NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

PO Box 1336 - Bismarck ND 58502-1336
Telephone & Fax: (701) 222-1051
Website: www.ndappraiserboard.org

APPLICATION FOR NORTH DAKOTA APPRAISER APPRENTICE, LICENSURE OR CERTIFICATION

APPLICATION PROCEDURE:

I. AN APPLICANT FOR APPRENTICE, LICENSURE OR CERTIFICATION MUST:

1. Complete the application in its entirety and obtain notarization. (Please type or print clearly in ink)

2. Meet all the requirements for the requested level, ***prior*** to making application.

3. Be at least eighteen years of age.

4. Have a high school education or its equivalent.

5. Submit to a criminal history records check:

The following Criminal History Record Check documents must be completed and submitted, with payment, directly to the North Dakota Real Estate Appraiser Board Office:

- **Criminal History Record Check Request Form** (SFN 60688)
- **Criminal History Record Check Fee:** All costs associated with obtaining a background check are the responsibility of the applicant. The fee is $41.25 and the check or money order must be made payable to ND Attorney General.
- **Two Fingerprint Cards**: 2 completed fingerprint cards containing the fingerprints of the applicant are required.
- **Fingerprint Verification Form** (Must be completed by the fingerprint technician).

You may request a fingerprint packet from the ND Real Estate Appraiser Board Office, **OR** The Criminal History Record Check Request Form and Fingerprint Verification Form are available on our website and you may utilize the fingerprint cards available at any authorized fingerprint location. If using fingerprint cards directly from an authorized finger printer, applicants should leave the following sections blank: 1) Reason Fingerprinted and 2) ORI #.

You are encouraged to bring a manila envelope with you to the finger print location, as your completed fingerprint card(s) and Fingerprint Verification Form must be placed in a sealed envelope by the finger print technician.

Submit the sealed envelope, Criminal History Record Check Request form and check in the amount of $41.25 (made payable to ND Attorney General) directly to the ND Real Estate Appraiser Board office at PO Box 1336, Bismarck ND 58502-1336.

6. Complete applicable Education Course Tracking Form and attach COPIES of all course completion certificates:

Schedule I: ***Apprentice Appraiser Education Tracking Form***
(Apprentice: Education must be obtained within the 5-year period immediately preceding application)
Schedule II: ***Licensed Appraiser Education Tracking Form***
Schedule III: ***Certified Residential Appraiser Education Tracking Form***
Schedule IV: ***Certified General Appraiser Education Tracking Form***

7. Enclose the following fee in check or money order, made payable to the North Dakota Appraiser Board.

APPLICATION FEES:
APPRENTICE LEVEL…….. $300
LICENSED, CERTIFIED RESIDENTIAL or CERTIFIED GENERAL …….. $400

Fees are NOT pro-rated and are NOT refundable. All permits expire December 31 of each year.

IN ADDITION, AN APPLICANT FOR LICENSURE OR CERTIFICATION MUST:

8. Attach a COMPLETED Experience Log.
An example of an experience log is found on page 13 of this application. You may generate your own form in excel format provided it includes all of the following entries for each assignment claimed:

- Date of Report
- Property Address
- Type of Property: (Example: Single Family Residential, Condo, 2-4 Units, etc)
- Description of Work Performed by Applicant: (Example: Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation)
- Description of Scope of Supervising Appraiser's Review: (Example: Reviewed work file and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report)
- Description of Scope of Supervising Appraiser's Supervision: (Example: Completed entire appraisal process with applicant, including physical inspection of subject property)
- Hours Claimed: Indicate number of actual hours worked by the applicant per assignment.
- Applicant's signature AND Supervisor's signature: Each page must be signed by the applicant and supervising appraiser. Separate logs must be maintained for each Supervising Appraiser.

9. APPLICANTS FOR LICENSURE/CERTIFICATION MUST COMPLETE THE APPROPRIATE EDUCATION AND EXPERIENCE REQUIREMENTS PRIOR TO SITTING FOR THE NATIONAL EXAMINATION.

10. APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED UNLESS ALL REQUESTED INFORMATION IS PROVIDED AND ALL APPROPRIATE FEES ARE PAID.

