



**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION  
BOARD OF REAL ESTATE APPRAISERS**

**EXAM APPLICATION**

**APPLICANT INFORMATION (please print)**

FULL LEGAL NAME			
<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>	
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ( )	FAX # ( )	E-MAIL	

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.

<hr/>	<hr/>
<b>SIGNATURE</b>	<b>DATE</b>

**APPLICATION TO SIT FOR THE  
CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER EXAM (CR)**

<b>X</b>	CERTIFIED RESIDENTIAL APPRAISER (CR) EXAM	\$30
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Office Use Only:  4695 APPLICATION FEE 1446—\$30
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Office Use Only Check # _____ Amount: _____ Cash # _____ Lic. # _____ Issue Date _____ Exp. Date _____
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**PAYMENT OPTIONS:**

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

NAME OF CARDHOLDER (please print)			
<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>	
I authorize the Department of Professional & Financial Regulation, Office of Professional & Occupational Regulation to charge my			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	the following amount: \$ _____	
<input type="checkbox"/> <b>I UNDERSTAND THAT FEES ARE NON-REFUNDABLE</b>			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>

<hr/>	<hr/>
<b>SIGNATURE</b>	<b>DATE</b>

## INSTRUCTIONS TO COMPLETE AN

## EXAM APPLICATION

### TO SIT FOR THE CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER EXAM

1. Complete the appraiser exam application (one page)
2. Complete educational experience form and attach certificates of completion and transcripts as indicated below:
  - Must document associate degree **or** verification of passage of the following 21 semester credit hours of college courses:

English Composition

Finance

Statistics

Business or Real Estate Law

Principles of Economics

Algebra, Geometry, or higher mathematics

Computer Science

- Must document successful completion of core curriculum appraisal courses as indicated below:

**All courses must have been approved by the Appraisal Foundation's Course Approval Program. A copy of the approved course list is available at: <https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009> under the education program tab, "AQB Approved Real Property Courses"**

⇒ **Current RA** licensees must obtain the following 125 hours of QE in addition to their original trainee appraiser specific education:

15 QE Residential Market Analysis and Highest and Best Use

15 QE Residential Appraiser Site Valuation and Cost Approach

30 QE Residential Sales Comparison and Income Approach

15 QE Residential Report Writing and Case Studies

15 QE Statistics, Modeling and Finance

15 Advance Residential Applications and Case Studies

20 Appraisal Subject matter Electives

⇒ **Current AP** licensees must obtain the following 50 hours of QE in addition to their original trainee appraiser specific education:

15 QE Statistics, Modeling and Finance

15 Advance Residential Applications and Case Studies

20 Appraisal Subject matter Electives

3. Enclose check or money order payable to "Treasurer State of Maine" for \$30.00 as indicated on exam application. Alternatively, you may fill out the credit card portion of the application.

..... continued .....

4. You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: [rlestateappr.board@maine.gov](mailto:rlestateappr.board@maine.gov)

Or you may mail your application through the U.S. Postal Service via, regular, priority, or express mail services to:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
BOARD OF REAL ESTATE APPRAISERS  
35 STATE HOUSE STATION  
AUGUSTA ME 04333**

**(Please note that the USPS will only deliver to the address above and will NOT deliver to our physical location)**

If you wish to use an overnight mail service such as FedEx or UPS. Please use our physical location:

**DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
BOARD OF REAL ESTATE APPRAISERS  
76 NORTHERN AVENUE  
GARDINER, ME 04345**

**MAINE BOARD OF REAL ESTATE APPRAISERS  
35 STATE HOUSE STATION, AUGUSTA ME 04333  
(207) 624-8522**

**EDUCATIONAL EXPERIENCE**

**APPLICANT'S NAME:** \_\_\_\_\_

**THE CURRENT AQB APPROVED COURSE LIST IS AVAILABLE ON THE WEB SITE UNDER THE  
EDUCATION PROGRAMS TAB, "AQB APPROVED REAL PROPERTY COURSES"**

<https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>

**COURSE COMPLETION CERTIFICATES MUST ACCOMPANY THIS ATTACHMENT**

<b>COURSE TITLE</b>	<b>COURSE SPONSOR</b>	<b>DATES TAKEN</b>	<b>NO. HOURS</b>	<b>FOR OFFICE USE</b>

## INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION

### FOR A CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER UPGRADING FROM A TRAINEE OR LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

1. Complete the 2500 hour and 2 year minimum of experience requirement. If you have not submitted your monthly experience reports you should attach them with the license application
2. If you have not already submitted an exam application you should submit one with the license application.
3. Complete the one page certified residential appraiser license application
4. After your application has been reviewed, you will be requested by letter to submit 3 appraisal samples selected by the board. Appraisals must have been signed by you and a certified appraiser. **Do not** submit samples with your license application.
5. Enclose check or money order payable to "Treasurer State of Maine" for \$431.00 as indicated on the license application. Alternatively you may fill out the credit card portion of the license application.
6. You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: rleststateappr.board@maine.gov

