



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, ALASKA 99811-0806  
(907) 465-5470 H Fax: (907) 465-2974  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ)

## INSTITUTIONAL REAL ESTATE APPRAISER APPLICATION

Effective September 4, 1994, the statute requirements changed to be in compliance with Title XI of the Financial Institutions Reform Recovery and Enforcement Act of 1989 (FIRREA)

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:

1. Complete, signed and notarized application (08-4233).
2. Payment of the required fees: Nonrefundable application fee of \$100.00; Certification fee of \$1050.00; and Federal Registry fee of \$50.00 (\$25.00 per calendar year).
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 institutional real estate appraiser shall document satisfactory completion of 180 classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and including the following conditions:

- (1) 15 of the classroom hours must for a course taken before January 1, 2003, cover the Uniform Standards Professional Appraisal Practice or for a course taken on or after January 1, 2003, the 15 hour National USPAP Course taught by an Appraiser Qualification Board Certified instructor; **and**
  - (2) at least 90 of the 180 classroom hours must be completed within the five years immediately preceding the date of a complete application.
4. Documentation of full-time employment with a financial institution with offices in this State (08-4233c).
  5. Documentation of having passed the general real estate appraiser examination.
  6. Complete Authorization for Release of Records form (08-4233b).

### GENERAL INFORMATION

#### APPLICATION REVIEW

The Board meets at least once 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 with 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 meeting 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, additional time will be required for the gathering and assessment of pertinent information.

## **HOW CAN YOU HELP?**

1. First and foremost: Apply far enough in advance to allow for application processing.
2. If you are concerned about your application being received in our office, mail it Certified-Return Receipt.
3. Send any necessary verification forms out via overnight mail to the appropriate organization and include a return overnight mail envelope addressed to the licensing examiner for the organization's use. This may help them to respond quickly.
4. Insure that the application is complete when you submit it and provide any necessary explanations with the application. Print legibly or type your application.
5. Provide complete explanations for any "Yes" responses; it saves time if we don't have to request such information.

## **RENEWAL INFORMATION**

A certificate for institutional real estate appraiser terminates when the person certified leaves the full-time employment of the financial institution with offices in the state. 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.

## **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](http://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](http://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.dced.state.ak.us/occ](http://www.dced.state.ak.us/occ), under "Professional License Search."

## **PAYMENT OF CHILD SUPPORT/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 Enforcement at (907) 269-6657 if your last name begins with A through M; contact (907) 269-6845 if your last name begins with N through Z, or 1-800-478-3300. Contact the Post-Secondary Education office at 1-888-441-2961 to resolve payment issues.

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FOR OFFICE USE ONLY

INSTITUTIONAL REAL ESTATE APPRAISER
CERTIFICATION APPLICATION

Nonrefundable Application Fee: \$100.00
Certification Fee: \$1050.00
Federal Registry Fee: \$50.00 (\$25.00 per calendar 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))

- 1. Are you under indictment for, or have you ever been convicted of a crime?
2. Have you ever had a real estate appraiser license certificate revoked, denied, or suspended?
3. Have you ever had any other professional or occupational license revoked in any state or country?
4. Have you been the subject of a disciplinary action or an unresolved complaint before an authority regulating real estate appraisers or a professional real estate appraiser's association?
5. Have you committed, or ever been convicted of a crime involving dishonesty, fraud, or misrepresentation?

If you answered "Yes" to any of the above questions, please explain dates and circumstances on a separate piece of paper, and send copies of any supporting documents that are applicable (court records, etc.).

Have you ever been certified? Yes No When

If yes, in what state(s)? Certificate No.:

Exam Passed: Place: Date:

(An Institutional Appraiser must pass the "general" real estate appraiser examination approved by the Board.)

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

An applicant for certification as institutional real estate appraiser shall document satisfactory completion of 180 classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and including the following conditions: (1) 15 of the classroom hours must for a course taken before January 1, 2003, cover the Uniform Standards Professional Appraisal Practice or for a course taken on or after January 1, 2003, the 15 hour National USPAP Course taught by an Appraiser Qualification Board Certified instructor; and (2) at least 90 of the 180 classroom hours must be completed within the five years immediately preceding the date of a complete application. Evidence of completion must be in the form of official transcripts, notarized copies of course completion, or other evidence acceptable to the board.

I have successfully completed the following Real Estate Appraisal Courses approved by any member organization of the Appraisal Foundation or regionally accredited junior college, college, or university. Use separate sheet, if necessary.

**COURSE SUMMARY (Please enclose notarized copies of course completion certificates for the listed courses.)**

Course Title	Course Sponsor	Date Completed	Total Hours

**USE ADDITIONAL SHEETS AS NECESSARY FOR COURSE SUMMARY**

Subject to the penalties of perjury, as defined in AS 11.56.200, I \_\_\_\_\_ the applicant herein, state that all facts, statements and answers contained in this application are true and correct. I am not omitting any information which might be of value to this Board in determining any qualifications and character, whether it is called for or not, and I agree that any falsification, omission, or withholding of information of facts concerning my qualification as an applicant shall be sufficient to bar me from this or any future examination of my application by the Alaska Board and such falsifications, omissions, or withholding shall service as sufficient grounds for suspension, cancellation, or revocation of my appraiser certificate even though it is not discovered until after issuance.

I hereby give my permission to the Board of Certified Real Estate Appraisers to secure additional information concerning me or any statement in this application from any person or any source the Board may desire. I further agree to submit to questioning by the Board or any member thereof, and to substantiate any statements if desired by the Board.

I have read the Alaska Certified Read Estate Appraiser Act. I solemnly declare upon my honor that if granted a certificate to practice in Alaska, I will respectfully comply with any law governing the practice of appraisers in this State, and will do my best to uphold and maintain the ethics of the profession.

I further understand that per AS 08.87.110(e), a person certified as an institutional real estate appraiser may not perform real estate appraisal services for the general public or for a fee other than the salary the person receives as a full-time employee of a financial

SIGN HERE



\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_

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



\_\_\_\_\_  
Notary Public

for the State of \_\_\_\_\_

SEAL

My Commission Expires: \_\_\_\_\_

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**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 investigator 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 release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis, or treatment received by me.

This authorization is given expressly in connection with my application (initial, renewal reactivation) for Alaska Appraisal Certificate. This authorization expires one year from the date of my signature.

My Social Security Number is: \_\_\_\_\_ My date of birth is: \_\_\_\_\_

Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ Work Telephone Number: (\_\_\_\_) \_\_\_\_\_

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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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**NOTICE OF EMPLOYMENT**  
**TO BE COMPLETED BY APPLICANT AND EMPLOYING FINANCIAL INSTITUTION**

It is hereby acknowledged \_\_\_\_\_ will be directly  
(Applicant)

employed by \_\_\_\_\_ while  
(Name of Financial Institution)  
(Please print clearly)

performing appraisals in Alaska, during the effective period of this certificate. It is further acknowledged that it is the appraiser's responsibility to ensure that all appraisals performed meet state and federal laws applicable to real estate appraisals.

The certificate to practice as Certified Real Estate Appraiser terminates when the person certified leaves the full-time employment of a financial institution. By signature below, the applicant acknowledges his/her responsibility to notify the division when there is a change in employment status, i.e., change in employer, duties, etc.

An institutional appraiser may not perform real estate appraisal services for the general public or for a fee other than the salary the person receives as a full-time employee of a financial institution.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Address in Alaska

\_\_\_\_\_  
Telephone Number of Employer

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



\_\_\_\_\_  
Notary Public

for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

SEAL

