

MISSOURI REAL ESTATE APPRAISER APPLICATION INSTRUCTIONS

This application package should contain the following forms:
**BASIC APPLICATION, EXPERIENCE LOG,
MASS APPRAISAL, AND WORK HISTORY**

GENERAL:

All applicants for appraiser licensure or certification are required to complete an application and submit proof of submission of fingerprints. In addition, applicants must complete the Work History form and submit applicable supporting documents to verify experience. Follow specific instructions, herein, for completing each of these supporting documents.

Education must be supported by documentation (transcripts, certification letters, etc.), for each course for which credit is requested.

All areas of the application that require a signature must contain an **original** signature; copies are not acceptable! The application form(s) must be completed by typewriter or with black ink (print). Fees must accompany your application and are **NOT REFUNDABLE**. If the name shown on your application is different than that shown on any documentation, you must submit proof of legal name change such as marriage license, divorce decree or court order.

BASIC (Four Page) APPLICATION:

Basic Application Part I, Application Status:

In Part one, check the box that best describes your application status.

Basic Application Part II, Appraiser Category:

In part two, areas one (1) and two (2), check the box that indicates your application category and licensure method. In area three (3) enter the appropriate fee. A fee schedule is included on the last page of these instructions.

Most applicants will designate "examination" for licensure method. This means they intend to qualify for licensure by taking a Missouri examination. Licensure by examination acceptance may be applicable to you if you have already passed an examination in another state for the appraiser category for which you are applying in Missouri. Your licensure method may be reciprocity if you are already licensed or certified in another state that has a current reciprocity agreement with Missouri.

Basic Application Part III, Identification Information:

Information requested here is self-explanatory. If your name on any supporting documentation is different than the name used on your application, you must enter the other name in box 5 and submit proof of a legal name change (marriage license, divorce decree, court order, etc.).

Basic Application Part IV, Education:

Only courses approved by the Missouri Real Estate Appraisers Commission will be credited towards the education requirement.

Please refer to Addendum 1 of the application form for specific educational requirements.

List each appraisal course by provider and course name. Include the provider's course number, if any. List the year that you successfully completed the course and course hours. Attach the course provider documentation (transcript, certification letter, etc.).

Some college courses may be accepted as electives **only**. Those courses accepted by the Missouri Real Estate Appraisers Commission will be awarded 15 educational or credit hours for each accepted college credit hour.

Listings of approved course providers are available on the website from the Division of Professional Registration, Missouri Real Estate Appraisers Commission, 3605 Missouri Blvd., P.O. Box 1335, Jefferson City, MO 65102, or by calling 573-751-0038.

Basic Application Part V and Part VI, Record of Licensure/Record of Examination:

On this page of the application you must list the appraiser licenses, certifications, permits, etc., that you have or had, in Missouri or other jurisdictions. Failure to do so could result in the discipline of your license or denial of an original license. In addition, you must list examinations that you have taken for licensure or certification as an appraiser. Again, failure to do so could result in discipline or denial.

Basic Application Part VII and Part VIII, Personal History/Certifying Statement:

The completion of these parts are self-explanatory. In Part VII, all questions must be answered. If any question is unanswered the application will be returned to you. Falsifying an answer could result in discipline to your license or denial of licensure. The certification (Part VIII) must contain an **original** signature. Copies of signatures are not acceptable.

SUPPORTING DOCUMENT EXPERIENCE LOG

Appraisal Experience Log:

State License — requires 2,000 hours of appraisal experience obtained during no fewer than 12 months.

Certified Residential — requires 2,500 hours of appraisal experience obtained during no fewer than 24 months.

Certified General — requires 3,000 hours of experience obtained during no fewer than 30 months with at least 1500 hours being in non-residential appraisal work. Residential is defined as one to four residential units.

An appraisal log (Supporting Document Form Appraisal Experience Log) must be completed as evidence of field and review appraisals as an appraiser. All appraisals listed on the appraisal log must be in conformance with USPAP if prepared after January 1, 1992; or, meet reasonable minimum standards, if prepared before January 1, 1992. All appraisals listed are subject to Commission review.

In completing the appraisal log, **FOLLOW THESE INSTRUCTIONS CAREFULLY!** Appraisal logs not prepared in accordance with these instructions will be returned.

First, photocopy the Supplemental Appraisal Experience Log to attain the number of pages needed to list the appraisals that you intend to submit. Start listing your appraisals for the most current year. List residential appraisals (code R) for that year followed by the nonresidential appraisals code (code G). After the last listing (for the most current year) start a new page and repeat the listing process for the next (or second) most current year. Repeat this process.

