

Title 17. Professions, Occupations, and Businesses

Chapter XXXVII. State Board of Appraisers, Abstracters, and Home Inspectors, Department of Labor and Licensing

Subchapter A. Generally

Part 200. Rules Implementing the Arkansas Appraiser Licensing and Certification Act, the Appraiser Management Company Registration Act, the Abstracters' Licensing Law of 1969, and the Arkansas Home Inspectors Registration Act

Subpart 1. General Applicability

17 CAR § 200-101. General provisions.

(a) Purpose.

(1) This part of the State Board of Appraisers, Abstracters, and Home Inspectors is set forth for the purpose of interpreting and implementing the Arkansas Appraiser Licensing and Certification Act, Arkansas Code § 17-14-101 et seq., Arkansas Code § 17-14-201 et seq., and Arkansas Code § 17-14-301 et seq., Appraisal Management Company Registration Act, Arkansas Code § 17-14-401 et seq., Abstracters' Licensing Law of 1969, Arkansas Code § 17-11-101 et seq., and Arkansas Home Inspectors Registration Act, Arkansas Code § 17-52-301 et seq.

(2) These acts establish the board and grant it full responsibility for licensure of appraisers, abstracters, and home inspectors.

(3) It also provides for the regulation of the appraisal practice, the business of abstracting, and the practice of home inspection.

(b) **Citation.** This part shall be known and may be cited as the State Board of Appraisers, Abstracters, and Home Inspectors rules.

(c) Severability.

(1) If any provision of this part or the application thereof to any person or circumstance is invalid, such invalidity shall not affect other provisions or applications of this part; they can be given effect without the invalid provision or application.

(2) To this end, the provisions of this part are declared to be severable.

(d) **Defined terms.**

(1) The terms defined in the Arkansas Appraiser Licensing and Certification Act, Appraisal Management Company Registration Act, Abstracters' Licensing Law of 1969, and Arkansas Home Inspectors Registration Act shall have the same meanings when used in this part, unless the context or subject matter clearly requires a different interpretation.

(2) Further terms may be defined in subsequent subparts of this part.

(e) **Rulemaking.** All rules and any subsequent amendments will be promulgated according to the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq.

17 CAR § 200-102. Board meetings, operation, and compensation.

(a) **Board meetings.**

(1)(A) The State Board of Appraisers, Abstracters, and Home Inspectors meets at least twice each calendar year to examine applicants for licensure, hear complaints, and transact other business that comes before it.

(B) The dates for each meeting shall be determined by the board.

(2) Notice of any meeting shall be sent to each board member at least ten (10) days before the scheduled date of the meetings.

(3) An administrative assistant shall be present at all meetings of the board and shall record the minutes of all meetings.

(4) Board meetings shall be recorded in compliance with the Freedom of Information Act of 1967, Arkansas Code § 25-19-101 et seq.

(b) **Board operations.**

(1)(A) Board officers shall be chair, vice chair, and treasurer.

(B) Terms of office for officers shall last one (1) year.

(2) A quorum of the board shall be five (5) members.

(3) The day-to-day business of the board is conducted by the Director of the State Board of Appraisers, Abstracters, and Home Inspectors and staff.

(4) **Public information.**

(A) Persons seeking information from or submitting information to the board may do so by written communication to the director.

(B) All relevant applications and forms may be obtained on the board's website or through the board's office.

(C) Individuals may inspect and copy public records pursuant to the procedures set forth in the Freedom of Information Act of 1967.

(D)(i) The board shall maintain a roster of duly registered abstracters and business entities showing each registered abstracter's or entity's business name, registration, certificate, or authorization number, and last known mailing address.

(ii) This roster shall be open to public inspection.

(E)(i) The board shall maintain a roster of the names, addresses, email addresses, and telephone numbers of all persons licensed and certified under the Arkansas Appraiser Licensing and Certification Act, Arkansas Code § 17-14-101 et seq., Arkansas Code § 17-14-201 et seq., and Arkansas Code § 17-14-301 et seq., and in accordance with Sections 1103(a)(3) and 1109(a)(1) of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, Pub. L. No. 101-73, and shall submit this roster at least monthly to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

(ii) This roster may be published and periodically updated and provided to all interested parties at cost.

(5) Board compensation and expense reimbursement.

(A) Each member of the board shall receive a per diem pursuant to Arkansas Code § 25-16-903(5) as compensation for each meeting of the board at which the member is present and for each day or substantial part thereof actually spent in the conduct of the business of the board, plus all appropriate expenses as approved by the board.

(B) Appropriate expenses are the reimbursable expenses a member of the board necessarily incurs in the discharge of the board member's official duties.

(C) Request for compensation and reimbursement of appropriate

expenses shall not be processed for payment unless sufficient funds are available for that purpose within the appropriations of this board.

17 CAR § 200-103. General licensure information.

(a)(1) All individuals licensed, registered, or certified by the State Board of Appraisers, Abstracters, and Home Inspectors are required to provide and maintain current mailing and email address and contact information on file with the board so that the board can remain in contact and provide any and all notices from the board.

(2) The licensed, registered, or certified individual is required to provide written notice to the board of any change in contact information within ten (10) working days of the change.

(3) All board notices sent by mail will be addressed to the latest address on file with the board.

(b) The board shall grant a credential to an applicant who fulfills the Arkansas requirements for licensure and is a person who holds a Federal Form I-766 United States Citizenship and Immigration Services-issued Employment Authorization Document, known popularly as a "work permit".

(c) Workforce Expansion Act of 2021.

(1)(A) Pursuant to Arkansas Code § 17-5-101 et seq., an applicant may receive a waiver of his or her initial licensure fee, if eligible.

(B) Eligible applicants are applicants who:

(i) Are receiving assistance through the Arkansas Medicaid Program, the Supplemental Nutrition Assistance Program, the Special Supplemental Nutrition Program for Women, Infants and Children, the Temporary Assistance for Needy Families Program, or the Lifeline Assistance Program;

(ii) Were approved for unemployment within the last twelve (12) months; or

(iii) Have an income that does not exceed two hundred percent (200%) of the federal poverty income guidelines.

(2) Applicants shall provide documentation showing their receipt of

benefits from the appropriate state agency as follows:

(A) For those applicants receiving assistance under subdivision (c)(1)(B)(i) of this section, documentation from the Department of Human Services;

(B) For unemployment benefits approval in the last twelve (12) months, the Division of Workforce Services; or

(C) For proof of income, copies of all Internal Revenue Service forms indicating applicant's total personal income for the most recent tax year, e.g., W2, 1099, etc.

(3)(A) An applicant seeking a waiver will be required to provide a signed affidavit confirming that he or she qualifies for waiver based on the conditions listed in subdivision (c)(1) of this section and may be required by the board to submit documentation for verification purposes.

(B) Applicants shall also attest that any documentation provided under subdivision (c)(2) of this section is a true and correct copy and fraudulent or fraudulently obtained documentation shall be grounds for denial or revocation of his or her license.

(d) Criminal record.

(1) An individual is not eligible to receive or hold a license if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the offenses listed in Arkansas Code § 17-3-102(a) or Arkansas Code § 17-3-102(e) by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, Arkansas Code § 16-90-1401 et seq., or otherwise previously sealed, pardoned, or expunged under prior law.

(2) If an individual has been convicted of an offense listed in Arkansas Code § 17-3-102(a) or Arkansas Code § 17-3-102(e), the board may waive disqualification of a potential applicant or revocation of a license based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

(B) An individual holding a license subject to revocation.

(3) The board may grant a waiver upon consideration of the following, without limitation:

- (A) The age at which the offense was committed;
- (B) The circumstances surrounding the offense;
- (C) The length of time since the offense was committed;
- (D) Subsequent work history since the offense was committed;
- (E) Employment references since the offense was committed;
- (F) Character references since the offense was committed;
- (G) Relevance of the offense to the occupational license; and
- (H) Other evidence demonstrating that licensure of the applicant

does not pose a threat to the health or safety of the public.

(4) A request for a waiver, if made by an applicant, must be in writing and accompany the completed application and fees.

(5) The board will respond with a decision in writing and will state the reasons for the decision.

(6) An appeal of a determination under this section will be subject to the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq.

(e) Prelicensure criminal background check.

(1) Pursuant to Arkansas Code § 17-3-103, an individual may petition for a prelicensure determination of whether the individual's criminal record will disqualify the individual from licensure and whether a waiver may be obtained.

(2) The individual must obtain the prelicensure criminal background check petition form from the board.

(3) The board will respond with a decision in writing to a completed petition within a reasonable time.

(4) The board's response will state the reason or reasons for the decision.

(5) All decisions of the board in response to the petition will be determined by the information provided by the individual.

(6) Any decision made by the board in response to a prelicensure criminal background check petition is not subject to appeal.

(7) The board will retain a copy of the petition and response and it will be reviewed during the formal application process.

(f) Arkansas Occupational Licensing of Uniformed Service Members, Veterans, and Spouses Act of 2021, Arkansas Code 17-4-101 et seq.

(1) The board shall grant automatic licensure to an individual who is the holder in good standing of a license with a similar scope of practice issued by another state, territory, or district of the United States and is:

(A) A uniformed service member stationed in the State of Arkansas;

(B) A uniformed service veteran who resides in or establishes residency in the State of Arkansas; or

(C) The spouse of:

(i) A person under subdivision (f)(1)(A) or subdivision (f)(1)(B) of this section;

(ii) A uniformed service member who is assigned a tour of duty that excludes the uniformed service member's spouse from accompanying the uniformed service member and the spouse relocates to this state; or

(iii) A uniformed service member who is killed or succumbs to his or her injuries or illness in the line of duty if the spouse establishes residency in the state.

(2) The board shall grant such automatic licensure upon receipt of all the below:

(A)(i) A completed written Uniformed Service Member Application form.

(ii) The form is available on the board's website or from the board office;

(B) Payment of the initial licensure fee;

(C) Evidence that the individual is a holder in good standing of a license with a similar scope of practice in another jurisdiction; and

(D) Evidence that the applicant is a qualified applicant under subdivision (f)(1) of this section.

(3) The expiration date of a license for a deployed uniform service member or spouse will be extended for one hundred eighty (180) days following the date of the uniformed service member's return from deployment.

(4) A full exemption from continuing education requirements will be allowed for a deployed uniform service member or spouse until one hundred eighty (180) days following the date of the uniformed service member's return from deployment.

(5) The board shall accept relevant and applicable uniformed service education, training, national certification, or service-issued credential toward licensure qualifications or requirements when considering an application for licensure of an individual under subdivision (f)(1) of this section.

(g) Application denial.

(1) If the board finds that there is substantial reason to deny the application for licensure, the board shall notify the applicant that the application has been denied.

