



THE STATE
of

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

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

Residential Real Estate Appraiser Certification by Examination Application Instructions

Use this application if you hold a bachelor's degree or higher in any field or an associate degree in a field of study related to business administration, accounting, finance, economics, or real estate, have completed 200 core curriculum hours, have completed 1,500 hours in residential appraisal experience, and are requesting board approval to take the Uniform State Residential Certification Examination endorsed by the Appraiser Qualifications Board of the Appraiser Foundation. After board approval you must pass the examination no later than 24 months, in accordance with 12 AAC 70.130.

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

1. APPLICATION

A signed, completed application (#08-5006, pages 1-4).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$150.00
Initial Certification Fee:	\$350.00
Federal Registry Fee:	\$ 80.00 (\$40 Per Year)
Total Fees Due:	\$580.00

3. CORE CURRICULUM

An applicant for certification as a residential real estate appraiser shall document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of residential properties, and specified in the following core curriculum:

- 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. valuation bias and fair housing laws and regulations, 8 hours;
- e. residential market analysis and the principle of the highest and best use of the property, 15 hours;
- f. residential appraiser site valuation and cost approach, 15 hours;
- g. residential sales comparison and income approaches, 30 hours;
- h. residential report writing and case studies, 15 hours;
- i. statistics, modeling and finance, 15 hours;
- j. advanced residential applications and case studies, 15 hours;
- k. appraisal subject matter electives, 12 hours, and may include hours over the minimum of the course topics required.

4. EDUCATION

Official transcripts, official copies of certificates of completion, or other evidence of course completion acceptable to the board that verify the applicant's completion of the education requirements in 12 AAC 70.115 (see below).

You must meet ONE (1) of the following education requirements:

- a. A bachelor's degree or higher in any field from an accredited college or university.
- OR -
- b. An associate degree in a field of study related to business administration, accounting, finance, economics, or real estate.
- OR -
- c. Successful completion of 30 semester hours of college level courses that cover each of the following specific topic areas and hours:
 - (i) English composition, 3 hours;
 - (ii) microeconomics, 3 hours;
 - (iii) macroeconomics, 3 hours;
 - (iv) finance, 3 hours;
 - (v) algebra, geometry, or higher mathematics, 3 hours;
 - (vi) statistics, 3 hours;
 - (vii) computer science, 3 hours; and
 - (viii) business or real estate law, 3 hours; and two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate, 3 hours each.- OR -
- d. Successful completion of at least 30 semester hours of the College Level Examination Program (CLEP) examination in the following specific topic areas and hours:
 - (i) college algebra, 3 hours;
 - (ii) college composition, 6 hours;
 - (iii) college composition modular, 3 hours;
 - (iv) college mathematics, 6 hours;
 - (v) principles of macroeconomics, 3 hours;
 - (vi) principles of microeconomics, 3 hours;
 - (vii) introductory business law, 3 hours; and
 - (viii) information systems, 3 hours

5. VERIFICATION OF EXPERIENCE

One or more Verification of Work Experience forms (#08-5006a) completed by a combination of one or more different individuals referenced in 12 AAC 70.110 verifying 1,500 hours of experience obtained continuously over a period of not less than 12 months.

6. APPRAISAL EXPERIENCE LOG

A completed Appraisal Experience Log (#08-5006b) documenting appraisal work. 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 Residential 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 processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the certificate may be issued. 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.

CERTIFICATION TERM:

Certificates are issued for a two-year period and expire on June 30 of odd-numbered years, regardless of the date of issuance, except certificates issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before certificate expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a certificate holder from the responsibility of renewing a certificate on time.

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, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

DENIAL OF APPLICATION:

The denial of an application for certification 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.

