NORTH DAKOTA REAL PROPERTY APPRAISER 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.
The number of allowable hours assigned for each appraisal type are assigned by the Appraiser Board. Following is an Experience Chart that 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:**

<table>
<thead>
<tr>
<th>Type of Property Appraised</th>
<th>Full Appraisals</th>
<th>Review Appraisals (With field review &amp; separate report)</th>
<th>Review Appraisals (Without field review &amp; separate report)</th>
<th>Condemnation Appraisals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>8</td>
<td>4</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Multi-Family (2-4 Units)</td>
<td>16</td>
<td>8</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Vacant Lot (1-4 units)</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Farm (Homestead-less than 100 acres)</td>
<td>16</td>
<td>8</td>
<td>3</td>
<td>24</td>
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</tbody>
</table>

**Certified General Level:**

<table>
<thead>
<tr>
<th>Type of Property Appraised</th>
<th>Full Appraisals</th>
<th>Review Appraisals (With field review &amp; separate report)</th>
<th>Review Appraisals (Without field review &amp; separate report)</th>
<th>Condemnation Appraisals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land (Point value may be doubled if all 3 approaches to value are used)</td>
<td>24</td>
<td>12</td>
<td>5</td>
<td>36</td>
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<tr>
<td>Residential Multi-Family (5-12 units)</td>
<td>48</td>
<td>24</td>
<td>10</td>
<td>72</td>
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<tr>
<td>Residential Multi-Family (Add 16 hrs for proposed project)</td>
<td>64</td>
<td>32</td>
<td>13</td>
<td>96</td>
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<tr>
<td>Commercial Single-Tenant</td>
<td>48</td>
<td>24</td>
<td>10</td>
<td>72</td>
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<tr>
<td>Commercial - Multi-Tenant (Add 24 hrs for proposed project)</td>
<td>80</td>
<td>40</td>
<td>32</td>
<td>120</td>
</tr>
<tr>
<td>Industrial or Institutional</td>
<td>64</td>
<td>32</td>
<td>13</td>
<td>96</td>
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</table>
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:
   - Hours Claimed: Indicate number of actual 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Single family</th>
<th>Multi family 2-4</th>
<th>Farm -less than 100 acres</th>
<th>Vacant lot</th>
<th>Land</th>
<th>Multi family 5-12/13+</th>
<th>Commercial</th>
<th>Ag</th>
<th>Total Hours/Yr</th>
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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. 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. 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”.

3
### APPRAISAL EXPERIENCE LOG

<table>
<thead>
<tr>
<th>Date of Report</th>
<th>Property Address, City, State</th>
<th>Type of Property (SFR, Condo, 2-4 units, etc.)</th>
<th>Description of Applicants’ Work Performed</th>
<th>Scope of Supervising Appraiser’s Review</th>
<th>Scope of Supervising Appraiser’s Supervision</th>
<th>Actual Hours Worked</th>
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<td>Hours:</td>
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</tbody>
</table>

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____
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 ________________