(2)(A) The board shall afford the applicant an opportunity for a hearing before the board to show cause why the application should not be denied.

(B) Such requests must be sent to the board within thirty (30) calendar days from the date notification is received from the board to appeal the decision.

(3) All proceedings concerning the denial shall be governed by the Arkansas Administrative Procedure Act.

(4) The applicant has the burden of establishing entitlement to the license.

17 CAR § 200-104. Declaratory orders.

(a)(1) A declaratory order is a means of resolving a controversy or answering questions or doubts concerning the applicability of statutory provisions, rules, or orders over which the State Board of Appraisers, Abstracters, and Home Inspectors has authority.

(2) A petition for declaratory order may be used only to resolve questions or doubts as to how the statutes, rules, or orders may apply to the petitioner's particular circumstances.

(3) A declaratory order is not the appropriate means for determining the conduct of another person or for obtaining a policy statement of general applicability from the board.

(4) A petition or declaratory order must describe the potential impact of statutes, rules, or orders upon the petitioner's interests.

(b) The process to obtain a declaratory order is begun by filing with the board a petition that provides the following information:

(1) The caption shall read: Petition for Declaratory Order before the Arkansas State Board of Appraisers, Abstracters, and Home Inspectors;

(2) The name, address, telephone number, and facsimile number of the petitioner;

(3) The name, address, telephone number, and facsimile number of the attorney of the petitioner;

(4) The statutory provision or provisions, agency rule or rules, or agency order or orders on which the declaratory order is sought;

(5) A description of how the statutes, rules, or orders may substantially affect the petitioner and the petitioner's particular set of circumstances, and the question or issue on which petitioner seeks a declaratory order;

(6) The signature of the petitioner or petitioner's attorney;

(7) The date; and

(8) Request for a hearing, if desired.

(c)(1) The board may hold a hearing to consider a petition for declaratory order.

(2) If a hearing is held, it shall be conducted in accordance with Arkansas Code §§ 25-15-208 and 25-15-213, and the board's rules for adjudicatory hearings.

(d)(1) The board may rely on the statements of fact set out in the petition without taking any position with regard to validity of the facts.

(2) Within ninety (90) days of the filing of the petition, the board will

render a final order denying the petition or issuing a declaratory order.

Subpart 2. Appraisers

17 CAR § 200-201. Purpose.

The State Board of Appraisers, Abstracters, and Home Inspectors' purpose in promulgating this subpart is to implement the provisions of the Arkansas Appraiser Licensing and Certification Act, Arkansas Code § 17-14-101 et seq., Arkansas Code § 17-14-201 et seq., and Arkansas Code § 17-14-301 et seq., in a manner consistent with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), 12 U.S.C. §§ 3310 and 3331 et seq.

17 CAR § 200-202. Definitions.

The following words and terms, when used in this subpart, unless a different meaning is provided or is plainly required by the context, shall have the following meanings:

- (1) "AQB" means Appraiser Qualifications Board;
- (2) "Complex one-to-four (1 – 4) family residential property appraisal" means one in which the property to be appraised, the form of ownership, or market conditions are atypical;
- (3) "PAREA" means practical applications of real estate appraisal;
- (4) "Residential" means composed of one-to-four (1 – 4) residential units;
- (5)(A) "Supervisory appraiser" means a state-certified appraiser who:
 - (i) Formally agrees to supervise the work of a specific registered apprentice appraiser;
 - (ii) Is recorded by the State Board of Appraisers, Abstracters, and Home Inspectors as a supervisory appraiser; and
 - (iii) Has successfully completed the four-hour supervisor/trainee course offered by the State Board of Appraisers, Abstracters, and Home Inspectors or other approved education provider.
- (B) Refer to 17 CAR § 200-209 for additional qualifications;
- (6) "Transaction value" means, for the purposes of this part:

(A) For loans or other extensions of credit, the amount of the loan or extension of credit;

(B) For sales, leases, purchases, and investments in or exchanges of real property, the market value of the real property interest involved;

(C) For the pooling of loans or interests in real property for resale or purchase, the amount of the loan or market value of the real property calculated with respect to each such loan or interest in real property; and

(D) For condemnation appraisals, the value will be the total market value of the property before any acquisition of property occurs; and

(7) "USPAP" means the Uniform Standards of Professional Appraisal Practice.

17 CAR § 200-203. Standards of practice and restrictions on appraisal practice.

(a) Standards of practice.

(1) Appraisers in all classifications shall perform and practice in compliance with USPAP.

(2)(A) Existing credential holders (except for registered apprentices and state-registered appraisers) in good standing in any jurisdiction shall be considered in compliance with current Appraiser Qualifications Board Real Property Appraiser Qualifications Criteria if they have passed an Appraiser Qualifications Board-approved qualifying examination for that credential.

(B) This applies to reciprocity, temporary practice, renewals, and applications for the same credential (except for registered apprentices and state-registered appraisers) in another jurisdiction.

(C) All credential holders must comply with ongoing requirements for continuing education and renewal procedures.

(3)(A) The State Board of Appraisers, Abstracters, and Home Inspectors adopts the 2024 USPAP as published and amended by the Appraisal Foundation.

(B) This adoption shall include all parts of USPAP including the

introductory sections for the purpose of judging those applicants, registrants, licensees, and certificate holders with respect to the appropriateness of their conduct and activities as appraisers in the State of Arkansas.

(b) Restrictions on appraisal practice.

(1) All appraisal services rendered in federally related transactions must be performed or rendered by a person or persons holding the appropriate:

- (A) Registration;
- (B) License; or
- (C) Certification.

(2) All written appraisal reports shall make a specific reference to any person or persons and bear the signature or signatures and seal or seals of all properly registered, licensed, or certified person or persons who participated significantly in the performance of the appraisal or delivery of appraisal services.

(3) All registered, licensed, or certified appraisers signing an appraisal report or other document representing the delivery of appraisal services shall assume full joint and several responsibility and liability for the compliance of the appraisal performed or the appraisal service rendered with respect to compliance with the USPAP.

(4) State-licensed and certified residential appraisers performing appraisals on nonresidential (that is, commercial, farms, timberland, etc.) property types shall comply with the following limitations:

(A)(i) Federally related transactions.

(ii) A state-licensed or certified residential appraiser shall be limited to appraising a transaction value (loan value) of no more than two hundred fifty thousand dollars (\$250,000); and

(B)(i) Nonfederally related transactions.

(ii) A state-licensed or certified residential appraiser shall be limited to a property value of no more than two hundred fifty thousand dollars (\$250,000).

17 CAR § 200-204. General licensure and certification information.

(a) **Licensure and certification.** If upon passing the required appropriate examination, an applicant is found by the State Board of Appraisers, Abstracters, and Home Inspectors to be otherwise qualified, the board shall issue to the applicant a real estate appraiser license or a real estate appraiser certificate indicating residential or general status.

(b) **Appraiser signature.** The credential holder shall also affix his or her signature, at a minimum, to the:

- (1) Letter of transmittal, if applicable; and
- (2) Certification page of each appraisal report or appraisal service that was prepared by him or her or was prepared under his or her direction.

(c) **Form and content.**

- (1) The board shall issue to each registered licensee or certificate holder a license or certificate as applicable in a form as shall be prescribed by the board.
- (2) The license or certificate shall show the name of the registered licensee or certificate holder and a license or certificate number assigned by the board.
- (3) Each license or certificate shall have imprinted on it the Department of Labor and Licensing seal and in addition shall contain other matters as shall be prescribed by the board.

(d) **National appraiser registry.**

- (1) The board shall submit to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council all names of individuals who are qualified as licensees or certificate holders in the State of Arkansas, both resident and nonresident, provided the individuals have paid to the board the appropriate registry fee established for that purpose by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council or any other appropriate federal agency or instrumentality.
- (2) If a nonresident appraiser is licensed or certified on a nontemporary basis in another state and chooses to be licensed or certified in Arkansas on a nontemporary basis, the national registry fee shall be collected by the board and

submitted to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

(3) The national registry fee collected by the board from nonresident appraisers shall be an additional national registry fee to that which is collected from the other state or states where the appraiser may be licensed or certified on a nontemporary basis.

(4) An appraiser holding the classification of state-registered or registered apprentice appraiser will not be assessed a national registry fee.

17 CAR § 200-205. General education approval and requirements.

(a) General requirements for education offerings.

(1)(A) The State Board of Appraisers, Abstracters, and Home Inspectors may approve or disapprove all course offerings for qualifying education and continuing education.

(B) The approval process shall apply to:

- (i) Course content;
- (ii) Facilities;
- (iii) Text;
- (iv) Course delivery mechanism;
- (v) Other materials utilized in the offering; and
- (vi) Instructors.

(C) The State Board of Appraisers, Abstracters, and Home Inspectors may, at its sole discretion, employ the services of an advisory education panel for the purpose of reviewing educational offerings for:

- (i) Quality;
- (ii) Content; and
- (iii) Qualifications of instructors.

(D) The State Board of Appraisers, Abstracters, and Home Inspectors may recognize any educational offering recommended or approved by the Appraiser Qualifications Board of the Appraisal Foundation.

(E) The State Board of Appraisers, Abstracters, and Home Inspectors shall accept all courses approved through the Appraiser Qualifications Board's Course Approval Program without additional approval by the State Board of Appraisers, Abstracters, and Home Inspectors.

(2) Time requirements for the purpose of all educational offerings include:

(A) A class hour is defined as sixty (60) minutes, of which at least fifty (50) minutes are instruction attended by the student; and

(B) The prescribed number of class hours includes time for examinations.

(3) Credit for the class hour requirements may be obtained only from the following providers:

(A) Colleges or universities;

(B) Community or junior colleges;

(C) Real estate appraisal or real estate-related organizations;

(D) State or federal agencies or commissions;

(E) Proprietary schools;

(F) Providers approved by the State Board of Appraisers, Abstracters, and Home Inspectors; or

(G) The Appraisal Foundation or its boards.

(4) Experience may not be substituted for education, except for those individuals under 17 CAR § 200-103(e).

(5)(A) Distance education is defined as any education process based on the geographical separation of student and instructor.

(B) Components of distance education include synchronous, asynchronous, and hybrid.

(C)(i) In synchronous educational offerings, the instructor and students interact simultaneously online, video chat or live webinar, or web-based meeting.

(ii) Synchronous courses provide for instruction and interaction substantially the same as onsite classroom courses.

(iii) Synchronous courses meet class hour requirements if they comply with subdivisions (a)(2) and (3) of this section.

(D)(i) In asynchronous educational offerings, the instructor and student interaction are nonsimultaneous; the students progress at their own pace and follow a structured course content and quiz/exam schedule.

