



COMMONWEALTH OF MASSACHUSETTS

Division of Occupational Licensure

Board of Real Estate Appraisers

Email: dpl-appraiser-board@mass.gov

Website: www.mass.gov/dpl/boards/ra

APPLYING FOR AN USPAP APPRAISER COURSE

HOW TO APPLY

All applications must be submitted online through the Division of Occupational Licensure's (DOL) ePlace portal- <https://elicensing21.mass.gov/CitizenAccess/Login.aspx>. In addition to completing the informational portions of the online application, applicants are required to upload electronic copies of all supporting documents. Please review the list below for a summary of the required documents. Applicants are advised that they should retain original copies of all supporting documents and that they may be required to submit original copies to the Board at a later date, if requested.

REQUIRED DOCUMENTS

Please review the list below for a summary of the documents required for the type of education approval for which you are applying:

- All texts and materials used in teaching the course
- Course description and subject matter outline. The outline **MUST** include the time spent on each topic
- The method used in taking attendance.
- The organization's instructor qualifications, policy and guidelines used in selecting instructors of appraisal education. The guidelines must, at minimum, meet the Appraiser Instructor Qualifications and Requirements herein.
- 15-Hour National USPAP course: AQB Confidentiality or License Agreement if executed
- Equivalency course: AQB Certification
- For Distance Education
 - A description of the manner by which the course is presented
 - Evidence of accreditation and a list of other disciplines already offered by the distance education
 - A copy of the certification from the International Distance Education Certification Center (IDECC)

APPLICATION FEE

The application fee is **\$113 for 7 – hour and \$225 for 15- hour**. The fee is payable at the end of the online application process, by credit card, debit card, or bank account. Please note that there is a separate convenience fee charged by DPL's vendor for certain online payment transactions.

APPLICATION REVIEW AND PROCESSING TIME

Please note applications that are not AQB approved are reviewed and approved at Board meetings which meet generally every other month. The Board will only review complete applications. Failure to submit all required information or supporting documents will result in your application being deemed incomplete or denied.

APPLICATION APPROVAL AND LICENSE ISSUANCE

Once approved the Board will email or mail an approval letter to the email/ mailing address provided by the applicant during the application process.