

MICHIGAN REAL ESTATE APPRAISER LICENSING GUIDE FOR SKILLED IMMIGRANTS

- [1. How the Profession Is Organized in Michigan](#)
- [2. Eligibility for Licensing](#)
- [3. Tests](#)
- [4. Other Careers and Credentials](#)
- [5. Beyond Licensing](#)
- [6. Important Links](#)

1. HOW THE PROFESSION IS ORGANIZED IN MICHIGAN

OVERVIEW

This guide looks at what you as a foreign-educated real estate appraiser must do to become eligible for licensing in Michigan. At the same time, it includes some background on the larger real estate appraiser profession to give you an idea of the variety of opportunities available as you work to build your career.

REGULATION OF THE REAL ESTATE APPRAISER PROFESSION

The real estate appraisal practice in Michigan is regulated by the Department of Licensing and Regulatory Affairs (LARA). You must be licensed to practice as a real estate appraiser in Michigan.

The guide assumes that you are an international real estate appraiser who is beginning to build your career in the U.S. and that your Michigan license will be your first U.S. real estate appraiser's license. The guide will include steps that come before the final state licensing process which includes education and exams.

2. ELIGIBILITY FOR LICENSING

OVERVIEW

Internationally educated real estate appraisers need to meet several requirements to receive a real estate appraiser license in Michigan.

- 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.

LIMITED REAL ESTATE APPRAISER

- Complete 75 hours of approved prelicensure appraiser education including 15 hours in a National USPAP course and the completion of an approved supervisor trainee course. A list of approved prelicensure courses may be found at www.michigan.gov/appraisers.

STATE LICENSED REAL ESTATE APPRAISER

- Complete 150 hours of approved prelicensure appraiser education including 15 hours in a National USPAP course. A list of approved prelicensure courses may be found at www.michigan.gov/appraisers.
- Possess 30 semester hours of college level education or an Associate degree from an accredited college, junior college, community college, or university.
- Complete 2,000 hours of experience over at least a 12-month period.
- Pass the required examination administered by PSI Services, LLC (PSI).

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER

- Complete 200 hours of approved prelicensure appraiser education including 15 hours in a National USPAP course. A list of approved prelicensure courses may be found at www.michigan.gov/appraisers.
- Possess a Bachelor's degree from an accredited college, junior college, community college, or university.
- Complete 2,500 hours of experience during not less than a 24-month period.
- Pass the required examination administered by PSI Services, LLC (PSI).

CERTIFIED GENERAL REAL ESTATE APPRAISER

- Complete 300 hours of approved prelicensure appraiser education including 15 hours in a National USPAP course. A list of approved prelicensure courses may be found at www.michigan.gov/appraisers.
- Possess a Bachelor's degree or higher from an accredited college, junior college, community college, or university.
- Complete 3,000 hours of experience over a 30 month period of which 1,500 hours must be in non-residential properties.
- Pass the required examination administered by PSI Services, LLC (PSI).

- IV. Submit your licensure application, required supporting documents, and pay the application fee.

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/occupationallicense.

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/occupationallicense.

Your application sent to the Bureau of Professional Licensing should include:

- Complete Application
- Appropriate Fee

- Consent to Service of Process that can be downloaded from www.michigan.gov/appraisers (Non-Michigan residents only)
- Proof of education meeting the AQB Real Property Appraiser Qualification Criteria that can be downloaded at www.asc.gov
- Records unavailable from a foreign country in relation to education or experience shall be allowed upon submitting the following to the department:
 - (a) A notarized affidavit stating the total number of years of education received, the name of the school or schools attended, the dates each school was attended, the degree obtained, the courses taken, the grades received, and the names of each former employer.
 - (b) A notarized statement from a governmental official testifying to the unavailability of the necessary records.

Applications and fees are valid for 1 year. If you have not met all requirements within 1 year, you will need to submit a new application and pay the appropriate fee again.

3. TESTS

To obtain a state licensed, certified residential or certified general real estate appraiser license in Michigan, you must take and pass the applicable exam after your Real Estate Appraiser License Application has been approved. Upon approval, the Department will mail you an Authorization to Test letter with instructions for scheduling your exam with PSI.

STATE LICENSED REAL ESTATE APPRAISER

The MI State Licensed Real Estate Appraiser exam consists of 110 scored questions and 15 non-scored questions. You have a total of 4 hours to complete this exam.

