



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address

PO Box 40267
Charleston, WV 25364

Phone: 304.558.3919

FAX: 304.558.3983

Email: wvappraiserboard@wv.gov

Website: www.appraiserboard.wv.gov

APPLICATION FOR APPRENTICE PERMIT— INSTRUCTIONS

Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain the application is completed in its entirety, that all questions are answered truthfully and any requested information is included with the application package. Please retain copies of all submitted information.

1. Application must be legible. Please type or print clearly in ink.
2. Securely tape a photograph taken within the past year to the application where indicated.
3. Enclose signed Apprentice Oath and Affidavit.
4. Enclose Certificate showing proof of completion of three (3) hour WV Law Class.
5. Enclose Certificate showing proof of completion of four (4) hour Supervisor-Trainee Course for West Virginia.
6. Enclose copy of high school diploma, or equivalent.
7. Complete a state and national criminal history record check. Contact the Board Office for information on obtaining a background check.
8. Apprentice must have Board Approved Supervisor prior to issuance of Apprentice Permit.
9. Application Fee of \$150 is *non-refundable*. If the application is returned for any reason, the application fee will not be re-funded. Re-submission of the application will require an additional application fee. Application Fee must be in the form of a check or money order and made payable to the WV Appraiser Board. Mail application and payment to: **WVAB, PO Box 40267, Charleston, WV 25364**. The Board Office cannot accept delivery of Federal Express, UPS or other delivery services.
10. Apprentice Permit Fee of \$190 is not due until you are notified that you have been approved for your Apprentice Permit.
11. §190-2-11. 3.d. Have completed and passed seventy-five hours (75) in subjects related to real estate appraisal in accordance with subsection 5.1. of this rule within the five (5) year period prior to the date of submission of application for an apprentice permit.



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APPLICATION FOR APPRENTICE PERMIT

Last Name: First: Middle:

Date of Birth: Social Security:

Residence Street: County:

City: State: ZIP:

Residence Phone: Cell Phone:

Business Name: County:

Business Street:

City: State: ZIP:

Email:

Business Phone: FAX:

For Roster and Mailing Purposes, Please Choose One: Residence Information Business Information

Supervisor(s) Information:

Name: WV Cert. No.:

Address:

Contact Phone: Email:

Name: WV Cert. No.:

Address:

Contact Phone: Email:

OFFICE USE ONLY

Application Fee

Check No. Deposit No.:

Date Received

Permit Fee

Check No. Deposit No.:

- App Oath & Aff
Education
WV Law Class
Sup.—Trainee Course
Background Check
Board Approved Supervisor
High School Diploma or Equivalent
Apprentice Permit No.
Date Issued
Letter
Experience Log/Instructions
Database
Pocket Card

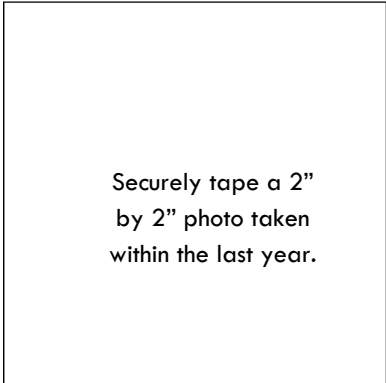


APPLICATION FOR APPRENTICE PERMIT – PAGE 2

Are you now, or have you in the past, been licensed or certified as an appraiser in any state?

Yes No

If so, list state and license number. Attach additional sheets if needed.



Have you ever been known by any other name(s)? If yes, state in detail, every other name by which you have been known. Attach certified copy of marriage certificate, relevant portions of court order related to name change, or other legal documents supporting name change.

Pursuant to W.Va. Code, you must answer the following questions and certify, under the penalty of false swearing and possible license suspension or revocation, that all answers are true and correct.

1. Have you ever been convicted of a violation of any local, state or federal law (either felony or misdemeanor), or is there such charge pending against you now?
 Yes No

2. Have you ever had a real estate appraiser license or other professional license or certification to practice any other regulated occupation or profession revoked, suspended or surrendered, or has any other form of disciplinary action been taken against you in any other jurisdiction?
 Yes No

3. Are there any appraiser complaints or charges pending against you in any other jurisdiction?
 Yes No

4. Have you ever had an application for an appraiser license or certification denied in WV or any other jurisdiction?
 Yes No

If you answer "yes" to any of the above questions, you must attach a separate sheet providing a detailed written explanation, including dates, case numbers, etc. Include a copy of the final disposition of the case and copies of any relevant documents. Answering "yes" does not mean automatic denial of an application.

APPRENTICE OATH & AFFIDAVIT

- I hereby, acknowledge that I am the person referred to in the foregoing application and supporting documents. I have answered all questions completely and truthfully and to the best of my knowledge. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to withhold a license or certification issued by this Board, refuse renewal, or revoke a license or certification.
- I hereby agree to comply with the standards set forth in the West Virginia Code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me.
- I hereby agree that I have knowledge of and will comply with the Uniform Standards of Professional Appraisal Practice (USPAP) that were adopted and promulgated by the Appraisal Standards Board of the Appraisal Foundation and in place as of the effective date of any appraisal performed by myself.
- I hereby affirm that the educational courses for which I claim credit were successfully completed by me.
- I hereby agree to return the permit, license or certification upon request if issued in error, for non-renewal, or if requested by this Board after a hearing pursuant to disciplinary action.

I, _____ (print name),
affirm and state the information provided within and attached hereto is true and correct to the best of my knowledge. I
further acknowledge that the following individual(s) will serve as my Supervisor(s).

1. _____
2. _____
3. _____

Signature of Applicant: _____

Date: _____

EDUCATION CREDIT FORM

Supporting documentation in the form of original Certificates of Completion, must be attached for each course. Credit will be given only once for a course. Credit will be given only once for a course, regardless of the number of times taken. Credit Hours must total less than 75. No credit will be given for home study or correspondence courses. A Course Tracking Worksheet must be attached to this form for all courses listed. This form is also located on our website.

COURSE TITLE	COURSE PROVIDER	DATE COMPLETED	CREDIT HOURS
Basic Appraisal Principles			
Basic Appraisal Procedures			
15-Hour National USPAP			
West Virginia Appraisal Law			
Supervisor-Trainee Course for West Virginia			
TOTAL CREDIT HOURS			

Print Name of Applicant _____

Signature of Applicant _____ Date _____