

**Department of Financial Institutions
Real Property Appraiser Application Requirements (Effective May 1, 2018)**

CRITERIA REQUIRED FOR ALL APPLICATIONS

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REQUIRED CRITERIA FOR A SPECIFIC CLASSIFICATION

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All applicants newly entering into the profession are required to apply for trainee registration; however, registration as a trainee is not required for those applicants upgrading from a current Arizona appraisal credential.

I. Fees for Initial Application

- A. Trainee Appraiser \$300.00
- B. Licensed or Certified Appraiser \$400.00
 - \$80.00 National Registry Fee – Do not submit with application. Payment will be requested after the applicant has passed the national examination.

ACCEPTED PAYMENT TYPES:

Cashier's check, certified check or money order payable to: The Department of Financial Institutions. Personal or business check will not be accepted.

OR

Credit card: Only Visa or MasterCard accepted.

Payment by phone: Submit application via email or mail, once received a confirmation email will be sent out with a phone number to call in for payment. Do not mail or email your credit card information.

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II. Education Criteria for all Applications (Generic)

- A. Include a copy of each course completion certificates with the application.
- B. Course must have been approved by The Department [Current approved courses](#) or the Appraiser Qualifications Board (AQB) Course Approval Program (CAP) [AQB/CAP approved courses](#).
- C. Class hours may be obtained only where:
 - 1. The minimum length of the educational offering is at least 15 hours; and
 - 2. The individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.
- D. Applicants must take the 15-Hour National USPAP Course, or its AQB-approved equivalent.
 - 1. Applicant must pass the associated course examination.
 - 2. Course WILL NOT be accepted if taken through distance education.
 - 3. USPAP course must have been completed within two years preceding the date application is submitted to the department.
 - 4. Course certificate should include the name of the AQB Certified USPAP Instructor.
- E. Qualifying education courses taken through distance education may not exceed 75% of the required hours.
- F. Criteria Specific to Qualifying Education
 - Class hours will be credited only for educational offerings with content that follows the Required Core Curriculum for each respective credential classification. Course content requirements may be general or specific to property types. The Required Core Curriculum is to be followed by major headings with the classroom hours for each.
 - Credit toward qualifying education requirements may also be obtained via the completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the US Secretary of Education, **provided that the college or university has had its curriculum reviewed and approved by the AQB.**

The AQB may maintain a [list of approved college or university degree programs](#), including the *Required Core Curriculum* and Appraisal Subject Matter Elective hours satisfied by the award of the degree. Candidates for the Trainee Appraiser, Licensed Residential, Certified Residential, or Certified General credential who are awarded degrees from approved institutions are required to complete all additional education required for the credential in which the approved degree is judged to be deficient by the AQB.

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III. Experience Criteria for all Applications (Generic)

- A. Experience must have been acquired within ten years immediately preceding the filing of the application.
- B. Seventy-five percent (75%) of applicant's experience must include work product for which the applicant inspected the subject property.
- C. The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining

the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

- D. Hours may be treated as cumulative in order to achieve the necessary number of hours of appraisal experience (Cumulative is defined as meaning that experience may be acquired over any time period).
- E. There need not be a client in a traditional sense (e.g., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience, but experience gained for work without a traditional client cannot exceed 50% of the total experience requirement.
- F. All experience must be USPAP-compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.
- G. Experience shall be logged on the Experience Log form provided by the Department or a comparable form. Entries must be made for each property claimed, as follows:
- **Date of report:** Log in chronological order, include month/day/year.
 - **Address of Appraised property:** Street address, city, state and zip code
 - **Type of property:** For residential appraisals, indicate the residential form number, i.e., 1004. (Forms 704, 1004D, 1075, 2000, 2000A, 2065, 2070, 2075, and 2095 are not acceptable). For nonresidential appraisals, indicate the type of property, such as store, golf course, office building, etc.)
 - **Work performed by the trainee:** Indicate the significant contribution stated in the appraisal report that was completed by the trainee. The term "significant" means the contribution must be of substance to the development of the assignment results. A Trainee Appraiser who merely collects or provides data for use in the analysis does not provide significant appraisal assistance. Examples of contributions made by trainees that constitute significant appraisal assistance include the identification of comparable properties and data, inspection of the subject property and comparables, estimating accrued depreciation, or forecasting income and expenses.
 - **Scope of the review and supervision of the supervising appraiser:** Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed. Assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment.
 - **Properties Inspected:** If trainee inspected property, enter the complete hours for that appraisal under the 'Properties Inspected' column. If the trainee did not inspect the property, enter "0".
 - **Totaling experience hours on log:** Each page should be totaled; the last page should contain a grand total. Use increments of quarter hours; i.e., one quarter hour, (15 minutes), is .25; one half hour, (30 minutes), is .50; and three quarters hour, (45 minutes), is .75; one and one quarter hour, is 1.25.
 - **Work files:** Indicate the name and address of the person(s) in possession of the work files of the appraisals listed on each page.
 - **Signatures:** Trainee/applicant must sign and date experience log. If applicable, the

