

## APPLICATION INSTRUCTIONS

### IF YOU ARE A NEW APPLICANT, AND ARE READY TO SUBMIT YOUR APPLICATION, PLEASE CONTACT THE BOARD'S STAFF OFFICE TO REQUEST FINGERPRINT CARDS

1. Complete the entire application. Please be sure that you have checked the correct license category on the front and have had your signature notarized on the back.
2. Fill out the education grid with **qualifying courses only**. **Do not include continuing education courses**. The courses listed must meet the prerequisites listed on the reverse of the application for the appropriate license. A Certificate of Course Completion must be attached for each course listed. Please do not write "previously submitted" or "on file". Each application is self-contained and must contain all of the required elements. Board staff cannot print your course completion certificates and complete your grid for you.
3. Applicants for State Licensed, State Certified Residential, or State Certified General credentials must complete the experience grid on the application and submit the following:
  - a. Either one digital copy in PDF format (must be e-mailed or shared via [www.box.com](http://www.box.com)) or one hard copy of your appraisal log detailing **actual hours worked** on the appropriate forms. Additional guidance with respect to log forms is located on the reverse of this page. (Those with mass appraisal experience should contact the Appraiser Board for additional guidance.)
  - b. A check for the application fee in the amount of \$150.00 for those applying for State Licensed or Certified Residential appraiser; or, \$225.00 for those applying for Certified General appraiser.
  - c. If you are a "new applicant" an additional \$41.00 must be provided with your application as reimbursement for the cost of your background check. The sum of \$41.00 will be paid directly to the OSBI upon invoice.
4. The reviewer will select reports from your log and staff will provide guidance to you regarding which reports to forward. **You will have seven days from the date of the request to forward the requested reports via e-mail or by regular mail**. You must provide one digital (or PDF via e-mail) or one hard copy of each report. In some instances you may receive a request for additional information concerning your work log. As with your reports, you will have **seven days** from the date of the request to provide a written response. If you do not timely respond to Board requests you risk a recommendation of denial on your application and you will be required to reapply after the requisite three-month waiting period.
5. You will be sent instructions regarding the examination as soon as your application has been administratively approved and you have passed your work product peer review. You will make payment arrangements directly with the examination provider.

### **GUIDANCE FOR LOG FORMS:**

Trainee appraisers applying for upgrade should use REA Form 7. Others should use REA Form 3. Log forms must be properly prepared in accordance with the instructions found on the reverse of the form. The type of report (i.e., 1004, 2055, 1025, etc.) and which approaches to value were developed must be recorded for each appraisal assignment. Hours reported should be actual hours worked and should be appropriate to the type report and scope of work.

Hours claimed should be those spent on the appraisal process. The appraisal process includes the following tasks:

1. An analysis of the factors that affect value;
2. Definition of the problem;
3. Gathering and analyzing data;
4. Applying the appropriate value approaches and methodology;
5. Arriving at an opinion of value; and
6. Correctly reporting the opinion of value in accordance with USPAP.

Driving time is allowable to the extent that time spent within a subject area may be credited. This would include inspecting and photographing subject and comparable sales and in gathering research data from courthouses and real estate offices. It does not include travel time to and from a subject area that is removed from the home area of the appraiser.

## **GUIDANCE FOR SAMPLE WORK PRODUCT:**

Reports should be **exactly as submitted to the client**. The Confidentiality Section of the Ethics Rule of USPAP authorizes this release to a state enforcement agency.

## **OSBI/FBI FINGERPRINT BACKGROUND CHECKS**

### **Privacy Act Statement and Applicant Notification**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Public Law 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or other responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Applicant Record Challenge:** Before a final decision is made, you have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record is set forth in Title 28, CFR 16.34. For information on updating the national criminal history record, visit [www.FBI.gov](http://www.FBI.gov) or <https://www.fbi.gov/cjis/identity-history-summary-checks#challenge-of-an-identity-history-summary>.

If certified documents are obtained for the purpose of updating your criminal history record, the documents should be forwarded to the FBI and to the repository in the state where the arrest occurred.

**THE REAL ESTATE APPRAISER BOARD WILL NOT DENY YOUR APPLICATION UNTIL YOU HAVE BEEN AFFORDED A REASONABLE OPPORTUNITY TO CORRECT OR COMPLETE THE RECORD, OR UNTIL YOU HAVE DECLINED TO DO SO.**

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