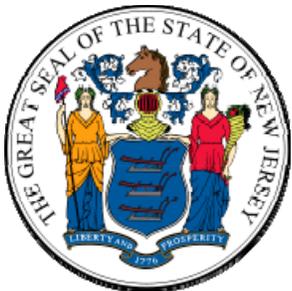


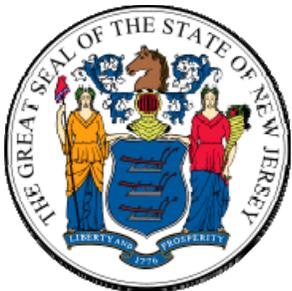
State Real Estate Appraiser Board

Application Process Overview



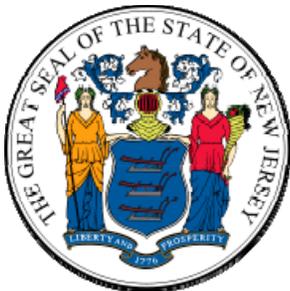
State Real Estate Appraiser Board

- License qualified individuals
- Regulates the practice of real estate appraising
- Investigates complaints and takes disciplinary action



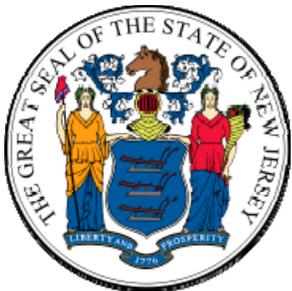
License to Practice

- No one may practice as a licensed or certified real estate appraiser without a current, active license/ certification
- Once you get your license, you need to keep it active and in good standing



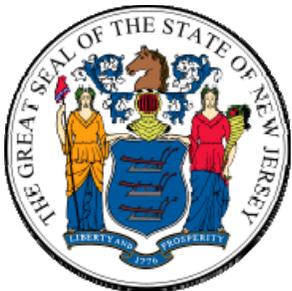
License to Practice

- How do you get a license?
- How do you keep a license in good standing?



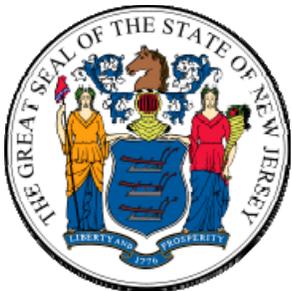
When Should I Begin the Application Process?

- Upon completion of all educational and experience requirements
- You will need to work under a Certified Real Estate Appraiser to begin accumulating experience hours prior to submitting an application for licensure or certification
- You can apply for a Trainee Permit (*voluntary program*) to obtain a Permit number to work under a supervisory appraiser (*certified appraiser*)



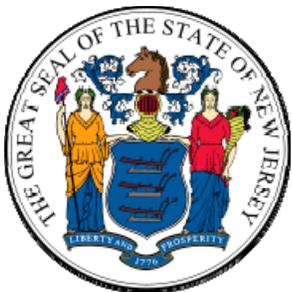
How Do I Get an Application Form?

- Applications can be downloaded from the Board's website at: www.njconsumeraffairs.gov/rea
- You may contact the Board office at (973) 504-6480 and request an application to be mailed to you



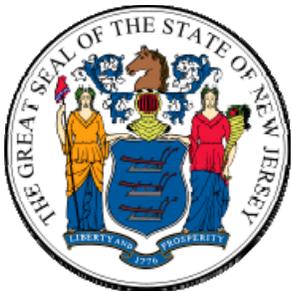
Application Process

1. Submit completed application with appropriate fee
2. Experience log
 - *Certificates of Completion of all required education*
 - *Official college transcripts*
3. Receive fingerprint instructions
4. Upon review and approval of your application you will be granted permission to sit for the Real Estate Appraisal examination
5. Successfully pass the exam and forward pass notice with appropriate fees to be issued your license/certification



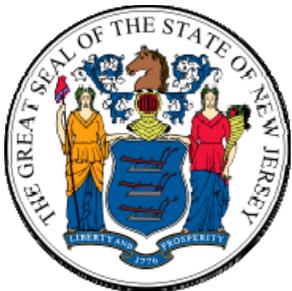
Application Fees

- Application Fee:
 - Licensed Residential *(\$75)*
 - Certified Residential *(\$100)*
 - Certified General *(\$125)*
- Payable by check or money order
- *NO CASH*