supervising appraiser must sign, date and provide a state certification number on each page of the experience log. Separate appraisal logs shall be maintained for each supervising appraiser

[Click here for a blank experience log and sample form](#)

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IV. Requested Reports for Application Review

- A. As part of the application review, reports will be selected by staff from the Experience Log and requested from the applicant. When notified to do so, please submit the requested appraisal reports via email or mail.
- B. A minimum of three (3) appraisal reports will be selected for review.
- C. No information on the requested reports can be redacted or missing.

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V. National Examination

After the Department finds the application to be complete, you will be provided information to take the AQB-approved National Examination.

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VI. Background Checks for all Applications

As of July 24th, 2014, all applicants must undergo a criminal background check through the Arizona Department of Public Safety (DPS). To apply for Arizona Clearance Card go to DPS's website at: <https://www.azdps.gov/services/public/fingerprint>

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VII. Documentation of "Yes" Answers on the Questioner page of the Application

- A. Provide a signed statement disclosing the incident; include a date and location of incident.
- B. In addition, submit the following:
 - For **CRIMINAL** matters, a certified copy of (1) Complaint and Indictment; (2) Information; (3) Plea Agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of Civil Rights/ Expungement/ Dismissal documents.
 - For **CIVIL** matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
 - For **DISCIPLINARY ACTIONS**, a certified copy of (1) Notice of Hearing and/ or Complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/ Certificate History from any state, other than Arizona, in which applicant is licensed/ certified at the time of application.

Note: If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and/ or court. ***Do not detach or un-staple certified documents. Documents must remain in the original order received.***

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VIII. Arizona Law

- A. Applicant must certify that applicant has read, understands, and pledges to comply with the requirements of Chapter 36, Title 32, Arizona Revised Statutes and Rules of the Department of Financial Institutions available for view at <https://boa.az.gov/resources/current-statutes-rules>.
- B. According to the Department's rules, an applicant must meet all requirements for a license or certificate within one year of filing the application or the applicant's file will be closed and the applicant must reapply. Application fees are nonrefundable.
- C. Applicant must be 18 years of age or older

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IX. Arizona Statement of Citizenship and Alien Status

- A. Applicant must complete the [Applicant Statement form](#) and submit documentation of status.
- B. Submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per A.R.S. §41-1080.

41-1080. Licensing eligibility; authorized presence; documentation; applicability; definitions

- a) Subject to subsections C and D of this section, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting any of the following documents to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law:
 - 1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license
 - 2. A driver license issued by a state that verifies lawful presence in the United States
 - 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States
 - 4. A United States certificate of birth abroad
 - 5. A United States passport
 - 6. A foreign passport with a United States visa
 - 7. An I-94 form with a photograph
 - 8. A United States citizenship and immigration services employment authorization document or refugee travel document
 - 9. A United States certificate of naturalization
 - 10. A United States certificate of citizenship
 - 11. A tribal certificate of Indian blood
 - 12. A tribal or bureau of Indian affairs affidavit of birth
 - 13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license
- b) This section does not apply to an individual if:
 - 1. Both of the following apply:
 - (a) The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - (b) The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

2. All of the following apply:
 - (a) The individual is a resident of another state.
 - (b) The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - (c) The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.
- c) If, pursuant to subsection A of this section, an individual has affirmatively established citizenship of the United States or a form of non- expiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.
- d) If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.
- e) If a document listed in subsection A, paragraphs 1 through 12 of this section does not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.
- f) For the purposes of this section:
 1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state or to an individual who provides a service to any person.
 2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state or to an individual who provides a service to any person where the license is necessary in performing that service.

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TRAINEE REAL PROPERTY APPRAISER

Please consult the [CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS](#) for additional requirements.

The scope of practice for the Trainee Appraiser classification is the appraisal of those properties which the state-certified Supervisory Appraiser is permitted by his/her current credential and that the Supervisory Appraiser is competent to appraise.