11. MAIL OR SCAN AND EMAIL COMPLETED APPLICATION, DOCUMENTATON, AND APPLICATION FEE TO:

North Dakota Appraiser Board
PO Box 1336
Bismarck ND 58502-1336
Email: jcampbell@bis.midco.net

NORTH DAKOTA REAL PROPERTY APPRAISER REQUIREMENTS:

Apprentice Appraiser:

Education: **High School graduate or equivalent, or higher.**
75 hours of Board approved real estate appraisal qualifying education covering the **required core curriculum*** as established by the Appraisal Qualifications Board of The Appraisal Foundation. *(See Schedule I: Apprentice Appraiser Education Tracking Form)*
In addition, an applicant for the apprentice level must complete a course specifically oriented to the requirements and responsibilities of a supervisory appraiser and an apprentice appraiser. **Education** must have been obtained within the 5-year period immediately preceding making application.

Experience: None

Examination: Open-Book Examination covering NDCC 43-23.3 (ND Appraiser Statute) and ND Administrative Code Title 101 (ND Rules & Regulations).
Can be found at www.ndappraiserboard.org under Apprentice tab

Supervisor: Prior to issuance of an apprentice permit, the applicant for the apprentice level is required to submit verification of registration of a supervisory appraiser.
Registration form can be found at www.ndappraiserboard.org under Apprentice tab.

Licensed Appraiser:

Education: **High School graduate or equivalent, or higher.**
150 hours of Board approved real estate appraisal qualifying education covering the **required core curriculum*** as established by the Appraisal Qualifications Board of The Appraisal Foundation. *(See Schedule II: Licensed Appraiser Education Tracking Form)*

Experience: 1000 hours over a minimum of 6-month period.

Examination: Uniform State *Licensed* Appraiser Examination.
Education and experience must be in place prior to sitting for the examination.
(Successful completion of the examination is valid for a 24-month period)

Certified Residential Appraiser:

Education:

College Education:

- **Bachelor Degree or higher in any field of study;** **OR**

- **Associates Degree in a field of study related to one of the following**
  - Business Administration
  - Accounting
  - Finance
  - Economics
  - Real Estate **OR**

- **Successful completion of 30 semester hours of college-level courses that covers each of the following specific topic areas and hours:**
  - English Composition (3 semester hours)
  - Micro Economics (3 semester hours)
  - Macro Economics (3 semester hours)
  - Finance (3 semester hours)
  - Algebra; Geometry or higher mathematics (3 semester hours)
  - Statistics (3 semester hours)
  - Computer Science (3 semester hours)
  - Business or Real Estate Law (3 semester hours) and
  - Two elective courses in any of the above topics, or in
    - Accounting
    - Geography
    - Agricultural economics
    - Business management or
    - Real estate (3 semester hours each) **OR**

- **Successful completion of at least 30 semester hours of College Level Examination Program (CLEP) examinations from each of the following subject matter arears:**
  - College Algebra (3 semester hours)
  - College Composition (6 semester hours)
  - College Composition Modular (3 semester hours)
  - College Mathematics (6 semester hours)
  - Principles of Macroeconomics (3 semester hours)
  - Principles of Microeconomics (3 semester hours)
  - Introductory Business Law (3 semester hours) and
  - Information Systems (3 semester hours) **OR**

- **Successful completion of any combination of 30 semester hours of college-level courses and 30 semester hour of College Level Examination Program (CLEP) examinations provided the applicant has completed and covered all topics and hours as found in the college-level courses listed above.**

All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency recognized by the U.S. Secretary of Education.

Exception to the College-Level Education (*for a licensed appraiser upgrading to certified residential*)

- No college-level education needs to be completed provided the licensed appraiser has held the appraiser's license for a minimum of five years and the applicant has had no record of any adverse, final and non-appealable disciplinary action affecting the permittee's legal eligibility to engage in appraisal practice within five years immediately preceding from the date the application is submitted to the Board.

Additional Qualifying Education:

200 hours Board approved real estate appraisal qualifying education covering the **required core curriculum*** as established by the Appraisal Qualifications Board of The Appraisal Foundation *(See Schedule III: Certified Residential Education Tracking Form)*

Experience: 1500 hours over a minimum of 12-month period.

Examination: Uniform State *Certified Residential* Appraiser Examination.
Education and experience must be in place prior to sitting for the examination.
(Successful completion of the examination is valid for a 24-month period)

***Certified General Appraiser Classification*:**

Education: **Bachelors Degree or higher**
300 hours Board approved real estate appraisal qualifying education covering the **required core curriculum*** as established by the Appraisal Qualifications Board of The Appraisal Foundation *(See Schedule IV: Certified General Education Tracking Form)*.

