



Real Estate Appraisers Program

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: RealEstateAppraisers@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfRealEstateAppraisers

General Real Estate Appraiser Certification Application Instructions

The following must be received by the division before your application for General Real Estate Appraiser Certification can be reviewed:

1. APPLICATION

A signed, completed application (#08-4163, pages 1-6).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$150.00
Initial Certification Fee:	\$350.00
Federal Registry Fee:	\$ 80.00
<hr/>	
Total Fees Due:	\$580.00

3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4163a).

4. CHOOSE TO APPLY FOR CERTIFICATION BY:

Endorsement

If the jurisdiction from which you are using your credentials to apply in Alaska is not in compliance with the provision of Title XI of the Financial Institutions Reforms Recovery and Enforcement Act (FIRREA of 1989) as determined by the Appraisal Subcommittee (ASC). State compliance reviews will be conducted administratively.

Reciprocity

If the jurisdiction from which you are using your credentials to apply in Alaska is in compliance with the provision of Title XI of the Financial Institutions Reforms Recovery and Enforcement Act (FIRREA of 1989), as determined by the Appraisal Subcommittee (ASC), state compliance reviews will be conducted administratively.

Examination

If you hold a bachelor's degree or higher, have completed 300 hours in core curriculum requirements, have completed 3,000 hours of experience with 1,500 hours in non-residential appraisal experience, and are requesting Board approval to take the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraiser Foundation.

Residential Transition

If you currently hold credentials as a certified residential real estate appraiser and have obtained a bachelor's degree or higher, completed 100 core curriculum hours, and have completed 1,500 hours in non-residential appraisal experience. You will be asked to submit an appraisal report if your application is approved by the Board and it is determined that you are eligible to take the Uniform State General Certification Examination.

Trainee Transition

If you currently hold a certification/registration as a trainee appraiser and have obtained a bachelor's degree or higher, completed 225 core curriculum hours, and have completed 3,000 hours with 1,500 hours in non-residential appraisal experience. You will be asked to submit an appraisal report if your application is approved by the Board and it is determined that you are eligible to take the Uniform State General Certification Examination.

CERTIFICATION BY ENDORSEMENT

In addition to the application, fees, and Authorization for Release of Records form (#08-4163a), the following items must be on file before the Board will consider an application for certification by endorsement:

1. EXAMINATION RESULTS

A copy of examination results as proof of successful completion of the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraisal Foundation.

2. VERIFICATION OF LICENSURE

A completed Verification of Licensure form (#08-4163b) sent from applicant or state agency from at least one jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license.

- a. The state from which the applicant is basing their reciprocal license must have certification requirements substantially equivalent to Alaska's requirements (i.e., 300 creditable hours of classroom instruction, 3,000 hours of work experience and successful completion of an approved examination).
- b. The verification must confirm that the applicant is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association.

CERTIFICATION BY RECIPROCITY

In addition to the application, fees, and Authorization for Release of Records form (#08-4163a), the following items must be on file before the Board will consider an application for certification by reciprocity:

1. CERTIFICATION/LICENSE REQUIREMENTS

An applicant for certification as a general real estate appraiser by reciprocity must hold a valid certificate or license from a state whose requirements for real estate appraiser certification meet or exceed those required in AS 08.87.110(c) and 12 AAC 70.106.

2. VERIFICATION OF LICENSURE

A completed Verification of Licensure form (#08-4163b) sent from applicant or state agency from at least one jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license.

- a. The state from which the applicant is basing their reciprocal license must have certification requirements substantially equivalent to Alaska's requirements (i.e., 300 creditable hours of classroom instruction, 3,000 hours of work experience and successful completion of an approved examination).
- b. The verification must confirm that the applicant is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association.

CERTIFICATION BY EXAMINATION

In addition to the application, fees, and Authorization for Release of Records form (#08-4163a), the following items must be on file before the Board will consider an application for certification by examination:

1. OFFICIAL TRANSCRIPTS

Notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify classroom hours of education required in 12 AAC 70.115 (see below).

