



## West Virginia Real Estate Appraiser Licensing and Certification Board

405 Capitol Street, Suite 906  
Charleston, WV 25301

**Mailing Address**  
PO Box 40267  
Charleston, WV 25364

Phone: 304-558-3919  
Fax: 304-558-3983  
E-Mail: [wvappbd@mail.wvnet.edu](mailto:wvappbd@mail.wvnet.edu)  
Website: [www.appraiserboard.wv.gov](http://www.appraiserboard.wv.gov)

### APPLICATION FOR WV LICENSE UPGRADE—INSTRUCTIONS

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*Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain the application is completed in its entirety, all questions are answered truthfully and any requested information is included with the application package. Please retain copies of all submitted information.*

*The application is in two parts due to changes in the 2015 Appraiser Qualifications Board (AQB) Criteria. The 2015 AQB Criteria requires applicants to complete education and experience before taking the national exam.*

1. **Part 1:** Submit *Upgrade Application – Part 1* and required information to obtain admittance card for national exam.
  - A. Original Experience Logs that reflect the minimum number of experience logs required for the requested examination.
  - B. Original Certificates of Completion for required Qualifying Education.
  - C. Official college transcript (sent directly from college to the Board Office).
  - D. Mail requested documentation and Part 1 of Application to the Board's Office: **WVAB, 405 Capitol Street, Suite 906, Charleston, WV 25301.**
  
2. **Part 2:** Submit *Upgrade Application – Part 2* and requested information *after* passing the national exam and remaining information .
  - A. Original National Examination Certification.
  - B. Application Fee of \$150. *This fee is non-fundable fee.* If the application is returned for any reason, the application fee will not be re-funded. Re-submission of the application will require an additional application fee of \$150.
  - C. Securely tape a photograph taken within the past year to the application where indicated on page 2.
  - D. Enclose the signed and notarized Oath and Affidavit (page 3).
  - E. Mail requested documentation, Part 2 of Application and application fee in the form of a check or money order and made payable to the WV Real Estate Appraiser Board to: **WVAB, PO Box 40267, Charleston, WV 25364.** *No money will be accepted at the Board Office; applications/money sent to the office will be returned.*
  
3. Licensure Fee is not due until you are notified that you have been approved for your upgrade.



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## APPLICATION FOR WV LICENSE UPGRADE—PART 1

(Required to Obtain Admittance Card for National Examination)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

Residence Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Supervisor's Name (if applicable) \_\_\_\_\_

*I am submitting the following required documentation and requesting an admission card for the national examination for the following license (See W.Va. Code R. 190-2 for specific education and experience requirements.)*

- State Licensed Residential Appraiser:** 30 semester credit hours of college level education from an accredited college, junior college, or university OR an Associate's Degree or higher; 150 hours appraiser education, 2,000 experience hours over a minimum 12 month period.
- State Certified Residential Appraiser:** Bachelor's Degree or higher from an accredited college or university; 200 hours appraiser education, 2,500 experience hours over a period not less than 24 months.
- State Certified General Appraiser:** Bachelor's Degree or higher from an accredited college or university; 300 hours appraiser education; 3,000 experience hours over a period not less than 30 months.

Print Name of Applicant: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Received \_\_\_\_\_  Experience Logs Verified \_\_\_\_\_

Education Verified \_\_\_\_\_  College Transcript Received \_\_\_\_\_

Current WV Permit/Lic./Cert. No. \_\_\_\_\_



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APPLICATION FOR WV LICENSE UPGRADE-PART 2, PAGE 1

Last Name: First: Middle:
Date of Birth: Social Security:
Residence Street:
City: State: ZIP:
Residence Phone: Cell Phone:
Business Name:
Business Street:
City: State: ZIP:
E-Mail:
Business Phone: FAX:
Supervisor's Name

Current Classification:

- Apprentice
State Licensed Residential Appraiser
State Certified Residential Appraiser
State Certified General Appraiser

Classification Seeking:

- State Licensed Residential Appraiser
State Certified Residential Appraiser
State Certified General Appraiser
Current WV Lic. No.:

OFFICE USE ONLY

Application Fee Check No. Deposit No.
License/Certification Fee Check No. Deposit No.

- Date Received
ASC History
National Exam
WV Law Class

- Date Issued
Database
Wall Certificate/Pocket Card



APPLICATION FOR WV LICENSE UPGRADE – PART 2, PAGE 2

Are you now, or have you in the past, been licensed or certified as an appraiser in any state?

Yes     No

If so, list state and license number. Attach additional sheets if needed.

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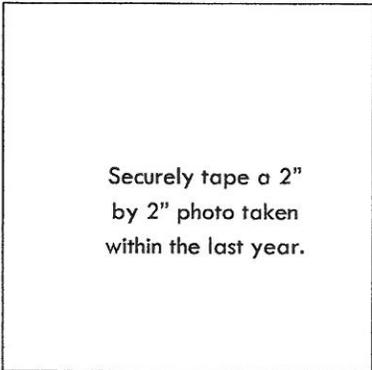
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Have you ever been known by any other name(s)? If yes, state in detail, every other name by which you have been known. Attach certified copy of marriage certificate, relevant portions of court order related to name change, or other legal documents supporting name change.

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Pursuant to W.Va. Code, you must answer the following questions and certify, under the penalty of false swearing and possible license suspension or revocation, that all answers are true and correct.

- 1. Have you ever been convicted of a violation of any local, state or federal law (either felony or misdemeanor), or is there such charge pending against you now?  
 Yes     No
  
- 2. Have you ever had a real estate appraiser license or other professional license or certification to practice any other regulated occupation or profession revoked, suspended or surrendered, or has any other form of disciplinary action been taken against you in any other jurisdiction?  
 Yes     No
  
- 3. Are there any appraiser complaints or charges pending against you in any other jurisdiction?  
 Yes     No
  
- 4. Have you ever had an application for an appraiser license or certification denied in WV or any other jurisdiction?  
 Yes     No

*If you answer "yes" to any of the above questions, you must attach a separate sheet providing a detailed written explanation, including dates, case numbers. Include a copy of the final disposition of the case and copies of any relevant documents. Answering "yes" does not mean automatic denial of an application.*

**APPLICANT OATH & AFFIDAVIT**

**I HEREBY:**

1. Acknowledge that I am the person referred to in the foregoing application and supporting documents. I have answered all questions completely and truthfully and to the best of my knowledge. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to withhold a license or certification issued by this Board, refuse renewal or revoke a license or certification.
2. Agree to that I have complied with the standards set forth in the West Virginia Code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me.
3. Agree that I have knowledge of and have complied with the Uniform Standards of Professional Appraisal Practice (USPAP) that were adopted and promulgated by the Appraisal Standards Board of the Appraisal Foundation and in place as of the effective date of any appraisal performed by myself.
4. Affirm that the educational courses for which I claim credit were successfully completed by me.
5. Affirm that the experience logs submitted are true and correct and the appraisals listed thereon were completed by me and represent the minimum number of experience hours required for the classification for which I am applying.
6. Affirm that if I am an applicant for the Licensed Residential Classification, I have completed a minimum of 12 months of experience, said 12 months beginning from the date of the first appraisal completed.
7. Affirm that if I am an applicant for the Certified Residential Classification, I have completed a minimum of 24 months of experience, said 24 months beginning from the date of the first appraisal completed.
8. Affirm that if I am an applicant for the Certified General Classification, I have completed a minimum of 30 months of experience, said 30 months beginning from the date of the first appraisal completed.

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

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

I, \_\_\_\_\_ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_

Notary Public \_\_\_\_\_

SEAL