

## **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 *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. Proof 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 provider; and
2. A transcript for appropriate degree for certified residential or certified general (or pre-2015, 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. 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.Separate appraisal logs should be maintained for each supervising appraiser if applicable.
2. Proof 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.
3. Correspondence exchanged with the applicant.

#### **Proof of Examination**

1. Documentation showing successful completion (within the last 24 months) of the National Uniform Examination or an equivalent that is AQB approved 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. Proof the National Registry was queried, using the assigned user name 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.

## **Renewal Application**

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.

Renewal files selected for audit:

1. The completed application;
2. The signed and/or electronic affidavit attesting to the completion of the required hours of CE;
3. Letter(s) sent requesting proof of CE, dated within 60 days of renewal;
3. The CE certificates submitted in response; and
4. For those unable to support their CE claims, the file should include all information on actions pursued and the final disciplinary action taken.

ASC staff recommends that the State maintain a listing of all appraisers selected for audit and include an adequate number of appraisers to have a reasonable chance of identifying appraisers who fail to comply with AQB Criteria. The list of audited appraisers should indicate whether or not each appraiser met the CE requirements.

## **Temporary Practice Applications**

1. The completed application;
2. Proof the National Registry was queried, using the assigned user name and password;
3. Proof 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.

ASC staff recommends that the State maintain a sortable list of temporary practice permit applications received during the Review period identifying the applicant, date application was received, date of issuance, and date of expiration, if any.