2. CORE CURRICULUM

An applicant for certification as a general real estate appraiser shall document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and specified in the following core curriculum:

- a. basic appraisal principles, 30 hours;
- b. basic appraisal procedures, 30 hours;
- c. 15-hour National USPAP course taught by an Appraiser Qualifications Board Certified Instructor;
- d. general appraiser market analysis and the principle of the highest and best use of property, 30 hours;
- e. statistics, modeling, and finance, 15 hours;
- f. general appraiser sales comparison and income approaches, 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, and may include hours over the minimum of the course topics required.

3. DEGREE REQUIREMENTS

A bachelor's degree or higher from an accredited college or university.

4. WORK EXPERIENCE

One or more Verification of Work Experience forms (#08-4163c) completed by a combination of different individuals referenced in 12 AAC 70.110 verifying 3,000 hours of experience with at least 1,500 hours in nonresidential work obtained continuously over a period of not less than 18 months.

5. WORK VERIFICATION LOG

A completed Appraisal Experience Log (#08-4163e) documenting appraisal work. Please do not submit work products (appraisal report) at time of application. The Board or Board Designee will select products for review.

6. EXAMINATION RESULTS

A copy of examination results as proof of successful completion of the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraiser Foundation. The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Pearson Education, Inc., which administers both the Certified Residential Appraiser test and the Certified General Appraiser test. For specific information regarding the examination, contact: Pearson Vue, 800-274-7488.

CERTIFICATION BY RESIDENTIAL TRANSITION

In addition to the application, fees, and Authorization for Release of Records form (#08-4163a), the following items must be on file before the Board will consider an application for certification by residential transition:

1. CORE CURRICULUM

100 hours related to general real estate appraising.

2. DEGREE REQUIREMENTS

A bachelor's degree or higher from an accredited college or university.

3. OFFICIAL TRANSCRIPTS

Notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify classroom hours of education required in 12 AAC 70.115.

4. WORK EXPERIENCE

One or more Verification of Work Experience forms (#08-4163c) completed by a combination of one or more individuals references in 12 AAC 70.110 verifying at least 1,500 hours in non-residential appraisal work obtained continuously over a period of not less than 18 months. 12 AAC 70.108(a)

5. WORK VERIFICATION LOG

A completed Appraisal Experience Log (#08-4163e) documenting appraisal work. Please do not submit work products (appraisal report) at time of application. The Board or Board Designee will select products for review.

6. EXAMINATION RESULTS

A copy of examination results as proof of successful completion of the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraiser Foundation. The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Pearson Education, Inc., which administers both the Certified Residential Appraiser test and the Certified General Appraiser test. For specific information regarding the examination, contact: Pearson Vue, 800-274-7488.

CERTIFICATION BY TRAINEE TRANSITION

In addition to the application, fees, and Authorization of Release of Records form (#08-4163a), the following items must be on file before the Board will consider an application for certification by trainee transition:

1. CORE CURRICULUM

225 additional hours of education per 12 AAC 70.115(a); d-j under "2" of exam directions above.

2. DETERMINATION OF COMPETENCY

A completed Determination of Competency form (#08-4163d).

3. DEGREE REQUIREMENTS

A bachelor's degree or higher from an accredited college or university.

4. OFFICIAL TRANSCRIPTS

Notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify classroom hours of education required in 12 AAC 70.115.

5. WORK EXPERIENCE

One or more Verification of Work Experience forms (#08-4163c) completed by a combination of one or more individuals references in 12 AAC 70.110 verifying 3,000 hours of experience with at least 1,500 hours in non-residential appraisal work obtained continuously over a period of not less than 18 months.

6. WORK VERIFICATION LOG

A completed Appraisal Experience Log (#08-4163e) documenting appraisal work. Please do not submit work products (appraisal report) at time of application. The Board or Board Designee will select products for review.

7. EXAMINATION RESULTS

A copy of examination results as proof of successful completion of the Uniform State General Certification Examination endorsed by the Appraiser Qualifications Board of the Appraiser Foundation. The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Pearson Education, Inc., which administers both the Certified Residential Appraiser test and the Certified General Appraiser test. For specific information regarding the examination, contact: Pearson Vue, 800-274-7488.

