



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION  
COUNCIL ON REAL ESTATE APPRAISERS

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV

## APPLICATION FOR LICENSED OR CERTIFIED APPRAISER BY EXAMINATION

### INSTRUCTION SHEET

#### When to Apply

File the *Application for Licensed or Certified Appraiser by Examination* when you are seeking licensure/certification in an appraiser classification for which you do not currently hold a license/certification in another state. If you *currently* hold licensure/certification in the appraiser classification in any other state, you must apply by reciprocity.

Apply after you have *completed* the required hours of qualifying education (QE) hours or *attained* the required degree/college credits for the appraiser classification for which you are applying.

- If you are applying for Licensed Appraiser, you must apply on the basis of QE hours.
- If you are applying for Certified Residential or General Appraiser, you must apply on the basis of QE hours and degree/college credits.

#### Required Qualifying Education Hours

If you are applying on the basis of QE hours, the following are the total hours you need:

- Licensed Real Property Appraiser – 150 QE hours
- Certified Residential Real Property Appraiser – 200 QE hours
- Certified General Real Property Appraiser – 300 QE hours

If you are already a trainee, licensed or certified appraiser and you are applying to upgrade to a higher level, you must complete the following **additional** hours of QE:

| IF you are at <i>currently</i> at this level: | THEN you need these QE hours to upgrade to... |                           |                       |
|---|---|---------------------------|-----------------------|
|   | Licensed RPA                                  | Certified Residential RPA | Certified General RPA |
| Trainee                                       | 75  | 125                       | 225                   |
| Licensed RPA                                  | --  | 50                        | 150                   |
| Certified Residential RPA                     | --  | --                        | 100                   |

## Required Degree or College Credits

If you are applying on the basis of your degree/college credits, the following are the requirements:

| IF you are applying for... | THEN you are required to have this degree: | OR these college credits:  |
|----------------------------|--|--|
| Certified Residential      | Associate degree or higher                 | 21 semester hours in these subject areas: <ul style="list-style-type: none"> <li>• English Composition</li> <li>• Finance</li> <li>• Algebra</li> <li>• Geometry or higher mathematics</li> <li>• Statistics</li> <li>• Computer Science</li> <li>• Business or Real Estate Law</li> <li>• Principles of Economics (Micro or Macro)</li> </ul>   |
| Certified General          | Bachelors degree or higher                 | 30 semester hours in these subject areas: <ul style="list-style-type: none"> <li>• English Composition</li> <li>• Micro <b>and</b> Macro Economics</li> <li>• Finance</li> <li>• Algebra, Geometry or higher mathematics</li> <li>• Statistics</li> <li>• Computer Science</li> <li>• Business or Real Estate Law</li> <li>• Two elective courses in accounting, geography, agricultural economics, business management, or real estate</li> </ul> |

## How to Apply to Sit for the Examination

To apply to sit for the examination, submit:

- Completed, signed and notarized [application form](#)
- Non-refundable [processing fee or upgrade fee](#) by check or money order made payable to “State of Delaware.”
  - If you are applying to upgrade a Delaware license and have already paid the renewal fee for the current license period, pay only the upgrade fee.
  - If you are not upgrading or you have not paid for the current license period, pay the processing fee.
- Proof of your education:
  - Submit a copy of your QE certificates.
    - Each course must consist of at least 15 classroom hours and include an examination.
    - At least 15 hours must be the required USPAP course.
    - If you are applying to upgrade your current classification, credit for continuing education does not count as QE.
  - *If you are applying for Certified General or Certified Residential, arrange for an official copy of your transcript to be sent directly from your educational institution to the Council office.*

When the application is considered complete, the Council will review it at its next [meeting](#). If approved, the Council office will send you an authorization to sit for the exam.

## How to Complete Your Application for Licensure/Certification

The Council must receive the following in order to consider you for licensure or certification. You may submit these items at the same time you submit your application or any other time during the application process.

