

# **NEW LICENSING REQUIREMENTS FOR REAL PROPERTY APPRAISERS & UPGRADE APPLICANTS**

In December 2011, The Appraiser Qualifications Board (AQB) of the Appraisal Foundation adopted changes to the real property appraiser qualifications criteria that will become **effective January 1, 2015**. The requirements individuals must meet in order to become a licensed or certified appraiser will change significantly. The changes include increased requirements for college level education and experience.

The manner in which the Hawaii Real Estate Appraiser Program will implement the new criteria is important to understand.

For all initial and license applications and upgrade applications received on or after January 1, 2015, applicants must meet all components (education, experience, and examination) of the new requirements (see table).

Initial or upgrade applications received on or before December 31, 2014 will be reviewed based on current licensing requirements. Applications must include all necessary documentation, fulfillment of all education, experience and exam requirements and payment of the application fee to be complete. Any application received on or before December 31, 2014 that is not complete including all additional documentation requested by staff will be considered not received. **For this reason we strongly suggest applications be submitted prior to December 1, 2014 to give the applicant sufficient time to cure any deficiencies that may be found by Professional & Vocational Licensing staff.**

**The following dates are critical for deciding whether an applicant can receive a license under the current criteria or must meet the new criteria requirements.**

## **State Licensed Appraiser and Certified Residential Appraiser Candidates**

Only those individuals who begin logging experience on or before January 1, 2013 can meet the current twenty-four month requirement for experience. (24 months prior to January 1, 2015)

## **Certified General Appraiser Candidates**

Only those individuals who begin logging experience on or before July 1, 2012 can meet the current thirty month requirement for experience. (30 months prior to January 1, 2015)

Please be advised that the Hawaii Real Estate Advisory Committee starts counting the experience requirement from the date of the first appraisal and **not the date you were hired or began employment.**

Initial and Upgrade applications received on or after January 1, 2015 will be required to meet the new requirements as follows:

Hawaii License Levels	College Level Requirements
State Licensed Appraiser (SLA)	Associates Degree or higher* (Currently none)
Certified Residential Appraiser (CRA)	Bachelors Degree or higher (Currently Associates Degree or in lieu of college credits)
Certified General Appraiser (CGA)	Bachelors Degree or higher (Status quo)

\*In lieu of the Associate Degree, an applicant can complete 30 college semester credits in courses covering specific subject matters: English Composition; Principles of Economics (Micro or Macro); Finance, Algebra, Geometry or higher mathematics); Statistics; Introduction to Computers; and Business or Real Estate Law.

**Supervising Appraiser** - Under the new criteria, individuals gaining experience must be supervised by a certified licensed level appraiser (CRA or CGA). Supervising appraisers cannot supervise more than three trainees at a time. A supervising appraiser must be in good standing and not subject to any disciplinary action within the last three years that affects the supervising appraiser's eligibility to engage in appraisal practice. The supervising appraiser must be state certified for a minimum of three years prior to being eligible to become a supervising appraiser.

Effective January 1, 2015, all supervising appraisers will be required to have completed a specific course for supervising trainees. This course will be oriented toward the requirements and responsibilities of supervisory appraisers. Any experience accrued after January 1, 2015 where the supervising appraiser has not completed the course would be ineligible for experience credit.

**Background Checks** - Effective January 1, 2015, all candidates for a real property appraiser credential must undergo a background check.

**National Examination** - All education and experience must be completed prior to taking the National Examination.

# GENERAL INFORMATION/INSTRUCTIONS

Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

- Copies of the Real Estate Appraisers laws, Chapter 466K, HRS and administrative rules, Chapter 114, HAR and Chapter 436B, HRS, the Professional and Vocational Licensing Act are posted on our website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl). Click on "Real Estate Appraisers".

- Mail all required forms to:  
Real Estate Appraisers  
DCCA, PVL Licensing Branch  
P.O. Box 3469  
Honolulu, HI 96801
- OR
- Deliver to office location at:  
335 Merchant St., Room 301  
Honolulu, HI 96813  
Phone: (808) 586-3000

Toll free voice access numbers for the neighbor islands:

Kauai: 274-3141 Ext. 6-3000  
Maui: 984-2400 Ext. 6-3000  
Hawaii: 974-4000 Ext. 6-3000  
Molokai: 1-800-468-4644 Ext. 6-3000  
Lanai: 1-800-468-4644 Ext. 6-3000

- Please keep the department informed of all address changes in writing.

## APPLICATION FORM

Complete the fillable application form on-line or print **legibly** in black ink. Answer all questions and sign the application form.

- Failure to provide all the requested information will delay the processing of your application.**

## SOCIAL SECURITY NUMBER

Your Social Security Number is used to verify your identity for licensing purposes and for compliance with the below laws. For a license to be issued you must **provide your Social Security Number or your application will be deemed deficient and will not be processed further.**

The following laws require that you furnish your Social Security Number to our agency:

### FEDERAL LAWS:

**42 U.S.C.A. §666(a)(13)** requires the Social Security Number of any applicant for a professional license or occupational license be recorded on the application for license; and  
If you are a licensed health care practitioner, **45 C.F.R., Part 61, Subpart B, §61.7** requires the Social Security Number as part of the mandatory reporting we must do to the Healthcare Integrity and Protection Data Bank (HIPDB), of any final adverse licensing action against a licensed health care practitioner.

### HAWAII REVISED STATUTES ("HRS"):

**§576D-13(j), HRS** requires the Social Security Number of any applicant for a professional license or occupational license be recorded on the application for license; and  
**§436B-10(4), HRS** which states that an applicant for license shall provide the applicant's Social Security Number if the licensing authority is authorized by federal law to require the disclosure (and by the federal cites shown above, we are authorized to require the Social Security Number).

## FEES

**ATTACH** the non-refundable application fee of **\$25**.

Make check payable to: **COMMERCE & CONSUMER AFFAIRS**. (check must be in U.S. dollars and be from a U.S. financial institution.)

Upon approval of your application, you will be sent a notice that the following license fees will be due.

For license issued in the first year of the biennium  
(**Even-numbered** years), pay ..... \$444  
(License/Certificate fee - \$190 + Compliance Resolution Fund - \$126 +  
Annual Registry Fee - \$80 + 1/2 Renewal - \$48)

(CONTINUED ON PAGE 2)

**FEES**  
(Cont'd)

For license issued in the second year of the biennium  
(**Odd-numbered** years), pay ..... \$293  
(License/Certificate fee - \$190 + Compliance Resolution Fund - \$63 + Annual Registry Fee - \$40)

**NOTE:** One of the numerous legal requirements that you must meet in order for your new license to be issued is the payment of fees as set forth in this application. You may be sent a license certificate before the payment you sent us for your required fees is honored by your bank. If your payment is dishonored, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$25.00 service charge shall be assessed for payments that are dishonored for any reason.

*If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.*

**CRIMINAL HISTORY  
RECORD CHECK  
FEDERAL BUREAU  
OF INVESTIGATION  
("FBI") REPORT**

All applicants are required to submit to a FBI fingerprint check through the Hawaii Criminal Justice Data Center ("HCJDC").

To obtain a FBI national Criminal History Record Check and the State of Hawaii Criminal History Record Check, applicants shall be fingerprinted electronically at **Fieldprint Inc.** locations nationwide or any other fingerprinting agency approved to send electronic fingerprints to the HCJDC.

**Please visit Fieldprint Inc. at: <http://fieldprinthawaii.com>** to make an appointment or inquire about other available site locations on the continental United States. You may also call (877) 614-4361 or email [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). To ensure that you are properly routed, please provide the following Fieldprint Code: **FPAppraiserMngmtCo**

Fees for the FBI and the State of Hawaii Criminal History Record Check shall be paid directly to Fieldprint and will be electronically sent to the HCJDC.

**NOTE:** An application to register as an appraiser must be filled within thirty (30) days of the fingerprinting to ensure that the results are obtainable from the HCJDC. If the results are not obtainable, you will be required to obtain new fingerprints.

**Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.

**Instructions for "Yes" Answers to Questions (4) through (8) of the Application for License (REA-01)**

- A. The following documentation must be submitted with the license application. Applications for license will not be considered without this material.
  - 1. Questions 4, 5 and 6 refer to complaints, charges of unlicensed activity, or pending disciplinary actions for any profession, occupation, or license. If your answer is "Yes" to one or more of these questions, you must **SUBMIT** the following:
    - i. A statement signed by you explaining the circumstances; and
    - ii. Copies of any documents from the agency, including final orders, petitions, complaints, findings of fact and conclusions of law, and any other relevant documents.
    - iii. If your driver's license was subject to suspension, revocation, a Traffic Abstract must be submitted. Contact Traffic Court for this.

(CONTINUED ON PAGE 3)

2. If your application indicates a criminal conviction, you must **SUBMIT** the following:
  - i. A detailed statement **signed by you** explaining the underlying circumstances leading to the conviction, and detailing all activities since the conviction, including employment and business involvements. Include job title, period of employment, employer's name, description of duties, training attended, and educational courses attended.
  - ii. A copy of all related court documents (i.e. indictments, judgments, guilty pleas, verdict, and terms of sentence); if applicable, proof of payment of any fines and/or proof of fulfillment of conditions of each sentence; and
  - iii. If applicable, a copy of the terms of probation and/or parole **and** a statement from your probation or parole officer as to your compliance with the court orders (terms and conditions imposed including any court documentation evidencing completion or discharge;
  - iv. A **current** criminal history record check in your name from the Hawaii Criminal Justice Data Center (HCJDC) dated within six months. Contact them at Ph: (808) 587-3100 or visit their website at: [www.ecrim.ehawaii.gov](http://www.ecrim.ehawaii.gov) to request a "Criminal History Record Check".
  - v. If your criminal conviction occurred in a state or states other than Hawaii, a **current** Criminal History Record Check will be required from each state **AND** Hawaii. Contact the local authority or Board in each state for their forms, instructions and fees on obtaining criminal history record checks.
  
3. If you have any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you, you must **SUBMIT** the following:
  - i. A statement signed by you explaining the circumstances and current status, and if no payment arrangement has been made, the reason;
  - ii. A resume of employment and business activities; and
  - iii. Copies of the court complaint, judgment, documentation of payment arrangements, lien documents, records of any payments, and other relevant documents.
  
- B. If you answered "Yes" to questions (4) through (8), your application will be reviewed at a Real Estate Appraiser Advisory meeting **if you have provided all applicable information and documents as described above**. The Board will not review incomplete applications. If you wish to present oral testimony at the meeting, submit a written request with your application.

**ABANDONMENT OF APPLICATION**

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

**BIENNIAL RENEWAL**

All licenses and certificates will expire on **December 31 of each odd-numbered year**. To renew, you are required to submit a completed renewal application, fees, proof of required completed continuing education hours, and proof of completion of a USPAP course within the 2 years prior to renewal.

**RELEASE OF INFORMATION**

If an agency or individual is assisting you with the licensure process, we will not be able to release any information to them unless you provide us with authorization. If you wish to do so, please complete the portion on "**Release of Information to Third Party**", sign, and date it.

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.

# APPLICATION FOR LICENSE/CERTIFICATE - REAL ESTATE APPRAISER

Access this form via website at: [cca.hawaii.gov/pvl](http://cca.hawaii.gov/pvl)

Read the "General Information/Instructions" before completing this form.

Legal Name (First, Middle)	(Last)	<b>FOR OFFICE USE ONLY</b>	<input type="checkbox"/> Approved	Initials/Date:	
Residence Address (Include Apt. no., City, State & Zip Code)			<input type="checkbox"/> Denied	Effective date:	License No.
Mailing Address ( <b>ONLY</b> if different from residence)			Other Names Used (Include maiden name):		
Business Address (To be posted on National Registry via Internet)			Social Security No.	Phone No. (Days)	
<b>Indicate type of license/certificate you are applying for:</b> <input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential Appraiser <input type="checkbox"/> State Certified General Appraiser					

Check appropriate answers. If response is "YES" to questions 4, 5, 6, 7 and/or 8, refer to the instructions for additional documents that must be submitted with this application.

- 1) Are you at least 18 years of age? .....  Yes  No
- 2) Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States? .....  Yes  No
- 3) Have you ever held an appraiser or any other license? .....  Yes  No  
 Type/Lic No: \_\_\_\_\_ Status: \_\_\_\_\_ State: \_\_\_\_\_
- 4) Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action? .....  Yes  No
- 5) Have you been employed by any business whose license was suspended, revoked, or otherwise subject to disciplinary action? .....  Yes  No
- 6) Are you now under investigation or are there any disciplinary proceedings or actions taken or pending against you by any jurisdiction? .....  Yes  No
- 7) Have you ever had or are there any pending lawsuits, tax liens, or any other type of judgment or lien against you? .....  Yes  No
- 8) Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? .....  Yes  No

**Affidavit of Applicant:**

I certify that the statements, answers and representations made in this application and the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license or certificate and is a misdemeanor (*Sections 710-1017 and 436B-19, Hawaii Revised Statutes and Section 16-114-49, Hawaii Administrative Rules*). I further certify that I have read, understand and will obey the laws and rules concerning real estate appraisers in the State of Hawaii.

I also appoint the Director of the Department of Commerce and Consumer Affairs to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. Service upon the Director shall have the same force and validity as if personally served upon me, and the Director's authority shall remain in force as long as the liability remains outstanding.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(CONTINUED ON PAGE 2)

Appl .....	691.....	\$25	Annual Registry Fee .....	919.....	\$40/\$80
Lic/Cert .....	692.....	\$190	1/2 Ren .....	690.....	\$48
CRF .....	696.....	\$63/\$126	Service Charge .....	BCF.....	\$25

APPLICATION FOR REAL ESTATE APPRAISER

Print Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Release of Information to Third Party:**

To assist me in the licensing process, I authorize DCCA's staff to release any and all information regarding my application (including, but not limited to application status) to the following third party:

Print Name of Individual who is assisting you: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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.

## EDUCATION - REAL ESTATE APPRAISERS

Print Applicant's Name: \_\_\_\_\_

**LIST** ALL COURSES FOR WHICH YOU ARE REQUESTING CREDIT.  
**SUBMIT** COURSE COMPLETION CERTIFICATES AND/OR TRANSCRIPTS.

- Do not list:
- Courses that do not meet the requirements of HAR §16-75-21.
  - Courses that are less than 15 hours in length.
  - Courses for which an examination was not successfully passed.
  - Distance learning courses that are not Appraisal Foundation approved.
  - Courses taken to meet continuing education credit requirements

	COURSE NAME	COURSE PROVIDER	NO. OF HOURS	CORE CURRICULUM	HI INDEX NO. (If appropriate)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Education must cover all core curriculum for the respective license type listed below. In the Core Curriculum column above, specify the course(s) that cover each core curriculum area by entering the courses listed below as labeled (A, B, C, etc.).

<b>CORE CURRICULUM</b>	<b>COURSES required for:</b>		
(A) Basic Appraisal Principles (30 hrs) .....	SLA	CRA	CGA
(B) Basic Appraisal Procedures (30 hrs) .....	SLA	CRA	CGA
(C) 15-hour National USPAP course or equivalent (15 hrs) .....	SLA	CRA	CGA
(D) Residential Market Analysis and Highest & Best Use (15 hrs) .....	SLA	CRA	
(E) Residential Appraiser Site Valuation and Cost Approach (15 hrs) .....	SLA	CRA	
(F) Residential Sales Comparison and Income Approaches (30 hrs) .....	SLA	CRA	
(G) Residential Report Writing and Case Studies (15 hrs) .....	SLA	CRA	
(H) Statistics, Modeling and Finance (15 hrs) .....		CRA	CGA
(I) Advance Residential Applications and Case Studies (15 hrs) .....		CRA	
(J) Appraisal Subject Matter Electives (20 hrs) .....		CRA	
(K) General Appraiser Market Analysis and Highest & Best Use (30 hrs) .....			CGA
(L) General Appraiser Site Valuation and Cost Approach (30 hrs) .....			CGA
(M) General Appraiser Sales Comparison Approach (30 hrs) .....			CGA
(N) General Appraiser Income Approach (60 hrs) .....			CGA
(O) General Appraiser Report Writing and Case Studies (30 hrs) .....			CGA
(P) Appraisal Subject Matter Electives (30 hrs) .....			CGA

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# EMPLOYMENT AND EXPERIENCE HISTORY - REAL ESTATE APPRAISERS

Access this form via website at: [hawaii.gov/dcca/pvl](http://hawaii.gov/dcca/pvl)

Applicant's Name: (print) \_\_\_\_\_

List your employment history for the last five years beginning with your most recent position. Use additional sheets if necessary.

Name of Employer			Major Duties and Responsibilities:
Address			
Phone No.	Date Started	Date Ended	
Job Title			

Name of Employer			Major Duties and Responsibilities:
Address			
Phone No.	Date Started	Date Ended	
Job Title			

Name of Employer			Major Duties and Responsibilities:
Address			
Phone No.	Date Started	Date Ended	
Job Title			

**Affidavit of Applicant:**

I certify that the statements, answers and representations made in this application and the documents attached are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license or certificate and is a misdemeanor (Sections 710-1017 and 436B-19, Hawaii Revised Statutes and Section 16-114-49, Hawaii Administrative Rules).

