

Real Estate Appraiser Board
APPRAISER TRAINEE LICENSE APPLICATION
Fee \$117.50

A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

1. Name

Last _____ First _____ Middle _____ Generation _____

2. Provide one of the following identification numbers.

Social Security Number or Virginia DMV Control Number *

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* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Date of Birth

MM/DD/YYYY

4. Mailing Address (PO Box accepted)

The mailing address will be
 printed on the license.

City _____ State _____ Zip Code _____

5. Street Address (PO Box not accepted)

PHYSICAL ADDRESS REQUIRED

City _____ State _____ Zip Code _____

6. E-mail Address

7. Contact Numbers

Primary Telephone _____ Alternative Telephone _____ Fax _____

8. Do you hold a current or expired real estate appraiser or real estate appraiser trainee 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

OFFICE USE ONLY	DATE	FEES	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		4004	

9. Have you completed 83 hours of pre-license education courses within the last five-year period immediately preceding the date of this application?

No

Yes If yes, attach an original or certified transcript, Education Certification, Certification of Completion, License Certification or other documentation verifying completion of the pre-license courses.

Pre-License Education Courses Required:

Valuation Bias and Fair Housing laws and Regulations	8 hours
Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-hour National USPAP Course	15 hours
Total	83 hours

10. Have you completed an Appraiser Qualification Board-approved course specifically oriented to the requirements and responsibilities of supervising appraisers and appraiser trainees?

No

Yes If yes, attach an original or certified transcript, Education Certification, Certification of Completion, or other documentation verifying completion of this course.

11. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state, or national regulatory body?

No

Yes If yes, submit a [Disciplinary Action Reporting Form](#) and provide a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision.

12. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor involving fraudulent and dishonest conduct** within the last five years?

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**?

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

13. I certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia* and the *Real Estate Appraiser Board Regulations and the Uniform Standards of Professional Appraisal Practice*.

Signature

Date

► Pursuant to the *Real Estate Appraiser Board Regulations*, Appraiser Trainee Licenses are issued only to candidates that are supervised by a *Certified Virginia Real Estate Appraiser* in good standing. The TRAINEE SUPERVISOR VERIFICATION FORM verifying the required supervision must be submitted with this license application.