General Information

APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will be issued and sent to you. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

DENIAL OF APPLICATION:

Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the Division, in writing, of changes of address or name. Name and address change notification forms are available on the Division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a “certified true copy of the original document”. To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, “I certify this is a true copy of the original document” and sign your name. The notary will compare the original document with the copy and then notarize your signature.

SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

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Website: ProfessionalLicense.Alaska.Gov/BoardofRealEstateAppraisers

General Real Estate Appraiser Certification Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Nonrefundable Application Fee	\$150.00
	<input type="checkbox"/> Initial Certification Fee	\$350.00
	<input type="checkbox"/> Federal Registry Fee (\$40 per Year)	\$ 80.00

PART II Application Type

Applying By:	<input type="checkbox"/> Endorsement, State of: _____	<input type="checkbox"/> Reciprocity, State of: _____
	<input type="checkbox"/> Examination	<input type="checkbox"/> Residential Transition
	<input type="checkbox"/> Trainee Transition	

PART III Personal Information

Full Legal Name:			
<p>Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Other Names Used: _____</p>			
Mailing Address:	P.O. Box or Street	City	State Zip
Contact Phone:		Date of Birth:	
<p>EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.</p>			
Email Address:		Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<p>Note: If both boxes are selected above, you will receive correspondence electronically.</p>			
<p>SOCIAL SECURITY NUMBER: AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.</p>			

PART IV License and Certification History

(Endorsement and Reciprocity Applicants Only)

Are you currently licensed or certified in another state?

 Yes No

Please list all states or jurisdictions in which you are currently or have ever been licensed or certified.
If necessary, continue to list on a separate sheet of paper labeled with your name and signed by you.

License or Certificate Number	State or Jurisdiction	Expiration Date

PART V National Uniform Licensing and Certification Exam

(Endorsement Applicants Only)

You must provide a copy of the following certificate:

 AQB-Approved Certified General Real Property Appraiser Examination (AS 08.87.110(h))

Exam Passed	Location	Date

PART VI Statutory Education Requirement

(Exam and Trainee Transition Applicants Only)

DEGREE REQUIREMENT 12 AAC 70.115(a)

An applicant must hold a bachelor's degree or higher. Send official transcripts to the division.

School	Degree	Date Degree Awarded

-AND- Per 12 AAC 70.115(b) an applicant for certification as a general real estate appraiser BY EXAMINATION shall document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis of general properties and specified in the following core curriculum.

TRAINEES: Under the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989, the Appraisal Qualifications Board (AQB) established the following requirements for an applicant to transition from a certified trainee appraiser to a certified general real estate appraiser.

Required Courses	Course Sponsor	Course Number	Date Completed	Hours Completed
1. Basic Appraisal Principles (30 Hours Required)				
2. Basic Appraisal Procedures (30 Hours Required)				
3. 15-Hour National USPAP Course or Equivalent (15 Hours Required)				
4. General Market Analysis and the Principle of Highest and Best Use of Property (30 Hours Required)				
5. Statistics, Modeling and Finance (15 Hours Required)				
6. General Sales Comparison Approach (30 Hours Required)				
7. General Appraiser Site Valuation and Cost Approach (30 Hours Required)				
8. General Income Approach (60 Hours Required)				
9. General Report Writing and Case Studies (30 Hours Required)				
10. Appraisal Subject Matter Electives (30 Hours Required)				

Total Hours:

Are the required course completion certificates attached?

Yes

No

PART VII Statutory Education Requirement

(Residential Transition Applicants Only)

DEGREE REQUIREMENT 12 AAC 70.115(a)

An applicant must hold a bachelor's degree or higher. Send official transcripts to the division.

School	Degree	Date Degree Awarded

-AND- Per 12 AAC 70.115(b) an applicant for certification as a general real estate appraiser BY RESIDENTIAL TRANSITION shall document satisfactory completion of 100 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis of general properties and specified in the following core curriculum.

Under the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989, the Appraisal Qualifications Board (AQB) established the following requirements for an applicant to transition from a certified residential real estate appraiser to a certified general real estate appraiser.

