



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF CERTIFIED REAL ESTATE APPRAISERS
333 WILLOUGHBY AVENUE, 9TH FLOOR
P.O. BOX 110806
JUNEAU, AK 99811-0806
TELEPHONE: (907) 465-5470 ♦ Fax: (907) 465-2974
E-mail: license@alaska.gov
Website: www.commerce.state.ak.us/occ

GENERAL REAL ESTATE APPRAISER APPLICATION

The Appraiser Qualification Board (AQB) has authority under Title XI of FIRREA to establish the minimum qualification criteria for State certification of real estate appraisers.

CERTIFICATION BY EXAMINATION

The following items must be on file before the Board will consider an application for a certificate by examination as a general real estate appraiser:

1. Complete, signed and notarized application (08-4163).
2. Payment of the required fees: Nonrefundable Application fee \$50.00; Certification fee \$300.00; and Federal Registry fee \$50.00 (\$25.00 per calendar year). Make check or money order payable to the State of Alaska.
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 (see below).

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, of which at least 150 hours must be completed within the five years preceding the date of a complete application.

- 1) basic appraisal principles, 30 hours;
- 2) basic appraisal procedures, 30 hours;
- 3) 15-hour National USPAP course or its equivalent, 15 hours;
- 4) general appraiser market analysis and the principle of the highest and best use of property, 30 hours;
- 5) statistics, modeling, and finance, 15 hours;
- 6) general appraiser sales comparison approach, 30 hours;
- 7) general appraiser site valuation and cost approach, 30 hours;
- 8) general appraiser income approach, 60 hours;
- 9) general appraiser report writing and case studies, 30 hours;
- 10) appraisal subject matter electives, 30 hours.

15 of the classroom hours must be for a course taken before January 1, 2003, covering the Uniform Standards of Professional Appraisal Practice.

OR

For a course taken on or after January 1, 2003, be the 15-hour National USPAP Course taught by an Appraiser Qualification Board certified instructor;

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

In lieu of the degree required, 30 semester credit hours, or their equivalent, in the following collegiate level subject matter courses from an accredited college, junior college, community college, or university; if an accredited academic institution accepts the College-Level Examination Program (CLEP) examinations and issues a transcript for the examination showing its approval, the board will consider the examination as credit for the college course:

- (i) english composition;
- (ii) microeconomics;
- (iii) macroeconomics;
- (iv) finance;
- (v) algebra, geometry, or higher mathematics;
- (vi) statistics;
- (vii) introduction to computers, including word processing and preparation of spreadsheets;
- (viii) business or real estate law;
- (ix) accounting, geography, agricultural economics, business management, or real estate courses not listed in (ii)-(vi) and (vii) of this subparagraph; however, the board will not accept more than two elective courses under this subparagraph.

5. Three work experience forms completed by a combination of three different individuals referenced in 12 AAC 70.110 (form enclosed) verifying 3,000 hours of experience with at least 1,500 hours in nonresidential work obtained continuously over a period of not less than 30 months. An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.
6. Completed Work Verification Log form (08-4163e) documenting appraisal work.
7. Copy of two work products from any appraisal performed by the applicant and included in the log of appraisals in accordance with 12 AAC 70.110(e). **PLEASE DO NOT SUBMIT WORK PRODUCTS. THE BOARD OR BOARD DESIGNEE WILL SELECT THE WORK PRODUCTS.**
8. 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 Promissor, Inc. (formerly known as ASI). For information regarding the examination, contact:

Pearson Vue
3 Bala Plaza West, Suite 300
Bala Cynwyd, PA 19004
Telephone: 800-274-7488
Fax: 888-204-6291
Website: www.pearsonvue.com

9. Submit a Complete Authorization for Release of Records form (08-4163a).

CERTIFICATION BY ENDORSEMENT

The following items must be on file before the board will consider an application for a certificate by endorsement;

1. Complete, signed and notarized application (08-4163).
2. Payment of the required fees: Nonrefundable Application fee \$50.00; Certification fee \$300.00; and Federal Registry fee \$50.00 (\$25.00 per year).
3. Proof of 42 hours of continuing education in real estate appraisal that contributes directly to a certified real estate appraiser's knowledge of current theories, practices, and techniques of real estate analysis and appraisal that was obtained within the three years immediately before the date of a complete application.
4. 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.
5. Licensure verification sent directly from each state or other licensing jurisdiction in which the applicant holds or has held a real estate appraiser certificate or license. (08-4163b).
 - a. The state from which the applicant is endorsing 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.
6. Complete Authorization for Release of Records (08-4163a).