CHANGES TO LEGAL NAMES, EMAIL ADDRESSES AND/OR MAILING ADDRESSES:

It is the applicant's responsibility to notify the division of any changes to legal names, email addresses and/or mailing addresses. The email or mailing address of record will be used to send all official notifications. The name appearing on the certificate must be your current legal name. The name change notification form is available on the division's website. Changes to email and/or mailing addresses can be submitted through MY LICENSE. (12 AAC 02.900)

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:

A U.S. Social Security Number must be on file with the division before a professional certificate is issued. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.Gov*, and include required supporting documents as noted on the form. (AS 08.01.060)

PUBLIC INFORMATION:

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

ABANDONED APPLICATIONS:

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 email or mailing address of the applicant, who then has 30 days to submit a written request for a refund of biennial certificate and other fees paid, if applicable. The application fee will not be refunded. If no request for a refund is received within that timeframe, no refund will be issued, and all fees will be forfeited. (12 AAC 02.910)

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 certification from other licensing jurisdictions. (12 AAC 02.915)

BUSINESS LICENSES:

The status of a professional certificate will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. A professional certificate does not bypass the need for a business license; if a business license is required, it must be obtained after an initial professional certificate is issued. For more information about business licenses, visit *BusinessLicense.Alaska.Gov*.

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*. Centralized statutes and regulations also apply to all professional licenses; those are also available on the division's website. To receive notifications of proposed regulation changes, send a request with your name, email, and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*. Courtesy notifications of proposed program regulations changes will also be sent to the email address on record.



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Website: ProfessionalLicense.Alaska.Gov/BoardofRealEstateAppraisers

Residential Real Estate Appraiser Certification by Examination Application

PART I Payment of Fees

Required Fees:

☐ Application, Certification and Federal Registry Fee (\$150 is Non-Refundable)

\$580.00

PART II Personal Information

Full Legal Name:

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).

☐ Not Applicable

☐ Other Names Used: _____

Mailing Address:

P.O. Box or Street

City

State

Zip

Contact Phone:

Date of Birth:

EMAIL AGREEMENT: Providing an email address authorizes the division to send you a web authorization code to register with the MY LICENSE self-service portal. If you do not receive a code or the code you received has expired, contact the division. Once registered you may opt-in to receive all official correspondence electronically. Your account can be accessed at any time.

Email Address:

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.

PART III Alaska Law

☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.87 and 12 AAC 70).

PART IV Education

Select ONE (1) of the following:

☐ I completed a bachelor's degree or higher in any field from an accredited college or university.

School	Degree	Date Degree Awarded

☐ I completed an associate degree in a field of study related to business administration, accounting, finance, economics, or real estate.

School	Degree	Date Degree Awarded

☐ I successfully completed 30 semester hours of college level courses that cover each of specific topic areas and hours as listed in 12 AAC 70.115(c)(3). *(See Application Instruction Page)*☐ I successfully completed 30 semester hours of College Level Examination Program (CLEP) examination in the specific topic areas and hours as listed in 12 AAC 70.115(c)(4). *(See Application Instruction Page)***- AND -**

You must document below 200 creditable classroom hours as specified in the core curriculum, in accordance with 12 AAC 70.115(d).

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. Valuation Bias and Fair Housing Laws and Regulations (8 Hours Required)				
5. Residential Market Analysis and The Principle of The Highest and Best Use of The Property (15 Hours Required)				
6. Residential Appraiser Site Valuation and Cost Approach (15 Hours Required)				
7. Residential Sales Comparison and Income Approaches (30 Hours Required)				
8. Residential Report Writing and Case Studies (15 Hours Required)				
9. Statistics, Modeling and Finance (15 Hours Required)				
10. Advanced Residential Applications and Case Studies (15 Hours Required)				
11. Appraisal Subject Matter Electives (12 Hours Required)				
Total Hours:				

PART V Professional Fitness Questions

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

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

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:		
Alaska Certification Number (if known):		☐ <i>Application in Process</i>

PART VI Agreement

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

I understand 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, registration, certificate, or permit to practice in the state of Alaska.

I further understand 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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Verification of Work Experience

Verification of 1,500 hours of appraisal work obtained continuously over a period of not less than 12 months and must be certified by a combination of one or more different individuals referenced below. If an applicant cannot, for good cause, provide work experience forms from one or more different individuals, the board may consider and approve other kinds of work experience verification.

Applicant Name:			
Reference Name:		Certificate Number:	
Association Start Date:			

→ **Reference:** 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.