Required Courses	Course Sponsor	Course Number	Date Completed	Hours Completed
1. General Market Analysis and the Principle of Highest and Best Use of Property (15 Hours Required)				
2. General Appraiser Sales Comparison and Income Approaches (15 Hours Required)				
3. General Appraiser Site Valuation and Cost Approach (15 Hours Required)				
4. General Appraiser Income Approach (45 Hours Required)				
5. General Appraiser Report Writing and Case Studies (10 Hours Required)				
Total Hours:				

Are the required course completion certificates attached?

Yes

No

PART VIII Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

When in doubt about your response, disclose and provide the required explanation and documents. Applications submitted without the required attachments will be considered incomplete and will not be processed.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

When in doubt, disclose and explain.

1. Have you ever been convicted of a crime involving moral turpitude? Yes No

2. Have you ever had a real estate appraiser license/certification revoked, suspended, denied, surrendered, or otherwise acted upon in any state or jurisdiction? Yes No

3. Are you the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraisers' association? Yes No

4. Have you committed, or had a lawsuit filed against you, while acting as a real estate appraiser, an act or omission involving dishonesty, fraud, or misrepresentation? Yes No

5. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or military offense, including but not limited to, driving under the influence (DUI), or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. Yes No

6. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is an such action pending? Yes No

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).



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Signature Page

Applicant Name:	
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PART IX Agreement

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date Signed:	
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Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations that are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations deemed appropriate by the division.

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of a certification as a general real estate appraiser.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business, and Professional Licensing and its investigators, and all others directly and/or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one (1) year from the date of my signature below.

Name:	First	Middle	Last
Full Address:	P.O. Box or Street	City	State Zip
Phone:		Date of Birth:	
Email:			
Signature:		Date:	



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Verification of Licensure

➔ **Applicant:**

Please complete the identifying information below and forward a copy of this form to all states, territories, or jurisdictions where you currently are or have ever held a license or certificate. *Make additional copies of this form, as needed.*

Applicant Name:				
Mailing Address:	P.O. Box or Street	City	State	Zip
Applicant Signature:			Date Signed:	

➔ **Licensing Agency
or State Board:**

Please complete this bottom part for the applicant identified above and return the form directly to the Alaska Real Estate Appraisers Program at the letterhead address.

Name of License or Certificate Holder:			Date of Birth:	
License or Certificate Number:			State or Jurisdiction:	
Original Issue Date:			Expiration Date:	
License or Certificate Type:			Is the License or Certificate Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Exam Source: (If Applicable)			Exam Date:	

1. Is the applicant the subject of an unresolved complaint or ongoing disciplinary action? Yes No

2. Has the applicant's license/certificate ever been suspended, revoked, voluntarily surrendered, placed on probation, or restricted in any other way? Yes No

"Yes" Answers

If you answered "yes" to either question above, please provide a copy of the disciplinary action document.

Board Seal	Signature:		Date Signed:	
	Printed Name:		Title:	
	Email:		Phone:	



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Verification of Work Experience

(For Examination Applicants Only)

Verification of 3,000 hours of appraisal work obtained in no fewer than 18 months (at least 1,500 hours in nonresidential appraisal work) must be certified by a combination of at least one or more different individuals referenced below. If an applicant cannot, for good cause, provide work experience forms from at least one or more different individuals, the board may consider and approve other kinds of work experience verification.

Applicant Name:	
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→ **Reference:** Please complete this bottom part for the applicant identified above and return the form directly to the Alaska Real Estate Appraisers Program at the letterhead address.

