

APPRAISER CERTIFICATION PROGRAM

123 W. Missouri Avenue, Missouri River Plaza, Pierre, SD 57501

Tel: 605.773.3803 * Fax: 605.773.6184 * dlr.sd.gov/appraisers

APPLICATION FOR NEW OR UPGRADE

STATE-CERTIFIED GENERAL/RESIDENTIAL, LICENSED OR REGISTERED APPRAISER

INSTRUCTIONS: (Please type or print)

1. Complete the information requested below and obtain notarization.
2. Submit payment (all fees are non-refundable).

UPGRADE: Are you applying for an upgrade of your current certified, licensed or registered credential? Y N

FEES

New Appraisers: Application fee (shown below)

Certified or **Licensed** appraisers seeking **Upgrade:** Application fee + Upgrade fee

Registered Trainees seeking **Upgrade:** Add \$40 National Registry fee to

Application fee and Upgrade fee.

OFFICE USE ONLY

Date application received _____

Date payment received _____

Payment amount/type _____

Date application approved _____

Date national exam results received _____

Passed CG - CR - SL _____

DCI Clearance _____

DSS Check _____

Credential number _____

Date Issued _____

CREDENTIAL YOU ARE APPLYING FOR (Choose the type of appraiser credential you are applying for and complete the appropriate application sections. **All** applicants must complete the "Applicant Data" section below.)

State-Certified General Appraiser	Application	\$400
	Upgrade	\$200
State-Certified Residential Appraiser	Application	375
	Upgrade	\$200
State-Licensed Appraiser	Application	375
	Upgrade	\$200
Registered Trainee	Application	375
	Upgrade	\$200

APPLICANT DATA (MUST BE COMPLETED BY ALL APPLICANTS – TYPE OR PRINT IN INK)

Applicant Name (Last, First, Middle)	Date of Birth (Month, Day, Year)
	Driver License # and State of Issuance
Resident Address (Street/P.O. Box, City, State, Zip Plus 4)	County
	Home Telephone Number
	Social Security Number
Business Name	Business Telephone Number
Business Address (Street/P.O. Box, City, State, Zip Plus 4)	E-Mail Address

SECTION I

Please choose either yes or no for each question in the appropriate section below.

(All applicants must complete)

YES NO

1. Have you **ever** had a real estate appraiser certificate or license disciplined with suspension, censure, reprimand, revocation, probation or any other method of discipline in **South Dakota** or **any other state** or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.
2. Have you **ever** been denied an appraiser certificate or license in **South Dakota** or **any other state** or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.
3. Are there **any** investigations, complaints, or disciplinary actions currently pending against you **as a real estate appraiser** or **as a licensee** or certificate holder in **any other regulated occupation**, trade, or profession, in **South Dakota** or in **any other state** or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.
4. Have you **ever** been disciplined with suspension, denial, censure, reprimand, revocation, probation or any other method of discipline of a certificate or license by **any other regulated occupation**, trade, or profession in **this state** or **any other state** or jurisdiction?

If yes, explain on page 10 of this application or attach a separate sheet.
5. Have you been convicted or found guilty of **any** criminal offense other than a speeding violation? (e.g., DUI, disorderly conduct, simple assault, failure to show financial responsibility, etc.)

If yes, explain on page 10 of this application or attach a separate sheet.
6. Have you **ever** been convicted or pled guilty or nolo contendere to a misdemeanor involving moral turpitude or to a felony before a court of competent jurisdiction **in this or any other state**?

If yes, explain on page 10 of this application or attach a separate sheet.
7. Do you hold a real estate appraiser credential in another state?

If yes, give state(s) and license or certificate number(s) on page 10.
8. Do you have a South Dakota Real Estate Commission broker license?

If yes, give number.

SECTION II – REQUIRED EDUCATION

REGISTERED TRAINEE – TOTAL HOURS REQUIRED: 75 - SUPPLY COPIES OF COURSE CERTIFICATES.

Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30			
Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30			
Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15			
Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

STATE-LICENSED APPRAISER – TOTAL HOURS REQUIRED: 150 - SUPPLY COPIES OF COURSE CERTIFICATES.

Effective July 1, 2014. I have attached an original transcript verifying 30 semester credit hours of college-level education.

Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30			
Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30			
Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

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SECTION II – REQUIRED EDUCATION (Continued)

STATE-LICENSED APPRAISER (Continued)

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Residential Market Analysis and Highest and Best Use – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Residential Appraiser Site Valuation and Cost Approach – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Residential Sales Comparison and Income Approaches – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Residential Report Writing and Case Studies – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED RESIDENTIAL APPRAISER – TOTAL HOURS REQUIRED: 200 - SUPPLY COPIES OF CERTIFICATES

Effective through June 30, 2014. I have attached verification of an associates degree or higher OR 21 semester credit hours covering collegiate level subject matter courses: English Composition; Principles of Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law.

Effective July 1, 2014. I have attached an original transcript verifying a bachelor’s degree or higher.

Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Residential Market Analysis and Highest and Best Use – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Residential Appraiser Site Valuation and Cost Approach– Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

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SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED RESIDENTIAL APPRAISER (Continued)

Core Curriculum Content: Residential Sales Comparison and Income Approaches – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Residential Report Writing and Case Studies – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Statistics, Modeling and Finance – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Advanced Residential Applications and Case Studies – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: Appraisal Subject Matter Electives (May Include hours above required hours in other modules) – Hours Required: 20

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		20	

SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED GENERAL APPRAISER – TOTAL HOURS REQUIRED: 300 - SUPPLY COPIES OF CERTIFICATES

Effective through June 30, 2014. I have attached verification of a bachelors degree or higher OR 30 semester credit hours or its equivalent covering subject matter courses: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; Business or Real Estate law; Two elective courses in accounting, geography, ag-economics, business management, or real estate.

Effective July 1, 2014. I have attached an original transcript verifying a bachelor’s degree or higher.

Core Curriculum Content: Basic Appraisal Principles – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Basic Appraisal Procedures – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: 15-Hour National USPAP Course – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

Core Curriculum Content: General Appraiser Market Analysis And Highest and Best Use – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Statistics, Modeling and Finance – Hours Required: 15

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		15	

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SECTION II – REQUIRED EDUCATION (Continued)

STATE-CERTIFIED GENERAL APPRAISER (Continued)

Core Curriculum Content: General Appraiser Sales Comparison Approach – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: General Appraiser Site Valuation And Cost Approach – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: General Appraiser Income Approach – Hours Required: 60

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		60	

Core Curriculum Content: General Appraiser Report Writing and Case Studies – Hours Required 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

Core Curriculum Content: Appraisal Subject Matter Electives (May Include hours above required hours in other modules) – Hours Required: 30

Course Title	Date Completed	Course Hours	Provider
Total Hours Required for this Content:		30	

SECTION III EMPLOYMENT (MOST RECENT FIRST - LIST FOR PRECEDING FIVE (5) YEARS)

1. Employer Name	Telephone Number
Address	
Employment Dates (From - To)	Full Time Part Time
2. Employer Name	Telephone Number
Address	
Employment Dates (From - To)	Full Time Part Time
3. Employer Name	Telephone Number
Address	
Employment Dates (From - To)	Full Time Part Time
4. Employer Name	Telephone Number
Address	
Employment Dates (From - To)	Full Time Part Time

**APPRAISAL SUBCOMMITTEE
AUTHORIZATION FOR RELEASE OF SOCIAL SECURITY NUMBER**

Choose one:

_____ I hereby **authorize** the Department of Labor and Regulation to release my Social Security Number to the Appraisal Subcommittee for use as the unique identifying number for the National Registry of Real Estate Appraisers.

_____ I **do not authorize** the Department of Labor and Regulation to release my Social Security Number to the Appraisal Subcommittee for use as the unique identifying number for the National Registry of Real Estate Appraisers.

EXPERIENCE

For each year that hours are claimed, complete the schedule below, starting with the most current year. Indicate by year, a minimum of 3,000 hours of experience (50 percent non-residential) for Certified General, 1,500 hours of experience (50 percent residential) for Certified Residential, and 1,000 hours of experience for Licensed. The Department may verify experience by requiring copies of appraisal assignments and/or an appraisal assignment log to be reviewed for compliance with the applicable laws, rules, and uniform standards.

NOTE: Please be advised that you must include all appraisal assignments (residential and non-residential) performed during the years claimed for experience credit.

RES=Residential MF=Multifamily COMM=Commercial IND=Industrial AGR=Agricultural

(1-4 Units) (5 Plus Units)

Year	NUMBER OF ASSIGNMENTS				HOURS OF EXPERIENCE				Total Hours
	RES	MF	COMM & IND	AGR	RES	MF	COMM & IND	AGR	
Totals									

SECTION IV

ADDITIONAL COMMENTS (From previous sections on application)

AFFIDAVIT

I hereby state that I have fully read and understand the questions presented in this application and have answered them truthfully and completely. I acknowledge that my failure to make a full and accurate disclosure of any information called for herein may result in the denial of my application. I further acknowledge that any certificate I may obtain on the basis of this application may be revoked or suspended for my failure to disclose full and accurate information herein.

I will furnish additional information or documentation as may be deemed necessary by the South Dakota Department of Labor and Regulation for the verification of the information I have disclosed in this application.

I will not hold myself out as a State-Certified General, State-Certified Residential, State-Licensed, or Registered Trainee until the license or certificate authorizing me to do so is in my possession.

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

MUST BE SIGNED IN PRESENCE OF NOTARY	Applicant Signature	Date of Signature
Notary Public Embosser Seal or Rubber Stamp	Subscribed and sworn before me, this _____ day of _____ 20____	
	Notary Public Signature	My Commission Expires
	Notary Public Name (Typed or Printed)	

This completed application together with the appropriate application fees and any supporting documents should be submitted to:

Department of Labor and Regulation
 Appraiser Certification Program
 123 W Missouri Avenue
 Pierre, South Dakota 57501

Application is only valid for 90 days.