GENERAL INFORMATION

APPLICATION REVIEW

The Board meets at least twice a year and will review applications at the board meeting. To be scheduled for a review, an application (and all supporting documents) must be complete and postmarked to the Division at least 15 days before the scheduled date of a Board meeting (12 AAC 70.150). Contact the Division for meeting dates.

The Board also reviews complete applications between Board meetings via mail ballot voting process.

“YES” RESPONSES

A “Yes” response in the application does not mean your application will be denied. If you have responded “Yes” to any question in the application, be sure to submit an explanation and copies of applicable documentation (e.g. court judgement, etc.).

RENEWAL INFORMATION

All certificates expire on June 30 of odd-numbered years, regardless of when issued, except new certificates issued within 90 days of the expiration date are issued through the next biennium. Refer to 12 AAC 70.220 for continuing education requirements.

ADDRESS CHANGE

In accordance with 12 AAC 02.900, a person must notify the Division in writing of a change of address. We will accept a fax, e-mail, or written notice that comes directly from the licensee or applicant. We will not accept a telephone call for a change of address. A change of address form may be obtained from the division’s website at www.commerce.state.ak.us/occ under “Professional Licensing.”

SOCIAL SECURITY NUMBERS

Alaska Statute 08.01.060(b) requires an applicant for an occupational license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the “Request for Exception from Social Security Number Requirement” form located on the division’s website at: www.commerce.state.ak.us/occ or contact the division office for the form.

PUBLIC INFORMATION

Please be aware that all information on the initial 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 www.commerce.state.ak.us/occ under “License Search.”

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

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For Office Use Only

GENERAL REAL ESTATE APPRAISER CERTIFICATION APPLICATION

Applying by: [] Examination
[] Endorsement

From the State of : _____

Nonrefundable Application Fee: \$50.00 [] Initial Certification Fee: \$300.00 [] Federal Registry Fee: \$50.00 []
(\$25.00 per year)

(Please Print or type)

NAME: _____
First M.I. Last

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ Work Telephone: _____

Home Telephone: _____ Sex: [] Female [] Male

DATE OF BIRTH: _____ Month Day Year SSN: _____ (Required by AS 08.01.060(b))

PROFESSIONAL FITNESS QUESTIONS:

12 AAC 70.100 (5) requires an applicant to attest subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted:

- 1. Have you ever been convicted of a crime involving moral turpitude? [] YES [] NO
2. Have you ever had a real estate appraiser license/certificate 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

I certify, under AS 11.56.210, that I have answered the above-referenced questions truthfully and to the best of my knowledge.



Signature of Applicant

Date

A "Yes" answer may not prejudice your application, failure to answer honestly may. If you answered "Yes" to any of the above questions, please explain dates, locations and circumstances on a separate piece of paper. Also, submit any/all supporting documents that are applicable (court records, board actions, investigation notices, etc.).

LICENSE/CERTIFICATE HISTORY

Are you currently certified in another state? Yes No

List all states or jurisdictions in which you are currently or ever have been licensed/certified:

License/Certificate Number	State	Expiration Date
<hr/>		
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Exam Passed: _____ Place: _____ Date: _____

EDUCATION REQUIREMENT 12 AAC 70.115(a)(1) and (2) and 12 AAC 70.140

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, of which at least 150 hours must be completed within the five years preceding the date of a complete application.

