



## West Virginia Real Estate Appraiser Licensing and Certification Board

**Application Mailing Address**    Phone: 304.558.3919  
PO Box 40267    FAX: 304.558.3983  
Charleston, WV 25364    Email: [wvappraiserboard@wv.gov](mailto:wvappraiserboard@wv.gov)  
Website: <https://appraiserboard.wv.gov>

### APPLICATION FOR EXEMPTION FROM SUPERVISORY ACCOMPANIMENT—INSTRUCTIONS

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***Before this application can be filed with the Board, the applicant must have completed the required qualifying education, required experience hours, the WV Appraisal Law Course, and the national exam for Licensed Residential appraiser.***

1. Application must be legible. Type or print clearly in ink.
2. Application Fee of \$120 is non-refundable. If the application is returned for any reason, the application fee will not be refunded. Re-submission of the application will require an additional application fee of \$120.
3. Securely tape a photograph taken within the past 12 months to the application where indicated.
4. Per Legislative Rule 190-2 §§ 11.8.d. and 5.3.a. and b., enclose proof of:
  - A. a passing score of a national written Licensed Residential exam administered by the board or by a testing service acting on behalf of the board and
  - B. successful completion of the 3-hour WV Appraisal Law Course.
5. Enclose original Experience Logs that reflect the minimum 500 experience hours required for the requested exemption.
6. Enclose a signed and notarized Applicant Oath and Affidavit.
7. Enclose a signed and notarized Supervisor Oath and Affidavit for each supervisor that has signed the experience logs.
8. Mail completed application, documents, and application fee in the form of a check or money order made payable to the WV Appraiser Board to: **WVAB, PO Box 40267, Charleston, WV 25364**. The Board office cannot accept payments of any kind. The Post Office box will not accept delivery of FedEx, UPS, or other delivery services. Use US Postal Services only.



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## APPLICATION FOR EXEMPTION FROM SUPERVISORY ACCOMPANIMENT

### APPRENTICE

Apprentice Permit No.: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

Residence Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

### SUPERVISOR

Supervisor Certification No.: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

Residence Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

### OFFICE USE ONLY

Application Fee

Check No. \_\_\_\_\_

Deposit No: \_\_\_\_\_

- Date Received
- Experience Logs Verified

- Licensed Residential Exam—passing score
- WV Appraisal Law Course

- Date Issued \_\_\_\_\_
- Database \_\_\_\_\_



APPLICATION FOR EXEMPTION FROM SUPERVISORY ACCOMPANIMENT – 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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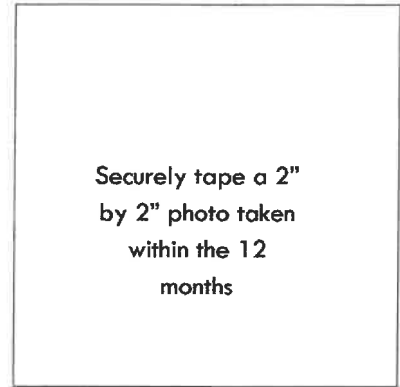
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Have you ever been known by any other name(s)? If yes, state in detail, every other name by which you have been known. Attach certified copy of marriage certificate, relevant portions of court order related to name change, or other legal documents 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 and case numbers. 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.*