



West Virginia Real Estate Appraiser Licensing and Certification Board

Phone: 304.558.3919

FAX: 304.558.3983

Email: wvappraiserboard@wv.gov

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

APPLICATION FOR WV LICENSE UPGRADE—INSTRUCTIONS

Read all instructions and questions thoroughly. Complete application in its entirety. Answer all questions truthfully and include any requested information with the application package. Please retain copies of all submitted information for your files.

The application is in two parts. AQB Criteria, effective 1.1.2022, requires applicants to complete education, experience, and to submit work product sample(s) for Board review of USPAP compliance before taking the national exam.

1. **Part 1:** Submit *Upgrade Application – Part 1* and required information to obtain admittance card for national exam.
 - A. Original Experience Logs that reflect the minimum number of experience logs required for the requested examination.
 - B. Certificates of Completion for required Qualifying Education.
 - C. Official college transcript (sent directly from college to the Board Office).
 - D. Mail requested documentation and Part 1 of Application to the Board's Office: **WVREALCB, 405 Capitol Street, Suite 906, Charleston, WV 25301.**

2. **Part 2:** Submit *Upgrade Application – Part 2* and following information after receiving proof of successful completion of AQB examination relating to upgrade.
 - A. Original National Examination Certification.
 - B. Application Fee of \$120 and License Fee. *The Application fee 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 of \$120.
 - C. Enclose completed and notarized Oath and Affidavit (page 3).
 - D. Mail documentation, Part 2 of Application, and total fee in the form of a check or money order made payable to the WV Real Estate Appraiser Licensing and Certification Board to: **WVREALCB, PO Box 40267, Charleston, WV 25364. The Post Office box will not accept Fed Ex, UPS, or other delivery services. Use US Postal Services only.**



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WVREALCB Receipt Stamp

APPLICATION FOR WV LICENSE UPGRADE—PART 1

(Required to Obtain Admittance Card for National Examination)

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ Social Security: _____

Residence Street: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Permit/License #: _____

Business Name: _____

Business Street: _____

City: _____ State: _____ ZIP: _____

Applicant Email: _____

Business Phone: _____ FAX: _____

Supervisor's Name _____ Supervisor's Cert. Number : _____

I am submitting the following required documentation and requesting an admission card for the national examination for the following license (See W.Va. Code R. 190-2 for specific education and experience requirements.)

- ☐ **State Licensed Residential Appraiser:** 150 hours appraiser qualifying education, 1000 experience hours in no fewer than six (6) months, and successfully pass the Licensed Residential Exam. (All QE must be completed within the five (5) year period prior to apprentice permit application date.
- ☐ **State Certified Residential Appraiser:** 200 hours appraiser qualifying education, 1500 experience hours in no fewer than twelve (12) months; showing competency in the three approaches to value; Possession of a Bachelor's Degree in any field of study; OR an Associate's Degree in a field of study related to Business Administration, Accounting, Finance, Economics, or Real Estate; OR successful completion of 30 semester hours of college level courses OR College Level Examination Program (CLEP) in specific topics; and successfully pass the Certified Residential Exam OR 5 Years Experience as a Licensed Residential Appraiser.
- ☐ **State Certified General Appraiser:** 300 hours appraiser qualifying education, 3000 experience hours in no fewer than eighteen (18) months; 1500 of the required hours must be in non-residential assignments; Bachelor's Degree or higher in any field; and successfully pass the Certified General Exam.

Print Name of Applicant: _____

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

☐ Date Received _____

☐ Education Verified _____

☐ Current WV Permit/Lic./Cert. No. _____

☐ Experience Logs Verified _____

☐ College Transcript Received _____



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WVREALCB Receipt Stamp

APPLICATION FOR WV LICENSE UPGRADE—PART 2, PAGE 1

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: _____

Applicant's Email: _____

Business Phone: _____ FAX: _____

Supervisor's Name: _____ Supervisor's Cert. Number: _____

Current WV License/Certification, or Apprentice Permit No: _____

Current Classification:

- ☐ Apprentice
☐ State Licensed Residential Appraiser
☐ State Certified Residential Appraiser

Classification Seeking:

- ☐ State Licensed Residential Appraiser
☐ State Certified Residential Appraiser
☐ State Certified General Appraiser

Upgrade	To	Lic. Residential	Cert. Residential	Cert. General
From				
Apprentice		\$60 License Fee ☐	\$100 License Fee ☐	\$225 License Fee ☐
Lic. Residential			\$40 License Fee ☐	\$165 License Fee ☐
Cert. Residential				\$125 License Fee ☐

Application Fee \$ 120 + License Fee: _____ = Total Fee: _____

OFFICE USE ONLY

Total Fee: _____ Check No. _____ Deposit No: _____ Date R'cvd: _____

Date Paid: _____

- ☐ Date Completed _____
☐ ASC History
☐ National Exam
☐ WV Law Class



APPLICATION FOR WV LICENSE UPGRADE—PART 2, 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 or certification 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. ***If you answer "yes" to any of the below 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.***

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

APPLICANT OATH & AFFIDAVIT

I HEREBY:

1. Acknowledge that I am the person referred to in the foregoing application and supporting documents; have answered all questions completely and truthfully and to the best of my knowledge; and 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 me.
4. Affirm that the educational courses for which I claim credit were successfully completed by me.
5. 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 the classification for which I am applying.
6. Affirm that if I am an applicant for the Licensed Residential Classification, I have completed 1000 hours of experience in no fewer than six months, beginning from the date of the first appraisal completed, and am able to demonstrate the ability to develop all three (3) approaches to value.
7. Affirm that if I am an applicant for the Certified Residential Classification, I have completed 1500 hours in no fewer than 12 months, beginning from the date of the first appraisal completed, and am able to demonstrate the ability to develop all three (3) approaches to value.
8. Affirm that if I am an applicant for the Certified General Classification, I have completed 3000 hours of experience in no fewer than 18 months, with a minimum of 1500 in non-residential assignments, beginning from the date of the first appraisal completed, and am able to demonstrate the ability to develop all three (3) approaches to value.

Print Name of Applicant _____

Signature of Applicant _____

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires _____

Notary Public _____

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