In listing the appraisals indicate the location of subject property, the city, and state where the subject property is located, the date the report is signed, the type of property by code, client's name, appraisers involved, appraised value, form used and the number of hours to complete the appraisal.

The hours listed in the following table are considered maximum. If you feel that more time should be awarded for any appraisal, you may list the appraisal as code G9 and request at a higher amount; however, a written justification for each such listing must accompany the appraisal log. In such cases, the Missouri Real Estate Appraisers Commission will consider your request and may ask that sample appraisals be submitted for their consideration.

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.

After you have completed the listings of appraisals, number each page (top right) and complete the "appraisal log summary" (on the front page of form Appraisal Experience Log). Double check the summary to make sure that the page numbers, number of appraisals and total credit hours, balance with the log pages. Also, make sure that the certification at the bottom of the page is signed (**original** signature - no copies).

The Missouri Real Estate Appraisers Commission will request random samples of your work from the assignment log submitted with this application. When requested please submit **signed copies** of the selected works samples inasmuch as they will be destroyed upon completion of the review. Include all file memoranda (work file) pertinent to the appraisal report(s) to be reviewed by the commission. If your signature is not the only signature on the work samples submitted to the Missouri Real Estate Appraisers Commission, a letter of explanation from the co-signer or reviewer should be forwarded explaining the applicant's participation of the appraisal report and also if reviewer or co-signer inspected the property. If you have not participated fully in the preparation of a report or reports, the number of hours shown on the experience log should be reflective of the actual hours spent.

MISSOURI DEPARTMENT OF TRANSPORTATION EMPLOYEES

- (1) License and Residential must submit work samples that include the Cost and Sales Comparison approach.
- (2) General must submit work samples that, in total, include all 3 approaches, or applicant may submit demonstration appraisals on actual property with required approaches.
- (3) The CODE section of the appraisal log must also show type of report, i.e. Standard Format (SF), Value Finding Format (VFF), or Payment Estimate (PE).

MASS APPRAISAL AND AD VALOREM TAX ASSESSMENT EMPLOYEES

Mass appraisals may be used for ad valorem tax assessments or for other intended uses.

The experience requirement for mass appraisals shall be fulfilled by submitting an appraisal log. Qualifying mass appraisal experience should be USPAP compliant under Standard 6 for mass appraisals, Standards 1 and 2 for appraisals of individual properties, and Standard 3 for review of individual appraisals.

The submitted log should clarify the type of mass appraisal experience under one or more of the following:

- 1) Mass appraisal projects or reports that comply with USPAP Standard 6 (or if performed prior to USPAP should be performed in a manner similar to Standard 6). For example, projects and reports should indicate model development specifying which approaches to value have been used (cost, sales comparison, income) and model calibration specifying what techniques have been used. Experience for ad valorem assessment work, or other mass appraisals, is dependent on the applicant's ability to demonstrate proficiency in valuation methodology and techniques. Assessment duties within an assessment jurisdiction will only be considered in as much as they are described in a mass appraisal report compliant with USPAP Standard 6-8. (**Note:** If a Standard 6-8 report has not been completed in your assessment jurisdiction, you will need to address all requirements that would normally be included in such a report.)
- 2) Appraisals of individual properties. Such appraisals shall have been prepared to the same standards as would be expected of any other appraiser (USPAP Standards 1 and 2) and should be available for the Commission's review,
- 3) The review and analysis of individual appraisals employing cost, income and market sales techniques. (**Comments:** this refers to review appraisals on individual properties. Such review appraisals shall have been prepared to the same standards as required by appraisers who are not employed in the ad valorem assessment/mass appraisal field. Standards for review appraisals are contained in USPAP Standard 3).

SUPPORTING DOCUMENT, WORK HISTORY

The History Work form must be completed for all appraiser applicants. In completing the form, list all your work history for the sixty months preceding the signature date of your application.

FEES:

This application must be accompanied by the appropriate **NONREFUNDABLE fee in the form of a check or money order made payable to the Missouri Real Estate Appraisers Commission.** Application fees are as follows:

State Licensed Real Estate Appraiser	\$300
Certified Residential Real Estate Appraiser	\$300
Certified General Real Estate Appraiser	\$300

ASSISTANCE:

If assistance is needed, you may contact the Commission by calling the following telephone number: 573-751-0038

ADDRESS:

Missouri Real Estate Appraisers Commission
3605 Missouri Blvd.
P.O. Box 1335
Jefferson City, MO 65102

Qualifying Education.

(A) State-Certified General Real Estate Appraiser.

