



## West Virginia Real Estate Appraiser Licensing and Certification Board

**Application Mailing Address**  
PO Box 40267  
Charleston, WV 25364

Phone: 304.558.3919  
FAX: 304.558.3983  
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 (including the 4 hour Supervisor-Trainee Course for West Virginia), required experience hours, and passed the 3 hour WV Law Course.*

1. Application must be legible. Please type or print clearly in ink.
2. Application Fee of \$150 is *non-refundable fee*. 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 \$150.
3. Securely tape a photograph taken within the past year to the application where indicated.
4. Enclose the Original Experience Logs that reflect the minimum 500 experience hours required for the requested exemption.
5. Enclose a signed and notarized Applicant Oath and Affidavit.
6. Enclose a signed and notarized Supervisor Oath and Affidavit for each supervisor that has signed the experience logs.
7. Mail completed application and application fee in the form of a check or money order made payable to the WV Real Estate Appraiser Board to: **WVREALCB, 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.



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Phone: 304.558.3919

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WVREALCB Receipt Stamp

## 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

Date Rec'd: \_\_\_\_\_ Check No: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Deposit No: \_\_\_\_\_

- ☐ Experience Logs Verified
- ☐ WV Law Course
- ☐ Supervisor-Trainee Course



## APPLICATION FOR EXEMPTION FROM SUPERVISORY ACCOMPANIMENT – PAGE 2

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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.

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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.*

## APPLICANT 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 that I have complied 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;
3. Agree that I have knowledge of and have complied 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. Affirm that the experience logs submitted are true and correct and the appraisals listed thereon were completed by me and represent the minimum number of experience hours required for Exemption from Supervisory Accompaniment;
5. Affirm that I am an applicant for Exemption from Supervisory Accompaniment and I have completed a minimum of 500 experience hours;
6. Agree that, upon request from the Board, I shall make available for examination copies of any, or all, of the appraisal reports and work files for which any experience is claimed;
7. Acknowledge and understand that this exemption, if approved, only allows me to inspect properties without being accompanied by a supervisor; and
8. I affirm and state the information provided within and attached hereto is true and correct to the best of my knowledge.

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_ (Apprentice) 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 Signature \_\_\_\_\_

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## SUPERVISOR OATH & AFFIDAVIT

### ***I HEREBY:***

1. Acknowledge that I am the Supervisor 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 that I have complied 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;
3. Agree that I have knowledge of and have complied 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. Affirm that the experience logs submitted are true and correct and the appraisals listed thereon were completed by the apprentice and me and represent the minimum 500 experience hours required for Exemption from Supervisory Accompaniment;
5. Affirm that the Apprentice is qualified to inspect residential properties without my accompaniment;
6. Agree that, upon request from the Board, I shall make available for examination copies of any, or all, of the appraisal reports and work files for which any experience is claimed;
7. Acknowledge and understand that this exemption, if approved, only allows my Apprentice to inspect properties without being accompanied by me, as Supervisor, and that I remain responsible for all work performed by the Apprentice, including property inspections; and
8. I affirm and state the information provided within and attached hereto is true and correct to the best of my knowledge.

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_ (Supervisor) affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Supervisor \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_

Notary Public Signature \_\_\_\_\_

SEAL