed to appraise. Is this considered a sanction that restricts the Supervisory Appraiser’s “legal” eligibility to engage in appraisal practice”?

Response:

Yes. An appraiser would not be able to act as a Supervisory Appraiser for the length of the “probation” plus an additional two years beyond the date the “probation” is lifted.

Question 3:

I am a state-certified appraiser who is also a Supervisory Appraiser. My state appraiser regulatory agency has levied a fine against me and required me to take an additional course. Is this considered a sanction that restricts the Supervisory Appraiser’s “legal” eligibility to engage in appraisal practice”??

Response:

No. As long as the fine is paid and remedial education is completed and no further action is taken (probation or suspension), the Supervisory Appraiser could continue to supervise Trainee Appraisers. However, please check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

Question 4:

Is a Supervisory Appraiser's eligibility to supervise Trainee Appraisers only evaluated when they initially become a Supervisory Appraiser, or is the Supervisory Appraiser's eligibility evaluated on an ongoing basis?

Response:

The Supervisory Appraiser's eligibility is evaluated on an ongoing basis. Thus, if any sanction is levied against a Supervisory Appraiser during the term of supervision that affects the Supervisory Appraiser's eligibility to practice, the Supervisory Appraiser would immediately lose the right to supervise Trainee Appraisers for the length of the sanction, plus an additional two years beyond the date the sanction is lifted.

Examination**Question:**

Under the 2015 *Real Property Appraiser Qualification Criteria*, I understand that all education and experience must be completed and approved prior to taking the *National Uniform Licensing and Certification Examination*. Once I pass the examination, within what time period must I submit the application for my credential?

Response:

Examination results are valid for 24 months. If your state appraiser regulatory agency has a separate post-examination application (i.e., you are not awarded the credential "automatically" by virtue of successfully passing the examination) you would need to submit your complete application within 24 months of successful completion of the exam. You should be sure to check with your state appraiser regulatory agency to determine when your application must be submitted.

The AQB Q&A is posted on The Appraisal Foundation website (www.appraisalfoundation.org)

For further information regarding AQB Q&A, please contact:

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