All Trainee Appraisers must comply with the COMPETENCY RULE of USPAP for all assignments.

I. Trainee Appraiser Course

- A. Trainee Appraisers shall be required to complete a four (4) hour course that, at minimum, complies with the specifications for course content established by the AQB. The course must be completed from the individuals credentialing jurisdiction.

II. Required Core Curriculum

- A. All qualifying education must be completed within the five (5) year period immediately preceding the date of application for a Trainee Appraiser credential.
- B. As the prerequisite for application, an applicant must have completed seventy-five (75) hours of qualifying education as follows (go to [Generic Education](#) for information on approved education):

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
National USPAP Course (or its equivalent)	15 Hours
Total	75 Hours

- C. All qualifying education must be completed within the five (5) year period immediately preceding the date of application for a Trainee Appraiser credential.

III. No experience is required for the Trainee Appraiser application.

IV. The National Examination is not required for the Trainee Appraiser application.

V. Training under a Designated Supervisory Appraiser

- A. Notification of Engagement form is required to be submitted to the Department in order to received experience credit for hours logged. Form is available on the Departments website under [FORMS](#).
- B. The Trainee Appraiser shall be subject to direct control and supervision by a Supervisory Appraiser in good standing, who shall be state certified. A Trainee Appraiser is permitted to have more than one Supervisory Appraiser but a Supervisory Appraiser may not supervise more than three (3) Trainee Appraisers.
- C. The Supervisory Appraiser shall be responsible for the training, guidance, and direct control and supervision of the Trainee Appraiser by:
1. Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;
 2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
 3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the propertytype.
- D. An appraisal [experience log](#) shall be maintained jointly by the Supervisory Appraiser and the Trainee Appraiser. It is the responsibility of both the Supervisory Appraiser and the Trainee Appraiser to ensure the appraisal experience log is accurate, current, and complies with the requirements of the Trainee Appraiser’s credentialing jurisdiction. At a minimum, the appraisal log requirements are:
- E. Supervisory Appraisers shall be state certified and in good standing for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers do not need to be state certified and in good standing **in the jurisdiction** in which the Trainee Appraiser practices **for any specific minimum period of time**. Supervisory Appraisers shall not have been subject to any disciplinary action-within any jurisdiction— within the last three (3) years that affected the Supervisory Appraiser’s legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in “good standing” three (3) years *after* the successful completion/termination of the sanction imposed against the appraiser.
- F. The Trainee Appraiser, as well as the Supervisory Appraiser, shall be entitled to obtain copies of appraisal reports and/or permitted appropriate access and retrieval arrangements for all workfiles for appraisals in which he or she participated, in accordance with the RECORD KEEPING RULE of USPAP.

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LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

Please consult the [CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS](#) for additional requirements.

The Licensed Residential Real Property Appraiser classification applies to the appraisal of non-complex one-to-four residential units having a transaction value less than \$1,000,000, and complex one-to-four residential units having a transaction value less than \$250,000. All Licensed Residential Real Property Appraisers must comply with the COMPETENCY RULE of USPAP.

I. Qualifying Education

- A. The Licensed Residential Real Property Appraiser classification requires completion of one hundred fifty (150) creditable class hours (go to [Generic Education](#) for information on approved education):

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
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
Total	150 Hours

- B. Appraisers holding a valid Arizona **Trainee Appraiser** credential must complete the following additional educational hours (go to [Generic Education](#) for information on approved education):

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
Total	75 Hours

II. Experience:

One thousand (1,000) hours of experience are required to be obtained in no fewer than six (6) months.

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CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

Please consult the [CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS](#) for additional requirements.

The Certified Residential Real Property Appraiser classification qualifies the appraiser to appraise one-to-four residential units without regard to value or complexity. The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four residential units purposes or for

which the highest and best use is for one-to-four residential units. The classification does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Certified Residential Real Property Appraisers must comply with the COMPETENCY RULE of USPAP.

