



# 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](mailto:wvappraiserboard@wv.gov)

## APPLICATION FOR APPRENTICE PERMIT— INSTRUCTIONS

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1. Complete application in its entirety. Type or print legibly in ink. Retain copies of all submitted documents for your files.
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 \$120 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 \$150 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. Separate Apprentice and Supervisor applications must be submitted simultaneously by respective applicants.

### 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.



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Website: <https://appraiserboard.wv.gov/>

## 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

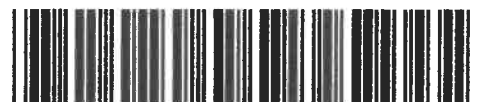
Check No. \_\_\_\_\_ Deposit No: \_\_\_\_\_

Date Received \_\_\_\_\_

Permit Fee

Check No. \_\_\_\_\_ Deposit No: \_\_\_\_\_

- Apprentice Oath & Affidavit
- Education
- WV Law Class
- Sup.—Trainee Course for WV
- 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.

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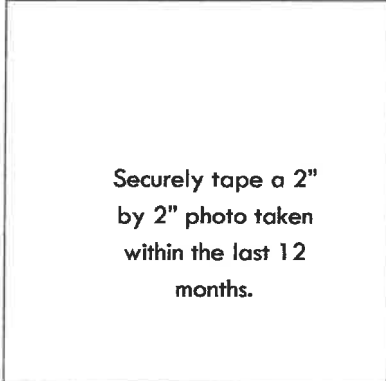
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Have you ever been known by any other name(s)? If yes, state in detail every other name by which you have been known. Attach certified copy of marriage certificate, relevant portions of court order related to name change, or other legal documents supporting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

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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.

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/>.

<b>COURSE TITLE</b>	<b>COURSE PROVIDER</b>	<b>DATE COMPLETED</b>	<b>CREDIT HOURS</b>
Basic Appraisal Principles (30 hrs.)			
Basic Appraisal Procedures (30 hrs.)			
15-Hour National USPAP (15 hrs.)			
West Virginia Appraisal Law			
Supervisor-Trainee Course for West Virginia			
<b>TOTAL CREDIT HOURS</b>			

Print Name of Applicant \_\_\_\_\_

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

Date \_\_\_\_\_