(ii) An asynchronous distance education course is acceptable to meet class hour requirements if:

(a)(1) The course provides interaction.

(2) Interaction is a reciprocal environment where the student has verbal or written communication with the instructor;

(b)(1) Content approval is obtained from the Appraiser Qualifications Board, the State Board of Appraisers, Abstracters, and Home Inspectors, or an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Higher Learning Commission, a regional or national accreditation association, or by an accrediting agency that is recognized by the United States Secretary of Education.

(2) Nonacademic credit college courses provided by a college shall be approved by the Appraiser Qualifications Board or the State Board of Appraisers, Abstracters, and Home Inspectors; and

(c) Course delivery mechanism approval is obtained from one (1) of the following sources:

(1) The Appraiser Qualifications Board;

(2) Appraiser Qualifications Board-approved organizations providing approval of course design and delivery, such as the Appraisal Foundation or other independent approved entity;

(3) A college or university that qualifies for content approval in subdivision (a)(5)(D)(ii)(b) of this section that awards academic credit for the distance education course; or

(4) A qualifying college or university for content approval with a distance education delivery program that approves the course

design and delivery that incorporate interactivity.

(E) If the certification of the course delivery mechanism expires prior to the State Board of Appraisers, Abstracters, and Home Inspectors' expiration date of the course, the course will not be accepted for credit until the provider can provide an updated certification.

(F)(i) Hybrid courses, also known as blended courses, are learning environments that allow both in-person and online (synchronous or asynchronous) interaction.

(ii) Hybrid courses meet class hour requirements if each of its sessions meet the requirement for the delivery method employed:

(a) In-person sessions meet subdivisions (a)(2) and (3) of this section;

(b) Synchronous course sessions meet subdivisions (a)(2) and (3) of this section; and

(c) Asynchronous course sessions must meet subdivisions (a)(2), (a)(3), and (a)(5)(D) of this section.

(6)(A) A list of approved education providers and courses is available on the State Board of Appraisers, Abstracters, and Home Inspectors' website.

(B) If a course is taken that is not on that list, it may be submitted to the State Board of Appraisers, Abstracters, and Home Inspectors for individual consideration by submitting the following:

(i) A course completion certificate;

(ii) A timed outline provided by the education provider; and

(iii) A course description from the education provider.

(7)(A) Education course approval by the State Board of Appraisers, Abstracters, and Home Inspectors is initially granted for a period of two (2) years provided no substantive changes in course content is made.

(B) Approval may be extended by an additional two (2) years on the written request by the provider.

(C) Failure to timely request an extension will result in automatic

termination of the education offerings' approval status.

(8) A provider shall apply for course approval no later than forty-five (45) days prior to the date of expiration of the original course approval.

(9)(A) All persons or providers requesting approval from the State Board of Appraisers, Abstracters, and Home Inspectors for an education course shall submit to the State Board of Appraisers, Abstracters, and Home Inspectors a completed Education Course Approval Application that is found on the State Board of Appraisers, Abstracters, and Home Inspectors' electronic licensing platform.

(B) The application must be accompanied by the following:

- (i) A timed outline allocating each heading and subtopic;
- (ii) A copy of the course materials;
- (iii) Instructor resume or resumes;
- (iv) All Appraiser Qualifications Board course delivery mechanism approval certificates, if applicable; and
- (v) Applicable fees.

(10)(A) Upon approval, the State Board of Appraisers, Abstracters, and Home Inspectors may assign the course a number.

(B) The course provider may use the course number in the:

- (i) Course syllabus;
- (ii) All course materials; and
- (iii) All written advertising materials for the course.

(11) The State Board of Appraisers, Abstracters, and Home Inspectors may at its discretion adopt and implement various procedures for the auditing of any offerings that have been accepted for qualifying and continuing education approval by the State Board of Appraisers, Abstracters, and Home Inspectors.

(12) Substantial changes, such as a change in the agenda, published course description, or instructor made in any course shall require new approval of that course.

(13) **Examination proctor qualifications.**

(A) The proctor shall not be related to the student by blood or

marriage and may not be engaged in any association (personal or business) with the student.

(B) The proctor may be selected from the following professions:

(i) A university, college, or community college professor or instructor;

(ii) A public and private school professional (superintendent, principal, guidance counselor, librarian, etc.); or

(iii) An Appraiser Qualifications Board-certified instructor or an approved professional association's instructor.

(C) The proctor or proctors shall be approved in advance by the State Board of Appraisers, Abstracters, and Home Inspectors.

(14) Examination proctor duties.

(A)(i) The proctor shall be satisfied that the person taking the examination is the person registered for the course.

(ii) This should be verified with a picture ID and another identification document (driver's license, student ID card, etc.).

(B)(i) The proctor shall be in the room while the student is taking the exam.

(ii) The proctor shall ensure that the student does all the work himself or herself without aids of any kind including books, notes, conversation with others, or any other external resource.

(iii) If the exam calls for mathematical calculations, a nonprogrammable handheld calculator may be used.

(C)(i) The proctor shall see that the student adheres to the time limit requirement specified for the examination.

(ii) The examination must be completed in one (1) sitting.

(iii) If the examination is interrupted for any reason, the examination can be restarted only by notifying the State Board of Appraisers, Abstracters, and Home Inspectors that the examination was interrupted and the reason for the interruption, and the State Board of Appraisers, Abstracters, and Home

Inspectors or its designee must approve the request to resume.

(D) Upon completion of the examination, the proctor shall submit a certificate indicating the verification of the identity of the student, that the examination was completed on the date assigned during the time permitted, and that the student has done all the work himself or herself without aids of any kind including books, notes, conversation with others, or any other external resource while taking the examination, including access to internet search engines or web pages other than that displaying the examination.

(b) Criteria specific to qualifying education.

(1)(A) Class hours will be credited only for educational offerings with content that follows the Appraiser Qualifications Board-required core curriculum for each respective credential classification.

(B) Course content requirements may be general or specific to property types.

(C) The Appraiser Qualifications Board-required core curriculum is to be followed by major headings with the classroom hours for each.

(2)(A) Credit toward qualifying education requirements may also be obtained via the completion of a degree in real estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the United States Secretary of Education, provided that the college or university has had its curriculum reviewed and approved by the Appraiser Qualifications Board.

(B) The Appraiser Qualifications Board may maintain a list of approved college or university degree programs, including the required core curriculum and appraisal subject matter elective hours satisfied by the award of the degree.

(C) Candidates for a registered apprentice appraiser, state-registered, state-licensed, certified residential, or certified general credential who are awarded degrees from approved institutions are required to complete all additional education required for the credential in which the approved degree is judged to be deficient by the Appraiser Qualifications Board.

(3) Class hours may be obtained only where:

(A) The minimum length of the educational offering is at least fifteen (15) hours, except for the eight (8) hour course on valuation bias and fair housing laws and regulations; and

(B) The individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

(4) Where the qualifying education course includes multiple modules as listed in the required core curriculum, there must be appropriate testing of each module included in the course.

(5)(A) Courses taken to satisfy the qualifying education requirements must not be repetitive.

(B) Courses shall foster problem-solving skills in the education process by utilizing case studies as a major teaching method when applicable.

(6) 15-Hour National USPAP Course requirements.

(A) Applicants must:

(i) Take the 15-Hour National USPAP Course or its Appraiser Qualifications Board-approved equivalent; and

(ii) Pass the associated 15-Hour National USPAP Course examination.

(B) At least one (1) of the course instructors must be an Appraiser Qualifications Board-certified USPAP instructor who is also a state-certified appraiser in good standing.

(C) Course equivalency shall be determined through the Appraiser Qualifications Board Course Approval Program or by an alternative method established by the Appraiser Qualifications Board.

(D) USPAP education presented in a distance education format must be designed to foster appropriate student-to-student, student-to-instructor, and student-to-material interaction.

(E) There is no alternative to successful completion of the 15-Hour National USPAP Course and examination.

(7)(A) In addition to the generic requirements described in subsection (a) of this section, distance education courses intended for use as qualifying education must include a written, closed-book final examination proctored by a State Board of Appraisers, Abstracters, and Home Inspectors-approved proctor.

(B) Biometric proctoring is acceptable.

(C) The term "written" as used in this subdivision (b)(7) means an exam that might be:

(i) Written on paper; or

(ii) Administered electronically on a computer workstation or other device.

(D) Oral exams are not acceptable.

(E) The testing must be in compliance with the examination requirements of this section.

(c) Criteria specific to continuing education.

(1) The purpose of continuing education is to ensure that appraisers participate in a program that maintains and increases their skill, knowledge, and competency in real property appraising.

(2) Aside from complying with the requirements to complete the 7-Hour National USPAP Update Course, or its equivalent, appraisers may not receive credit for completion of the same continuing education course offering within the same continuing education cycle.

(3) Credit towards the continuing education hour requirements for each appraiser classification may be granted only where the length of the educational offering is at least two (2) hours.

(4) Credit may be granted for education offerings that:

(A) Are consistent with the purpose of continuing education; and

(B) Cover real property-related appraisal topics including, but not limited to:

(i) Ad valorem taxation;

(ii) Arbitration, dispute resolution;

(iii) Courses related to the practice of real estate appraisal or consulting;

(iv) Development cost estimating;

(v) Ethics and standards of professional practice, USPAP;

(vi) Valuation bias, fair housing, or equal opportunity;

(vii) Land use planning, zoning;

(viii) Management, leasing, timesharing;

(ix) Property development, partial interest;

(x) Real estate law, easements, and legal interest;

(xi) Real estate litigation, damages, condemnation;

(xii) Real estate financing and investment;

(xiii) Real estate appraisal-related computer applications;

(xiv) Real estate securities and syndication;

(xv) Developing opinions of real property value in appraisals that also include personal property and/or business value;

(xvi) Seller concessions and impact on value; and/or

(xvii) Energy-efficient items and "green building" appraisals.

(5)(A) Up to one-half (1/2) of an individual's continuing education requirement may also be granted for participation, other than as a student, in appraisal educational processes and programs.

(B) Examples of activities for which credit may be granted are:

(i) Teaching;

(ii) Program development;

(iii) Authorship of textbooks; or

(iv) Similar activities that are determined to be equivalent to obtaining continuing education.

(C) Credit for instructing any given course or seminar can only be awarded once during a continuing education cycle.

(6) Educational offerings taken by an individual in order to fulfill the class hour requirement for a different classification than his or her current classification may

be simultaneously counted towards the continuing education requirement of his or her current classification.

(7) In addition to the general requirements described in subsection (a) of this section, asynchronous distance education courses intended for use as continuing education must include at least one (1) of the following:

(A)(i) A written examination proctored by an official approved by the college or university or by the sponsoring organization.

