

## TYPES OF CERTIFICATION/LICENSURE

### Q. What are the types of licensure?

A. The six classes of licensure:

1. State-licensed appraiser trainee
2. State-licensed real estate appraiser
3. State-certified residential appraiser trainee
4. State-certified residential real estate appraiser
5. State-certified general appraiser trainee
6. State-certified general real estate appraiser

## TRAINEE

### Q. How do I register as a Trainee?

A. Submit the application, no fee is required, report of supervisory relationship, proof of submission of fingerprints, verification of successful completion of 75 hours of qualifying education (USPAP, Basic Appraisal Principles and Basic Appraisal Procedures) (taken within the previous 5 years), along with proof that the supervisor and trainee have successfully completed an approved supervisor/trainee course. Approved courses may be found online <http://pr.mo.gov/appraisers-education-ce.asp>

Experience hours completed prior to registering as a trainee will **NOT** be accepted.

### Q. What is the fee for a Trainee license?

A. There is NO fee required.

### Q. When should I send in my trainee application?

A. You may submit your trainee application after you have completed the education requirements and are ready to begin your experience.

## EDUCATION

### Q. Where can I get appraisal education?

A. Go to the **Education** link, Qualifying Education, ACTIVE Pre-License Education courses for a list of approved education course providers/ courses. Keep in mind that many of the education providers offer courses throughout the state regardless of the location of their headquarters.

### Q. What are the educational requirements for licensure?

- **State License:**

Applicants for State License must complete 30 semester hours of college level education from an accredited college, junior college, community college or university OR an Associate's degree or higher (in any field) AND 150 hours of specific related appraisal course work.

- **Residential Certificate:**

Applicants for Certified Residential must complete a Bachelor's degree or higher (in any field) from an accredited college or university AND 200 hours of specific related appraisal course work.

- **General Certificate:**

Applicants for Certified General must complete a Bachelor's degree or higher (in any field) from an accredited college or university AND 300 hours of specific related appraisal course work.

Please visit <http://s1.sos.mo.gov/cmsimages/adrules/csr/current/20csr/20c2245-6.pdf> for more information.

# EXAM

## Q. Do I need to have my experience before I take the exam?

A. Under the new 2015 AQB Criteria changes, education and experience must be completed prior to taking the AQB approved National Uniform Licensing and Certification examination.

## EXPERIENCE

An applicant for licensure or certification shall only receive credit for appraisal experience earned after July 1, 2008, if the applicant has registered as a trainee real estate appraiser with the commission prior to accruing the experience.

## Q. What information do I need on my experience log?

A. There are ten required elements: address of property, city, state, client's name, appraisers involved, date of report, property type, appraised value, form used and hours. Please see Chapter 3 of the REA rules for further clarification.

## Q. What information do I need on my trainee experience log?

A. There are nine required elements: date of report, address of property, type of property, clients name, description of applicants work performed, scope of supervising appraisers review, scope of supervising appraisers supervision, number of actual hours worked by trainee, and appraised value. Please refer to Chapter 3 of the REA rules.

## Q. How many hours can I claim for an appraisal?

A. You should claim the actual number of hours it took to complete the appraisal. If you go over the maximum allowed hours, please provide an explanation. Although the Commission offers average hours for appraisal of different property types, the hours should not be considered binding. Refer to the following for entering code and maximum authorized experience hours:

(A) R1 = Single Family, Condo., or similar*	
i. 1004 (URAR)	10 hrs
ii. exterior only forms (2055, etc.)	5 hrs
(B) R2 = 2, 3, or 4 unit family dwellings	15 hrs
(C) R3 = vacant residential sites (up to 40 acres)	5 hrs
(D) G1 = apartments 5 - 12 units	20 hrs
(E) G2 = apartments 13 and more units	35 hrs
(F) G3 = vacant land (other than single family)**	10 hrs
(G) G4 = industrial	35 hrs
(H) G5 = office space	35 hrs
(I) G6 = retail space	35 hrs
(J) G7 = special use property (provide explanation)	35 hrs
(K) G8 = operating or special use agriculture***	35 hrs
(L) G9 = other (provide detailed explanation)	

\*1. Includes homes on acreage, hobby farms, etc.

\*\*2. Includes non-agricultural acreage, commercial land, etc.

\*\*\*3. If operating, primary income **shall** come from property. Some explanation relating to type of use should be provided.

## RECIPROCITY

### **Q. I am licensed in another state. How can I get licensed in Missouri?**

A. The commission may issue a certificate or license to an individual who is certified or licensed in a state, provided the commission is furnished verification that the appraiser is in good standing, the state the appraiser is coming from is in compliance with the Appraisal Subcommittee (ASC), and the credentialing requirements of that state (as they currently exist) meet or exceed those of the reciprocal credential state (as they currently exist). Please visit <http://pr.mo.gov/appraisers-reciprocity-applications.asp>

## TEMPORARY LICENSE

### **Q. How do I get a temporary license?**

A. You must be in good standing on the National Registry of the Appraisal Subcommittee (<http://www.asc.gov>). You are not required to submit a letter of good standing from your state. At this time, the Commission charges a \$150 fee for a temporary license. NOTE: Temporary practice approval will not be granted retroactively. Please visit <http://pr.mo.gov/appraisers-temporary-practice.asp>

## CONTINUING EDUCATION

### **Q. How much continuing education do I need to renew my license?**

A. Twenty-eight (28) hours of continuing education every two years are required. All licenses will expire June 30 of the even number years. Missouri requires that real estate appraisers complete a minimum seven (7) hour course on the Uniform Standards of Professional Appraisal Practice (USPAP) Update. Appraisers must complete a USPAP update course during each renewal period.

### **Q. Do I need to send in my continuing education certificates?**

A. No. **DO NOT SEND** your certificates with your renewal form. The Commission may contact you for copies of your certificates upon being selected for a continuing education audit.

## COMPLAINT

### **Q. How do I file a complaint?**

A. Under **Complaint Forms** complete and submit to the address on the form. Please include any appraisal reports or other paperwork that may be of assistance to the Commission in its investigation. You will be notified of the decision of the Commission in regards to the complaint. NOTE: Members of the Commission review all complaints that are received. The Complaint process is lengthy, and you may not receive the Commission's decision for several months.

Please call the office at (573) 751-0038 for further questions.