

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

SCOPE OF PRACTICE

The scope of practice of a Certified Residential Real Property Appraiser shall be limited to the appraisal of property having one, two, three, or four residential units without regard to transaction value or complexity.

STEPS TO CREDENTIALING

1. Obtain required post-secondary education, qualifying education, and experience.
2. Complete application and submit to the Board for review, along with application fee in the appropriate amount as specified on the application.
3. Board will review fully completed application at next regular meeting and select three appraisal reports to send for Standard 3 review, and approve applicant to sit for examination.
4. Pass examination approved by the Appraiser Qualifications Board within twelve months following approval by the Board to sit for examination.
5. If the Standard 3 Review Report for each Board selected appraisal report indicates that the appraisal meets the minimum requirements of USPAP, applicant will be reviewed by the Board for final approval as a Certified Residential Real Property Appraiser.
6. If any of the Standard 3 Review Reports for any of the Board selected appraisal reports are found to not meet the minimum requirements of USPAP, applicant may be invited to an informal advisory meeting with the Board. The Board may request that applicant take additional steps prior to final review for credentialing. Once all Board requests are met, applicant will be reviewed by the Board for final approval as a Certified Residential Real Property Appraiser.
7. Submit credentialing fee and federal registry fee as specified on the application.

If you are submitting documentation for the Board to consider at its next meeting, voluntarily or at the Board's request, please have this documentation to the Board's office by 5 p.m. on Friday, two weeks before the scheduled meeting (e.g. for the Thursday, April 18, 2013 meeting, please have documentation to the Board's office by 5 p.m. on Friday, April 5, 2013). The Board typically meets on the third Thursday of each month.

POST SECONDARY EDUCATION REQUIREMENTS

Associate degree, or higher, from an accredited, degree-awarding university, college, or community college; or have successfully completed, as verified by the board, 21 semester hours of coursework or its equivalent from an accredited, degree-awarding university, college, or community college that shall have included:

- English Composition
- Principles of Macroeconomics or Microeconomics
- Finance
- Algebra, Geometry, or higher mathematics
- Statistics
- Introduction to Computers (including word processing and spread sheets)
- Business Law or Real Estate Law

QUALIFYING EDUCATION

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| BASIC APPRAISAL PRINCIPLES..... | 30 HOURS |
| BASIC APPRAISAL PROCEDURES..... | 30 HOURS |
| 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT..... | 15 HOURS |
| RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE..... | 15 HOURS |
| RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH..... | 15 HOURS |
| RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES..... | 30 HOURS |
| RESIDENTIAL REPORT WRITING AND CASE STUDIES..... | 15 HOURS |
| STATISTICS, MODELING AND FINANCE..... | 15 HOURS |
| ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES..... | 15 HOURS |
| APPRAISAL SUBJECT MATTER ELECTIVES..... | 20 HOURS |
| (May include hours over minimum shown above in other modules) | |
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| CERTIFIED RESIDENTIAL EDUCATION REQUIREMENT TOTAL..... | 200 HOURS |

Applicant shall complete each course and pass examination for 200 class hours specified above. 15-Hour USPAP shall be completed within two years of application, and shall examine the edition of USPAP current at the time of application. Basic Appraisal Principles and Basic Appraisal Procedures shall be completed within five years of application.

EXPERIENCE

Complete no fewer than 2,500 hours of experience in any combination of the following: Fee and staff appraisal; ad valorem tax appraisal; condemnation appraisal; technical review appraisal; appraisal analysis; real estate consulting; highest-and-best-use analysis; and feasibility analysis or study. The required experience shall not be limited to the listed items but shall be acceptable to the board and subject to review and determination as to conformity with the Uniform Standards of Professional Appraisal Practice. The experience shall have occurred during a period of no fewer than 24 months.

UPGRADE TO CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

Trainee Real Property Appraiser

Trainee Real Property Appraiser shall complete 125 additional hours of designated core curriculum education, meet the post-secondary educational requirements, and meet the experience requirements prescribed for the Certified Residential Real Property Appraiser credential.

Licensed Residential Real Property Appraiser

Licensed Residential Real Property Appraiser shall complete 50 additional hours of designated core curriculum education, meet the post-secondary educational requirements, and meet the experience requirements prescribed for the Certified Residential Real Property Appraiser credential.