I. College Level Education for Certified Residential

- A. All college-level education must be obtained from a degree-granting institution by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education.
- Applicants with a college degree from a foreign country may have their education evaluated for "equivalency" by one of the following:
- An accredited, degree-granting domestic college or university;
 - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
 - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.
- B. Applicants for the Certified Residential credential must satisfy at least one of the following five options (III.B.1, III.B.2, III.B.3, III.B.4, or III.B.5):
1. Possession of a Bachelor's Degree in any field of study;
 2. Possession of an Associate's Degree in a field of study related to:
 - a. Business Administration;
 - b. Accounting;
 - c. Finance;
 - d. Economics; or
 - e. Real Estate
 3. Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:
 - a. English Composition (3 semester hours);
 - b. Microeconomics (3 semester hours);
 - c. Macroeconomics (3 semester hours);
 - d. Finance (3 semester hours);
 - e. Algebra, Geometry, or higher mathematics (3 semester hours);
 - f. Statistics (3 semester hours);
 - g. Computer Science (3 semester hours);
 - h. Business or Real Estate Law (3 semester hours); and
 - i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).
 4. Successful completion of at least 30 semester hours of College Level Examination Program[®] (CLEP[®]) examinations from each of the following subject matter areas:
 - a. College Algebra (3 semester hours);
 - b. College Composition (6 semester hours);

- c. College Composition Modular (3 semester hours);
 - d. College Mathematics (6 semester hours);
 - e. Principles of Macroeconomics (3 semester hours);
 - f. Principles of Microeconomics (3 semester hours);
 - g. Introductory Business Law (3 semester hours); and
 - h. Information Systems (3 semester hours).
5. Any combination of III.B.3 and III.B.4 above that ensures coverage of all topics and hours identified in III.B.3.
- C. Appraisers holding a valid Arizona **Licensed Residential Real Property Appraiser**. An alternative to the requirements in Section **I.B.** above:
- 1. Have held a Licensed Residential credential for a minimum of five (5) years.
 - 2. No record of any adverse, final, and non-appealable disciplinary action affecting the appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.

II. Required Core Curriculum.

- A. The Certified Residential Real Property Appraiser classification requires completion of two hundred (200) creditable class hours (go to [Generic Education](#) for information on approved education):

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
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 (may include hours over minimum shown above in other modules)	20 Hours
Total	200 Hours

- B. Appraisers holding a valid Arizona **Trainee Appraiser** must completing the following additional educational hours (go to [Generic Education](#) for information on approved education):

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
Total	125 Hours

- C. Appraisers holding a valid Arizona **Licensed Residential Real Property Appraiser** credential must completing the following additional educational hours (go to [Generic Education](#) for information on approved education):

Statistics, Modeling, and Finance	15 Hours
Advanced Residential Applications and Case Studies	15 Hours
Appraisal Subject Matter Electives	<u>20 Hours</u>
Total	50 Hours

III. Experience:

- A. One thousand five hundred (1,500) hours of experience are required to be obtained during no fewer than twelve (12) months.
- B. Appraisers holding a valid Arizona **Licensed Residential Real Property Appraiser** credential must complete five hundred (500) hours of experience are required to be obtained during no fewer than six (6) months.

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CERTIFIED GENERAL REAL PROPERTY APPRAISER

Please consult the [CRITERIA APPLICABLE TO ALL APPRAISER CLASSIFICATIONS](#) for additional requirements.

The Certified General Real Property Appraiser classification qualifies the appraiser to appraise all types of real property. All Certified General appraisers must comply with the COMPETENCY RULE of USPAP.

I. Bachelor's Degree or Higher

- A. Applicants for the Certified General credential must hold a Bachelor's degree or higher from an accredited college or university. The college or university must be a degree-granting institution accredited by the Commission on Colleges, a national or regional accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Applicants with a college degree from a foreign country may have their education evaluated for "equivalency" by one of the following:
- An accredited, degree-granting domestic college or university;
 - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
 - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

II. Required Core Curriculum

- A. The Certified General Real Property Appraiser classification requires completion of three hundred (300) creditable class hours (go to [Generic Education](#) for information on approved education):

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
National USPAP Course (or its equivalent)	15 Hours

General Appraiser Market Analysis and Highest and Best Use	30 Hours
Statistics, Modeling and Finance	15 Hours
General Appraiser Sales Comparison Approach	30 Hours
General Appraiser Site Valuation and Cost Approach	30 Hours
General Appraiser Income Approach	60 Hours
General Appraiser Report Writing and Case Studies	30 Hours
Appraisal Subject Matter Electives (may include hours over minimum shown above in other modules)	30 Hours
Total	300 Hours

- B. Appraisers holding a valid Arizona **Trainee Appraiser** credential must complete the following additional educational hours (go to [Generic Education](#) for information on approved education):

General Appraiser Market Analysis and Highest and Best Use	30 Hours
Statistics, Modeling and Finance	15 Hours
General Appraiser Sales Comparison Approach	30 Hours
General Appraiser Site Valuation and Cost Approach	30 Hours
General Appraiser Income Approach	60 Hours
General Appraiser Report Writing and Case Studies	30 Hours
Appraisal Subject Matter Electives	30 Hours
Total	225 Hours

