

# FREQUENTLY ASKED QUESTIONS

**Q. What are the types of licensure, and what can each type appraise?**

A. The three types of licensure are State License, Certified Residential, and Certified General. For federally related transactions, State Licensed appraisers can perform residential appraisals with a transaction value less than \$1,000,000; non-residential property must be appraised by a certified appraiser. For more information, go to the web site of the federal institutions and review their statutes.

**Q. What are the requirements for a State License?**

A. Applicants for State License must complete education, pass the State License examination, and complete a minimum of 2,000 hours of real estate appraisal experience, in no less than 12 months, while working with a certified real estate appraiser.

**Q. What are the requirements for a Residential Certificate?**

A. Applicants for Certified Residential must complete education, pass the Certified Residential examination, and complete a minimum of 2,500 hours of real estate appraisal experience, over at least 24 continuous months, while working with certified real estate appraiser.

**Q. What are the requirements for a General Certificate?**

A. Applicants for Certified General must complete education, pass the Certified General examination, and complete a minimum of 3,000 hours of real estate appraisal experience, over at least 30 continuous months, while working with certified real estate appraiser. At least 1,500 hours of this experience must be the appraisal of non-residential properties.

**Q. Where can I get appraisal education?**

A. Go to the button marked **Education** for a list of approved education course providers and a list of approved education courses. You may also receive real estate appraisal education from an accredited college or university. Keep in mind that many of the education providers offer courses throughout the state, regardless of the location of their headquarters.

**Q. How often are the appraisal exams given? Where are the exams given?**

A. Information regarding the examination will be sent upon receipt of the application and proof of meeting the educational requirements.

**Q. Do I need to have my experience before I take the exam?**

A. No, but you must complete your education and submit the application and application fee. You must take the exam within one year after submitting the application; if you do not, your application will expire. Many applicants find that significant fee appraisal experience is helpful when taking the exam.

**Q. How do I register for the exam?**

A. Submit your application, application fee of \$125.00, and copies of course certificates. Upon verification, the Commission will send you the registration forms.

**Q. How long is my exam good for?**

A. You must receive your license within two years of passing the exam - otherwise you will be required to retake the exam.

**Q. When should I send in my application?**

A. You may submit your application at any time after you have completed the education requirement.

**Q. How do I find an appraiser for my apprenticeship?**

A. The best thing to do is to contact the real estate appraisal agencies in your area and find out who is looking for assistance.

**Q. Do I have to complete my education before starting my experience?**

A. No. Your supervisory appraiser takes full responsibility for the quality of any appraisal you complete. It is up to the real estate appraiser what level of education you must have before being accepted as an apprentice.

**Q. How many hours can I claim for an appraisal?**

A. However long it took you to complete an appraisal, that is the number of hours you can claim. Although the Commission offers average hours for appraisal of different property types (see the MREAC rules), the hours should not be considered binding. New appraisers may take 15 or 20 hours to complete a single-family appraisal. Claim those hours. When submitting your log, include a note to the Commission explaining why the appraisals took longer than average. If you can complete the appraisal in less than the average time allotted, do not claim the average hours - claim only the hours that you actually worked.

**Q. How long will it take to get a license or certificate?**

A. We cannot give an exact time; each application is unique. In average, a state license takes approximately two years; certified residential takes approximately three years; and certified general takes approximately four years. The length of time is dependent on many things: Are you working full time or part time? Is the market for appraisals busy, or is it in a slump? How many times did you take the exam before passing?

**Q. How many times can I take the exam?**

A. You can take the exam as many times as necessary. If you fail the exam three or more times, you must wait six months before taking the exam again. However, you must submit your registration form and exam fee by the date stated in your letter. Failure to reapply for the exam by the date stated in the letter will result in expiration of your application. (You will have to reapply from the beginning, including an additional application fee.)

**Q. I am licensed in another state. How can I get licensed in Missouri?**

A. First, check our list of **Appraisal Reciprocal Agreements** to verify that Missouri has reciprocity with your state. If there is reciprocity, complete the reciprocity application found at **Reciprocity Applications** and submit the notarized form along with a current, original letter of good standing from your state and the appropriate fee. If there is no reciprocity, you must complete the standard application and submit your experience log, along with proof from your state board of passage of the exam.

**Q. How do I get a temporary license?**

A. Go to the Temporary Practice Forms button and print the Temporary Practice Form available there. Provided you are in good standing on the National Registry of the Appraisal Subcommittee (<http://www.asc.gov>), you are not required to submit a letter of good standing from your state. At this time, the Commission charges a \$150 fee for a temp practice. The Commission does not issue a permit number, but the appraiser will be sent a letter stating the dates of approval for temporary practice and the location of the property to be appraised. NOTE: Temporary practice approval will not be granted retroactively. Approval begins the date requested in the application or the date received in this office, WHICHEVER IS LATER.

**Q. How much continuing education do I need to renew my license?**

A. Twenty-eight (28) hours of continuing education every two years are required. All licenses will expire June 30 of the even number years.

**Q. Do I need to send in my continuing education certificates?**

A. No. Keep your certificates in a secure location. When you receive your renewal form, you will see that there is a place on the form to list all the education completed within the renewal cycle. Do not send your certificates with your renewal form. The Commission or the Commission's auditor may contact you for copies, and your certificates will be matched against the courses that you listed on the renewal form.

**Q. How do I file a complaint?**

A. Go to the **Complaint Forms** button and print the form. Fill it out and submit to the address on the form. Please include any appraisal reports or other paperwork that may be of assistance to the Commission in its investigation. An investigator may contact you. You will be notified of the decision of the Commission in regards to the complaint. NOTE: Members of the Commission review all complaints that are received. The Complaint process is lengthy, and you may not receive the Commission's decision for several months.