



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

LICENSE 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	
CRIMINAL BACKGROUND DISCLOSURE			
<i>NOTE: Failure to disclose criminal convictions may result in denial, fines, suspension and/or revocation of a license.</i>			
1. Have you ever been convicted by any court of any crime? (circle one)	NO	YES	
If yes, enclose a detailed description of what happened (including dates) and a copy of the court judgment.			
2. Has any jurisdiction taken disciplinary action against any professional license you hold or have held, or denied your application for licensure? (circle one)	NO	YES	
If yes, enclose a detailed explanation and copies of all documents.			
3. Have you graduated from high school or received a GED? (circle one)	NO	YES	
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.			
SIGNATURE	DATE		

APPLICATION FOR LICENSURE AS A REGISTERED APPRAISER TRAINEE

X	REGISTERED APPRAISER TRAINEE (RA) LICENSE	\$496
----------	---	--------------

Office Use Only:
4695
1446—\$50
1421—\$425 (RA)
1421—\$425 (AP, CR, CG)
1421—\$100 (TL)
2619—\$21

Office Use Only
Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

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 and Financial Regulation, Office of Professional & Occupational Regulation to charge my <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD the following amount: \$_____			
Card number:	<i>XXXX-XXXX-XXXX-XXXX</i>	Expiration Date	<i>mm / yyyy</i>
SIGNATURE	DATE		

APPLICANT NAME _____

CHARACTER REFERENCES

LIST THREE (3) PERSONS YOU HAVE KNOWN FOR AT LEAST ONE YEAR, NOT RELATED TO YOU, WHO WILL ATTEST TO YOUR REPUTATION FOR HONESTY, TRUTHFULNESS, FAIR DEALING AND COMPETENCY. (ALL APPLICANTS MUST COMPLETE THIS SECTION.)

1. Name: _____ Phone: _____

Address: _____

Signature : _____

2. Name: _____ Phone: _____

Address: _____

Signature : _____

3. Name: _____ Phone: _____

Address: _____

Signature : _____

ARE YOU A MAINE RESIDENT? IF SO, YOU MAY SKIP THIS SECTION.
IF YOU ARE NOT A MAINE RESIDENT, YOU MUST FILL OUT THE INFORMATION BELOW

LEGAL RESIDENCE (city and state):

WHEREAS I have made application for a non-resident license to practice real estate appraisal in the State of Maine in accordance with the provisions of 32 M.R.S.A. §14034, 14035, 14036, 14037, or 14038, and

WHEREAS, pursuant to 32 M.R.S.A. §14024(1) it is necessary for a non-resident license applicant to file an irrevocable consent to service agreement with the Maine Board of Real Estate Appraisers;

NOW, THEREFORE, I hereby execute and file with the Director of the Board of Real Estate Appraisers this irrevocable consent that actions may be commenced against me in the proper court of any county in the State of Maine in which a cause of action may arise or in which the Plaintiff may reside, by the service of any process or pleadings authorized by the laws of the State of Maine on the Maine Board of Real Estate Appraisers. Furthermore, it is hereby stipulated and agreed that service of the process or pleading on the Maine Board of Real Estate Appraisers shall be taken and held in all courts as valid and binding as if due service had been made upon me personally within the State of Maine.

IN WITNESS WHEREOF I have hereunto signed by name.

SIGNATURE

DATE

**INSTRUCTIONS TO COMPLETE AN APPLICATION FOR A
REGISTERED APPRAISER TRAINEE**

1. Complete both pages of the appraiser application form
2. Complete educational experience form and attach certificates of completion for 75 hours of Board approved qualifying education. To become a trainee you must take:
 - ⇒ 30 hours Basic Appraisal Principles
 - ⇒ 30 hours Basic Appraisal Procedures
 - ⇒ 15 hours Uniform Standards of Professional Appraisal Practice (USPAP)

Only course that have AQB approval are acceptable. The approved course list is available at the following web site:

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

GO TO THE EDUCATION PROGRAMS TAB, AND THEN CLICK ON “AQB Approved Real Property Courses”

3. Complete Supervisor / Training form
4. Enclose check or money order payable to “Treasurer State of Maine” for \$496.00. Alternatively you may fill out the credit card portion of the application.
5. You may fax or email your application to the board if you are using a credit card.

FAX NUMBER: 207-624-8637

EMAIL: rlestateappr.board@maine.gov

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

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

Overnight mail such as FedEx or UPS should be sent to 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**

SUPERVISOR / TRAINING FORM

TRAINEE'S NAME _____

TRAINEE SIGNATURE _____ Date: _____

CHECK HERE IF YOU HAVE A CHANGE OF ADDRESS: _____
NEW ADDRESS

CHECK HERE IF THIS IS A CHANGE OF YOUR PRIMARY SUPERVISOR.