1. Applicants for the certified general certification shall hold a bachelor's degree or higher from a college or university accredited by a regional accrediting commission recognized by the United State Department of Education or an equivalent approving agency for out-of-state schools, unless the requirements of the following paragraph (2)(A)(2) are satisfied.
2. In lieu of the bachelor's degree, an applicant for the certified general certification shall successfully pass thirty (30) semester credit hours, or its equivalent, including each of the following collegiate subject matter courses from a college, junior college, community college or university accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving agency for out-of-state schools:
 - a. English Composition;
 - b. Micro Economics
 - c. Macro Economics
 - d. Finance
 - e. Algebra, Geometry, or higher Mathematics
 - f. Statistics
 - g. Introduction to computers, word processing, and spreadsheets;
 - h. Business Law or Real Estate Law; and
 - i. Two (2) elective courses in accounting, geography, ag-economics, business management or real estate.
3. If a college or university accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving agency for out-of-state schools, accepts the College-Level Examination Program® (CLEP) examination(s) and issues a transcript for the exam showing its approval, it will be considered as credit for the college course.
4. The applicant shall submit verification of completion of three hundred (300) creditable class hours from the core curriculum, including passage of the approved closed-book examination for each course, as follows:
 - a. Basic Appraisal Principles 30 Hours
 - b. Basic Appraisal Procedures 30 Hours
 - c. The 15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Course or its Equivalent. 15 Hours
 - d. General Appraiser Market Analysis and Highest and Best Use 30 Hours
 - e. Statistics, Modeling and Finance 15 Hours
 - f. General Appraiser Sales Comparison Approach. 30 Hours
 - g. General Appraiser Site Valuation and Cost Approach 30 Hours
 - h. General Appraiser Income Approach 60 Hours
 - i. General Appraiser Report Writing and Case Studies 30 Hours
 - j. Appraisal Subject Matter Electives 30 Hours
(Electives may include hours over minimum shown above in other modules)

Total 300 Hours
5. Applicants shall demonstrate that their education includes the core courses listed in these criteria, which particular emphasis on non-residential properties.

(B) State-Certified Residential Real Estate Appraiser

1. Applicants for the certified residential certificate shall hold an associate degree or higher from a college, junior college, community college, or university accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving agency for out-of-state schools, unless the requirements of paragraph (2)(B)(2) of this rule are satisfied.

2. In lieu of the Associate degree, an applicant for the certified residential certification shall successfully pass twenty-one (21) semester credit hours, or its equivalent, of college courses, including each of the following subject matter courses from a college, junior college, community college, or university accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving agency for out-of-state schools:
 - a. English composition;
 - b. Principles of Economics (Micro or Macro);
 - c. Finance;
 - d. Algebra, Geometry, or higher Mathematics;
 - e. Statistics;
 - f. Introduction to computers, word processing, and spreadsheets; and
 - g. Business Law or Real Estate Law.
3. If a college or university accredited by a regional accrediting commission recognized by the United States Department of Education or an equivalent approving agency for out-of-state schools accepts the College-Level Examination Program® (CLEP) examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.
4. The applicant shall submit verification of completion of two hundred (200) creditable class hours from the core curriculum, including passage of the approved closed-book examination for each course, as follows:

a. Basic Appraisal Principles	30 Hours
b. Basic Appraisal Procedures	30 Hours
c. The 15-Hour National USPAP Studies	15 Hours
d. Residential Market Analysis and Highest and Best Use	15 Hours
e. Residential Appraiser Site Valuation and Cost Approach	15 Hours
f. Residential Sales Comparison and Income Approaches	30 Hours
g. Residential Report Writing and Case Studies	15 Hours
h. Statistics, Modeling and Finance	15 Hours
i. Advanced Residential Applications and Case Studies	15 Hours
j. Appraisal Subject Matter Electives	20 Hours
(Electives may include hours over the minimum shown above in other modules)	
Total	200 Hours

(C) State-Licensed Real Estate Appraiser

1. The applicant shall submit verification of completion of one hundred fifty (150) creditable class hours from the core curriculum, including passage of the approved closed-book examination for each course, as follows:

a. Basic Appraisal Principles	30 Hours
b. Basic Appraisal Procedures	30 Hours
c. The 15-Hour National USPAP Course or its equivalent	15 Hours
d. Residential Market Analysis and Highest and Best Use	15 Hours
e. Residential Appraiser Site Valuation and Cost Approach	15 Hours
f. Residential Sales Comparison and Income Approaches	30 Hours
g. Residential Report Writing and Case Studies	15 Hours
Total	150 Hours

**PLEASE CHECK YOUR APPLICATION FOR ACCURACY!
MAKE SURE THAT THE APPROPRIATE FEE IS ATTACHED!
KEEP A FILE COPY OF THE ENTIRE APPLICATION.
DO NOT SEND THESE INSTRUCTIONS WITH YOUR
APPLICATION.**