(ii) Remote proctoring, including biometric procedures as noted in subsection (b) of this section is acceptable.

(iii) The term "written" as used in this subdivision (c)(7) means an exam that might be:

(a) Written on paper; or

(b) Administered electronically on a computer workstation or other device.

(iv) Oral exams are not acceptable; or

(B) Successful completion of prescribed course mechanisms required to demonstrate knowledge of the subject matter.

(8)(A) Real estate appraisal-related field trips may be acceptable for credit toward the continuing education requirements.

(B) However, transit time to or from the field trip may not be included when awarding credit unless instruction occurs during said transit time.

(9)(A) Appraisers must successfully complete the 7-Hour National USPAP Update Course, or its Appraiser Qualifications Board-approved equivalent, every two (2) calendar years.

(B) Equivalency shall be determined through the Appraiser Qualifications Board Course Approval Program or by an alternate method established by the Appraiser Qualifications Board.

(C) The 15-Hour National USPAP Course may not be substituted for the 7-Hour National USPAP Update Course.

(D) Individuals who are credentialed in more than one (1)

jurisdiction shall not have to take more than one (1) 7-Hour National USPAP Update Course within a two-calendar-year period for the purposes of meeting Appraiser Qualifications Board criteria.

(E) USPAP continuing education credit shall only be awarded when the course is instructed by at least one (1) Appraiser Qualifications Board-certified USPAP instructor who is also a state-certified appraiser in good standing.

(F) Appraiser Qualifications Board-certified USPAP instructors successfully completing a seven-hour Instructor Recertification Course and exam, if required, within their current continuing education cycle have satisfied the 7-Hour National USPAP Update Course continuing education requirement.

(10)(A) Each state-licensed, certified residential, and certified general appraiser shall complete during the two-year period prior to renewal of his or her credential in an even-numbered year (that is 2018, 2020, etc.) a minimum of twenty-eight (28) hours of qualifying or continuing education.

(B) The class hour requirement may be fulfilled at any time during the cycle.

(11)(A) Each state-registered appraiser and registered apprentice appraiser shall complete fourteen (14) hours of qualifying or continuing education each calendar year prior to renewal of his or her credential.

(B) The class hour requirement can be fulfilled at any time during the cycle.

(12) Waivers may not be granted to credential holders who have failed to meet the continuing education requirements.

(13)(A) Deferrals may not be granted to credential holders, except in the case of individuals impacted by a state or federally declared disaster or those uniformed service members listed in 17 CAR § 200-103(e).

(B) The State Board of Appraisers, Abstracters, and Home Inspectors may allow credential holders impacted by a state or federally declared disaster that occurs within ninety (90) days prior to the end of the continuing education cycle to remain, or be placed in, active status for a period of up to ninety (90) days

after the end of the credential holder's continuing education cycle, pending completion of all continuing education requirements.

(14) Credentialed appraisers are required to complete continuing education for a partial year in a continuing education cycle as follows:

(A) For continuing education cycle periods of one hundred eighty-five (185) days or more, fourteen (14) hours of continuing education is required; and

(B) For continuing education cycle periods of less than one hundred eighty-five (185) days, no hours of continuing education are required.

(15) The State Board of Appraisers, Abstracters, and Home Inspectors may, per continuing education cycle, award continuing education credit to credentialed appraisers who attend a single State Board of Appraisers, Abstracters, and Home Inspectors meeting under the following conditions:

(A) The meeting must be open to the public and must be a minimum of two (2) hours in length;

(B) The total credit cannot exceed seven (7) hours; and

(C) The State Board of Appraisers, Abstracters, and Home Inspectors must ensure that the credentialed appraiser attends the meeting for the required period of time.

(16) (A) Appraisers must successfully complete a course which meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline every two (2) calendar years.

(B)(i) The first time an appraiser completes the continuing education requirement for this course, the course length must be seven (7) hours.

(ii) If an appraiser successfully completed a seven (7) hour (plus one (1) hour exam) course as part of their qualifying education, they have met this requirement.

(C) Every two calendar years thereafter, the course length must be at least four (4) hours.

17 CAR § 200-206. Discipline: grounds, complaints, and adjudications.

(a) **Grounds for disciplinary action.** The State Board of Appraisers, Abstracters, and Home Inspectors may, upon its own motion or upon written complaint of any person, and after notice of hearing as prescribed by the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq., suspend or revoke the registration, license, or certification of any registered licensee or certificate holder and issue a fine up to the amount of one thousand dollars (\$1,000) per violation occurrence or take other appropriate action for:

(1) Violation of any provision of the Arkansas Appraiser Licensing and Certification Act, Arkansas Code § 17-14-101 et seq., Arkansas Code § 17-14-201 et seq., and Arkansas Code § 17-14-301 et seq., or this part;

(2) Falsifying any application for licensure or certification or otherwise providing any false information to the board;

(3) Conviction in any jurisdiction of any offense listed in Arkansas Code § 17-3-102 or Arkansas Code § 17-14-203(12)(C);

(4) Any actions demonstrating untrustworthiness, incompetence, dishonesty, gross negligence, material misrepresentation, fraud, or unethical conduct in any dealings subject to the Arkansas Appraiser Licensing and Certification Act or this part;

(5) Adjudication of insanity;

(6) Use of advertising or solicitation which is false, misleading, or is otherwise deemed unprofessional by the board;

(7) Employing directly or indirectly any unregistered or unlicensed person to perform any actions subject to the Arkansas Appraiser Licensing and Certification Act or this part;

(8) Habitual or excessive use of intoxicants or illegal drugs; and

(9) Failure to meet continuing education requirements within the proper time period.

(b) **Complaints and board procedures.**

(1) The board may conduct disciplinary proceedings from time to time and may cause the actions of a registered, licensed, or certified appraiser against whom a

complaint has been filed to be investigated.

(2)(A) For a complaint to be considered, the complainant shall file the complaint in writing.

(B) Complaints shall be filed within three (3) years from the report date.

(C) The written complaint should specifically state:

(i) The issues of the complaint; and

(ii) The date or dates on which the events causing or leading to the complaint occurred.

(3) The Director of the State Board of Appraisers, Abstracters, and Home Inspectors, investigator, or authorized employee of the board, upon receiving any such complaint, shall present the complaint to a board committee or panel to determine if the board has jurisdiction to proceed.

(4) The board may initiate its own complaint when sufficient documents and information (that is, appraisal reports, reviews, or outlined deficiencies) are available on which to conclude that the USPAP, the state law, or this part may have been violated.

(5)(A) If jurisdiction is established or the board initiates its own complaint, the director or board staff shall notify in writing every person complained against and provide that person an opportunity to respond in writing.

(B) A copy of the written complaint shall be furnished to the appraiser under investigation and a copy of the appraiser's response shall be furnished to the complainant.

(C) Appraisers failing to respond in writing within thirty (30) days of receipt of the complaint will be deemed unresponsive and the complaint will be further considered without benefit of the appraiser's input.

(6) The director, investigator, or authorized employee may proceed at any time after jurisdiction has been established to investigate said complaint and take statements from any person thought to have any knowledge of any facts pertaining thereto.

(7) The board may request the registered, licensed, or certified appraiser under investigation to:

- (A) Answer the charges made against him or her in writing;
- (B) Produce relevant documentary evidence; and
- (C) Appear before the board.

(8) Every properly filed complaint shall be presented to and reasonably disposed of by the board.

(9) Records of ongoing disciplinary proceedings and investigations shall not be disseminated by the board or its staff to the public unless:

- (A) A request has been made pursuant to the Freedom of Information Act of 1967, Arkansas Code § 25-19-101 et seq.; or
- (B) Unless otherwise required by law.

(10) Disciplinary hearings shall be conducted according to the Arkansas Administrative Procedure Act, Arkansas Code § 25-15-201 et seq.

(c) Complaint adjudication and publication of action.

(1) Any appraiser who fails to timely renew their registration, license, or certification or elects to surrender their license or certification while a complaint is pending, will be unable to have their license reinstated until the complaint has been resolved.

(2) If a disciplinary hearing or informal conference is pending at the time of surrender:

(A) The scheduled hearings will proceed with or without the appraiser's participation; and

(B) Any disciplinary action resulting from the hearing shall be placed in the appraiser's file and addressed prior to any reinstatement of their credentials.

(3) Appraisers who have their license suspended or revoked are prohibited from performing any and all duties and responsibilities, e.g., researching data or assisting associates with the development and reporting of real property appraisals.

(4) In those instances where the board suspends, revokes, or a license or

certification is surrendered during an investigation or while formal charges are pending, notice of such action shall be published in the board's newsletter and any other appropriate publications, which will communicate such actions taken against an appraiser's license.

17 CAR § 200-207. General qualifications for registration, licensure, or certification.

(a) The State Board of Appraisers, Abstracters, and Home Inspectors shall approve and issue registrations, licenses, and certificates to qualified applicants or disapprove applications for registration, licensing, and certification for applicants who do not meet the minimum requirements for registering, licensing, or certification as prescribed in the Arkansas Appraiser Licensing and Certification Act, Arkansas Code § 17-14-101 et seq., Arkansas Code § 17-14-201 et seq., and Arkansas Code § 17-14-301 et seq.

(b) The best interest of the public shall be given due regard when considering each applicant.

(c) Every applicant to the board as a state-registered appraiser, registered apprentice appraiser, state-licensed appraiser, or state-certified appraiser shall have the following qualifications:

(1) The applicant shall have a good reputation for honesty, truthfulness, and fair dealing and be competent to transact the business of a registered, licensed, or certified appraiser in such a manner as to safeguard the interest of the public;

(2) The applicant shall meet the current educational and experience requirements for licensing and certification detailed in this part prior to the time he or she applies to sit for the licensing or certification exam;

(3) The applicant shall not have pled guilty or nolo contendere to or been found guilty of any offense under Arkansas Code § 17-3-102 and comply with the criminal background check requirements as listed below; and

(4) The applicant shall be at least eighteen (18) years old and shall have received a high school diploma or its equivalent.

(d) A nonresident applicant shall be in good standing as an appraiser in every jurisdiction where credentialed.

(e)(1) All applications for registration, licensing, certification, renewal, examination, transfer, or reinstatement shall be made on forms provided by the board and completed and signed by the applicant.

(2) The application may require the signature acknowledged before a notary public.

(3) All applications shall include the appropriate fees.

(4) The board will not consider an application which is incomplete or with which the correct fees have not been submitted.

(f) All applicants for registration, licensing, and certification must sign an affidavit attesting to having read and understood the:

(1) Current edition of USPAP;

(2) Applicable state laws; and

(3) Rules governing appraisal practice in Arkansas.

