



# COMMONWEALTH OF MASSACHUSETTS

## Division of Professional Licensure

### Board of Registration of Real Estate Appraisers

1000 Washington Street, Suite 710, Boston MA 02118

Phone: 617-727-2373 Email: [dpl-appraiser-board@mass.gov](mailto:dpl-appraiser-board@mass.gov)

Website: [www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra)

## APPLYING FOR AN CERTIFIED/LICENSED APPRAISER LICENSE EXAM

### HOW TO APPLY

Beginning in 2018, all applications must be submitted online through the Division of Professional Licensure's (DPL) [ePLACE portal](#). 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 business license type for which you are applying:

- Primary Education Certificates of Completion.
- Experience Reporting Form (can be on an excel spreadsheet)
- A notarized [Criminal Offender Record Information \(CORI\) Authorization Form](#) completed and signed by the applicant.
- A recent, color professional photograph of the applicant.
- College Transcripts
- If applicable, an explanatory document detailing all prior or pending disciplinary actions against any professional license held by the applicant in any jurisdiction, foreign or domestic. Please include certified copies of any disciplinary documents or official records of the disciplinary action.
- If applicable, an explanatory document detailing all prior felony or misdemeanor convictions against the applicant in any jurisdiction, foreign or domestic. Please include copies of certified court records related to the conviction.

### APPLICATION FEE

The application fee is **\$338**. 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 that it takes a minimum of ten (10) business days for the Board to review and approve a real estate business application. 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 to take the exam the Board will mail an approval letter to the mailing address provided by the applicant during the application process. With the information to provide to PSI, our vendor, to take the exam.