Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2039
<a href="https://www.dpor.virginia.gov">www.dpor.virginia.gov</a>



## Real Estate Appraiser Board INSTRUCTOR CERTIFICATION APPLICATION Fee \$135.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package.

APPLICATION FEES ARE NOT REFUNDABLE.

| 1.            | Do you currently hold an <b>Instructor Certification</b> issued by the Virginia Real Estate Appraiser Board?  No   |                       |  |                  |                |  |  |
|---------------|--|-----------------------|--|------------------|----------------|--|--|
|               | Yes   If yes, provide the following of   | certification numbe   | r:   |                  |                |  |  |
|               | Virginia Certificate No.   |                       | Expiratio                                    | n Date           |                |  |  |
| 2.            | Name Last  | First                 | Middle                                       |                  | Generation     |  |  |
| 3.            | Provide one of the following identification numbers.  Social Security Number or Virginia DMV Control Number*  * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issue by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles. |                       |  |                  |                |  |  |
| 4.            |  | ust be at least 18 ye |  | tor verilcies.   |                |  |  |
| 5.            | Mailing Address (PO Box accepted)  If a mailing address is submitted, the mailing address will be printed on the license.  | City                  |  | State            | Zip Code       |  |  |
| 6.            | Street Address (PO Box <u>not</u> accepted) PHYSICAL ADDRESS REQUIRED  | Check here if S       | Street Address is the <u>same</u> as the Mai | ling Address lis | sted above.    |  |  |
|               |  | City                  |  | State            | Zip Code       |  |  |
| 7.            | E-mail Address   |                       |  |                  |                |  |  |
| 8.            | Contact Numbers  Primary Telephone  Alternate Telephone  |                       |  |                  |                |  |  |
| 9.            | Do you hold a <u>current</u> real estate appraiser Board?  No  | iser license, certifi | cation or registration issued b              | , ,              | ia Real Estate |  |  |
|               | Yes  If yes, provide your license/certification/registration number and expiration date.   |                       |  |                  |                |  |  |
|               | Virginia License Number  | 4 0                   | Expiration                                   | on Date          |                |  |  |
|               |  |                       |  |                  |                |  |  |
| OFFICE<br>USE | DATE FEE TRANS CODE  | ENTITY#               | FILE #/LICENSE #                             |                  | ISSUE DATE     |  |  |

| 10.   | Do you hold a <u>current</u> or <u>expired</u> Real Estate Appraiser license, certification or registration in any state or jurisdiction (excluding Virginia)?  No   |   |                   |                        |  |  |  |  |
|-------|--|---|-------------------|------------------------|--|--|--|--|
|       | Yes If yes, complete the following table.  |   |                   |                        |  |  |  |  |
|       | State/Jurisdiction   | License, Certification or Registration No.  | License Type      | Expiration Date        |  |  |  |  |
|       |  |   |                   |                        |  |  |  |  |
|       |  |   |                   |                        |  |  |  |  |
|       |  |   |                   |                        |  |  |  |  |
| 11.   | Which of the following instructor certification levels are you requesting to teach? (Select only one)  |   |                   |                        |  |  |  |  |
|       | Licensed Residentia  | _   | Certified General |                        |  |  |  |  |
| 12.   | Which of the following qualifications are you using to obtain a Virginia Instructor Certification? (Select only one)   |   |                   |                        |  |  |  |  |
| 10    | <ul> <li>□ A baccalaureate degree in real estate, economics, finance or business, and have satisfied the state appraise licensing educational requirements for the level being instructed;</li> <li>Required Documentation: Attach a college transcript verifying your degree and a transcript/certificate/letter completion verifying the type and number of hours of appraiser education you have completed.</li> <li>□ A baccalaureate degree, an appraiser license which has been in good standing for at least two years, and current certified residential or certified general appraiser license appropriate for the level being instructed;</li> <li>Required Documentation: Attach a college transcript verifying your degree.</li> <li>□ Seven years of active experience acquired in the appraisal field in the past 10 years, an appraiser license which has been in good standing for at least two years, and a current certified residential or certified general appraiser license appropriate for the level being instructed.</li> <li>Required Documentation: Complete the attached Instructor Certification Experience Verification Form.</li> </ul> |   |                   |                        |  |  |  |  |
| 13.   | body?  | to a disciplinary action taken by <u>any</u> or the action taken by any or the final order, dec |                   | ,                      |  |  |  |  |
| 14.   | with lawful authority to issue such order, decree or case decision.  I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed an information that might affect the Board's decision to approve this application. I certify that I will notify the Department if am subject to any disciplinary action prior to approval of this application. I certify that I have read, understood an complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia and the Real Estate Appraiser Board Regulations.  |   |                   |                        |  |  |  |  |
|       | Signature  |   | D                 | Date                   |  |  |  |  |
| ➤ All |  | courses must be taught by an instru   |                   | a Real Estate Appraise |  |  |  |  |

➤ All Board-approved pre-license courses must be taught by an instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP<sup>©</sup> courses must be taught by an <u>AQB certified USPAP<sup>©</sup> instructor</u>. Commonwealth of Virginia
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## Real Estate Appraiser Board INSTRUCTOR CERTIFICATION EXPERIENCE VERIFICATION FORM

If you are attempting to qualify for a <u>Virginia Real Estate Appraiser Board Instructor Certificate</u>, you must provide evidence (using this form) of at least seven years of active experience in the appraisal field during the last ten years.

| Section | on I: To be completed by Applica  | nt  |                                |                      |
|---------|-----------------------------------|---|--------------------------------|----------------------|
| 1.      | Name                              |   |                                |                      |
|         | Last                              | First   | Middle                         | Generation           |
| 2.      | Provide one of the following id   | entification numbers.   | *                              |                      |
|         | Social Security Number            | or Virginia DMV Control Number  | er                             | -                    |
|         |                                   | for a license, certificate, registration or other auth a social security number or a control number issue |                                |                      |
| Section | on II: To be completed by Verifie | r   |                                |                      |
|         | The following informati           | on must be provided by the appli  | cant's supervisor, coworker    | or client.           |
| 2       |                                   | on much be provided by the appli  | same supervisor, seriorner     | or onorm             |
| 3.      | Verifier's Name                   | First   | Middle                         | Generation           |
| 4.      | Your Relationship to the applic   |   | worker Client                  |                      |
| 5.      |                                   | olicant's real estate appraisal experie   | <u>—</u>                       |                      |
| Э.      | Trovide a sammary of the app      | meant's real estate appraisal expend  | Tide in the space below.       |                      |
|         |                                   |   |                                |                      |
|         |                                   |   |                                |                      |
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|         |                                   |   |                                |                      |
|         |                                   |   |                                |                      |
| 6.      | I the undersigned certify that    | t the foregoing statements and ans  | Swers are true and that I have | e not suppressed any |
| 0.      | · · ·                             | e Board's decision to approve this a  |                                |                      |
|         | Varificale Claretters             |   | ,                              | ł.                   |
|         | Verifier's Signature              |   | Da                             | te .                 |