

REQUIREMENTS - REAL ESTATE APPRAISERS LICENSE

Access this form via website at: cca.hawaii.gov/pvl

The three types of real estate appraiser licenses are as follows:

- (1) State Licensed Appraiser ("SLA")
- (2) Certified Residential Appraiser ("CRA")
- (3) Certified General Appraiser ("CGA")

SUMMARY OF LICENSE REQUIREMENTS

Type of License	STATE LICENSED	CERTIFIED RESIDENTIAL	CERTIFIED GENERAL
SCOPE OF PRACTICE	Non-complex one to four family residential property appraisals having a transaction value up to but not including \$1,000,000. (HAR §16-114-70)	Appraisals of all residential property. (HAR §16-114-71(b))	Appraisals for all real estate property types - residential and commercial. (HAR §16-114-71(a))
COLLEGE LEVEL COURSE REQUIREMENTS	No college level education required	1) Bachelor's degree or higher (in any field) from an accredited college or university. 2) Associates Degree in a field of study related to: • Business Administration • Accounting • Finance • Economics; or • Real Estate Please see page 2 for options 3, 4, 5 and 6 under College level Education - CRA.	Bachelor's degree or higher (in any field) from an accredited college or university.
EDUCATION *Note: The USPAP course must have been completed within 2 years to application submission date.	150 educational credit hours of which 15 hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP).	200 educational credit hours of which 15 hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP).	300 educational credit hours of which 15 hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP).
EXPERIENCE	A trainee registration application (located on our website) must be completed prior to the start of any experience to get credit for those experience hours. 1,000 hours within a minimum of six months. A Supervisor/Trainee course must be completed by both the supervisor and trainee prior to beginning the experience requirement.	A trainee registration application (located on our website) must be completed prior to the start of any experience to get credit for those experience hours. 1,500 hours within a minimum of 1 year. A Supervisor/Trainee course must be completed by both the supervisor and trainee prior to beginning the experience requirement.	A trainee registration application (located on our website) must be completed prior to the start of any experience to get credit for those experience hours. 3,000 hours of which 1,500 hours must be in Nonresidential Appraisals within a minimum of 18 months. A Supervisor/Trainee course must be completed by both the supervisor and trainee prior to beginning the experience requirement.
EXAMINATION *Note: Successful completion of examination is valid for 2 years prior to application submission date.	Must have passed either the State Licensed or Certified Residential Examination after 2007.	Must have passed the Certified Residential Examination after 2007.	Must have passed the Certified General Examination after 2007.
REPUTATION	Must submit 3 notarized references from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness and financial integrity.		

(CONTINUED ON PAGE 2)

All applicants for licensure must meet the following requirements:

- (1) Education;
- (2) Experience;
- (3) Pass an examination; and
- (4) Possess a reputation for honesty, truthfulness, fairness and financial integrity.

COLLEGE LEVEL EDUCATION

SLA

No college level education required.

CRA

(See chart on page 1 for options 1 and 2)

3) Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours:

- English Composition (3 hours)
- Microeconomics (3 hours)
- Macroeconomics (3 hours)
- Finance (3 hours)
- Algebra, Geometry, or Higher Math (3 hours)
- Statistics (3 hours)
- Computer Science (3 hours)
- Business Law or Real Estate Law (3 hours)
- Two elective courses in any of the above topics, or in Accounting, Geography, Agricultural Economics, Business Management, or Real Estate (3 hours each)

4) Successful completion of at least 30 semester hours of College level Examination Program (CLEP) examinations (see Equivalency Table on next page)

5) Any combination of Option #3 and Option #4 that includes all of the topics identified in Option #3

6) No college-level education required. This option applies only to appraisers who **have held** a Licensed Residential credential for a minimum of five (5) years **and** have no record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.

CGA

Bachelor's degree or higher (in any field) from an accredited college or university.

ATTACH copy of diploma and/or transcripts.

