



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address Phone: 304.558.3919
PO Box 40267 FAX: 304.558.3983
Charleston, WV 25364 Email: wvappraiserboard@wv.gov

APPLICATION FOR APPRENTICE PERMIT— INSTRUCTIONS

1. Complete application in its entirety. Type or print legibly in ink. Retain copies of all submitted documents.
2. Enclose signed and notarized Apprentice Oath and Affidavit.
3. Enclose Certificate showing proof of completion of three (3) hour WV Law Class.
4. Enclose Certificate showing proof of completion of four (4) hour Supervisor-Trainee Course for West Virginia.
5. Enclose copy of high school diploma or equivalent.
6. Complete a state and national criminal history record check. Contact the Board Office for information on obtaining a background check.
7. Apprentice must have Board Approved Supervisor prior to issuance of Apprentice Permit.
8. 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 Real Estate Appraiser Licensing and Certification Board (WVREALCB). **Mail application (USPS Only) and payment to: WVREALCB, PO Box 40267, Charleston, WV 25364.**
9. Apprentice Permit Fee of \$150 is not due until you are notified that you have been approved for your Apprentice Permit.
10. §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.
11. 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.



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APPLICATION FOR APPRENTICE PERMIT

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ Social Security: _____

Residence Street: _____

City: _____ State: _____ ZIP: _____ County: _____

Residence Phone: _____ Cell Phone: _____

Apprentice Email _____

Please Note: Your Business information will be where you will conduct business with your supervisor and will be reflected on your final Apprentice Permit.

Business Name: _____

Business Street: _____

City: _____ State: _____ ZIP: _____ County: _____

Business Phone: _____ FAX: _____

All mailing correspondence from WVREALCB will be to residence address.

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: _____ Date Received: _____

App Oath & Affidavit

Education

WV Law Class

Sup.—Trainee Course

Background Check

Board Approved Supervisor

High School Diploma or Equivalent



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 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 Signature _____

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/>.

COURSE TITLE	COURSE PROVIDER	DATE COMPLETED	CREDIT HOURS
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			
TOTAL CREDIT HOURS			

Print Name of Applicant _____

Signature of Applicant _____

Date _____