(g) The board reserves the right, at its discretion, to hold for a reasonable length of time for investigation the application of any applicant before issuing a license or certificate.

(h) **Criminal background checks.**

(1) **Background check required.**

(A) All applicants for an appraiser credential, except for temporary practice permit, shall apply for state and national fingerprint-based criminal background checks, using forms furnished by and pursuant to instructions provided by the board.

(B) Each new applicant shall authorize the release of criminal background check reports to the board and may pay any applicable fees associated with the state and federal criminal background checks pursuant to the written instructions provided by the board.

(C) A new state and federal criminal background check are required each time an appraiser applies to upgrade his or her credential type.

(2) **Application procedure.**

(A) When an applicant applies for his or her appraiser credential or an existing credential holder applies to upgrade his or her credential type, and the board receives the appropriate application form and check for his or her application or upgrade fee, the board staff will provide the applicant with instructions to obtain his or her background check.

(B) If the applicant does not have a criminal history, agency personnel will issue his or her appraiser credential when all other requirements are fulfilled.

(C)(i) It is the policy of the board not to provide a copy of the Federal Bureau of Investigation criminal history record to the applicant.

(ii) The applicant may obtain a copy of the record by submitting fingerprints and a fee to the Federal Bureau of Investigation.

(iii) Information regarding this process may be obtained on the Federal Bureau of Investigation's website.

(D) Each applicant with a disqualifying conviction who requests a waiver may:

(i) Appear before the board; or

(ii) Choose to allow the board to make a determination on the request for a waiver based on the file documentation obtained by the board and that submitted by the applicant.

(E) Waiver requests for a disqualifying conviction may be made in accordance with 17 CAR § 200-103(e).

17 CAR § 200-208. General examination, experience criteria, and PAREA.

(a) Examination criteria.

(1)(A) A new applicant, not currently licensed or certified and in good standing in another jurisdiction, shall have up to twenty-four (24) months, after approval by the State Board of Appraisers, Abstracters, and Home Inspectors, to take and pass an Appraiser Qualifications Board-approved qualifying examination for the

credential.

(B) Successful completion of the examination is valid for a period of twenty-four (24) months.

(2) Upon completion of all applicable requirements, applicants for state license credential, state-certified residential credential, and state-certified general appraiser credential shall be personally interviewed by members of the State Board of Appraisers, Abstracters, and Home Inspectors prior to sitting for the exam.

(3) An applicant who fails to pass the exam after two (2) attempts will not be afforded an opportunity to retake the exam for at least six (6) months from the date of last exam.

(4) Applicants seeking to sit for the fourth attempt are required to submit a new application, any required fees, and any additional education he or she may have acquired.

(b) Experience criteria.

(1) Education may not be substituted for experience, except as shown in subdivision (b)(4) of this section.

(2)(A) The quantitative experience requirements must be satisfied by time spent in the appraisal process.

(B) The appraisal process consists of:

- (i) Analyzing factors that affect value;
- (ii) Defining the problem;
- (iii) Gathering and analyzing data;
- (iv) Applying the appropriate analysis and methodology; and
- (v) Arriving at an opinion and correctly reporting the opinion

in compliance with USPAP.

(3)(A) Hours may be treated as cumulative in order to achieve the necessary number of hours of appraisal experience.

(B) Cumulative is defined as experience that may be acquired over multiple time periods.

(4) There need not be a client in a traditional sense, e.g., a client hiring

an appraiser for business purposes, in order for an appraisal to qualify for experience, but experience gained for work without a traditional client can meet any portion of the total experience requirement.

(5)(A) Practicum courses that are approved by the Appraiser Qualifications Board's CAP or the State Board of Appraisers, Abstracters, and Home Inspectors can satisfy the nontraditional client experience requirement.

(B)(i) A practicum course must include the generally applicable methods of appraisal practice for the credential category.

(ii) Content includes, but is not limited to:

(a) Requiring the student to produce credible appraisals that utilize an actual subject property;

(b) Performing market research containing sales analysis; and

(c) Applying and reporting the applicable appraisal approaches in conformity with USPAP.

(iii) Assignments must require problem-solving skills for a variety of property types for the credential category.

(iv) Experience credit shall be granted for the actual classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

(6)(A) An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal practice.

(B) Acceptable real property appraisal practice for experience credit includes:

(i) Appraisal;

(ii) Appraisal review;

(iii) Appraisal consulting; and

(iv) Mass appraisal.

(C) All appraisal experience must be USPAP compliant.

(7) Documentation in the form of reports, certifications, or file

memoranda, or, if such reports and memoranda are unavailable for good cause, other evidence at the State Board of Appraisers, Abstracters, and Home Inspectors' discretion that the work is compliant with USPAP must be provided as part of the State Board of Appraisers, Abstracters, and Home Inspectors' experience verification process to support the experience claimed.

(8) The burden of proving the amount and validity of experience claimed is entirely the responsibility of the applicant.

(9) At a minimum, the applicant must be prepared to substantiate, on request by the State Board of Appraisers, Abstracters, and Home Inspectors, the experience claimed with:

- (A) A true copy of appraisal assignment reports;
- (B) Work file to support the nature of the experience claims; and
- (C) True copies of time records or calendars which support actual work time associated with the assignments.

(10)(A) The verification for experience credit claimed by an applicant shall be on the forms prescribed by the State Board of Appraisers, Abstracters, and Home Inspectors, which shall include:

- (i) Type of property;
- (ii) Date of report;
- (iii) Address of appraised property, including city name;
- (iv) Description of work performed by the applicant and scope of the review and supervision of the supervising appraiser;
- (v) Number of actual work hours by the applicant on the assignment; and
- (vi) The signature and credential number of the supervising appraiser.

(B) Separate appraisal logs shall be maintained for each supervising appraiser, if applicable.

(11) The State Board of Appraisers, Abstracters, and Home Inspectors reserves the right, at its discretion, to hold for a reasonable length of time for

investigation of the amount of experience claimed on the application of any applicant.

(12) There is no maximum time limit during which experience may be obtained.

(c) Practical Applications of Real Estate Appraisal (PAREA).

(1) PAREA programs approved by the Appraiser Qualifications Board utilize simulated experience training and serve as an alternative to the traditional supervisor/trainee experience model under subsection (b) of this section.

(2) To qualify as creditable experience, Appraiser Qualifications Board-approved PAREA programs shall:

(A) Contain, at a minimum, the content specified in the Practical Applications of Real Estate Appraisal section of the Real Property Appraiser Qualification Criteria;

(B) Require participants to possess the following prerequisites prior to commencement of training:

(i) For the state-licensed module: one hundred fifty (150) hours of qualifying education as specified in the required core curriculum for the State-Licensed Residential Real Property Appraiser classification; and

(ii) For the certified residential module: two hundred (200) hours of qualifying education as specified in the required core curriculum for the Certified Residential Real Property Appraiser classification, and:

(a) Possession of a valid State-Licensed Residential Real Property Appraiser credential; or

(b) Successful completion of an Appraiser Qualifications Board-approved PAREA program for the State-Licensed Real Property Appraiser classification;

(C) Provide an adequate number of mentors to ensure timely and competent mentoring for all program participants;

(D) Ensure mentors meet or exceed the following qualifications:

(i) Mentors shall be state-certified appraisers and in good standing for a period of at least three (3) years prior to being eligible to become a

mentor; and

(ii)(a) Mentors shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affected the mentor's legal eligibility to engage in appraisal practice or to act as a supervisory appraiser.

(b) A mentor subject to a disciplinary action would be considered to be in good standing three (3) years after the successful completion or termination of the imposed sanction;

(E) Ensure program participants produce demonstration appraisal reports that comply with USPAP, and meet or exceed the following requirements:

(i)(a) State-licensed.

(b) No fewer than three (3) demonstration appraisal reports.

(c) Demonstration reports must represent a variety of assignment types and property types that are consistent with the state-licensed program content.

(d) Reports must comply with the edition of USPAP that is in effect at the time; and

(ii)(a) Certified residential.

(b) No fewer than three (3) demonstration appraisal reports.

(c) Demonstration reports must represent a variety of assignment types and property types that are consistent with the certified residential program content.

(d) Demonstration reports must comply with the edition of USPAP that is in effect at the time;

(F) Provide each program participant that successfully completes PAREA training with a certificate of completion, subject to the following:

(i) Participants may not receive partial credit for PAREA training;

(ii) Participants may not receive a certificate of completion until all required components of PAREA training have been successfully completed and approved by a program mentor;

(iii) Certificates of completion must be signed by an individual from the training entity qualified to verify a participant's successful completion; and

(iv) Certificates of completion must not contain an expiration date or other constraints that either limit or restrict the participant's ability to receive appropriate credit; and

(G) Allow participants successfully completing approved PAREA programs to receive the following experience credit:

(i) For participants completing an approved state-licensed program:

(a) State-licensed classification: one hundred percent (100%) of the required experience hours;

(b) Certified residential classification: sixty-seven percent (67%) of the required experience hours; and

(c) Certified general classification: thirty-three percent (33%) of the total required experience, none of which is eligible towards the required nonresidential hours; and

(ii) For participants completing an approved certified residential program:

(a) State-licensed classification: one hundred percent (100%) of the required experience hours;

(b) Certified residential classification: one hundred percent (100%) of the required experience hours; and

(c) Certified general classification: fifty percent (50%) of the total required experience, none of which is eligible towards the required nonresidential hours.

17 CAR § 200-209. Registered apprentice appraiser credential.

(a) General.

(1) The scope of practice for the registered apprentice appraiser classification is the appraisal of those properties which the state-certified supervisory appraiser is permitted by his or her current credential and that the supervisory appraiser is competent to appraise.

(2) The registered apprentice appraiser, as well as the supervisory appraiser, shall be entitled to obtain copies of appraisal reports or permitted appropriate access and retrieval arrangements for all work files for appraisals in which he or she participated, in accordance with the recordkeeping rule of USPAP.

(3) Experience hours do not begin to accumulate until the appraiser is issued a registered apprentice appraiser credential.

(b) **Examination.** There is no examination requirement for the registered apprentice appraiser classification, but the registered apprentice appraiser shall pass the appropriate end-of-course examinations in all of the prerequisite qualifying education courses in order to earn credit for those courses.

(c) Qualifying education.

(1)(A) As a prerequisite for application, an applicant must have completed eighty-three (83) hours of qualifying education.

(B) The required courses are:

- (i) Basic Appraisal Principles, thirty (30) hours;
- (ii) Basic Appraisal Procedures, thirty (30) hours;
- (iii) Valuation Bias and Fair Housing Laws and Regulations, eight (8) hours; and
- (iv) 15-Hour National USPAP Course (or its equivalent), fifteen (15) hours.