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BOARD OF REAL ESTATE APPRAISERS  
76 NORTHERN AVENUE  
GARDINER, ME 04345**

**INSTRUCTIONS TO COMPLETE A LICENSE APPLICATION  
FOR A CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER  
VIA RECIPROCITY WITH ANOTHER STATE**

- ◆ Complete certified residential real property appraiser license application.
- ◆ Enclose an original “Certificate of Good Standing” from current license state. This document must state that you have passed the national exam for your current level of licensure.
- ◆ Enclose check or money order payable to “Treasurer State of Maine” for \$431.00 as indicated on the license application. Alternatively you may fill out the credit card portion of the application.
- ◆ You may fax or email your application to the board if you are using a VISA or MASTERCARD.

FAX NUMBER: 207-624-8637

EMAIL: [rlestateappr.board@maine.gov](mailto:rlestateappr.board@maine.gov)

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**STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION  
BOARD OF REAL ESTATE APPRAISERS**

**LICENSE APPLICATION**

<b>APPLICANT INFORMATION (please print)</b>			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
ANY OTHER NAMES EVER USED:			
DATE OF BIRTH	<i>mm / dd / yyyy</i>	SOCIAL SECURITY NUMBER	- -
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ( )	FAX # ( )	E-MAIL	
<b>CRIMINAL BACKGROUND DISCLOSURE</b>			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. <b>Have you ever been convicted by any court of any crime? (circle one)</b> <b>NO</b> <b>YES</b>			
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. <b>Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)</b> <b>NO</b> <b>YES</b>			
If yes, enclose a detailed explanation and copies of all documents.			
3. <b>Have you graduated from high school or received a GED? (circle one)</b> <b>NO</b> <b>YES</b>			
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
<b>SIGNATURE</b>		<b>DATE</b>	

**LICENSE APPLICATION FOR A  
CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER (CR)**

CHECK ONE	LICENSE TYPE	TOTAL FEES
<b>X</b>	CERTIFIED RESIDENTIAL APPRAISER (CR)	\$431

Office Use Only: 4695 1446—\$30 1421—\$380 CR 2619—\$21
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Office Use Only Check # _____ Amount: _____ Cash # _____ Lic. # _____ Issue Date _____ Exp. Date _____
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<b>PAYMENT OPTIONS:</b>			
Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:			
NAME OF CARDHOLDER (please print)	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
I authorize the Department of Professional & Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD      the following amount: \$ _____			
<input type="checkbox"/> <b>I UNDERSTAND THAT FEES ARE NON-REFUNDABLE</b>			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
<b>SIGNATURE</b>		<b>DATE</b>	

## Frequently Asked Questions

### CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

- **Is a high school diploma or GED required?** Yes
- **How old do I need to be to obtain a license?** You must be at least 18 years old.
- **I currently hold a trainee license. Do I need a college degree to upgrade my license ?** The current licensing criteria does not require a college degree to upgrade to a licensed residential appraiser, but an associates degree is required to upgrade to the certified residential level and a baccalaureate degree is required to upgrade to the certified general level.
- **I don't have a college degree, are there any exceptions to the degree requirement?** In lieu of a degree the AQB will allow 21 semester hours for the associate degree and 30 semester hours for the baccalaureate degree. The specific college courses are listed at the Appraisal Foundation web site: <https://appraisalfoundation.sharefile.com/d/sfd8ab4c6bab49fdb>, in the "Real Property Appraiser Qualification Criteria".
- **What is the core curriculum requirement for the certified residential real property appraiser?**

30 hours basic appraisal principles  
30 hours basic appraisal procedures  
15 hours the 15-hour national USPAP course or its equivalent  
15 hours residential market analysis & highest and best use  
15 hours residential appraiser site valuation & cost approach  
30 hours residential sales comparison & income approaches  
15 hours residential report writing and case studies  
150 hours TOTAL

More core curriculum information may be found at: <https://appraisalfoundation.sharefile.com/d/sfd8ab4c6bab49fdb>, in the "Real Property Appraiser Qualification Criteria".

- **Where can I find a list of AQB approved courses and providers?** The approved course list may be found on the Appraisal Foundation's web site:

<https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>



STATE OF MAINE DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION  
OFFICE OF PROFESSIONAL & OCCUPATIONAL REGULATION

**Mailing Address:** 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345  
Phone: (207) 624-8603 TTY users call Maine Relay 711 Fax: (207) 624-8637 [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

### Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 AM to 5:00 PM weekdays.
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing). Your license will show up as PENDING at first; as soon as your status is ACTIVE, you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

### NOTICES

**BACKGROUND CHECK:** Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional & Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

**PUBLIC RECORD:** This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

**SOCIAL SECURITY NUMBER:** The following statement is made pursuant to the Privacy Act of 1974. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRSA §191.

### Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Answer the criminal background disclosure questions
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Include any required transcripts or exam results
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.