Experience: 3000 hours over a minimum of 18-month period.
At least 50% must be non-residential appraisal experience.

Examination: Uniform State *Certified General* Appraiser Examination.
Education and experience must be in place prior to sitting for the examination.
(Successful completion of the examination is valid for a 24-month period)

APPLICANT DATA:

1. **APPLICATION FOR PERMIT (Check type of permit you are making application for)**:

   ( ) APPRENTICE ( ) LICENSED ( ) CERTIFIED RESIDENTIAL ( ) CERTIFIED GENERAL

2. **NAME**_____
   Last First Middle

3. **SOCIAL SECURITY NUMBER:**_____ **DATE OF BIRTH:**_____

4. **RESIDENCE ADDRESS**_____
   Street Address Box Number City

   State County Zip Code Area Code Telephone Number

5. **BUSINESS NAME**_____

6. **BUSINESS ADDRESS**_____
   Street Address Box Number City

   State County Zip Code County

   E-mail Address Fax Number Telephone Number

7. **PREFERRED MAILING ADDRESS: BUSINESS**_____ **RESIDENCE**_____

8. **SUPERVISING APPRAISER**_____
   (if applicable)

9. **HIGHEST EDUCATION COMPLETED**_____
   (ATTACH ORIGINAL TRANSCRIPT)

If you answer "YES" to any question below, on a separate sheet, provide a signed, detailed statement describing the facts and circumstances pertinent to your case. In addition, provide copies of all final court documents that identify the charges (pending or otherwise) and the penalty assessed.

10. **YES___NO___** Are you now or have you been certified or licensed as an appraiser, in any state or jurisdiction other than North Dakota within the last five (5) years? *If yes, a complete certification/license history signed by the issuing state/jurisdiction agency(s) must accompany this application.*

11. **YES___NO___** Have you EVER practiced, or held yourself as being certified or licensed to practice real estate appraisal in any state or jurisdiction, when in fact you were not certified or licensed to do so?

12. **YES___NO___** Are you the subject of ANY pending investigation, administrative sanction proceeding, hearing, trial or similar action by an agency or board that has granted or denied you a license or certification to engage in any regulated occupation, trade or profession in North Dakota or in any other state or jurisdiction?

13. **YES___NO___** Have you EVER had a real estate appraiser, or any other professional license or certification denied or surrendered, or disciplined with suspension, reprimand, probation, revocation, or any other method of discipline in North Dakota or any other state or jurisdiction?

14. **YES___NO___** Have you ever been convicted or placed on probation for a criminal offense, other than for misdemeanor traffic violations, or are there any criminal charges pending against you?

SECTION I:

I-A (FOR CERTIFIED GENERAL APPRAISER PERMIT)

1. Do you hold a Bachelor Degree or higher? **(Attach official college transcript)** Yes___No___

2. Did you *successfully* complete, at a minimum, 300 class hours in Board approved real estate appraisal qualifying education covering the required core curriculum, as established by the Appraisal Qualifications Board of the Appraisal Foundation? **(Complete and attach Schedule 4-CG Education Course Tracking form**) Yes___No___

3. Do you have at least 3,000 hours of appraisal experience over a minimum of 18-months? Yes___No___
(Attach Work Experience Log verifying 3000 hours over a minimum of 18 months)

4. Within the 3,000 hours do you have at least 1,500 hours in non-residential appraisal work? Yes___No___

NOTE: If all answers are YES, go to Section II.
A NO response to any of the above questions disqualifies you for the CERTIFIED GENERAL permit. However, you may qualify for classification as a CERTIFIED RESIDENTIAL appraiser permit. Go to I-B.

I-B (FOR CERTIFIED RESIDENTIAL APPRAISER PERMIT)

1. Do you hold as Associate Degree or have you met one of alternative options? **(Attach official college transcript)** Yes___No___

2. Did you *successfully* complete, at a minimum, 200 class hours in Board approved real estate appraisal qualifying education covering the required core curriculum, as established by the Appraisal Qualifications Board of the Appraisal Foundation? **(Complete and attach Schedule 3-CR Education Course Tracking form)** Yes___No___

3. Do you have at least 1,500 hours of appraisal experience over a minimum of 12-months? Yes___No___
(Attach Work Experience Log verifying 1500 hours over a minimum of 12 months)

NOTE: If all answers are YES, go to Section II.
A NO response to any of the above questions disqualifies you for the CERTIFIED RESIDENTIAL Appraiser permit. However, you may qualify for classification as a LICENSED appraiser permit. Go to I-C.