(C) Additionally, applicants must pass the course examinations and pass the 15-Hour National USPAP Course or its Appraiser Qualifications Board-approved equivalent and the examination as a part of the eighty-three (83) hours.

(2) All qualifying education must be completed within the five-year period

immediately preceding the date of application for a registered apprentice appraiser credential.

(d) **Experience.** No experience is required as a prerequisite for the registered apprentice appraiser classification.

(e) **Supervision.**

(1) The registered apprentice appraiser shall be subject to the direct control and supervision by a supervisory appraiser in good standing, who shall be state-certified.

(2) A registered apprentice appraiser is permitted to have more than one (1) supervisory appraiser, but a supervisory appraiser may not supervise more than three (3) registered apprentice appraisers at one time.

(3) The supervisory appraiser shall be responsible for the training, guidance, and direct control and supervision of the registered apprentice appraiser by:

(A) Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;

(B) Reviewing and signing the registered apprentice appraiser appraisal report or reports; and

(C) Personally inspecting each appraised property with the registered apprentice appraiser until the supervisory appraiser determines the registered apprentice appraiser is competent to inspect the property, in accordance with the Competency Rule of USPAP for the property type.

(4)(A) An appraisal experience log shall be maintained jointly by the supervisory appraiser and the registered apprentice appraiser.

(B) It is the responsibility of both the supervisory appraiser and the registered apprentice appraiser to ensure the appraisal experience log is accurate, current, and complies with the requirements of the State Board of Appraisers, Abstracters, and Home Inspectors.

(C) At a minimum, the appraisal log requirements shall include:

(i) Type of property;

(ii) Date of report;

(iii) Address of appraised property;

(iv) Description of the:

(a) Work performed by the registered apprentice appraiser; and

(b) Scope of the review and supervision of the supervisory appraiser;

(v) Number of actual work hours by the registered apprentice appraiser on the assignment; and

(vi) The signature and state certification number of the supervisory appraiser.

(D) Separate appraisal logs shall be maintained for the supervisory appraiser, if applicable.

(5)(A) Supervisory appraisers shall be state-certified and in good standing for a period of at least three (3) years prior to being eligible to become a supervisory appraiser.

(B) Supervisory appraisers do not need to be state-certified and in good standing in the jurisdiction in which the registered apprentice appraiser practices for any specific minimum period of time.

(C) Supervisory appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affected the supervisory appraiser's legal eligibility to engage in appraisal practice.

(D) A supervisory appraiser subject to a disciplinary action would be considered to be in good standing three (3) years after the successful completion or termination of the sanction imposed against the appraiser.

(E) Supervisory appraisers must comply with the Competency Rule of USPAP for the property type and geographic locations where the registered apprentice appraiser is being supervised.

(6)(A) Registered apprentice appraisers and supervisory appraisers shall be required to complete a course that, at a minimum, complies with the specifications for course content established by the Appraiser Qualifications Board, which is

specifically oriented to the requirements and responsibilities of supervisory appraisers and registered apprentice appraisers.

(B) The course must be completed by the registered apprentice appraiser prior to obtaining a registered apprentice appraiser credential from the State Board of Appraisers, Abstracters, and Home Inspectors.

(C) The course must be completed by the supervisory appraiser prior to supervising a registered apprentice appraiser.

(D) Further, the registered apprentice appraiser course is not eligible towards the seventy-five (75) hours of qualifying education required.

17 CAR § 200-210. State-licensed real property appraiser credential.

(a) General.

(1) Please consult 17 CAR § 200-208 for additional requirements.

(2) The state-licensed real property appraiser classification applies to:

(A) The appraisal of noncomplex one-to-four (1 – 4) residential units having a transaction value less than one million dollars (\$1,000,000); and

(B) Complex one-to-four (1 – 4) residential units having a transaction value less than four hundred thousand dollars (\$400,000).

(3) The classification includes the appraisal of vacant or unimproved land that is utilized for:

(A) One-to-four (1 – 4) residential units; or

(B) Which the highest and best use is for one-to-four (1 – 4) residential units.

(4) The classification does not include the appraisal of subdivisions for which a development analysis or appraisal is necessary.

(5)(A) For nonfederally related transaction appraisals, the market value

(B) The classification includes the appraisal of vacant or unimproved land that is utilized for one-to-four (1 – 4) residential units, or for which the highest and best use is for one-to-four (1 – 4) residential units.

(C) The classification does not include the appraisal of subdivisions

for which a development analysis or appraisal is necessary.

(b) Examination.

(1) The Appraiser Qualifications Board-approved state-licensed real property examination must be successfully completed.

(2) The only alternative to successful completion of the state-licensed examination is the successful completion of the certified residential or certified general examination.

(3) The prerequisites for taking the Appraiser Qualifications Board-approved examination are completion of:

(A) One hundred fifty-eight (158) creditable class hours as specified in subsection (c) of this section; and

(B) One thousand (1,000) hours of qualifying experience in no fewer than six (6) months.

(c) Qualifying education.

(1) The state-licensed real property appraiser classification requires completion of one hundred fifty-eight (158) creditable class hours as listed below:

(A) Basic Appraisal Principles, thirty (30) hours;

(B) Basic Appraisal Procedures, thirty (30) hours;

(C) Valuation Bias and Fair Housing Laws and Regulations; eight (8) hours;

(D) 15-Hour National USPAP Course (or its equivalent), fifteen (15) hours;

(E) Residential Appraiser Market Analysis and Highest and Best Use, fifteen (15) hours;

(F) Residential Appraiser Site Valuation and Cost Approach, fifteen (15) hours;

(G) Residential Sales Comparison and Income Approaches, thirty (30) hours; and

(H) Residential Report Writing and Case Studies, fifteen (15) hours.

(2) As a part of the one hundred fifty-eight (158) required hours, the

applicant shall successfully complete the 15-Hour National USPAP Course or its Appraiser Qualifications Board-approved equivalent and successfully pass the examination.

(3) Appraisers holding a valid registered apprentice appraiser credential and who have completed the required eighty-three (83) hours of qualifying education may satisfy the educational requirements for the state-licensed real property credential by successfully completing the following additional education hours:

(A) Residential Market Analysis and Highest and Best Use, fifteen (15) hours;

(B) Residential Appraiser Site Valuation and Cost Approach, fifteen (15) hours;

(C) Residential Sales Comparison and Income Approaches, thirty (30) hours; and

(D) Residential Report Writing and Case Studies, fifteen (15) hours.

(4) Appraisers holding a valid certified residential real property appraiser credential satisfy the educational requirement for the state-licensed real property appraiser credential.

(5) Appraisers holding a valid certified general real property appraiser credential satisfy the educational requirements for the state-licensed real property appraiser credential.

(d) Experience.

(1) The applicant for a state-licensed credential shall demonstrate at least, at a minimum, one thousand (1,000) hours of appraisal experience, obtained in no fewer than six (6) months.

(2) While the hours may be cumulative, the required number of months must accrue before an individual can be licensed.

(3) The experience of the applicant must be of a type and nature sufficient to convince the State Board of Appraisers, Abstracters, and Home Inspectors of a demonstrated and proven capability of the applicant to adequately perform assignments of a type permitted by a state-licensed real property appraisal credential.

17 CAR § 200-211. Certified residential real property appraiser credential.

(a) General.

(1) Please consult 17 CAR § 200-208 for additional requirements.

(2) The certified residential real property appraiser classification qualifies the appraiser to appraise one-to-four (1 – 4) residential units without regard to value or complexity.

(3) The classification includes the appraisal of vacant or unimproved land:

(A) That is utilized for one-to-four (1 – 4) residential unit purposes;

or

(B) For which the highest and best use is for one-to-four (1 – 4) residential units.

(4) The classification does not include the appraisal of subdivisions for which a development analysis or appraisal is necessary.

(b) Examination.

(1) The Appraiser Qualifications Board-approved certified residential property appraiser examination must be successfully completed.

(2) The only alternative to successful completion of the certified residential examination is the successful completion of the certified general examination.

(3) The prerequisites for taking the Appraiser Qualifications Board-approved examination are completion of:

(A) Two hundred (200) creditable class hours as specified in subsection (c) of this section;

(B) Completion of the requirements specified in subdivision (c)(3) or subdivision (c)(4) of this section; and

(C) One thousand five hundred (1,500) hours of qualifying experience obtained in no fewer than twelve (12) months.

(c) Qualifying education.

(1) All college-level education must be obtained from a degree-granting institution accredited by:

- (A) The Higher Learning Commission;
- (B) A national or regional accreditation association; or
- (C) An accrediting agency that is recognized by the United States Secretary of Education.

(2) Applicants with a college degree from a foreign country may have their education evaluated for equivalency by one (1) of the following:

- (A) An accredited, degree-granting domestic college or university;
- (B) Foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services; or
- (C) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

(3) Applicants for the certified residential credential must satisfy at least one (1) of the following five (5) options in this subdivision (c)(3):

- (A) Possession of a bachelor's degree in any field of study;
- (B) Possession of an associate's degree in a field of study related

to:

- (i) Business administration;
- (ii) Accounting;
- (iii) Finance;
- (iv) Economics; or
- (v) Real estate;

(C) Successful completion of thirty (30) semester hours of college-level courses that cover each of the following specific topic areas and hours:

- (i) English composition, three (3) semester hours;
- (ii) Microeconomics, three (3) semester hours;
- (iii) Macroeconomics, three (3) semester hours;

- (iv) Finance, three (3) semester hours;
- (v) Algebra, geometry, or higher mathematics, three (3)

semester hours;

- (vi) Statistics, three (3) semester hours;
- (vii) Computer science, three (3) semester hours;
- (viii) Business or real estate law, three (3) semester hours;

and

(ix) Two (2) elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate, three (3) semester hours each;

(D) Successful completion of at least thirty (30) semester hours of College Level Examination Programs® (CLEP®) examinations from each of the following subject matter areas:

- (i) College algebra, three (3) semester hours;
- (ii) College composition, six (6) semester hours;
- (iii) College composition modular, three (3) semester hours;
- (iv) College mathematics, six (6) semester hours;
- (v) Principles of macroeconomics, three (3) semester hours;
- (vi) Principles of microeconomics, three (3) semester hours;
- (vii) Introductory business law, three (3) semester hours;

and

- (viii) Information systems, three (3) semester hours; or

(E) Any combination of subdivisions (c)(3)(C) and (D) of this section that ensures coverage of all topics and hours identified in subdivision (c)(3)(C) of this section.