CHECK HERE IF THIS IS AN ADDITIONAL SUPERVISOR.
(I.E., WORKING PART-TIME AT TWO DIFFERENT APPRAISAL COMPANIES)

CHECK HERE IF YOU NEED A DUPLICATE COPY OF A LICENSE.
(ENCLOSE A CHECK FOR \$10.00 PAYABLE TO "TREASURER STATE OF MAINE")

TO BE COMPLETED BY THE SUPERVISOR

I ACKNOWLEDGE THAT I WILL BE RESPONSIBLE FOR THE TRAINING FOR THE APPLICANT MENTIONED HEREIN, AND THAT THE APPLICANT MUST WORK UNDER MY SUPERVISION AND CANNOT AT ANY TIME PRACTICE AS AN APPRAISER UNSUPERVISED. I ALSO UNDERSTAND THAT I MUST PERSONALLY ACCOMPANY THE TRAINEE ON THE FIRST FIFTY (50) APPRAISALS.

THE SUPERVISING APPRAISER SHALL MAINTAIN ACCURATE, UP-TO-DATE RECORDS OF ALL APPRAISAL RELATED ACTIVITIES DONE BY THE TRAINEE. HOURS SHALL BE REPORTED TO THE MAINE BOARD OF REAL ESTATE APPRAISERS ON A FORM PRESCRIBED BY THE BOARD NO LATER THAN THE 10TH OF EACH MONTH.

FORMS FOR REPORTING WORK EXPERIENCE WILL BE SENT OUT UPON APPROVAL OF THE TRAINEE LICENSE.

SUPERVISOR'S COMPLETE NAME CERTIFICATION # & EXPIRATION DATE

SIGNATURE OF SUPERVISOR: _____ DATE: _____

ALTERNATE'S COMPLETE NAME CERTIFICATION # & EXPIRATION DATE

SIGNATURE OF ALTERNATE SUPERVISOR: _____ DATE: _____

The following chart illustrates the current education, examination and experience requirements for real estate appraiser licensing as of 01/01/2008

Appraiser Trainee (RA)	<p>Education: 75 classroom appraisal course hours</p> <p>Must be supervised by CR or CG</p>
Licensed Residential Appraiser (AP)	<p>Education: 150 classroom appraisal course hours</p> <p>Experience: 2,000 hours in no fewer than 12 months</p> <p>Examination</p>
Certified Residential Appraiser (CR)	<p>Education: Associates Degree or 21 semester hours of required courses</p> <p>200 classroom appraisal course hours</p> <p>Experience: 2,500 hours in no fewer than 24 months</p> <p>Examination</p>
Certified General Appraiser (CG)	<p>Education: Bachelor's Degree or 30 semester hours of required courses</p> <p>300 classroom appraisal course hours</p> <p>Experience: 3,000 hours in no fewer than 30 months</p> <p>Examination</p>

For more detailed information regarding the requirements for licensure please go to
www.appraisalfoundation.org

Frequently Asked Questions

REAL ESTATE APPRAISER TRAINEE

- **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.
- **How do I become a real estate appraiser trainee?** First, you need to take the following 75 hours of Appraiser Qualifications Board (AQB) approved qualification education.
 - ⇒ 30 hours Basic Appraisal Principles
 - ⇒ 30 hours Basic Appraisal Procedures
 - ⇒ 15 hours Uniform Standards of Professional Appraisal Practice (USPAP)

Next, you need to find a certified appraiser to sign on as your supervisor.

Lastly, complete a license application and submit it to the board with the appropriate documentation. Be sure to include:

1. \$496 payable to Maine State Treasurer;
2. Original course completion certificates;
3. Supervisor / Training Form

- **Can I take on-line courses?** Yes, as long as they are AQB approved.
- **Where can I find the list of AQB approved courses?** The current AQB approved course list is available at the following web site under the education Programs Tab, "AQB Approved Real Property Courses": <https://appraisalfoundation.sharefile.com/d/s38ddcf9630f4e009>
- **How long is my trainee license good for?** Trainee licenses are issued annually from date of issue and may be renewed five times. If you do not complete the requirements for licensure by the end of the sixth year, you must re-apply for another trainee license.
- **Am I required to complete CE to renew my trainee license?** You are required to complete 14 CE hours at the time of renewal.

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 Fax: (207) 624-8637 Hearing Impaired: (888) 577-6690 web: 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 physically 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 the status of your license by doing a search on your name via the licensee search part of our website:

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 (§7(B)). Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 35 MRSA §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(C)(2)(C)(1)). 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.