*I-C (FOR LICENSED APPRAISER PERMIT)

1. Do you have a high school diploma or are you claiming the equivalent (GED)? **(Attach official transcript)** Yes___No___

2. Did you *successfully* complete, at a minimum, 150 class hours in Board approved real estate appraisal qualifying education covering the required core curriculum, as established by the Appraisal Qualifications Board of the Appraisal Foundation? **(Complete and attach Schedule 2-LA Education Course Tracking form)** Yes___No___

3. Do you have at least 1,000 hours of appraisal experience over a minimum of 6-months? Yes___No___
(Attach Work Experience Log verifying 1000 hours over a minimum of 6 months)

NOTE: If all answers are YES, go to Section II.
A NO response to any of the above questions disqualifies you for the LICENSED appraiser permit. However, you may qualify for classification as An APPRENTICE appraiser permit. Go to I-D

I-D (FOR APPRENTICE APPRAISER PERMIT)

1. Do you have a high school diploma or are you claiming the equivalent (GED)? **(Attach official transcript)** Yes___No___

2. Did you *successfully* complete, at a minimum, 75 class hours in Board approved real estate appraisal qualifying education covering the required core curriculum, as established by the Appraisal Qualifications Board of the Appraisal Foundation? Education must be completed within the last five years. Yes___No___
(Complete and attach Schedule 1-AA Education Course Tracking form)

3. Have you completed a ND Supervisory/Apprentice Training course? Yes___No___

4. Have you completed the open-book ND Supervisory/Apprentice Rules/Statute Examination? Yes___No___

5. Have you completed the Supervisory/Apprentice Registration form? Yes___No___

NOTE: If all answers are YES, go to Section II.
A NO response to any of the above questions disqualifies you for the APPRENTICE appraiser permit.

SECTION II - EDUCATIONAL REQUIREMENTS: (Refer to ND Appraiser Rules & Regulations for complete details)

1) Attach verification of highest level of education completed: ***(ATTACH OFFICIAL TRANSCRIPT)***
2) List the courses you have successfully completed on the appropriate "Education Tracking Form" and attach transcripts or documentation verifying successful completion of each course.
   Schedule I: Apprentice Appraiser Education Tracking Form,
   Schedule II: Licensed Appraiser Education Tracking Form,
   Schedule III: Certified Residential Appraiser Education Tracking Form, or
   Schedule IV: Certified General Appraiser Education Tracking Form.
3) "See attached transcripts" is **N0T** acceptable- a completed Education Tracking form is required.
4) The required education per classification is recapped as follows:

CLASSIFICATION	REQUIRED EDUCATION HOURS
APPRENTICE APPRAISER **Complete & Attach Schedule I Apprentice Education Tracking Form**	**75 hours** Board Approved Education covering the following required core curriculum: ➢ 30 hours of basic appraisal principles ➢ 30 hours of basic appraisal procedures ➢ 15-Hour National USPAP Course, or its equivalent. ➢ A minimum 4-hour Supervisory/Trainee Course (Education must be obtained within the five-year period immediately preceding application for a permit).
LICENSED APPRAISER **Complete & Attach Schedule II Licensed Education Tracking Form**	**150 hours** of Board Approved Education covering the following required core curriculum: ➢ 30 hours of basic appraisal principles. ➢ 30 hours of basic appraisal procedures. ➢ 15-Hour National USPAP Course, or its equivalent. ➢ 15 hours of residential market analysis and highest and best use. ➢ 15 hours of residential appraiser site valuation and cost approach. ➢ 30 hours of residential sales comparison and income approaches. ➢ 15 hours of residential report writing and case studies.
CERTIFIED RESIDENTIAL APPRAISER **Complete & Attach Schedule III Certified Residential Education Tracking Form**	**Bachelor Degree or higher in any field of study; OR** **Associates Degree in a field of study related to one of the following** ➢ Business Administration ➢ Accounting ➢ Finance ➢ Economics ➢ Real Estate **OR** **Successful completion of 30 semester hours of college-level courses that covers each of the following specific topic areas and hours:** ➢ English Composition (3 semester hours) ➢ Micro Economics (3 semester hours) ➢ Macro Economics (3 semester hours) ➢ Finance (3 semester hours) ➢ Algebra; Geometry or higher mathematics (3 semester hours) ➢ Statistics (3 semester hours) ➢ Computer Science (3 semester hours) ➢ Business or Real Estate Law (3 semester hours) and ➢ Two elective courses in any of the above topics, or in o Accounting o Geography o Agricultural economics o Business management or o Real estate (3 semester hours each); **OR**