(4) As an alternative to the requirements in subsections (c)(1) – (3) of this section, individuals who have held a state-licensed residential credential for a minimum of five (5) years may qualify for a certified residential credential by satisfying all of the following:

- (A) No record of any adverse, final, and nonappealable disciplinary

action affecting the state-licensed appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a certified residential credential;

(B) Successful completion of the additional required qualifying education as listed below:

- (i) Statistics, Modeling, and Finance, fifteen (15) hours;
- (ii) Advanced Residential Applications and Case Studies, fifteen (15) hours; and
- (iii) Appraisal subject matter electives, twelve (12) hours;

(C) Successful completion of the required one thousand five hundred (1,500) hours of experience obtained in no fewer than twelve (12) months; and

(D) Successful completion of the Appraiser Qualifications Board-approved certified residential real property appraiser examination.

(5) The certified residential real property appraiser classification requires completion of two hundred (200) creditable class hours as listed below:

- (A) Basic Appraisal Principles, thirty (30) hours;
- (B) Basic Appraisal Procedures, thirty (30) hours;
- (C) Valuation Bias and Fair Housing Laws and Regulations, eight (8) hours;
- (D) 15-Hour National USPAP Course (or its equivalent), fifteen (15) hours;
- (E) Residential Appraiser Market Analysis and Highest and Best Use, fifteen (15) hours;
- (F) Residential Appraiser Site Valuation and Cost Approach, fifteen (15) hours;
- (G) Residential Sales Comparison and Income Approaches, thirty (30) hours;
- (H) Residential Report Writing and Case Studies, fifteen (15) hours;
- (I) Statistics, Modeling, and Finance, fifteen (15) hours;

(J) Advanced Residential Applications and Case Studies, fifteen (15) hours; and

(K) Appraisal subject matter electives, twelve (12) hours.

(6) As a part of the two hundred (200) required hours, the applicant shall successfully complete the 15-Hour National USPAP Course, or its Appraiser Qualifications Board-approved equivalent, and successfully pass the examination.

(7) Appraisers holding a valid registered apprentice appraiser credential may satisfy the educational requirements for the certified residential real property appraiser credential by successfully completing the following additional education hours:

(A) Residential Appraiser Market Analysis and Highest and Best Use, fifteen (15) hours;

(B) Residential Appraiser Site Valuation and Cost Approach, fifteen (15) hours;

(C) Residential Sales Comparison and Income Approaches, thirty (30) hours;

(D) Residential Report Writing and Case Studies, fifteen (15) hours;

(E) Statistics, Modeling, and Finance, fifteen (15) hours;

(F) Advanced Residential Applications and Case Studies, fifteen (15) hours; and

(G) Appraisal subject matter electives, twelve (12) hours.

(8) Appraisers holding a valid state-licensed residential real property appraiser credential may satisfy the educational requirements for the certified residential real property appraiser credential by successfully completing the following educational hours:

(A) Statistics, Modeling, and Finance, fifteen (15) hours;

(B) Advanced Residential Applications and Case Studies, fifteen (15) hours; and

(C) Appraisal subject matter electives, twelve (12) hours.

(9) Appraisers holding a valid registered apprentice appraiser credential wishing to change to the certified residential real property classification must also

satisfy the college-level education requirement as specified in this section.

(10) Appraisers holding a valid state-licensed real property appraiser credential wishing to change to the certified residential real property appraiser classification who do not meet the requirements outlined in subdivision (c)(4) of this section must also satisfy the college-level education requirements as specified in subdivision (c)(3) of this section.

(11) Appraisers holding a valid certified general real property credential satisfy the educational requirements for the certified residential real property credential.

(d) Experience.

(1) The applicant for a state-certified residential appraiser credential shall demonstrate at least, at a minimum, one thousand five hundred (1,500) hours of appraisal experience that is obtained during no fewer than twelve (12) months.

(2) While the hours may be cumulative, the required number of months must accrue before an individual can be certified.

(3) The experience of the applicant must be of a type and nature sufficient to convince the State Board of Appraisers, Abstracters, and Home Inspectors of a demonstrated and proven capability of the applicant to adequately perform assignments of a type permitted by a state-certified residential real property appraisal credential.

17 CAR § 200-212. Certified general real property appraiser credential.

(a) General.

(1) Please consult 17 CAR § 200-208 for additional requirements.

(2) The certified general real property appraiser classification qualifies the appraiser to appraise all types of real property.

(b) Examination.

(1) The Appraiser Qualifications Board-approved certified general real property appraiser examination must be successfully completed.

(2) There is no alternative to successful completion of the exam.

(3) The prerequisites for taking the Appraiser Qualifications Board-

approved examination are completion of:

(A) Three hundred (300) creditable class hours as specified in subdivision (c)(2) of this section;

(B) Completion of the college-level education requirements specified in subdivision (c)(1) of this section; and

(C) Three thousand (3,000) hours of qualifying experience obtained in no fewer than eighteen (18) months, where a minimum of one thousand five hundred (1,500) hours must be obtained in nonresidential appraisal work.

(c) Qualifying education.

(1) Applicants for the certified general credential must hold a bachelor's degree or higher from an accredited college or university.

(2) The college or university must be a degree-granting institution accredited by:

(A) The Higher Learning Commission;

(B) A national or regional accreditation association; or

(C) An accrediting agency that is recognized by the United States Secretary of Education.

(3) Applicants with a college degree from a foreign country may have their education evaluated for equivalency by one (1) of the following:

(A) An accredited, degree-granting domestic college or university;

(B) Foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services; or

(C) A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

(4) The certified general real property appraiser classification requires completion of three hundred (300) creditable class hours as listed below:

(A) Basic Appraisal Principles, thirty (30) hours;

(B) Basic Appraisal Procedures, thirty (30) hours;

(C) Valuation Bias and Fair Housing Laws and Regulations, eight (8) hours;

(D) 15-Hour National USPAP Course, or its equivalent, fifteen (15) hours;

(E) General Appraiser Market Analysis and Highest and Best Use, thirty (30) hours;

(F) Statistics, Modeling, and Finance, fifteen (15) hours;

(G) General Appraiser Site Valuation and Cost Approach, thirty (30) hours;

(H) General Appraiser Sales Comparison Approach, thirty (30) hours;

(I) General Appraiser Income Approach, sixty (60) hours;

(J) General Appraiser Report Writing and Case Studies, thirty (30) hours; and

(K) Appraisal Subject Matter Electives, twenty-two (22) hours.

(5) As a part of the three hundred (300) required hours, the applicant shall successfully complete the 15-Hour National USPAP Course or its Appraiser Qualifications Board-approved equivalent and successfully pass the examination.

(6) Applicants must demonstrate that their education includes the core courses listed in this section, with particular emphasis on nonresidential properties.

(7) Appraisers holding a valid registered apprentice appraiser credential may satisfy the educational requirements for the certified general real property appraiser credential by successfully completing the following additional education hours:

(A) General Appraiser Market Analysis and Highest and Best Use, thirty (30) hours;

(B) Statistics, Modeling, and Finance, fifteen (15) hours;

(C) General Appraiser Site Valuation and Cost Approach, thirty (30) hours;

(D) General Appraiser Sales Comparison Approach, thirty (30) hours;

- (E) General Appraiser Income Approach, sixty (60) hours;
- (F) General Appraiser Report Writing and Case Studies, thirty (30)

hours; and

- (G) Appraisal subject matter electives, twenty-two (22) hours.

(8) Appraisers holding a valid state-licensed real property appraiser credential may satisfy the educational requirements for the certified general real property appraiser credential by successfully completing the following additional education hours:

- (A) General Appraiser Market Analysis and Highest and Best Use, fifteen (15) hours;

- (B) Statistics, Modeling, and Finance, fifteen (15) hours;

- (C) General Appraiser Site Valuation and Cost Approach, fifteen (15) hours;

- (D) General Appraiser Sales Comparison Approach, fifteen (15) hours;

- (E) General Appraiser Income Approach, forty-five (45) hours;

- (F) General Appraiser Report Writing and Case Studies, fifteen (15) hours; and

- (G) Appraisal subject matter electives, twenty-two (22) hours.

(9) Appraisers holding a valid certified residential real property appraiser credential may satisfy the educational requirements for the certified general real property credential by successfully completing the following additional educational hours:

- (A) General Appraiser Market Analysis and Highest and Best Use, fifteen (15) hours;

- (B) General Appraiser Site Valuation and Cost Approach, fifteen (15) hours;

- (C) General Appraiser Sales Comparison Approach, fifteen (15) hours;

- (D) General Appraiser Income Approach, forty-five (45) hours; and

(E) General Appraiser Report Writing and Case Studies, ten (10) hours.

(10) Registered apprentice appraisers, state-licensed real property appraisers, and certified residential real property appraisers wishing to change to the certified general real property appraiser classification must also satisfy the requirements in subdivisions (c)(1) – (6) of this section.

(d) Experience.

(1) Three thousand (3,000) hours of experience are required to be obtained during no fewer than eighteen (18) months.

(2) One thousand five hundred (1,500) hours must be in nonresidential appraisal work.

(3) While the hours may be cumulative, the required number of months must accrue before an individual can be certified.

(4) The experience of the applicant must be of a type and nature sufficient to convince the State Board of Appraisers, Abstracters, and Home Inspectors of a demonstrated and proven capability of the applicant to adequately perform assignments of a type permitted by a certified general real property appraisal credential.

17 CAR § 200-213. State-registered real property appraiser credential.

(a) General.

(1) Please consult 17 CAR § 200-208 for additional requirements.

(2) The state-registered appraiser classification qualifies the appraiser to perform appraisals on any type of property except:

(A) When the purpose of the appraisal is for use in federally related transactions; or

(B) The client requires a state-licensed or certified appraiser.

(3) All appraisal reports must include a statement that the appraisal may not be eligible for use in federally related transactions.

(4) As a part of the application, the state-registered appraiser shall

complete an approved four-hour course that, at minimum, complies with the specifications for a trainee/supervisor course content as established by the Appraiser Qualifications Board and the State Board of Appraisers, Abstracters, and Home Inspectors.

(5) The state-registered appraiser classification may not be upgraded to any other classification.

(b) **Examination.** There is no examination requirement for the state-registered appraiser classification, but the state-registered appraiser shall pass the appropriate end-of-course examinations in all of the prerequisite qualifying education courses in order to earn credit for those courses.

(c) **Qualifying education.**

(1) As the prerequisite for application, an applicant must have completed eighty-seven (87) hours of qualifying education as listed below:

(A) Basic Appraisal Principles, thirty (30) hours;

(B) Basic Appraisal Procedures, thirty (30) hours;

(C) Valuation Bias and Fair Housing Laws and Regulations, eight (8) hours;

(D) 15-Hour National USPAP Course, or its equivalent, fifteen (15) hours; and

(E) Supervisory Appraiser/Trainee Appraiser Course, four (4) hours.