1. I was professionally associated with the above-named applicant during the following dates:			
Start Date: (mm/yyyy)		End Date: (mm/yyyy)	
2. My professional relationship to the applicant is:			
<input type="checkbox"/> Licensed Construction Contractor	<input type="checkbox"/> Federal of State Regulated Lender	<input type="checkbox"/> An Officer of a State or Federal Agency	<input type="checkbox"/> Present or Former Employer of the Applicant
<input type="checkbox"/> An officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.			
I hereby certify that I was professionally associated with the applicant and the applicant has at least 3,000 hours of experience obtained in not less than an 18-month period; at least 1,500 hours must be in nonresidential appraisal work.			
Notary Stamp	Reference Printed Name:		Title:
	Reference Signature:		Date:
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary Signature:		My Commission Expires:



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Verification of Work Experience/Determination of Competency

(For Transition Applicants Only)

Trainee Appraiser Name:		Certificate Number:	
Supervisor Name:		Certificate Number:	
Supervision Start Date:		Determination Date:	



Supervisor:

Please complete this bottom part for the applicant identified above and return the form directly to the Alaska Real Estate Appraisers Program at the letterhead address.

1. I was professionally associated with the above-named applicant during the following dates:			
Start Date: (mm/yyyy)		End Date: (mm/yyyy)	
2. My professional relationship to the applicant is:			
<input type="checkbox"/> Licensed Construction Contractor	<input type="checkbox"/> Federal of State Regulated Lender	<input type="checkbox"/> An Officer of a State or Federal Agency	<input type="checkbox"/> Present or Former Employer of the Applicant
<input type="checkbox"/> An officer of a company that customarily uses the services of a real estate appraiser who has recent knowledge of the applicant's experience on that company's behalf.			
During the above-stated period I have determined that the above real estate appraiser trainee has demonstrated his/her ability under the Competency Rule which states in the Uniform Standards of Professional Appraisal Practice that an appraiser must:			
<ol style="list-style-type: none"> Be competent to perform the assignment. Acquire necessary competency to perform the assignment, or Decline or withdraw from the assignment. 			
I observed that this trainee real estate appraiser has demonstrated:			
<input type="checkbox"/> The ability to properly identify the problem to be addressed, and			
<input type="checkbox"/> The knowledge and experience to complete the assignment competently, and			
<input type="checkbox"/> Recognition of, and compliance with, laws and regulations that apply to the appraiser or to the assignment.			
Supervisor Signature:		Date Signed:	

Work Log Verification Guidelines

Please use the following guide when completing the work verification log. The purpose of this log is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours. **Please note that for EXAMINATION applications, the Board will randomly select work products to determine USPAP compliance, which must be submitted to the Board before a certificate is issued. The work products will be selected based on these forms.**

Part One Guidelines:

- (A) Report Date: The month and year the appraisal report was completed.
- (B) Subject Property Address: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear so the board can understand the property being appraised.
- (C) Report Type: Please check appropriate format for report (i.e., narrative, letter, form appraisal, or other). If the other column is checked, please attach an explanation as to the format used.
- (D) Property Classification: Below are 13 general property classifications; indicate the one which most closely approximates the appraisal assignment.

CB	Commercial Building
CL	Commercial & Office Land
FL	Farm/Forest land
FR	Farm/Forest Land with Residential and/or Farm-Use Equipment
IB	Industrial Warehouse & Manufacturing Building
IL	Industrial and "Business Campus" Land
MFS	Multi-Family Small 2-4 Units
MFL	Multi-Family Large 5 or More Units
ML	Multi-Family Land
OB	Office Buildings and Plazas, Including Medical
RL	Residential (Single-Family) Land, Including Any Subdivision Potential and Multiple Lot Sales
SFR	Single Family Residential (1Family Unit)
OT	Other (Please Specify): _____

- (E) Client Named in Report
- (F) Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.

Part Two Guidelines:

Trainee Appraiser: For each criterion (I – X), the trainee appraiser shall indicate whether they contributed to the specific appraisal criteria by writing, "T" in the appropriate line for each property documented.

