

## **INSTRUCTIONS FOR FILING AN UPGRADE APPLICATION**

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Before the Upgrade Application can be filed with the Board, the applicant must have completed the required qualifying education, required experience hours, and passed the State and National Examinations.

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1. The application must be LEGIBLE. Please PRINT.
2. Attach the following documents:
  - A. Application Fee in the amount of \$125.00. Note: This is a non-refundable fee. If the application is returned to you for any reason, the fee will not be refunded. If you choose to reapply, you will have to attach another Application Fee. Please take your time, answer all the questions on the application and attach all required documents.
  - B. Photograph, taken within the past 30 days, to be attached to Page 2 of this application.
  - C. Original Experience Logs that reflect the minimum number of experience hours required for the requested license classification.
  - D. National Examination Certification.
3. Check each page of the application and verify that you have completed the information requested.
4. If you have any questions, or if there is something you do not understand, please call BEFORE mailing the application.



**APPLICATION FOR LICENSE UPGRADE**

Name of Applicant: LAST FIRST MIDDLE

Social Security Number: Date of Birth:

Home Telephone (area code) Cell Phone (area code) Business Telephone (area code) Fax Number (area code)

Email Address:

Applicant's Current Residence Address:  
STREET CITY COUNTY STATE ZIP CODE

Appraisal Business Address:  
STREET CITY COUNTY STATE ZIP CODE

Supervisor's Name (if applicable)

**INDICATE CLASSIFICATION REQUESTED**

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

**Date Received** **FOR OFFICE USE ONLY**

Complete Application Application Fee:  Check No. \_\_\_\_\_  Deposit No. \_\_\_\_\_

Process:  
 WV Exam/Code \_\_\_\_\_  National Exam \_\_\_\_\_  Experience Logs Verified \_\_\_\_\_

License/Certification Fee:  Check No. \_\_\_\_\_  Deposit No. \_\_\_\_\_

License/Certification No. \_\_\_\_\_ Date Issued \_\_\_\_\_



EMPLOYMENT HISTORY: List **all** employment during the past five (5) years, present employer first, working backward. Attach an additional sheet if needed. This should include **any** employment, not just appraisal-related.

Company Name	Address	City	State	Zip	Telephone Number
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Position	From (month/year)	To (month/year)
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Company Name	Address	City	State	Zip	Telephone Number
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Position	From (month/year)	To (month/year)
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Company Name	Address	City	State	Zip	Telephone Number
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Position	From (month/year)	To (month/year)
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Please answer the following questions. **If any answer is “Yes”, attach a separate sheet giving full details and submit a copy of all relevant documents.** Note: Answering “Yes” does not mean an automatic denial of an application. Board review will determine if an applicant is qualified. Failure to provide information will result in revocation of any permit/license issued.

1. Have you ever been convicted of any unlawful conduct?
  - Yes       No
  
2. Have you ever had a civil or criminal judgment, or an administrative order entered against you?
  - Yes       No
  
3. Have you ever had a certificate or license to practice any regulated occupation or profession revoked suspended or surrendered, or have you been subject to other disciplinary action in any state, including West Virginia?
  - Yes       No
  
4. Are there currently any charges pending against you in connection with any professional or occupational license that you hold?
  - Yes       No
  
5. Have you previously applied for and been denied an appraiser license or certification in any state, including West Virginia?
  - Yes       No

APPLICANT OATH AND 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, refuse renewal or revoke a license or certification;
2. Agree that I have knowledge of and have complied with the Uniform Standards of Professional Appraisal Practice (USPAP) that have been promulgated by the Appraisal Standards Board of The Appraisal Foundation and in place as of the effective date of any appraisal performed by myself and 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 pursuant to said Code and Rules;
3. Affirm that the educational courses for which I claim credit were successfully completed by me;
4. 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;
5. 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;
6. 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; and,
7. 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;

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

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

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

Subscribed and sworn to by \_\_\_\_\_ before me on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Notary Commission Expires: \_\_\_\_\_

Notary Seal: