

THINGS YOU MUST KNOW ABOUT UPGRADES

When an application for upgrade is received, it is first administratively screened. The purpose of this review is to determine whether the applicant meets the AQB Criteria for this application as well as to ensure that the application is completed fully with all the correct supporting documentation provided. The application is an affidavit; staff members will not make any changes to the application or supporting material. **Proofread the application carefully.**

a. If you are filing a paper application, instead of filing online, please make sure that you have carefully completed the application (REA Form 1), answered all the questions, dated, and signed the oath, and had it notarized.

b. Be sure that you have supplied all supporting documents. These will include log forms and certificates of course completion for the courses listed on the third page of the application.

When staff members have determined that the application is correct and complete, the log will be forwarded to a reviewer from the EET Committee. The reviewer will select at least two reports from the log. The applicant will be notified by Board staff of which reports to forward for review. The applicant will have seven days from the date of the request to forward the reports requested. The reports may be forwarded to board staff via e-mail or regular mail.

The purpose of this review is to answer two questions.

a. Do the materials submitted by the applicant demonstrate the ability to conduct and report an appraisal in accordance with the generally accepted principles and practices of the appraisal profession and the Uniform Standards of Professional Appraisal Practice?

b. Do the log forms submitted meet the test of reasonableness and demonstrate sufficient hours experience to qualify the applicant for the credential for which that person has applied?'

If the experience reviewer determines that the submission should be approved, a test card will be issued and mailed to you. If the experience reviewer determines that the submission should be disapproved, your work logs will be sent to a second experience reviewer and the review process will commence again. If you pass the secondary review, you will be issued a test card. If you fail the secondary review, all the reviews will be sent to a board member for verification and so that a formal recommendation can be provided to the Board. If the Board determines that your application should be denied, you will be notified and may reapply no sooner than three months from the date of the disapproval.