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

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.

# CERTIFICATE OF HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY - REAL ESTATE APPRAISER

Access this form via website at: [hawaii.gov/dcca/pvl](http://hawaii.gov/dcca/pvl)

**\*This form must be filled out by individuals who have had dealings with the applicant relating to the applicant's appraisal experience and reputation for honesty, truthfulness, fairness, and financial integrity. Submit 3 certificates.**

The person named as applicant has applied for licensure or certification as a Real Estate Appraiser in the State of Hawaii. We will appreciate your fair and honest assessment as requested below.

Please complete the following form and return it to the applicant for submittal to the Department of Commerce & Consumer Affairs.

<b>Applicant:</b> Complete information in this block only	
Indicate type of license/certificate applying for:	
<input type="checkbox"/> State Licensed Appraiser <input type="checkbox"/> State Certified Residential Appraiser <input type="checkbox"/> State Certified General Appraiser	
Applicant Name (First, Middle)	(LAST)

- 1a) How well do you know the applicant? (check box) .....  **VERY WELL**     **WELL**     **SLIGHTLY**     **NOT AT ALL**
- 1b) Length of acquaintance? ..... \_\_\_\_\_ years                      \_\_\_\_\_ months
- 1c) Contacts with this person were through what kind of activity? (check box) .....  Associate Worker                       Professional Society  
 If through other kind of activity, indicate activity:  Lender (Financial Institution)                       Student in my Class(es)  
 \_\_\_\_\_  Social or Community Activities
- 2) Give your opinion of applicant's REPUTATION FOR HONESTY, TRUTHFULNESS, FAIRNESS AND FINANCIAL INTEGRITY ..... \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3a) Do you have knowledge of the applicant's appraisal experience? .....  YES     NO
- 3b) Indicate your opinion of the quality of appraisal performance. (check box) .....  **HIGH GRADE**     **AVERAGE**     **MEDIOCRE**  
 **UNSATISFACTORY**     **NO OPINION**
- 4) Has applicant to your knowledge, ever been guilty of:
- a) Fraud or dishonesty? .....  YES     NO
- b) Unprofessional conduct? .....  YES     NO
- c) Practicing under an assumed name? .....  YES     NO

Subscribed and sworn to before me this _____ day of _____ A.D. 20 _____
Notary Signature: _____
Notary Public, State of: _____
My commission expires: _____
Print Name: _____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employer-Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone No.

Doc. Date: _____ No. of Pages: _____
Notary Name: _____ Circuit Court: _____
Doc. Description _____
Notary Signature: _____
Date _____

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.

## REQUIREMENTS - REAL ESTATE APPRAISERS LICENSE

Access this form via website at: [cca.hawaii.gov/pvl](http://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.	<b>150</b> educational credit hours of which <b>15</b> hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP).	<b>200</b> educational credit hours of which <b>15</b> hours must have been a course in the Uniform Standards of Professional Appraisal Practice (USPAP).	<b>300</b> educational credit hours of which <b>15</b> 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 <b>3</b> 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](http://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](http://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](http://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.**

(CONTINUED ON PAGE 3)

## 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](http://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.

**Hawaii Real Estate Appraiser Program**  
**Appraiser Experience Log**  
(Use On-line fillable form OR print legibly)

Print Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# of hours documented below: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Total \_\_\_\_\_

**Acceptable types of appraisal experience includes, but is not limited to:** Fee & Staff Appraisal; Review Appraisal; Ad Valorem Tax Appraisal; Appraisal Analysis; Appraisal Consulting; Highest & Best Use Analysis; and Feasibility Analysis/Study.

