ASC Staff's Suggested Application File Documentation for State Appraiser Regulatory Agencies

During Compliance Reviews, ASC Policy Managers examine whether State appraiser regulatory agencies are implementing the Appraiser Qualifications Board's *Real Property Appraiser Qualification Criteria* (AQB) Criteria and complying with ASC Policy Statements in the credentialing of appraisers. ASC staff has developed the following lists of suggested application file documentation to assist States in demonstrating compliance.

Original Applications (including upgrades)

Verification of Required Education
1. Documentation of successful completion of the appropriate number of real estate appraiser qualifying education hours in the form of course completion certificates and/or transcripts issued by the course or PAREA provider; and
2. A transcript for appropriate degree for certified general or certified residential (if applicable) or equivalent college courses in lieu of a degree (the file should detail what courses were used to meet each of the specific courses identified in the AQB Criteria).

Verification of Experience
1. Verification of PAREA Program completion; or
2. The appropriate number of hours and months of experience on forms prescribed by the State that include, at a minimum:
   a. Type of property;
   b. Date of report;
   c. Address of appraised property;
   d. Description of work performed (if by a trainee, must also include the scope of the review and supervision of the supervising appraiser);
   e. Number of actual work hours on each assignment; and
   f. For trainees, the signature and State certification number of the supervising appraiser;
   g. Documentation of review of more than one report for USPAP compliance selected by the Program, and the results of the review which, at a minimum, clearly states whether or not the work was USPAP compliant and identify the person that reviewed the reports; and
3. Correspondence exchanged with the applicant.

Proof of Examination
1. Documentation showing successful completion (within the last 24 months of approval to take exam) of the AQB approved qualifying examination for the appropriate credential level; and
2. The credential issue date.

ASC staff recommends the use of a "checklist" to ensure all requirements for education, experience and examination have been met.

Reciprocal Application

1. The completed application;
2. Documentation the Appraiser Registry was queried, using the assigned username and password;
3. Proof that a reciprocal credential was issued or denied; and
4. Support for any denied reciprocal application.

Applications for Reinstatement

1. The completed application;
2. The date the credential expired or became inactive;
3. Documentation showing the amount of CE needed to reinstate the credential [the CE hours owed when the credential expired or became inactive plus the hours that would have been required for each year if the credential holder had remained in active status]; and
4. Proof of successful completion of the entire CE required for reinstatement, including the most recent *7-hour National USPAP Update Course*.

Applications for Renewals

1. The completed application;
2. The State's renewal notice to the applicant;
3. All CE Certificates submitted as proof of education;
4. Certificate(s) for *7-hour National USPAP Update Course*(s) as required (must be completed every two calendar years); and
5. Information regarding any education questioned and information on what happened to those unable to satisfactorily support their CE claimed, such as a denied renewal or an application hearing.

Renewals supported by Affidavits
1. The completed application; and
2. The appraiser's signed and/or electronic affidavit attesting to the completion of the required hours of CE.

CE Audit Files
1. The completed renewal application;
2. The signed and/or electronic affidavit attesting to the completion of the required hours of CE if not part of the renewal;
3. Letter(s) sent requesting proof of CE;
4. CE certificates submitted in response; and
5. For those unable to support their CE claims, the file should include all information on actions pursued and the final resolution.

Temporary Practice Applications

1. The completed application;
2. Documentation the Appraiser Registry was queried (using the assigned username and password will ensure the private side of the registry is accessed);
3. Documentation of issuance or denial of the application within five business days of receipt of the completed temporary practice application;
4. Documentation supporting any incomplete applications; and
5. Documentation supporting any delay of issuance of the temporary practice permit.