(2) Additionally, applicants must pass the course examinations and pass the 15-Hour National USPAP Course or its Appraiser Qualifications Board-approved equivalent and the examination as a part of the eighty-seven (87) hours.

(3) All qualifying education must be completed within the five-year period immediately preceding the date of application for a state-registered credential.

17 CAR § 200-214. Nonresident licensure and certification.

(a) **Reciprocity.**

(1) A nonresident appraiser planning to develop an appraisal assignment in Arkansas for a federally related transaction must first apply for a state license or

certification.

(2) In the case of a nonfederally related transaction, the appraiser shall apply to be registered, licensed, or certified in advance of initiating the appraisal assignment as a nonresident appraiser.

(3) Only nonresident licensed or certified appraisers may apply for reciprocity.

(4) Nonresident appraisers applying for state-registered appraiser or registered apprentice appraiser status shall, in addition to meeting the same requirements and utilizing the same forms as those required for Arkansas residents, include a notarized Consent for Service of Legal Process affidavit.

(5) Reciprocity may be obtained by nonresidents of this state through recognition of another jurisdiction's program of licensing and certification in accordance with Arkansas Code § 17-14-306.

(6) A person licensed or certified as a real property appraiser by another jurisdiction may register with the State Board of Appraisers, Abstracters, and Home Inspectors to qualify to appraise real property in Arkansas if:

(A) The reciprocal applicant is currently in good standing as an appraiser in every jurisdiction where he or she is credentialed as verified through the national registry; and

(B) The applicant's background meets the board's qualifications.

(7) A person wishing to be credentialed under this section must:

(A) Submit an application for a reciprocal credential;

(B) Submit an irrevocable consent to service of process in this state;

(C) Pay the required fees;

(D) Submit to the board's criminal background check requirements under 17 CAR § 200-207; and

(E) Provide all supporting documentation or information requested by the board in connection with the application for reciprocity.

(8) Once an application for reciprocity has been approved, the individual

credential holder will be held to the same laws, rules, and standards of a resident appraiser for the individual's credential level.

(9) An individual who obtains an Arkansas credential through reciprocity is subject to the same renewal requirements as listed in 17 CAR § 200-215 for the individual's credential level.

(b) Temporary practice permit.

(1) Temporary practice permits may be obtained by nonresidents of this state through recognition of another jurisdiction's program of licensing and certification in accordance with Arkansas Code § 17-14-306.

(2) Temporary practice permits are issued on an assignment basis, with a term not to exceed six (6) months from the date of issuance.

(3) Only licensed or certified appraisers qualify for a temporary practice permit.

(4) A person licensed or certified as a real property appraiser by another jurisdiction may register with the board to qualify to appraise real property in Arkansas if:

(A) The appraiser's business in Arkansas is of a temporary nature not to exceed six (6) months; and

(B) The temporary practice permit applicant is currently in good standing as an appraiser in every jurisdiction where he or she is credentialed as verified through the national registry.

(5) A person wishing to be credentialed under this section must:

(A) Submit an application for a temporary practice permit;

(B) Submit an irrevocable consent to service of process in this state;

(C) Pay the required fees; and

(D) Provide all supporting documentation or information requested by the board in connection with the application for a permit.

(6)(A) The term of a temporary practice permit shall extend for the duration of the particular assignment.

(B) If the assignment is not completed within six (6) months, the appraiser may apply for an extension to the original expiration date of the permit, provided the appraiser:

(i) Is continuing the same appraisal assignment listed on the original application for a temporary practice permit; and

(ii) Requests an extension on a form approved by the board before the expiration of the current temporary practice permit.

(C) Court testimony following the completion of an assignment performed by a nonresident appraiser holding a temporary practice permit shall not require an extension or issuance of an additional permit.

(c) Transfer of licensed or certified credential.

(1) A person licensed or certified as a real property appraiser from another jurisdiction moving his or her residence to the State of Arkansas may apply with the board to transfer his or her appraiser credential if:

(A) The applicant is in good standing as an appraiser in every jurisdiction where he or she is credentialed as verified through the national registry; and

(B) The applicant's background meets the board's qualifications.

(2) A person wishing to be credentialed under this section must:

(A) Submit a transfer application;

(B) Submit a completion certificate indicating the most recent USPAP class completed;

(C) Pay the required fees; and

(D) Provide all supporting documentation or information requested by the board in connection with the application to transfer.

(3) Once an application for transfer has been approved, the individual credential holder will be held to the same laws, rules, and standards of a resident appraiser for the individual's credential level.

(4) An individual who obtains an Arkansas credential through licensure transfer is subject to the same renewal requirements as listed in 17 CAR § 200-215 for

the individual's credential level.

17 CAR § 200-215. Renewal requirements.

(a)(1) Appraiser credentials must be renewed each year or they will be placed on an expired status.

(2) Each state-licensed (SL), certified residential (CR), and certified general (CG) credential renewal is June 30 of each year.

(3) Each state-registered (SR) and registered apprentice (RA) credential renewal is December 31 of each year.

(b)(1) Applicants may renew electronically through a State Board of Appraisers, Abstracters, and Home Inspectors-established electronic process.

(2) Credential holders shall file a timely and sufficient renewal application with the State Board of Appraisers, Abstracters, and Home Inspectors by the renewal date each year.

(3) An application shall be deemed filed on the date received by the State Board of Appraisers, Abstracters, and Home Inspectors, the date of electronic submission or, if mailed, the date postmarked, but not the date metered.

(c)(1) It is the policy of the State Board of Appraisers, Abstracters, and Home Inspectors to send electronically a renewal notice to credential holders at the last email address on file with the State Board of Appraisers, Abstracters, and Home Inspectors at least sixty (60) days prior to the expiration date of the credential.

(2) Neither the failure of the State Board of Appraisers, Abstracters, and Home Inspectors to send such a notice nor the credential holder's failure to receive such a notice shall excuse the requirement to timely renew and pay the renewal fee.

(d) The State Board of Appraisers, Abstracters, and Home Inspectors will issue a new credential indicating the new expiration date after receiving evidence of completion of the required continuing education and appropriate fee.

(e) Any credential holder who fails to complete continuing education requirements will not be eligible to renew their credential.

(f) The credential of an SR, RA, SL, CR, and CG shall be placed on expired status

unless the appraiser submits a timely and sufficient renewal application by the expiration date.

(g)(1) During the first one hundred eighty-four (184) days of expired status, a credential holder may renew their credential by submitting the appropriate renewal form.

(2) This includes:

(A) The payment of:

(i) Renewal fees; and

(ii) A late fee of fifty dollars (\$50.00) per month or partial month elapsed since the renewal date; and

(B) Submitting the required continuing education completion certificates.

(h)(1) After one hundred eighty-five (185) days up to twelve (12) months of expired status, a credential holder may renew their credential by submitting the appropriate renewal form.

(2) This includes the payment of renewal fees and submitting the required continuing education completion certificates.

(3) This includes evidence of completion of the most recent edition of a 7-Hour National USPAP Update Course, or its Appraiser Qualifications Board-approved equivalent.

(i) A credential holder who fails to reinstate their appraiser credential within twelve (12) months of the expiration date of the credential may reinstate their credential by submitting:

(1) The appropriate reinstatement form;

(2) Renewal fee; and

(3) Evidence of the completion of the required continuing education hours

and:

(A) Credential holders in an expired status must complete all required continuing education that would have been required if the credential holder was in an active status;

(B)(i) Continuing education hours required are fourteen (14) hours per year for each year or partial year the credential was expired plus any continuing education hours required at the time the credential was placed on expired status.

(ii) **Example.** Number of years expired multiplied by fourteen (14) hours plus number of hours due when credential was placed on expired status equals the total number of continuing education hours that must be submitted;

(C) Evidence of completion of the most recent edition of a 7-Hour National USPAP Update Course, or its Appraiser Qualifications Board-approved equivalent must be included in those hours; and

(D) A state criminal background check and a national fingerprint-based criminal background check performed by the Federal Bureau of Investigation in compliance with federal law and rule to determine if the applicant possesses a background that does not call into question public trust or the applicant's fitness for:

- (i) Registration;
- (ii) Licensure; or
- (iii) Certification.

(j)(1) Credential holders are not authorized to practice or to hold themselves out to the public as appraisers during the period that their appraiser credential is expired.

(2) Any violation of this shall be grounds for discipline.

(k) These renewal and reinstatement rules do not apply to a person who has had his or her appraiser credential revoked or suspended.

17 CAR § 200-216. Fees and payment of fees.

(a) Types of fees.

(1) The following fees shall be paid for applications and for the issuance of original and renewal licenses and certificates and for other purposes and activities of the State Board of Appraisers, Abstracters, and Home Inspectors:

- (A) Application fee, one hundred twenty-five dollars (\$125);
- (B) State-licensed, certified residential, and certified general appraiser, three hundred dollars (\$300) (annual)*;

- (C) Temporary practice permit, one hundred fifty dollars (\$150) (six (6) months);
- (D) Nonresident credential, three hundred dollars (\$300) (annual)*;
- (E) Application fee (SR and RA), two hundred dollars (\$200)*;
- (F) Renewal fee (SR and RA), two hundred dollars (\$200)*;
- (G) Delinquent fees, fifty dollars (\$50.00) (monthly);
- (H) Qualifying education course or seminar approval, one hundred dollars (\$100);
- (I) Continuing education course or seminar approval, one hundred dollars (\$100); and
- (J) National registry fee (set by ASC), forty dollars (\$40.00) (annual).

(2) *Pursuant to Arkansas Code § 17-14-203(10), registration and licensing fees may be reviewed and adjusted annually by the board as deemed necessary for its effective operation but shall in no way exceed three hundred dollars (\$300) annually.

(b) Payment of fees.

(1) All fees may be paid by cashier's check, money order, or personal check made payable to the board, unless paying through the board's electronic licensing platform.

(2) All fees are nonrefundable except in special circumstances when a refund petition has been submitted to the board and the board consents to the request.

(3) No license or certification fee of any classification or any portion of a fee will be refunded should any certificate or license be surrendered, suspended, or revoked during the term for which the license or certificate is issued.

(4)(A) The initial application fee is acceptable for the first three (3) attempts at passing the examination.

(B) Upon successful completion of the examination, the application fee will be applied toward the appropriate license or certification fee.

(c) Delinquency provision. Any credential holder who fails to pay their annual

renewal fees or meet the required continuing education on or before the renewal deadline shall be notified that their registration, license, or certificate is expired.