	A - Apprentice	S - Supervisor																					
			I. Site Inspection & Descriptions	II. Bldg Inspection & Descriptions	III. Neighborhood Description & Analysis	IV. Highest & Best Use Analysis	V. Research of Comp Sales & Analysis	VI. Income Analysis	VII. Cost Analysis	VIII. Meaningful Sales Analysis	IX. Final Reconciliation	X. Other (please attach explanation)											
A																							
S																							
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**All experience must be obtained after January 30, 1989 and be USPAP compliant. Applicants must enter actual hours.**

Address of Appraised Property	Location	Type of Property	Residential or Commercial	Type of Experience	Valuation Amount	Date Started	Date Completed											No. of Residential Hrs.	No. of Commercial Hrs.						
1350 Aloha Dr.	Honolulu, HI	Single Family	RES	Fee Appraisal	\$250,000	11/3/08	11/5/08	A																5	
								S																	
								A																	
								S																	
								A																	
								S																	
								A																	
								S																	

Subtotal: \_\_\_\_\_

- Apprentices only must:**
- 1) Indicate to which portions of the assignment they contributed by putting an "x" in Columns I thru X.
  - 2) Prepare a separate log for **each** month and have their supervisors follow instructions 3 & 4 below.
  - 3) For each portion of each assignment, Supervisors must indicate whether they: **P** - Had Primary Responsibility **C** - Co-appraised **R** - Reviewed and Approved
  - 4) **Supervisor's Name (Print):** \_\_\_\_\_ **Supervisor's Lic/Cert No.:** \_\_\_\_\_  
**Supervisor's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Pursuant to §436B-9, Hawaii Revised Statutes, your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes, but is not limited to:

- (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or
- (2) failure to complete any additional requirements for licensure that remain after approval of your application, such as attempting to complete an examination requirement, within two consecutive years from the date your application was approved, or
- (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process.

If an application is deemed abandoned, the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

### **Frequently Asked Questions regarding Abandoned Applications**

- 1) Q: If after receiving my application the board or program requests additional information, how much time do I have to provide them with the requested information before my application is deemed abandoned?  
A: You have two years from the date the information is requested.
  
- 2) Q: If I am an applicant who is required to take a licensing examination in order to complete the licensing process and my application to take the licensing examination is approved, how much time do I have to complete the examination requirement before my application is abandoned?  
A: You must make an attempt to take the examination within two years from the date your application is approved.
  
- 3) Q: What is meant by "attempt to take the examination?"  
A: You must register and take the examination.
  
- 4) Q: If the statutes or rules of the boards or programs do not set time limits on taking and passing the examination, and the only requirement left for me to become licensed is to pass the examination, and within the two year period I should fail the examination, re-register for the examination, but fail again, will my application be abandoned because I could not pass the examination within two years?  
A: Your application will not be abandoned because you would have demonstrated your efforts to take the examination by registering for and taking the examination.  
  
(NOTE: Our office will only be notified of your efforts if you take the examination as a Hawaii candidate. Examination results will not automatically be provided to our office if you sit for the examination via another state board. Therefore, if you are in this situation, please arrange for the test results to be sent to us).
  
- 5) Q: What does it mean if my application is abandoned?  
A: It means that your application is no longer valid, will be destroyed, and you shall be required to reapply and comply with the requirements for licensure at the time of the reapplication. To reapply, you must submit a new application and you will be required to comply with the licensing requirements and pay fees that are in effect at the time you submit your new application.



- 6) Q: Will you be providing a notice to me before my application is abandoned?  
A: It is not required that we notify you before your application is abandoned. However, some boards and programs have taken the initiative to send out notifications.
- 7) Q: Will any of the documents that supplemented my first application be saved in case I need to reapply?  
A: No. When you reapply, you will need to again provide us with documentation.
- 8) Q: Will the application fee that I paid with my first application carry over to cover the application fee for my new application?  
A: No. You will be required to again pay the non-refundable application fee.
- 9) Q: If my application has not been destroyed does this mean that it has not yet been deemed "abandoned?"  
A: No. Simply because an application has not been destroyed does not mean that it has not been deemed abandoned.
- 10) Q: If I am currently unable to complete the licensing process (eg., no continued effort), how do I prevent my application from being abandoned?  
A: You have two years to complete the licensing process. However, if you are unable to show continued effort for two consecutive years but you still intend to complete the licensing process, you must send a written communication to the board or program **prior** to the two year expiration explaining why you are unable to complete the licensing process within two years. Your written communication shall also request approval to complete the licensing process by a specific date after the two year expiration. You will be advised whether your request is approved or disapproved. If disapproved, your application will be destroyed and you will need to reapply for licensure.
- 11) Q: Who do I contact to find out if my application is soon to be abandoned?  
A: You may contact the Licensing Branch at (808) 586-3000.