	Successful completion of at least 30 semester hours of College Level Examination Program (CLEP) examinations from each of the following subject matter arears: ➢ College Algebra (3 semester hours) ➢ College Composition (6 semester hours) ➢ College Composition Modular (3 semester hours) ➢ College Mathematics (6 semester hours) ➢ Principles of Macroeconomics (3 semester hours) ➢ Principles of Microeconomics (3 semester hours) ➢ Introductory Business Law (3 semester hours) and ➢ Information Systems (3 semester hours) **OR** **Successful completion of any combination of 30 semester hours of college-level courses and 30 semester hour of College Level Examination Program (CLEP) examinations provided the applicant has completed and covered all topics and hours as found in the college-level courses listed above.** All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency recognized by the U.S. Secretary of Education. **Exception to the College-Level Education** **(*for a licensed appraiser upgrading to certified residential*)** No college-level education needs to be completed provided the licensed appraiser has held the appraiser's license for a minimum of five years and the applicant has had no record of any adverse, final and non-appealable disciplinary action affecting the permittee's legal eligibility to engage in appraisal practice within five years immediately preceding from the date the application is submitted to the Board. plus **200 hours** of Board Approved Education covering the following required core curriculum: ➢ 30 hours of basic appraisal principles. ➢ 30 hours of basic appraisal procedures. ➢ 15-Hour National USPAP Course, or its equivalent. ➢ 15 hours of residential market analysis and highest and best use. ➢ 15 hours of residential appraiser site valuation and cost approach. ➢ 30 hours of residential sales comparison and income approaches ➢ 15 hours of residential report writing and case studies. ➢ 15 hours of statistics, modeling, and finance. ➢ 15 hours of advanced residential applications and case studies. ➢ 20 hours of appraisal subject matter electives.
CERTIFIED GENERAL APPRAISER **Complete & Attach Schedule IV Certified General Education Tracking Form**	Bachelors Degree plus **300 hours** of Board Approved Education covering the following required core curriculum: ➢ 30 hours of basic appraisal principles. ➢ 30 hours of basic appraisal procedures. ➢ 15-Hour National Uniform Standards of Professional Appraisal Practice Course, or its equivalent. ➢ 15 hours of statistics, modeling and finance. ➢ 30 hours of general appraiser market analysis and highest and best use. ➢ 30 hours of general appraiser sales comparison approach. ➢ 30 hours general appraiser site valuation and cost approach. ➢ 60 hours of general appraiser income approach. ➢ 30 hours of general appraiser report writing and case studies. ➢ 30 hours of appraisal subject matter electives.

SECTION III - EXPERIENCE REQUIREMENTS:

- NO EXPERIENCE IS REQUIRED FOR THE APPRENTICE LEVEL.
- All applicants for the licensed or certified level must report real estate appraisal experience.
- The appraisal experience of applicants for the LICENSED LEVEL (1000 hours) must have been acquired OVER a minimum period of 6-months.
- The appraisal experience of applicants for the CERTIFIED RESIDENTIAL LEVEL (1500 hours) must have been acquired OVER a minimum period of 12-months.
- The appraisal experience of applicants for the CERTIFIED GENERAL LEVEL (3000 hours) must have been acquired OVER a minimum period of 18-months. At least 50% must be non-residential appraisal experience.
- All appraisal work claimed for experience must be obtained after January 30, 1989.
- All appraisal work claimed for experience must be completed in compliance with USPAP.
- Applicants must complete the Experience Log found on a following page.

Adequate experience will be determined by the actual hours spent on an assignment, subject to a maximum established by the board.

(1) Maximum hours are based on the types of appraisals performed and the types of properties appraised.

(2) Types of appraisals performed include standard appraisal, review appraisal, and condemnation appraisal.

