



The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of Real Estate Appraisers
1000 Washington Street, Suite 710
Boston, MA 02118-6100
617-727-3055

INFORMATION FOR REAL ESTATE APPRAISER TRAINEES (EFFECTIVE DATE 10-8-15)

To obtain an Appraiser Trainee license from the Board of Registration of Real Estate Appraisers (Board), an Applicant must be supervised by a State-Certified Real Estate Appraiser (Supervising Appraiser). A Supervising Appraiser shall be in good standing with the Board and the Appraisal Subcommittee's (ASC) National Registry, must be licensed for a minimum of three (3) years as a State-Certified Real Estate Appraiser and may not have been subject to any disciplinary action within the last three (3) years that affects the Supervising Appraiser's legal ability to engage in the appraisal practice. Applicants should utilize the Board's website located at mass.gov/dpl/boards/ra to verify the Supervising Appraiser's license status and length of licensure.

All Applicants and Supervising Appraisers must be familiar with the Uniform Standards of Professional Appraisal Practice (USPAP) and the Board's rules, regulations and statutes located at mass.gov/dpl/boards/ra.

An Appraiser Trainee may assist a Supervising Appraiser in the performance of an appraisal assignment BUT ONLY under the DIRECT supervision and control of a Supervising Appraiser. An Appraiser Trainee may be supervised by more than one (1) Supervising Appraiser. A Supervising Appraiser may only supervise a maximum of three (3) Appraiser Trainees or Appraisers-in-Training at one time.¹

An appraisal experience log shall be maintained jointly by the Appraiser Trainee and the Supervising Appraiser. The Supervising Appraiser shall personally inspect at least five (5) appraised properties with the Appraiser Trainee. The Supervising Appraiser shall personally inspect additional properties with the Appraiser Trainee until the Supervising Appraiser determines that the Appraiser Trainee has obtained competence in accordance with USPAP for the property type.

Education Requirements: An Applicant must complete seventy-five (75) hours of pre-licensure real estate appraiser education (Board approved classroom primary education courses only) in the following: a 15-hour USPAP course, Basic Appraisal Principles (30 hours) and Basic Appraisal Procedures (30 hours). **Also, prior to the submission of the Application, the Applicant and the Supervising Appraiser MUST complete a Board approved Supervising Appraiser and Trainee course. All pre-licensure education by the Trainee Applicant MUST be completed within the five (5) year period prior to the date of the submission of the Application.** The Supervising Appraiser and Trainee course cannot be utilized towards the seventy-five (75) hours of pre-licensure education. All Applicants must attach a certificate of completion for each and every course.

If you have been convicted of a criminal offense, prior to submitting the application, please review the Board's Criminal Conviction and Discipline Review policy located on the Board's website.

Continuing Education: Licensees shall complete a minimum of twenty-eight (28) hours of Board approved continuing education which shall include a current 7-hour USPAP Update course. The initial Trainee license is valid for a period of two (2) years from the next occurring birthday following the issuance date. Therefore, the first license will be valid for a period of two (2) to three (3) years. **If the licensure period equals to or exceeds two (2) years and 185 days then an additional fourteen (14) hours of continuing education must be completed for a total of forty-two (42) hours.** A Trainee license may be renewed four (4) times. Therefore, a Trainee wishing to obtain a State-Licensed or State-Certified Appraiser license should obtain such experience during the licensure period.

Applications: You must fully and correctly complete the attached application. **The non-refundable application fee is \$113.00 and the license fee \$113.00. You must submit two (2) separate checks payable to Commonwealth of Massachusetts together with the application.**

If you have any questions, the Board's mailing address and telephone number are listed above.

¹ An Appraiser-in-Training is a State-Licensed Appraiser or State-Certified Residential Appraiser working under the direct supervision of an appraiser licensed at a higher level on assignments outside the scope of practice of the credential held by the appraiser being supervised.

8. Business address if applicable:

(Street and PO Box/Apt number) (City) (ST) (Zip Code)

9. Have you ever changed your name? Yes No
If yes, state previous name(s): _____

10. Have you ever held a professional license in Massachusetts or any state or American jurisdiction? Yes No
If yes, where? _____

11. Are you or have you ever been the subject of any disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes No
If yes, attach a statement containing the nature of complaint(s) and name(s) of licensing authority (ies).

12. Have you ever been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction, other than a traffic violation for which a fine of less than \$200.00 was assessed? Yes No

If yes, attach a statement containing the name of court(s) and jurisdiction where conviction(s) occurred, the nature of the conviction, the date(s) of conviction and a description of any events in connection with the conviction that you feel are relevant to the Board's understanding of the conviction. Also provide three (3) letters of reference and, if probation was served, a letter from the probation officer.

13. Have you ever voluntarily surrendered or resigned a professional license to a license/certification board in the United States or Foreign jurisdiction? Yes No
If yes, provide details on a separate sheet.

14. List all license(s)/certification(s) you hold in the United States or any country or foreign jurisdiction and the state/jurisdiction from which the license/certification was originally issued. Indicate the status of your license, license number, type of license and any relevant disciplinary information. Also, please attach an original Certified Record of License History issued by that state or jurisdiction.

15. This application must be **SIGNED** by one reference who is not a relative and is personally known to the applicant.

I, _____, certify that the applicant, who is known to me, has a good reputation for honesty and fair dealing and is of good moral character. I will be willing to interpret or substantiate to the Board my endorsement should the Board desire to contact me at a later date.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>

Signature of reference: _____

16. I, _____ (the applicant), hereby state under the pains and penalties of perjury that the information provided on this application for licensure or certification as a Massachusetts Real Estate Appraiser or attached or incorporated herein is truthful and accurate. I further attest that, pursuant to M.G.L. 62C, s.49A, to the best of my knowledge and belief, I have filed all state tax returns and paid all state taxes required by law. I further understand and agree that should any information that I have provided be false it will be grounds for the Massachusetts Board of Registration of Real Estate Appraisers to suspend or revoke any license issued to me in accordance with Massachusetts law.

The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

Signature of Applicant

Date

Signature of Notary

My commission expires on:

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Professional Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that the Division of Professional Licensure must first provide me with written notice of this check.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date

NOTE: DPL cannot accept this two-page CORI acknowledgment form unless it is signed in the presence of a notary public who has likewise verified identity.

SUBJECT INFORMATION: (An asterisk (*) denotes a required field)

*Last Name *First Name Middle Name Suffix

*Maiden Name (or other name(s) by which you have been known)

*Date of Birth Place of Birth

*Last Six Digits of Your Social Security Number: _____ - _____

Sex: _____ Height: ____ ft. ____ in. Eye Color: _____

Driver's License or ID Number: _____ State of Issue: _____

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

IDENTITY VERIFICATION SECTION:

VERIFICATION BY NOTARY:

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:

- Passport State-issued driver's license Military identification State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public:

Notary Commission Expires On

TRAINEE APPLICATION CHECKLIST

INCLUDE WITH YOUR APPLICATION

- The application is fully completed and signed by the applicant.
- Enclosed is the **non-refundable** application fee of \$113.00 (check or money order) payable to the Commonwealth of Massachusetts.
- Enclosed is the license fee of \$113.00 (check or money order) payable to the Commonwealth of Massachusetts.
- The character reference is completed and signed.
- The application and the two (2) pages of the CORI form are notarized.
- All documents concerning criminal or disciplinary proceedings are attached.
- Enclosed are the completed Appraisal Education Reporting Forms for the Trainee Applicant and the Supervising Appraiser(s).
- Enclosed are original or certified copies from the Provider of certificates of completion for each course. **All pre-licensure education by the Trainee Applicant MUST be completed within the five (5) year period prior to the date of the submission of the Application.**

IMPORTANT: A letter will be mailed to you when you are approved. You may also check the Board's website located at mass.gov/dpl/boards/ra for your license status under "Online Services" then click "Check a Professional License". You can insert your name and if you have been approved the information will appear. The actual wallet license will be mailed within three (3) to five (5) weeks after the license is listed in current © status on the web page.

Pursuant to G.L. c. 62C, § 49A, the Division of Professional Licensure is required to obtain your Social Security Number and forward it to the Department of Revenue. The Department of Revenue will use your Social Security Number to ascertain whether you are in compliance with the tax laws of the Commonwealth of Massachusetts.

MANDATORY: My Social Security Number is: ___ ___ ___ - ___ ___ - ___ ___ ___

APPRAISER EDUCATION REPORTING FORM – TRAINEE APPLICANT

This form must be completed by all Applicants with original certificates of completion attached. **All pre-licensure education by the Trainee Applicant MUST be completed within the five (5) year period prior to the date of the submission of the Application.**

Trainee Applicant's Name: _____

Course Type	School or Organization Name	Course number and title (See list of approved appraisal courses)	Date(s) attended	Hours
Board approved 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) (15 hours)				
Board Approved Basic Appraisal Principles (30 hours)				
Board Approved Basic Appraisal Procedures (30 hours)				

Total Classroom Hours

Course Type	School or Organization Name	Course number and title (See list of approved appraisal courses)	Date(s) attended	Hours
Supervising Appraiser and Trainee course				

APPRAISER EDUCATION REPORTING FORM – SUPERVISING APPRAISER

This form must be completed by **ALL** Supervising Appraisers. Also, attach the certificate of completion for the Supervising Appraiser and Trainee course completed by the Supervising Appraiser.

Supervising Appraiser’s Name: _____

License Number of Supervising Appraiser: _____

Type Classification of Supervising Appraiser: _____ State-Certified Residential Appraiser _____ State-Certified General Appraiser

Course Type	School or Organization Name	Course number and title (See list of approved appraisal courses)	Date(s) attended	Hours
Supervising Appraiser and Trainee course				

I shall serve as a Supervising Appraiser for _____.
 (Print Trainee Applicant’s Name)

I certify that I am a State-Certified Appraiser in good standing with the Board and the Appraisal Subcommittee’s (ASC) National Registry, have been licensed as a State-Certified Appraiser for a minimum of three (3) years and have not been subject to any disciplinary action within the last three (3) years that would have affected my legal ability to engage in the appraisal practice. Also, as a Supervising Appraiser, I shall only supervise a maximum of three (3) Appraiser Trainees or Appraisers-in-Training at one time.

Signature of Supervising Appraiser: _____

Date: _____