- If you are a trainee, submit the [Federal Registry fee](#) by check or money order payable to the "State of Delaware"
  - If your license is approved between July 1st of odd years and October 31st of even years, the fee is \$50.00.
  - If your license is approved between November 1<sup>st</sup> of even years and October 31<sup>st</sup> of odd years, the fee is \$25.00.
  - The Federal Registry fee is in addition to the processing fee.
- Arrange for your supervisor to complete and submit the *Verification of Real Estate Appraiser Supervision* form directly to the Council office.
- Submit a photocopy of your [Experience Log](#), on 8 1/2" x 11" paper, in the format approved by the Council.
  - The *Log* must document that you meet these requirements:

| <b>IF</b> you are applying for...             | <b>THEN</b> you are permitted to appraise...  | <b>AND</b> you need these hours of experience...  | <b>AND</b> the appraisals must span at least... |
|---|---|---|---|
| Certified General Real Property Appraiser     | all types of real property  | 3000 hours, of which 1500 must be non-residential | 30 months since the first appraisal             |
| Certified Residential Real Property Appraiser | vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes   | 2500 hours  | 24 months since the first appraisal             |
| Licensed Real Property Appraiser              | non-complex one to four residential units with a transaction value of less than \$1 million and complex one to four residential units with a transaction value of less than \$250,000 | 2000 hours  | 24 months since the first appraisal             |

- See also the [Informational Supplement to Regulations](#).
- Submit samples of appraisal reports you have completed.
  - The Council will notify you as the number of samples to submit. You must submit the samples within 15 days of the request.
- If you have ever been licensed or certified as an appraiser in another state, arrange for the Council office to receive a letter of good standing *directly* from each state where you currently hold, or have ever held, appraiser certification/licensure.



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## APPLICATION FOR LICENSED OR CERTIFIED REAL PROPERTY APPRAISER BY EXAMINATION

### TYPE OF APPLICATION

1. Select the type of Real Property Appraiser application you are filing (check one):

Certified General     Certified Residential     Licensed

2. Are you *currently* a trainee, licensed or certified appraiser in any state, including Delaware? Yes  No   
If yes, enter license number: \_\_\_\_\_ Enter state: \_\_\_\_\_

### IDENTIFYING AND CONTACT INFORMATION

3. Name: \_\_\_\_\_  
Last First M.I.

4. Other Names Used: \_\_\_\_\_  
(Include maiden, other married, alternative spellings.)

5. **Residence** Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip code

6. **Residence** Phone: \_\_\_\_\_ **Residence** Email: \_\_\_\_\_

7. Date of Birth (month/day/year): \_\_\_\_\_

8. Have you been issued a U.S. Social Security Number? Yes  No

- If yes, enter your SSN: \_\_\_\_\_
- If no, you must file a *Request for Exemption from Social Security Number Requirement*.

9. **Business** Name: \_\_\_\_\_

10. **Business** Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip code

11. **Business** Phone: \_\_\_\_\_ **Business** Email: \_\_\_\_\_



## SUPERVISOR INFORMATION

14. Are you working as an appraiser? Yes  No  If yes, enter the following information:

Supervisor Name: \_\_\_\_\_

Supervisor's DE Certification Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Arrange for your supervisor to complete and submit the *Verification of Real Estate Appraiser Supervision* form directly to the Council office.**

## APPRAISAL EXPERIENCE

15. Check the appraiser classification for which you are applying and read the experience requirement:

Certified General Real Property Appraiser - Appraisal of all types of real property. 3000 hours of appraisal experience, of which 1500 must be non-residential property, over at least *30 months* since the first appraisal.

Certified Residential Real Property Appraiser - Appraisal of vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes. 2500 hours of appraisal experience over at least *24 months* since the first appraisal.

Licensed Real Property Appraiser - Appraisal of non-complex one to four residential units having a transaction value of less than \$1 million and complex one to four residential units having a transaction value of less than \$250,000. 2000 hours of appraisal experience over at least *24 months* since the first appraisal.