- 1) basic appraisal principles, 30 hours;
- 2) basic appraisal procedures, 30 hours;
- 3) 15-hour National USPAP course or its equivalent, 15 hours;
- 4) general appraiser market analysis and the principle of the highest and best use of property, 30 hours;
- 5) statistics, modeling, and finance, 15 hours;
- 6) general appraiser sales comparison approach, 30 hours;
- 7) general appraiser site valuation and cost approach, 30 hours;
- 8) general appraiser income approach, 60 hours;
- 9) general appraiser report writing and case studies, 30 hours;
- 10) appraisal subject matter electives, 30 hours.

15 of the classroom hours must be for a course taken before January 1, 2003, covering the Uniform Standards of Professional Appraisal Practice.

OR

For a course taken on or after January 1, 2003, be the 15-hour National USPAP Course taught by an Appraiser Qualification Board certified instructor;

(In order for a course or seminar to qualify for initial certification, the course or seminar must be a minimum of 15 classroom hours in duration and require successful completion of a final examination. Except as provided in 12 AAC 70.140(g) time spent on the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification (an assignment will not be counted toward the minimum hours required)).

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

In lieu of the degree required, 30 semester credit hours, or their equivalent, in the following collegiate level subject matter courses from an accredited college, junior college, community college, or university; is an accredited academic institution accepts the College-Level Examination Program (CLEP) examinations and issues a transcript for the examination showing its approval, the board will consider the examination as credit for the college course:

- (i) english composition;
- (ii) microeconomics;
- (iii) macroeconomics;
- (iv) finance;
- (v) algebra, geometry, or higher mathematics;
- (vi) statistics;
- (vii) introduction to computers, including word processing and preparation of spreadsheets;
- (viii) business or real estate law;
- (ix) accounting, geography, agricultural economics, business management, or real estate courses not listed in (ii)-(vi) and (vii) of this subparagraph; however, the board will not accept more than two elective courses under this subparagraph.

**COURSE SUMMARY
(USE ADDITIONAL SHEETS AS NECESSARY)**

List successful completion of Real Estate Appraisal Courses approved by a member organization of the Appraisal Foundation or regionally accredited junior college, college, or university.

COURSE TITLE	COURSE SPONSOR	DATE COMPLETED	TOTAL HOURS

I certify that the information in this application is true and correct to the best of my knowledge. I understand that any false information or falsification of documents may result in failure to obtain licensure under the Alaska Board of Certified Real Estate Appraisers, or subsequent revocation of my license.

SIGN HERE



Signature of Applicant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____.



Notary Public

for the State of _____

My Commission Expires: _____

SEAL

All information provided with this application will be considered public unless required to be kept confidential by state or federal law.

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Board of Certified Real Estate Appraisers
333 Willoughby Avenue, 9th Floor
P.O. Box 110806
Juneau, AK 99811-0806
(907) 465-5470
E-mail: license@alaska.gov

AUTHORIZATION FOR RELEASE OF RECORDS

TO WHOM IT MAY CONCERN:

I, _____, residing at _____

_____, 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, judgements, 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 all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

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

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate;

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 or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one year from the date of my signature.

Signature of applicant: _____ Date: _____

Home Phone Number

Work Phone Number

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.

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**VERIFICATION OF LICENSURE/CERTIFICATION
(ENDORSEMENT APPLICANTS ONLY)**

TO WHOM IT MAY CONCERN:

I am applying for a certification to practice as a General Real Estate Appraiser in the State of Alaska. The Board of Certified Real Estate Appraisers requires that this form be completed by each jurisdiction in which I hold or have held certificates/licenses. Please complete the form and return it directly to the Board of Certified Real Estate Appraisers at the above address.

Name: _____

Address: _____

The information below must be completed **by the state licensing board**, not by the applicant, and **returned directly to the Alaska Board**.

