

## **PROCEDURES FOR UPGRADING A LICENSE OR CERTIFICATION**

*The following is a list of required documents to be submitted to the Board when applying for a license or certification. If you have any questions, please contact the Board's office.*

### **LICENSED RESIDENTIAL:**

1. Upgrade Application
2. 150 hours of pre-licensing education
3. Successfully pass the Licensed Residential National Examination
4. Successfully pass the West Virginia State Examination
5. Experience Log documenting 2,000 hours of experience (75% of experience hours must be for properties in West Virginia) over a period of not less than 12 months
6. Oath and Affidavit, signed and notarized

### **CERTIFIED RESIDENTIAL:**

1. Upgrade Application
2. 200 hours of pre-licensing education
3. Associate Degree or 21 semester credit hours in specified courses
4. Successfully pass the Certified Residential National Examination
5. Successfully pass the West Virginia State Examination
6. Experience Log documenting 2,500 hours of experience over a period of not less than 24 months (75% of experience hours must be for properties in West Virginia)
7. Oath and Affidavit, signed and notarized

### **CERTIFIED GENERAL:**

1. Upgrade Application
2. 300 hours of pre-licensing education
3. Bachelors Degree or 30 semester credit hours in specified courses
4. Successfully pass the Certified General National Examination
5. Successfully pass the West Virginia State Examination
6. Experience Log documenting 3,000 hours of experience (1,500 of which must be non-residential) over a period of not less than 30 months (75% of experience hours must be for properties in West Virginia)
7. Oath and Affidavit, signed and notarized

### **APPRAISAL REPORT REQUIREMENTS:**

1. After the above documentation has been verified, the Board will request appraisal reports from the experience log to be submitted for review by the Upgrade Committee.
2. Reports submitted for experience credit must be exact copies, with signatures, of the actual reports as submitted to the client.
3. The Upgrade Committee will review the reports and discuss them with the Board at a scheduled Board meeting. The applicant will be notified of the Board's decision as to approval or denial of the upgrade application.