(a) A standard appraisal is the process of developing an appraisal using those methods commonly accepted by real estate appraisers as constituting the appraisal process and preparing a written appraisal report or file memorandum describing the appraisal and reporting the estimate of value. The appraisal process consists of an analysis of factors that affect value, definition of the problem, gathering and analyzing data, applying the appropriate value approaches and methodology, arriving at an opinion of value, and correctly reporting the opinion of value in compliance with the uniform standards of professional appraisal practice.

(b) A review appraisal is the process of critically reviewing an appraisal report prepared by another appraiser and preparing a separate written report or file memorandum setting forth the results of the review process. The review appraiser reviews the report and forms an opinion as to the adequacy of the report, the appropriateness of the methods used by the appraiser, and the reasonableness of the appraiser's conclusions. A review appraiser may or may not perform a field review. A field review includes inspecting the subject and comparables to verify data, to determine the appropriateness of the comparables selected and adjustments made, and to assist in determining the reasonableness of the value estimate.

Review appraisal experience must conform to standard three of the uniform standards of professional appraisal practice. Review appraisal experience should be given credit to the extent that it demonstrates proficiency in appraisal principles, techniques, or skills used by appraisers practicing under applicable uniform standards of professional appraisal practice standards.

(c) A condemnation appraisal is an appraisal of real property for condemnation purposes, including situations where a partial taking is involved and the appraiser must develop both a before taking value estimate and an after taking value estimate. The appraiser uses those methods commonly accepted by real estate appraisers as constituting the appraisal process including a field inspection and preparation of a written appraisal report or file memorandum describing the appraisal and reporting the before and after value estimates.

(3) Types of property appraised may include the following:

1) **RESIDENTIAL SINGLE FAMILY OR MULTI-FAMILY (2-4 UNITS)**
2) **VACANT LOT (1-4 Units)**
3) **FARM** (homestead-less than 100 acres).
4) **LAND** may include farms of one hundred acres [40.47 hectares] or more in size, undeveloped tracts, residential multifamily sites, commercial sites, industrial sites, land in transition, etc.
5) **RESIDENTIAL MULTI-FAMILY (5-12 UNITS)** may include apartments, condominiums, townhouses, and mobile home parks.
6) **RESIDENTIAL MULTI-FAMILY (13+ UNITS)** may include apartments, condominiums, townhouses, mobile home parks.
7) **COMMERCIAL SINGLE-TENANT** may include office building, retail store, restaurant, service station, bank, daycare center, etc.
8) **COMMERCIAL MULTI-TENANT** may include office building, shopping center, hotel, etc.
9) **INDUSTRIAL** may include warehouse, manufacturing plant, etc.
10) **INSTITUTIONAL** may include rest home, nursing home, hospital, school, church, government building, etc.

If you have appraised property not listed above, describe on a separate sheet the properties appraised in sufficient detail to enable the Appraiser Board to determine the proper amount of credit which may be awarded.

(4) The number of allowable hours assigned for each appraisal type are assigned by the Appraiser Board. The following Experience Chart reflects the allowable hours approved by the Board for the various types of property. However, as specified in Rules, **the applicant should claim the actual hours spent completing the assignment.** Document your work file to substantiate the number of hours spent on an assignment.

Appraisal Experience Hours Chart (Maximum Hours Allowed by the Board)
Licensed and Certified Residential Level:

Type of Property Appraised	Full Appraisals	Review Appraisals (With field review & separate report)	Review Appraisals (Without field review & separate report)	Condemnation Appraisals
Single Family	**8**	**4**	**2**	**12**
Multi-Family (2-4 Units)	**16**	**8**	**3**	**24**
Vacant Lot (1-4 units)	**4**	**2**	**1**	**6**
Farm (Homestead-less than 100 acres)	**16**	**8**	**3**	**24**

Certified General Level:

Type of Property Appraised	Full Appraisals	Review Appraisals (With field review & separate report)	Review Appraisals (Without field review & separate report)	Condemnation Appraisals
Land (Point value may be doubled if all 3 approaches to value are used)	**24**	**12**	**5**	**36**
Residential Multi-Family (5-12 units)	**48**	**24**	**10**	**72**
Residential Multi-Family (Add 16 hrs for proposed project)	**64**	**32**	**13**	**96**
Commercial Single-Tenant	**48**	**24**	**10**	**72**
Commercial - Multi-Tenant (Add 24 hrs for proposed project)	**80**	**40**	**32**	**120**
Industrial or Institutional	**64**	**32**	**13**	**96**

INSTRUCTIONS FOR THE APPRAISAL EXPERIENCE LOG

1. Type or print all information. Experience Logs may also be computer, generated provided it follows the enclosed form.

2. Entries on the Experience Log must be made for each assignment claimed as follows:
   - Date of Report
   - Property Address
   - Type of Property: (Example: Single Family Residential, Condo, 2-4 Units, etc)
   - Description of Work Performed by Applicant:
     Example: Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation.
   - Description of Scope of Supervising Appraiser's Review:
     Example: Reviewed work file and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.
   - Description of Scope of Supervising Appraiser's Supervision:
   - Example: Completed entire appraisal process with applicant, including physical inspection of subject property.
   - Hours Claimed: Indicate number of <u>actual</u> hours worked by the applicant per assignment.
   - Applicant's signature/ Supervisor's signature: Each page must be signed by the applicant and supervising appraiser (if applicable). Separate logs must be maintained for each Supervising Appraiser.
   - Total the Hours per page as well as cumulative number of hours.

3. **To obtain experience credit for appraisals, the applicant must sign the report, sign the certification, or be given credit in the certification for significant professional assistance. Applicants providing significant professional assistance must have effectively used the appraisal process. The work must have gone beyond such tasks as taking photographs, typing the report, measuring improvements or collecting and verifying sale. Those claiming experience who have NOT signed the certification MUST be specifically and conspicuously acknowledged in the body of the report. "Significant contribution" MUST be clearly and specifically documented.**

4. There is no maximum number of years over which the experience may be obtained.

5. Where an applicant has satisfied the required hours, no further listing of appraisal experience is required.

6. There need not be a client in order for an appraisal to qualify for experience. Appraisals made without clients can fulfill up to fifty percent of the total experience requirement.

For each year that hours are claimed, complete the schedule below, starting with the most current year. Indicate by year a minimum of 2,500 hours of experience for certified general; 1,500 hours of experience for certified residential; and 1,000 hours for licensure.

	Hours of Experience								
Year	Single family	Multi family 2-4	Farm -less than 100 acres	Vacant lot	Land	Multi family 5-12/13+	Commercial	Ag	**Total Hours/Yr**
Total hours									

7. As part of the application process, documentation in the form of reports, certifications, and file memoranda must be provided to support the experience claimed. <u>Not less than three (3) appraisal reports will be randomly selected from your Experience Log for review for compliance with the *Uniform Standards of Professional Appraisal Practice*.</u> You will receive a letter that identifies the addresses of the three assignments. You will have fourteen (14) days in which to submit the reports and related file memoranda. The reports must be "true copies".

APPRAISAL EXPERIENCE LOG

Date of Report	Property Address, City, State	Type of Property (SFR, Condo, 2-4 units, etc.)	Description of Applicants' Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Actual Hours Worked
			Indicate Approaches Used: Cost Inc Sales			Hours:
			Indicate Approaches Used: Cost Inc Sales			Hours:
			Indicate Approaches Used: Cost Inc Sales			Hours:
			Indicate Approaches Used: Cost Inc Sales			Hours:
			Indicate Approaches Used: Cost Inc Sales			Hours:

Appraisal Experience period covered on this form: Beginning Date:_____ Ending Date:_____ No. of Years:_____

_____ _____

Applicant Signature/Permit No. Supervising Appraiser Signature/Permit No. *(When Applicable)*

Hours Claimed/Page: Residential____Certified General____ Cumulative: Residential_____Certified General_____

NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

PO Box 1336 - Bismarck ND 58502-1336
Telephone & Fax: (701) 222-1051

VERIFICATION OF SUPERVISED APPRAISAL EXPERIENCE

(Must be completed by each supervisor)

North Dakota Real Estate Appraiser Rules and Regulations, N.D. Administrative Code section 101-02-02-03(7) states:

"...The supervising appraiser is responsible for the training, guidance, and direct supervision of the apprentice appraiser. Training, guidance, and direct supervision means:

(1) Each supervising appraiser must accept responsibility for the appraisal report by signing and certifying that the report complies with generally accepted appraisal procedures and is in compliance with the uniform standards of professional appraisal practice.

