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.

6. Enclose Certificate showing proof of completion of four (4) hour Supervisor-Apprentice Course.

7. Enclose copy of high school diploma, or equivalent.

8. Complete a state and national criminal history record check. Contact the Board Office for information on obtaining a background check.

9. Apprentice must have Board Approved Supervisor prior to issuance of Apprentice Permit.

10. 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.

11. Apprentice Permit Fee of $190 is not due until you are notified that you have been approved for your Apprentice Permit.

Last Revised 4/25/2017
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: ____________________________
E-Mail: ____________________________
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: ____________________________ E-Mail: ____________________________
Name: ____________________________ WV Cert. No.: ____________________________
Address: ____________________________
Contact Phone: ____________________________ E-Mail: ____________________________

OFFICE USE ONLY
□ Application Fee  Check No. __________  Deposit No: __________
Date Received __________  □ Permit Fee  Check No. __________  Deposit No: __________

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

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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.

Last Revised 4/25/2017
APPRENTICE OATH & AFFIDAVIT

I HEREBY:

1. 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.

2. Agree to comply with the standards set forth in the West Virginia Code and Rules promulgated thereunto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me.

3. 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.

4. Acknowledge and understand that both my Supervisor and I must attend a Supervisor - Apprentice orientation within sixty(60) days immediately following the issuance of the apprentice permit and supervisor approval.

5. Affirm that the educational courses for which I claim credit were successfully completed by me.

6. 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.

State of __________________________________________

County of __________________________________________

I, _______________________________________________, do affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant __________________________________

Signature of Applicant ____________________________________

Subscribed and sworn to before me this ________________ day of __________________, ____________.

My commission expires __________________________________

Notary Public __________________________________________

SEAL
SUPERVISOR OATH & AFFIDAVIT

I HEREBY:

1. Affirm and state that I am a fully certified real estate appraiser in good standing in the State of West Virginia, being certified in West Virginia for a period of not less than 36 months.

2. Affirm and state that I have not been the subject of any disciplinary action in this State, or any other jurisdiction, that affects my legal ability to engage in appraisal activity for the previous three (3) years.

3. Affirm and state that I am not the subject of any complaint or pending disciplinary action in this State, or any other jurisdiction.

4. Affirm that I have been issued a Supervisor Approval Certificate and attach a copy hereto.

5. Agree that I will be responsible for any and all work and appraisals performed and/or completed by my apprentice.

6. Agree to comply with all rules and policies regarding supervising appraisers.

7. Understand direct supervision to mean, "A supervisor shall accompany and view the exterior and interior of all properties with the supervised apprentice or appraiser; review each appraisal; assign work to the apprentice only if the apprentice or appraiser is competent to perform the work; accept full responsibility for the report; and approve and sign the report as being independently and impartially prepared in compliance with the USPAP and applicable statutory requirements."

8. Acknowledge and understand that both my Apprentice and I must attend a Supervisor—Apprentice orientation within sixty (60) days immediately following the issuance of the apprentice permit and supervisor approval.

State of ____________________________

County of __________________________

I, _____________________________, affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant ____________________________

Signature of Applicant ____________________________

Subscribed and sworn to before me this __________________ day of __________________, __________.

My commission expires ____________________________

Notary Public ____________________________

SEAL
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 150. 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.

<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</td>
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<td>Basic Appraisal Procedures</td>
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<td>15-Hour National USPAP</td>
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<td>Residential Market Analysis and Highest and Best Use</td>
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<td>Residential Site Valuation and Cost Approach</td>
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<td>Residential Sales Comparison and Income Approach</td>
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<tr>
<td>Residential Report Writing and Case Studies</td>
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</table>

TOTAL CREDIT HOURS

Print Name of Applicant

Signature of Applicant

Date

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