Supply the start date and end date you were professionally associated with the applicant:			
Start Date: (mm/yyyy)		End Date: (mm/yyyy)	
Select the professional relationship to the applicant:			
☐ Licensed Construction Contractor.			
☐ Federal of State Regulated Lender.			
☐ An Officer of a State or Federal Agency.			
☐ Present or Former Employer of the Applicant.			
☐ 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 I was professionally associated with the applicant and the applicant has at least 1,500 hours of experience obtained in not less than a 12-month period.			
Reference Printed Name:		Title:	
Reference Signature:		Date Signed:	

Appraisal Experience Log Guidelines

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. **NOTE: 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.**

Table Guidelines:

Report Date: The month and year the appraisal report was completed.

Subject Property Address: The common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Be very clear so the board can understand the property being appraised.

Report Type: Check appropriate format for report (i.e., narrative, letter, form appraisal, or other). If the other column is checked, attach an explanation as to the format used.

Property Classification: Below are 13 general property classifications; indicate the one which most closely approximates the appraisal assignment.

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

Client Named in Report

Value Option

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 (1-13), 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 (1-13), 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"

Indicate the approximate number as described below under experience category. Criterion Includes:

1. Inspected property
2. Developed Building Description and Analysis
3. Neighborhood Description and Market Analysis
4. Developed the Highest and Best Use
5. Collected, Verified and Analyzed Data
6. Developed Income Approach
7. Developed Cost Approach
8. Developed Sales Comparison
9. Developed Final Reconciliation
10. Other (attach an explanation on a separate piece of paper)
11. Supervisor Appraiser
12. Supervisor Appraiser's License Number to include identification of CR or CG
13. Experience Category: Indicate on the line the numeric value associated with each experience type (described below):
 - a) Fee and Staff Appraisal
 - b) Ad Valorem Tax Appraisal
 - c) Review Appraisal
 - d) Appraisal Analysis
 - e) Real Estate Counseling
 - f) Highest and Best Use Analysis
 - g) Feasibility Analysis
 - h) Setting forth opinions of value of real property for tax purposes as an employee of a county assessor or Board of Equalization
 - i) Assistance in preparation of appraisals
 - j) 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.

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Appraisal Experience Log

Full Legal Name:		AK Certificate Number:	
Hours Requested: <i>You must enter actual hours, subject to approval by the board.</i>	This Page:	Total:	

T- Trainees:

- Indicate to which portions of the assignment you contributed by putting an "x" in columns 1 thru 13.
- Prepare a separate log for each month.

S- Supervisors:

- For each portion of each assignment, you must indicate whether the trainee:
P – Had Primary Responsibility, C – Co-appraised, R – Reviewed and Approved

In the table below, the categories are broken down as follows: 1- Developed Site Description & Analysis, 2- Developed Building Description & Analysis, 3- Neighborhood Description & Development Analysis, 4- Developed the Highest & Best Use, 5- Collected, Verified & Analyzed Data, 6- Developed Income Approach, 7- Developed Cost Approach, 8- Developed Sales Comparison, 9- Developed Final Reconciliation, 10- Other (Attach Explanation), 11- Appraiser, 12- State Certification # Supervisor, 13- Experience Category (a-j: see guidelines)

Report Date	Subject Property Address	Report Type RR - Restricted Report AR - Appraisal Report	Property Classification	Client Named in Report	Value Opinion		1	2	3	4	5	6	7	8	9	10	11	12	13	Work Hours
						T														
						S														
						T														
						S														
						T														
						S														
						T														
						S														
						T														
						S														
						T														
						S														

Supervisor Printed Name:		AK License/Certificate Number:	
Supervisor Signature:		Date Signed:	



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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 generally considered public records, unless required to be kept confidential by state or federal 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. <i>Make copies as necessary.</i>			

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:		Program:	
Signature:		Date Signed:	



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State of Alaska
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:			
Profession Type (e.g., Acupuncture):		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 (fine, exam, etc.):		
1.			
2.			
TOTAL:			0

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:		X	

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		All 3 fields MUST be completed. This section will be destroyed after the payment is processed.
2. Expiration Date:		
3. Security Code:		