16. I certify that I have read and that I understand the amount and duration of appraisal experience that I am required to have in order to be licensed or certified in the appraiser classification for which I am applying. Yes  No

17. I further certify that I understand the type of appraisal that I will be permitted to perform as an appraiser in the classification for which I am applying. Yes  No

18. Have you already acquired the hours of appraiser experience in the amount and duration required for the type of certification/license for which you are applying? Yes  No  **If yes, submit a copy of your *Experience Log*.** Skip to the DISCLOSURES section.

19. I certify that will acquire appraisal experience in the amount and duration required for the certification or licensure for which I am applying and that I will submit a copy of my *Experience Log* when I complete the requirements. Yes  No

## DISCLOSURES

20. Have you ever been a trainee or been licensed or certified as a real estate appraiser in any state? Yes  No  If yes, list each state where you currently hold, or have ever held, licensure or certification:

\_\_\_\_\_

**Arrange for the Council office to receive a letter of good standing *directly* from each state where you have ever been licensed or certified.**

21. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense (including any for which you have received a pardon) in any jurisdiction? Yes  No  **If yes, submit a certified copy of your criminal history record.**
22. Are any criminal charges pending against you in any jurisdiction? Yes  No  **If yes, submit a certified copy of your criminal history record.**
23. Have you ever been the recipient of any administrative penalties regarding your practice as an appraiser, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, or have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere? Yes  No  **If yes, submit a copy of the agency's order and a written explanation.**
24. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you are currently, or were previously, licensed, certified, or registered? Yes  No  **If yes, submit a written explanation.**
25. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an appraiser in a manner consistent with the safety of the public? Yes  No  **If yes, submit a written explanation.**

**To assure consideration of your license application at the next Council meeting, the Council office must receive all of these items no later than 4:30 PM ten full working days before the meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within six (6) months of filing may be considered abandoned and discarded.**

**Please note: When your application is complete, please allow 4-6 weeks to receive your license.**

### AFFIDAVIT

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested. I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators. I further affirm and state that the *Experience Log* submitted in support of this application is true and correct and that the activities for which I claim experience are truthfully represented in the log. Upon request of the Council, I will make available for examination copies of appraisal reports or files prepared by me for which I claim experience in the *Experience Log* or any of the appraisal reports or files prepared by me in the course of my practice notwithstanding the fact that such reports or fields were not listed on the *Experience Log* submitted in support of this application.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

State of \_\_\_\_\_  
 County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

SEAL

\_\_\_\_\_  
 Signature of Notary Public

My Commission Expires: \_\_\_\_\_

**APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED PROCESSING FEE WILL BE REJECTED.**



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**VERIFICATION OF REAL ESTATE APPRAISER SUPERVISION**

**APPLICANT** – To be completed by applicant for Real Property Appraiser licensure/certification

1. Name: \_\_\_\_\_  
Last First M.I.

2. Type of Real Property Appraiser Applying for:

- Certified General  Certified Residential  Licensed

**SUPERVISOR** – To be completed by supervising Certified General Real Property Appraiser

3. Name: \_\_\_\_\_  
Last First M.I.

4. Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip code

5. Phone: \_\_\_\_\_ 6. Email: \_\_\_\_\_

7. Delaware Certified General Real Property Appraiser License Number: \_\_\_\_\_

8. I certify that the applicant named above will complete and sign appraisal reports, including an opinion of value, under my supervision until he/she has completed the required appraisal experience for the classification applied for. I further certify that I will

- actively and personally supervise the applicant
- review and sign the applicant's *Experience Log*
- comply with all rules and policies for supervisory appraisers.

Yes  No

9. You may supervise up to three trainees/licensees at a time, regardless of status, classification or state of licensure. Do you supervise trainees/licensees other than the trainee named above? Yes  No  If yes, enter the following:

| NAME OF TRAINEE/LICENSEE | LICENSE # | STATE |
|--------------------------|-----------|-------|
|                          |           |       |
|                          |           |       |

10. I agree to notify the Council in writing if I am no longer supervising the applicant. Yes  No

**Supervisor Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

Signature of Notary Public: \_\_\_\_\_

SEAL

My Commission expires: \_\_\_\_\_