

Bureau of Professional Licensing Real Estate Appraiser FAQ

1. **When can I renew my license? How do I renew my license?**

Licensees can begin to renew their licenses approximately 90 days prior to the expiration date of their current license.

Licensees will be mailed a renewal notification to their address on record approximately 90 days prior to the expiration date of the license. Remember to notify the Department in writing of any address change. It's a licensee's responsibility to renew his or her license on time. Failure to receive the renewal notification, or to notify the Department of an address change, does not exempt a licensee from renewing their license on time.

Licensees are required to renew their license(s) by using the online renewal system at www.michigan.gov/elicense using a debit or credit card containing a MasterCard, Visa or Discover logo or by electronic check.

2. **Am I required to submit proof of my continuing education in order to renew my license?**

The course provider must submit proof of your continuing education to the Department.

3. **What are my continuing education requirements?**

As a condition for the renewal of licensure as a limited real estate appraiser, a certified general real estate appraiser, a certified residential real estate appraiser, or a state licensed real estate appraiser, a licensee shall complete the minimum continuing education requirements described in the AQB criteria. Licensees must also complete the 7-hour national USPAP update course, or its equivalent, and at least 2 hours of continuing education devoted to Michigan appraiser license law and rules at least every 2 years.

The AQB requires completion of the equivalent of fourteen class hours of instruction in courses or seminars for each year during the period preceding the renewal.

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

For continuing education cycle periods of 185 days or more, 14 hours of continuing education is required.

For continuing education cycle periods of less than 185 days, no hours of continuing education are required.

You may view the AQB criteria at www.appraisalfoundation.org.

4. Are Distance Education Courses acceptable?

Distance education courses are acceptable for prelicensure and continuing education. To confirm Department approval of a prelicensure or continuing education course you are considering, please visit www.michigan.gov/appraisers.

5. Can I apply my prelicensure education toward continuing education requirements and vice versa?

Prelicensure education may be used toward continuing education requirements for the cycle in which the course was completed as long as the prelicensure course has also been approved as a continuing education course. However, continuing education courses may not be used for licensing requirements.

6. What are the requirements for licensure?

- I. Be at least 18 years of age.
- II. Be of good moral character.
- III. Provide proof of having completed the minimum education, examination, and experience requirements contained in the AQB criteria for the appropriate license category.

You may view the AQB criteria at www.appraisalfoundation.org.

7. How do I apply for an appraiser license?

An applicant for a limited real estate appraiser license may submit an online application at www.michigan.gov/elicense or may submit the Limited Real Estate Appraiser License Application from LARA that can be downloaded from www.michigan.gov/appraisers.

An applicant for a state licensed, certified residential or certified general real estate appraiser license must submit the Real Estate Appraiser License Application from LARA that can be downloaded from www.michigan.gov/appraisers.

8. What do I submit with my application?

EDUCATION: Education listed on your application must be supported by certificates of course completion, transcripts, etc. You may view the List of Approved Real Estate Appraiser Courses at www.michigan.gov/appraisers.

EXPERIENCE: Submit a detailed log which includes the type of property; date of report; address of appraised property; description of work performed by the trainee/applicant and the scope of the review and supervision of the supervising appraiser; number of actual work hours by the trainee/applicant on the assignment; and the signature and state certification number of the supervising appraiser, if applicable. Separate appraisal logs shall be maintained for each supervising appraiser, if applicable. The Department will randomly request copies of reports listed on the log which show experience in developing all three approaches to value: cost, sales and income, and be true copies of what was submitted to the client.

All applicants must document appraisal experience that conforms to Uniform Standards 1 and 2 or 3. Appraisal experience claimed after 1-1-92 will not be recognized for credit toward licensure unless the individual was properly licensed or properly exempt, pursuant to the Occupational Code.

9. How do I schedule my examination?

Once your Real Estate Appraiser License Application has been approved, the Department will mail you an Authorization to Test letter with instructions for scheduling your exam with PSI. You may visit www.psiexams.com for more information regarding the exam.

Once you have passed the exam, return your completed License Fee Remittance Form and applicable fee to the Department to complete the application process. You should receive your license in the mail 7-10 days after the Department receives the completed License Fee Remittance Form and fee.

10. How long is a Real Estate Appraiser license issued for?

An initial license is valid until the next license expiration date of the profession unless the license is issued less than 120 days prior to the expiration date and then it will carry to the following year.

11. Can I get a temporary permit?

The Department may issue a temporary permit, valid for 180 days, to a nonresident of this state who holds a valid license from another state or United States jurisdiction licensing or regulating appraisers and is temporarily in this state to conduct an appraisal involving a federally related transaction or a real estate related financial transaction. The application shall be accompanied by proof of licensure or regulation in the other state or jurisdiction, a consent to the service of process as described in subsection (1), and a written description of the nature of the temporary assignment. The holder of a temporary permit may apply in writing for 1 extension of the temporary permit for not more than 180 days. The holder of a temporary permit is not required to complete continuing education. You may apply for a temporary permit online at www.michigan.gov/appraisers or submit the [Application for Temporary Permit](#) to the Department.

12. What is a Federally Related Transaction?

"Federally related transaction" means any real estate related financial transaction that a federal financial institution regulatory agency engages in, contracts for, or regulates and that requires the services of an appraiser under any of the following:

- (i) 12 CFR part 323, adopted by the federal deposit insurance corporation.
- (ii) 12 CFR parts 208 and 225, adopted by the board of governors of the federal reserve system.
- (iii) 12 CFR parts 701, 722, and 741, adopted by the national credit union administration.
- (iv) 12 CFR part 34, adopted by the office of the comptroller of the currency.
- (v) 12 CFR parts 506, 545, 563, 564, and 571, adopted by the office of thrift supervision.

13. Who are the Federal Financial Institution Regulatory Agencies?

You may view a list of current Federal Financial Institution Regulatory Agencies at www.asc.gov.

14. Where can I find a copy of the administrative rules pertaining to Real Estate Appraisers?

You may view the current [Administrative Rules](#) and proposed revisions, if applicable, on the website www.michigan.gov/bpl.

15. Where can I find a copy of the AQB Criteria and USPAP?

The [AQB](#) and [USPAP](#) are available on the website www.appraisalfoundation.org.

16. How do I get a certification of my license sent to another state?

You must submit a completed [Detailed License Verification Request](#) form, along with the \$15.00 processing fee for each verification requested, to the Department. The detailed license verification is a signed document which includes the state seal along with a detailed history of your license.

17. My license was lost/stolen/destroyed, how do I get a new one?

You may request a duplicate license online at www.michigan.gov/mylicense or you may submit a completed [Request for Duplicate License](#) form, along with the \$10.00 processing fee for each duplicate license requested, to the Department.

18. How do I file a complaint against an occupational professional?

Information on how to [File a Complaint with the Bureau of Professional Licensing](#) can be located on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.