

CHAPTER 10. LICENSURE AND CERTIFICATION REQUIREMENTS

600:10-1-6. Experience prerequisite

(a) An original certification as a State Licensed Appraiser, State Certified Residential Appraiser or State Certified General Appraiser shall not be issued to any person who does not possess the minimum experience criteria set forth by the Appraiser Qualifications Board of the Appraisal Foundation provided any state licensed appraiser who becomes state licensed prior to July 1, 2001, shall not be required to attain the minimum requirements of experience promulgated by the Appraiser Qualifications Board to maintain certification as a state licensed appraiser.

(b) Applications for certification as a State Licensed Appraiser or State Certified Residential Appraiser must be accompanied by a One Hundred Fifty Dollar (\$150.00) non-refundable application fee. Applications for certification as a State Certified General Appraiser must be accompanied by a Two Hundred Twenty Five Dollar (\$225.00) non-refundable application fee.

(c) Pursuant to the provisions of 59 O.S. 4003 A, upon presentation of satisfactory evidence that an applicant for initial licensure or certification is a low-income individual, the Board shall grant a one-time one-year waiver of any fees associated with such licensure or certification. For purposes of the section, "low-income individual" means an individual who is enrolled in a state or federal public assistance program, including, but not limited to, the Temporary Assistance for Needy Families, Medicaid or the Supplemental Nutrition Assistance Program, or whose household adjusted gross income is below one hundred forty percent (140%) of the federal poverty line or a higher threshold to be set by the executive branch department that oversees business regulation.

(d) Pursuant to the provisions of 59 O.S.4100, the application fee will be waived for all active-duty military personnel and their spouse for the first period of issuance of a resident license, reciprocal license or temporary permit.

(e) Experience credit shall be allowed in accordance with the guidelines set forth by the Appraiser Qualification Criteria promulgated by the Appraiser Qualifications Board of the Appraisal Foundation.

(f) Applicants for the State Licensed, State Certified Residential, or State Certified General classifications shall submit, in addition to the approved application form, properly completed experience log forms according to the basic form approved by the Board or a course completion certificate indicating successful completion of a Practical Applications of Real Estate Appraisal Course (PAREA) from a provider approved or certified under the requirements of the Appraiser Qualifications Board of the Appraisal Foundation. Additionally, applicants for either the State Licensed, State Certified Residential, or State Certified General classifications shall submit the following upon request by the Board; Copies of written real estate appraisal work product or work files.

(g) The requirements of USPAP shall not apply to the Board, its agents, committee members, and staff when conducting an appraisal review for purposes of confirming an applicant's experience under this administrative regulation.

600:10-1-7. Continuing education

(a) All Trainee, State Licensed, State Certified Residential and State Certified General Appraisers shall complete the minimum classroom hours set forth in the Appraiser Qualification Criteria promulgated by the Appraiser Qualifications Board of the Appraisal Foundation for the three (3) year period preceding renewal. These hours may be obtained any time during the three-year term which concludes on the expiration date printed on the certificate.

(b) Copies of official transcripts of college records or certificates of course completion will be considered as satisfactory evidence for continuing education requirements.

(c) The required hours of continuing education may be taken live or may be Board-approved courses offered by distance education as defined by the Appraiser Qualification Criteria of the Appraiser Qualifications Board of the Appraisal Foundation.

(d) As a part of the continuing education requirement, all Trainee, State Licensed, State Certified Residential and State Certified General Appraisers must successfully complete the ~~seven (7)~~-hour National USPAP ~~Update~~ Continuing Education Course, or an approved equivalent, every two calendar years, commencing on January 1, 2005.

(e) As part of the continuing education requirements, all existing Trainee, State Licensed, State Certified Residential and State Certified General Appraisers must successfully complete a course which meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline, every two calendar years, commencing January 1, 2026 and shall be completed by December 31, 2026.

(1) The first time an appraiser completes the continuing education requirement for this course, the course must be seven (7) hours. If the appraiser successfully completed a seven (7) hour, plus one (1) hour exam course as part of their qualifying education, they have met this requirement.

(2) Every two calendar years thereafter, an appraiser must complete a four (4) hour course, commencing January 1, 2027.

600:10-1-12. Inactive status - annual fee payment

(a) If an appraiser does not pay his annual fee or renewal fee and registry fee to retain the license or certification on an annual basis or prior to the expiration date the appraiser's license or certification will automatically move to an inactive status ~~no longer wishes to pay the annual fee payment and registry fee to retain the license or certification, prior to the expiration date printed on the certificate, the appraiser must notify the Board in writing that they wish for their license to be placed in an inactive status.~~

(b) If an appraiser wishes to reinstate an inactive or surrendered credential, the appraiser may do so by applying for reinstatement, remitting any required fees, and complying with any applicable continuing education requirements as set forth in 600:10-1-14.