APPRAISER EDUCATION

REQUIRED CORE CURRICULUM

SLA

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
15-hour National USPAP Course or its equivalent	15 hours
Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	<u>15 hours</u>

SLA EDUCATION REQUIREMENTS

150 HOURS

(CONTINUED ON PAGE 3)

**APPRAISER
EDUCATION**
(cont'd)

CRA

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
15-hour National USPAP Course or its equivalent	15 hours
Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	<u>20 hours</u>
(May include hours over minimum shown above in other modules)	

CRA EDUCATION REQUIREMENTS

200 HOURS

CGA

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
15-hour National USPAP Course or its equivalent	15 hours
Statistics, Modeling and Finance	15 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Income Approach	60 hours
General Appraiser Report Writing and Case Studies	30 hours
Appraisal Subject Matter Electives	<u>30 hours</u>
(May include hours over minimum shown above in other modules)	

CGA EDUCATION REQUIREMENTS

300 HOURS

The 15-hour course in the Uniform Standards of Professional Appraisal Practice (USPAP) must have been completed within two years prior to the application date and it is suggested that this course be completed last to avoid course expiration. USPAP courses must be taught by an Appraiser Qualifications Board (AQB) certified instructor. There are no time restrictions placed on the other courses. All qualifying education courses must be a minimum of 15 hours in length and the applicant must have successfully passed an examination related to the course.

Real estate appraiser courses are provided by individual course providers. A list of approved courses and contact information for course providers may be found on our website at: cca.hawaii.gov/pvl. Applicants are responsible for contacting the individual course providers for the date and location of the courses. Distance education courses (Internet, CD Rom, correspondence courses, etc.) will not be credited toward qualifying education **unless** the course has received approval of the Appraiser Qualifications Board (AQB) through the Course Approval Program. A list of AQB approved distance learning courses is available at: www.appraisalfoundation.org under the AQB Course Approval Program. (HAR §16-114-21(a)(5)). Courses offered in another state may be approved for qualifying education credit, provided that the course has been approved as qualifying education in the state where the course was offered **and** it is a traditional classroom offering **or** is offered as a distance learning course **and** has received approval of the Appraiser Qualifications Board (AQB) through the Course Approval Program.

Applicants may also be granted qualifying education credit for courses completed at an accredited college or university, provided that the course relates to the above mandatory course topics. One semester hour is equal to 15 classroom hours and one credit hour for a quarter is equal to ten classroom hours. To receive qualifying education credit for courses completed at an accredited college or university, applicants must submit transcripts and a full course description, i.e. course syllabus or college catalog descriptions. The college or university library should be able to provide this information. These college or university courses should cover the subtopics found in "A Guide for Understanding the 2008 Real Property Appraiser Qualification Criteria" Guide Note 1 at: www.appraisalfoundation.org, as it was the basis for developing the examination content. It is the applicant's responsibility to ensure that all subtopics were covered by the college course(s) used in lieu of the required appraiser specific education.

ATTACH transcripts and/or course completion certificates to the application form.

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EXPERIENCE

Applicants must complete and SUBMIT the Employment and Experience History form (REA-03), and Experience Log (REA-12).

All experience must be done after the completion of a Supervisor/Trainee course. This must be completed by the trainee and supervisor(s).

All applicants must **SUBMIT** Supervisor/Trainee course completion certificates from one or more supervisors and the applicant.

All completion certificates must be dated before the first experience date in the log. Any experience done prior to the completion of the course by both the supervisor and applicant will not count.

All experience must be obtain after January 30, 1989 and must be USPAP compliant. Individuals gaining experience may not be supervised by a state licensed appraiser (SLA). **If you hold a current, active real estate appraiser's license in another state, please submit copies of your license verifying the period documented on your experience log. Copies of your license must cover the same time period indicated in the Experience Log.**

You may create your own spreadsheet to duplicate the Experience Log. Please ensure that all topics found in REA-12 are included in your spreadsheet. Please sign every page of your Experience Log.

After receipt of the Experience Log, the Appraisal Committee will randomly select a minimum of two narrative (or similar) reports. These reports will be reviewed to determine AQB criteria conformance and USPAP compliance. Applicants for CGA will be asked to submit commercial and residential narrative reports. Narrative reports will not be returned.

EXAM INFORMATION

APPLICANTS MUST PASS THE **STATE LICENSED** OR **CERTIFIED RESIDENTIAL** OR **CERTIFIED GENERAL** EXAMINATION.

Apply to take the examination following the information provided in the "*ExPro Electronic Test Administration Candidate Handbook*". A copy of the candidate handbook containing all the information which candidates need to register and schedule an appointment is available at: www.pearsonvue.com or contact Pearson Vue (FKA Promissor) at 1-800-274-7488.

The prerequisite to sit for the examination is successful completion of the education requirement.

Successful completion of the examination is valid for a period of two years prior to application date. Passing exam scores prior to 2008 will not be accepted.

ATTACH a copy of your score report.

REPUTATION REQUIREMENT

All applicants must **SUBMIT** three **current** notarized certificates (REA-05) from individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Applicant must complete name and type of license applying for in top right corner.

Failure to complete all the requested information will delay the processing of your application.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.