APPLICATION FOR APPRENTICE PERMIT – INSTRUCTIONS

1. Complete application in its entirety. Type or print legibly in ink. Retain copies of all submitted documents.

2. Securely tape a photograph taken within the past 12 months to the application where indicated.

3. Enclose signed and notarized 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 refunded. Resubmission 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.

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.

12. Supervisor and Apprentice applications must be submitted separately by respective applicant.

Please Note:

1. Apprentice shall work under the direct supervision of a state certified appraiser.

2. Apprentice and supervisor shall jointly maintain the Board-designed experience log and follow Experience Log instructions.

3. Apprentice shall ensure that the experience log is available at all time for inspection by the Board.

4. When performing appraisal assignments, the apprentice shall carry on his or her person the permit issued by the Board.

5. If the Board disapproves a supervisor from acting in the capacity of supervisor to an apprentice, the Board shall deny the apprentice application.
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: ___________
☐ Permit Fee  Check No. ___________ Deposit No: ___________
☐ App Oath & Affidavit  ☐ Letter
☐ Education  ☐ Experience Log/Instructions
☐ WV Law Class  ☐ Database
☐ Sup.—Trainee Course  ☐ Pocket Card
☐ Background Check  ☐ Board Approved Supervisor
☐ High School Diploma or Equivalent  ☐ Apprentice Permit No.
☐ Date Issued ___________________________ Revised 10.20.2020
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.

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 civil or criminal judgment or an administrative order entered against you?  
   Yes    No

3. Have you ever had a certificate or license to practice any regulated occupation or profession revoked. suspended, or surrendered or have you been subject to other disciplinary action in any state, including West Virginia, or by this Board?  
   Yes    No

4. Are there currently any complaints or charges pending against you in any state, including West Virginia, or by this Board?  
   Yes    No

5. Do you have any court cases against you in any state, including West Virginia?  
   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.

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.

Securely tape a 2” by 2” photo taken within the last 12 months.
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 permit issued by this Board, refuse renewal, or revoke a permit.

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 me.

I hereby affirm that the educational courses for which I claim credit were successfully completed by me.

I hereby agree to return the permit 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. ________________________________

State of ________________________________
County of ________________________________
Print Name of Applicant ________________________________
Signature of Applicant ________________________________
Subscribed and sworn before me on this __________ day of __________, ____________.
My commission expires ____________________
Notary Public ________________________________
SEAL
EDUCATION CREDIT FORM

Copies of Certificates of Completion must be attached for each course. Credit will be given only once for a course, regardless of the number of times taken. Credit Hours must total 75, excluding the WV Law and Supervisor-Trainee courses. No credit will be given for home study or correspondence courses. This worksheet must be attached to the application. This form is also located on our website: https://appraiserboard.wv.gov/.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE PROVIDER</th>
<th>DATE COMPLETED</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>Basic Appraisal Principles (30 hrs.)</td>
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<td>Basic Appraisal Procedures (30 hrs.)</td>
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<td>15-Hour National USPAP (15 hrs.)</td>
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<td>West Virginia Appraisal Law</td>
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<td>Supervisor-Trainee Course for West Virginia</td>
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<td>TOTAL CREDIT HOURS</td>
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Print Name of Applicant

_____________________________________________________

Signature of Applicant                                Date

_____________________________________________________

Revised 10.20.2020