(2) Each supervising appraiser must review and sign the apprentice appraisal reports.

(3) Each Supervising appraiser must personally inspect each appraised property interior and exterior with the apprentice appraiser on at least the first twenty-five appraisal assignments requiring inspection and until the supervising appraiser determines the appraiser trainee is competent in accordance with the competency provision of the uniform standards of professional appraisal practice for the property type. A separate log must be maintained for these twenty-five appraisals.

f. A supervising appraiser may be disciplined if the board determines that the supervisor has failed to directly supervise an apprentice appraiser.

g. A supervising appraiser shall be certified and in good standing in the jurisdiction in which the apprentice appraiser practices for period of at least three years.

h. A supervising appraiser must have a certified permit in good standing and not subject to any disciplinary action within the last three years that affects the supervising appraiser's legal eligibility to engage in appraisal practice.

i. A supervisory appraiser subject to disciplinary action would be considered to be in good standing three years after the successful completion or termination of the sanction imposed against the appraiser.

j. A supervising appraiser must comply with the competency ruled of the uniform standards of professional appraisal practice for the property type and geographic location the apprentice is being supervised.

k. A supervising appraiser is limited to supervising no more than three apprentice appraisers at one time.

l. A supervising appraiser shall keep copies of appraisal reports for a period of five years or at least two years after final disposition of any judicial proceedings in which testimony was given, whichever period expires last..."

The undersigned licensed or certified appraiser hereby certifies to the North Dakota Real Estate Appraiser Qualifications and Ethics Board that he/she has complied with the requirements of N.D. Administrative Code section 101-02-02-03(8).

Apprentice Appraiser's Name:_____ **Permit Number**_____

Supervising Appraiser's Name:_____ **Permit Number**_____

Supervising Appraiser's Signature_____ **Date**_____

SECTION IV - EXAMINATION: (Refer to ND Appraiser Rules & Regulations for complete details.)

SELECT THE LEVEL OF EXAMINATION YOU WISH TO COMPLETE:

( ) LICENSED APPRAISER ( ) CERTIFIED RESIDENTIAL APPRAISER ( ) CERTIFIED GENERAL APPRAISER

- **Education and Experience requirements must be met prior to sitting for the examination. Your education and experience will be reviewed for eligibility to sit for the examination.**

- If you meet you meet the requirements for the exam level you have selected, a confirmation letter will be sent to AMP, the national examination provider who administers the examinations in North Dakota, verifying that you are eligible to sit for the selected examination.

- You will receive a confirmation letter with your Examination ID number.

- **CONTACT THE EXAMINATION PROVIDER DIRECTLY TO SCHEDULE THE EXAMINATION:**
  - AMP, Inc. - Examination Services
  - 18000 W 105th St.
  - Olather KS 66061-7543

  1-800-345-6559 -0R - Make application online at **: http://www.goamp.com**

- Provide the ND Appraiser Board verification that you have completed the national examination.

- Your application for licensure or certification will be reviewed by the ND Appraiser Board.

SECTION V - Affidavit:

The undersigned, in making this application to the North Dakota Real Estate Appraiser Qualifications and Ethics Board (Board) for a licensure or certification appraiser permit under the provisions of NDCC Chapter 43-23.3 and North Dakota Administrative Code Title 101, swears (or affirms) that he (she) is the applicant named herein, and that all information provided in connection with this application is true to the best of his (her) knowledge and belief, with the understanding that any omission, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny licensure or certification after examination, or to withhold renewal of or suspend or revoke a license or certificate issued by the Board. The undersigned applicant further authorizes all law enforcement agencies and officials thereof to release to the North Dakota Real Estate Appraiser Qualifications and Ethics Board, any and all, criminal history record information pertaining to said applicant. All information provided in this application may be subject to verification by the Board.

Signature of applicant: _____

Sworn and subscribed to me this _____ day of _____ 20____

_____ _____

Name of Notary Public Signature of Notary Public

(AFFIX SEAL) My Commission expires: _____

County _____ State _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ DATE ISSUED: _____ DATE BOARD APPROVED: _____

LEVEL APPLIED FOR: _____ (Circle one) Initial Application Upgrade Application

DATE OF NATIONAL EXAMINATION: _____ EXAMINATION ID #: _____

ASSIGNED PERMIT NUMBER: INITIAL PERMIT NO. _____ UPGRADED PERMIT NO. _____