Supervisory Appraiser: For each criterion (I – X), the supervisory appraiser shall indicate on the appropriate line for each property documented whether they had the following responsibilities:

- Primary Responsibility - Write "P"
- Co-Appraiser - Write "C"
- Reviewed and Approved - Write "R"

For criterion XI indicate the approximate number as described below under experience category. Criterion Includes:

- I. Inspected property
- II. Developed Building Description and Analysis
- III. Neighborhood Description and Market Analysis
- IV. Developed the Highest and Best Use
- V. Collected, Verified and Analyzed Data
- VI. Developed Income Approach
- VII. Developed Cost Approach
- VIII. Developed Sales Comparison
- IX. Developed Final Reconciliation
- X. Other (attach an explanation on a separate piece of paper)
- XI. Experience Category: Indicate on the line the numeric value associated with each experience type (described below):

- 1.) Fee and Staff Appraisal
- 2.) Ad Valorem Tax Appraisal
- 3.) Review Appraisal
- 4.) Appraisal Analysis
- 5.) Real Estate Counseling
- 6.) Highest and Best Use Analysis
- 7.) Feasibility Analysis
- 8.) Setting forth opinions of value of real property for tax purposes as an employee of a county assessor or Board of Equalization
- 9.) Assistance in preparation of appraisals
- 10.) Real estate valuation experience as a real estate lending officer or real estate broker, but only to the extent that the experience is directly related to the actual performance or professional review of real estate appraisals.

Department of Commerce, Community and Economic Development
 Division of Corporations, Business and Professional Licensing
 Real Estate Appraisers Section
 550 W 7th Avenue, Anchorage, AK 99501
 Phone: (907) 269-7140
 Email: RealEstateAppraisers@Alaska.Gov
 Website: ProfessionalLicense.Alaska.Gov/BoardOfRealEstateAppraisers

Name: _____

Trainee Certificate Number: _____

Signature: _____ Date Signed: _____

Hours Requested: *This Page:* _____ *Total:* _____

Applicants must enter actual hours, subject to approval by the Board.

Report Date	Subject Property Address	Report Type	Property Classification	Client Named in Report	Value Opinion	T – Trainee	S – Supervisor	I. Developed Site Description and Analysis	II. Developed Building Description and Analysis	III. Neighborhood Description and Development Analysis	IV. Developed the Highest and Best Use	V. Collected, Verified and Analyzed Data	VI. Developed Income Approach	VII. Developed Cost Approach	VIII. Developed Sales Comparison	IX. Developed Final Reconciliation	X. Other (Please Attach Explanation)	XI. Appraiser	XII. State Certification # Supervisor	XIII. Experience Category (1-10)	Work Hours
						T	S														
						T	S														
						T	S														
						T	S														
						T	S														
						T	S														
						T	S														
						T	S														
						T	S														

*Report Type: Restricted Report = RR Appraisal Report = AR

Trainees only must:

1. Indicate to which portions of the assignment they contributed by putting an "x" in columns I thru X.
2. Prepare a separate log for each month and have their supervisors follow instructions 3 & 4 below.
3. For each portion of each assignment, Supervisors must indicate whether they: **P** – Had Primary Responsibility, **C** – Co-appraised, **R** – Reviewed and Approved
4. Supervisor Printed Name: _____ Supervisor License/Certificate Number: _____

Supervisor Signature: _____ Date Signed: _____



THE STATE
of

ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Professional Licensing

PO Box 110806, Juneau AK 99811

Phone: (907) 465-2550

Email: License@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov

Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “Yes” answers. A “Yes” answer is not necessarily disqualifying but concealing one may be.

Each “Yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “Yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include but not be limited to: suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “Yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “Yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “Yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident:			
When in doubt, disclose and explain. Make copies as necessary.			

Did you attach all applicable documents associated with this incident?

- Court orders
 Consent agreements
 Disciplinary actions
 Charging documents
 Court records
 Fitness to practice
 All other documentation related to this incident
 I have additional incidents for this “Yes” answer, or “Yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		PL Code:	
Signature:		Date:	

You must submit one form for each “Yes” answer. Make copies of this form as necessary.



THE STATE
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Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Program Type: _____ License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply): **AMOUNT**

Application Fee: _____

License or Renewal Fee: _____

Other (name change, wall certificate, fine, duplicate license, exam, etc.):

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
1. Account Number: _____	All four fields MUST be completed! This section will be destroyed after the payment is processed.
2. Expiration Date: _____	
3. Billing ZIP Code: _____	
4. Security Code: _____	