PLEASE DO NOT DETACH

State of _____

Name of Licensee/Certification Holder: _____

License/Certificate No. _____ Issued effective: _____

By formal agreement/endorsement: _____ By examination: _____

Exam Source: _____ (i.e., ASI, PES, etc.) Date: _____

Certificate/License is current: _____ lapsed: _____ Expiration date: _____

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

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

If yes, for what reason? _____

Derogatory information. If none, please indicate: _____

Comments, if any: _____

[Board Seal]

(All verifications must have board seal)

Signed: _____

Title: _____

State Board: _____

Contact Telephone Number: _____

Date: _____

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**WORK EXPERIENCE VERIFICATION FOR GENERAL REAL ESTATE APPRAISERS
(EXAMINATION APPLICANTS ONLY)
12 AAC 70.100 - 12 AAC 70.108 - 12 AAC 70.110**

Verification of 3,000 hours of appraisal work obtained continuously over a period of not less than 30 months (at least 1,500 hours in nonresidential appraisal work) must be certified by a combination of at least three different individuals referenced below:

1) a licensed construction contractor; 2) a federal or state regulated lender; 3) a present or former employer of the applicant; 4) an officer of a state or federal agency; 5) or 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.

(If an applicant cannot, for good cause, provide work experience forms from at least three different individuals, the board may, consider and approve other kinds of work experience verification.)

Note: An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

I, _____ of _____
Printed Name Title Representing
_____ certify to my knowledge that _____
Name of Applicant

has at least 3,000 hours (obtained over a period of not less than 30 months) of experience of which 1,500 hours of experience is known to me to be of a nonresidential experience in real property appraisal.

I am/was associated with the applicant from _____ / _____ to _____ / _____ in the capacity of _____
mo. yr. mo. yr.



Signature

Mailing Address: _____

Telephone Number: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____.



Notary Public

for the State of _____

My Commission Expires: _____

SEAL

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I am/was associated with the applicant from _____ / _____ to _____ / _____ in the capacity of _____
mo. yr. mo. yr.



Signature

Mailing Address: _____

Telephone Number: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____.



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for the State of _____

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(If an applicant cannot, for good cause, provide work experience forms from at least three different individuals, the board may, consider and approve other kinds of work experience verification.)

Note: An applicant may not receive credit for more than 1,250 hours of experience in real property appraisal in a 12-month period.

I, _____, _____ of _____
Printed Name Title Representing
_____ certify to my knowledge that _____
Name of Applicant

has at least 3,000 hours (obtained over a period of not less than 30 months) of experience of which 1,500 hours of experience is known to me to be of a nonresidential experience in real property appraisal.

I am/was associated with the applicant from ____/____/____ to ____/____/____ in the capacity of _____.
mo. yr. mo. yr.



Signature

Mailing Address: _____

Telephone Number: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____.



Notary Public

for the State of _____

My Commission Expires: _____

SEAL

Code Page – General Real Estate appraiser work verification log

Please use the following guide when completing the work verification log (08-4163e). 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.

- (A) ID Number: This number is your office file identification number.
- (B) Date of Report: The month and year the appraisal report was completed.
- (C) Address of Appraised Property: 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.
- (D) Description of Work Performed: Work performed by trainee or applicant. Scope of review performed by supervising appraiser; and level of supervision performed by the supervising appraiser.
- (E) Experience Category: A numeric answer regarding the following 11 experience categories.
- (F) Property Classification: Below are 13 general property classifications, indicate the one which most closely approximates the appraisal assignment.
- (G) Value Range: Check the appropriate column range as follows: \$1 to \$250,000; \$250,000 to \$500,000; or over \$500,000.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Type of Report: 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.
- (J) Appraiser: Indicate whether you were sole signer, co-signer, or did not sign the report.
- (K) Number of Actual Work Hours: Indicate total number of hours spent on research, analysis, and preparation of report. Do not include hours which someone else spent.
- (L) Signature and State Certification Number: Number of the supervising appraiser if applicable. Separate appraised bys shall be maintained for each supervising appraiser if applicable.

EXPERIENCE CATEGORY

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 of Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's 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

PROPERTY CLASSIFICATIONS

- 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 2-8 Units
- MFL Multi-Family Large 8 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 (1-4 Family Units)
- OT Other (Please Specify) _____

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 Website: www.commerce.state.ak.us/occ

Name: _____

Trainee License 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 Type	Client Named in Report	Value Opinion	S - Supervisor										Trainee Hours		
						T - Trainee	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)	
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