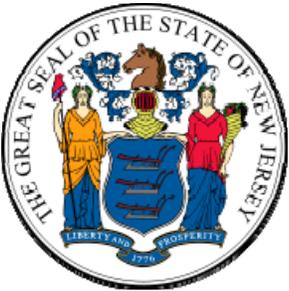
Application Questions

- Moral Character – Arrests/Convictions
- Citizenship / Immigration Status
- Student Loan / Child Support
- Medical Conditions
- Education / Experience



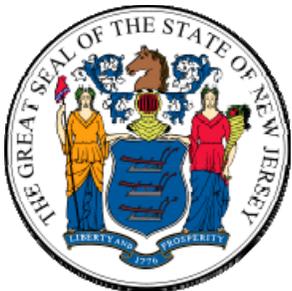
Criminal History Background Check

- You must complete the “*Certification and Authorization Form*” as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



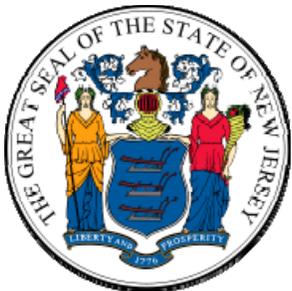
Examination

- Once your application has been approved you will receive a card to sit for the Appraisal Qualifications Board (AQB) approved Real Estate Appraiser examination
- You must forward your Pass Notice with the appropriate fee
 - \$755 (*two year license*)
 - \$440 (*prorated fee if entering during second year of biennial period*)



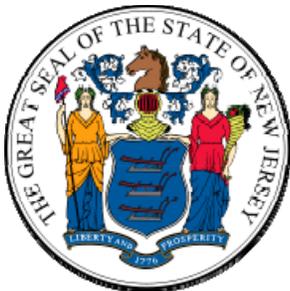
Keeping Your License Current

- Licenses are valid for 2 years
- Every licensed/certified appraisers' license expires in December of odd-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee (*currently \$630*)



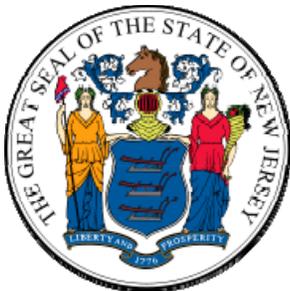
Continuing Education

- You must complete your continuing education prior to renewal
(December 31 of every odd-numbered year)
- Licensed/Certified Appraisers must complete 28 hours of C.E. during each two-year period
- Special Course Requirements
 - 7 hour National Update Course on Uniform Standards of Professional Appraisal Practice (USPAP)
 - 2 hour course on New Jersey Law and Rules governing the practice of real estate appraising
 - 19 hours of any board approved appraisal courses



Communication

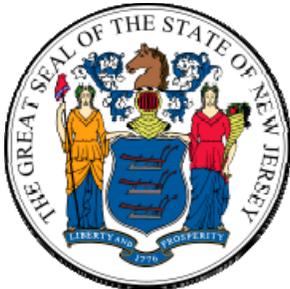
- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



Where Do I Send Mail for the New Jersey State Real Estate Appraisers Board?

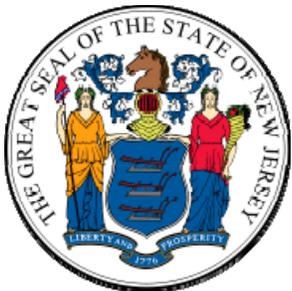
Mailing Address: State Real Estate Appraiser Board
P.O. Box 45032
Newark, NJ 07101

Physical Address: State Real Estate Appraiser Board
124 Haley Street, 3rd Floor
Newark, NJ 07102



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

State Board of Real Estate Appraisers

www.njconsumerAffairs.gov/rea

License Verifications

www.njconsumerAffairs.gov/pages/licensingboards.aspx

Appraiser Qualifications Board (AQB)

www.asc.gov