- C. Appraisers holding a valid Arizona **Licensed Residential Real Property Appraiser** credential must complete the following additional educational hours (go to [Generic Education](#) for information on approved education):

General Appraiser Market Analysis and Highest and Best Use	15 Hours
Statistics, Modeling and Finance	15 Hours
General Appraiser Sales Comparison Approach	15 Hours
General Appraiser Site Valuation and Cost Approach	15 Hours
General Appraiser Income Approach	45 Hours
General Appraiser Report Writing and Case Studies	15 Hours
Appraisal Subject Matter Electives	30 Hours
Total	150 Hours

- D. Appraisers holding a valid Arizona **Certified Residential Real Property Appraiser** credential must complete the following additional educational hours (go to [Generic Education](#) for information on approved education):

General Appraiser Market Analysis and Highest and Best Use	15 Hours
General Appraiser Sales Comparison Approach	15 Hours
General Appraiser Site Valuation and Cost Approach	15 Hours
General Appraiser Income Approach	45 Hours
General Appraiser Report Writing and Case Studies	10 Hours
Total	100 Hours

III. Experience:

- A. Three thousand (3,000) hours of experience are required to be obtained during no fewer than eighteen (18) months. One thousand five hundred (1,500) hours must be in non-residential appraisal work.

- B. Appraisers holding a valid Arizona **Licensed Residential Real Property Appraiser** credential must complete two thousand (2,000) hours of experience are required to be obtained during no fewer than twelve (12) months. One thousand five hundred (1,500) hours must be in non-residential appraisal work.
- C. Appraisers holding a valid Arizona **Certified Residential Real Property Appraiser** credential must complete one thousand five hundred (1,500) hours of experience are required to be obtained during no fewer than six (6) months. One thousand five hundred (1,500) hours must be in non-residential appraisal work.

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Sample Experience Log See Generic Experience Instructions and Experience for a Specific Classification

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
6/7/06		455 Pine Street Washington, DC 20005			1004	Neighborhood, subject and comp data research and analyses, inter/exterior property inspection, cost/sales comparison approach, final reconciliation	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info., discussed with trainee, signed appraisal report	Oversight of comparable data selection and analyses, provided direction in site value analyses used in cost approach, physical inspection of subject property with trainee	7	7
1/10/07		202 Spruce Street Washington, DC 20005			Multifamily	Neighborhood, subject and comp data research and analyses, cost/sales comparison, income approach, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analysis; inspected subject property without trainee	0	10
1/24/07		115 Pennsylvania Ave. Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/ income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Completed entire appraisal process with applicant, including physical inspection of subject property	30	30
8/14/07		200 S. Broadway Washington, DC 20005			Retail Store	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales/comparison/income approaches, final reconciliation	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with trainee, signed report	Oversight of comparable data selection and analyses, provided direction in DFC analyses used in income approach, physical inspection of subject property with trainee	40	40
1/10/08		300 Capitol Avenue Washington, DC 20005			Office Building	Neighborhood, subject and comp (sale and rental) data research and analyses, interior/exterior property inspection, cost/sales comparison/income approaches, final reconciliation	Reviewed workfile and report, checked data and analyses in approaches to value utilized, discussed with trainee, signed appraisal report	Review of comparable data selection and analyses, physical inspection of subject property with trainee	40	40
									184	194
Grand Total (Last Page of Experience Log Only)									184	194
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%									%	

Workfiles for appraisals listed on this page are located at: **Office of Stanley A. Supervisor, 111 Vine Avenue, Washington, DC 20005**

Experience log [See Generic Experience Instructions](#) and [Experience for a Specific Classification](#)

Date of Report	Appraisal File#	Property Address City, State, Zip	Complex Y/N	Value Estimate	Type of Property (Residential Form #, Store, Golf Course, Office Building, Etc.)	Work Performed by Trainee (Significant Contribution)	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Properties Inspected (Actual Hours Worked)	Actual Hours Worked
Page Total										
Grand Total (Last Page of Experience Log Only)										
Percentage of Total Properties Where Applicant Inspected Property (Divide First Column of Grand Total by Last Column of Grand Total) (Last Page of Experience Log Only) Must be at least 75%								%		

Work files for appraisals listed on this page are located at: _____

Name Trainee Appraiser: _____ License # _____ Signature _____ Date: _____

Name Supervisory Appraiser: _____ License # _____ Signature _____ Date: _____

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