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER

The MI Certified Residential Appraiser exam consists of 110 scored questions and 15 non-scored questions. You have a total of 4 hours to complete this exam.

CERTIFIED GENERAL REAL ESTATE APPRAISER

The MI Certified General Real Estate Appraiser exam consists of 110 scored questions and 15 non-scored questions. You have a total of 6 hours to complete this exam.

CONTENT AREAS OF THE REAL ESTATE APPRAISERS LICENSING EXAMINATIONS

Michigan utilizes the National Uniform Licensing and Certification Examinations which are developed by the Appraiser Qualifications Board (AQB). The examination content outlines have been prepared by the AQB. The 110 test questions contain material that can be organized in the following eight dimensions: Real estate market; Property description; Land or site valuation; Sales comparison approach; Cost approach; Income approach; Reconciliation of value indications; Uniform standards of professional appraisers practice.

SCHEDULING AND TESTING SITE PROCEDURES OF THE REAL ESTATE APPRAISERS LICENSING EXAMINATIONS

The examination is a computer-based test administered at PSI test centers. You may visit www.psiexams.com for more information regarding PSI's testing locations.

On the day of the exam, you must bring two forms of identification. One ID must meet ALL of the following criteria: be a current (not expired), valid and government-issued, photo identification (example: driver's license, state-issued identification card, passport); show the name on the government-issued photo identification as the same name used to register for the exam (including designations such as "Jr." or "III", etc.); have your current photo and your signature. The second form of identification must contain a signature that matches the official photo ID (e.g., credit card, bankcard, military or school identification). You should arrive at least 30 minutes prior to your scheduled appointment time.

FAILING THE REAL ESTATE APPRAISERS LICENSING EXAMINATION

If you fail any section of the examination, you may retake the exam. It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability. In order to retest, you must re-register following the steps for registration and scheduling as outlined earlier. You may re-register over the Internet, telephone or by mail. Once registered, you can reschedule for your re-examination.

PRACTICING FOR THE REAL ESTATE APPRAISERS LICENSING EXAMINATION

There are many different resources that can help you prepare for the content and the computer based testing technology. There are a variety of test preparation resources available for low cost.

Before you start your examination with PSI, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

4. OTHER CAREERS AND CREDENTIALS

LOWER-LEVEL OPPORTUNITIES

You may want to consider if taking a lower-level job in real estate in the short-term can help you meet longer-term goals of licensing as a real estate appraiser.

Preparing for the real estate appraiser exam can take time. Working in real estate in a different way and with fewer responsibilities may offer you some advantages, such as:

- employers paying for tuition and fees associated with the real estate appraiser exam and licensing
- more energy to focus on studying
- a chance to adapt to the U.S. real estate system and workplace culture in a lower-pressure environment

You should be honest with your employer about your long-term plans. You may find some employers have benefits such as tuition reimbursement or schedule flexibility that will support your goals.

5. BEYOND LICENSING

MAINTAINING LICENSURE

Real Estate Appraisers must renew their license every 2 years. Licenses expire on July 31st. LARA sends a notice reminding you to renew your license so be certain to keep your contact information up-to-date with their office. You are responsible for renewing

your license even if you do not receive a notice from the Department. You must renew online. If your license expires, you will be required to apply for relicensure to reactivate your license.

As a condition of license renewal, real estate appraisers are required to complete the equivalent of 14 class hours of instruction in courses or seminars for each year during the period preceding the renewal of their license. For example, a two-year continuing education cycle would require 28 hours of continuing education including the 7-hour National USPAP course and a 2-hour course on Michigan appraiser licensing law and rules which must be completed at least every 2 years. All continuing education sponsors and courses must be pre-approved. If you are considering taking a course, you may wish to check the list of approved continuing education courses and sponsors on the List of Approved Real Estate Appraiser Courses available at www.michigan.gov/appraisers, or check with the course sponsor to ensure that the courses are approved for continuing education credit by the department. The class hour requirement can be fulfilled at any time during the cycle.

LICENSING MOBILITY (RECIPROCITY)

The State of Michigan does not have any shared agreement to honor the real estate appraiser licenses of other states. It grants licensing to real estate appraisers either by examination (the process described in this topic) or by a reciprocal application (where a state licensed, certified residential or certified general real estate appraiser licensed in another state must meet all Michigan requirements for licensing).

6. IMPORTANT LINKS

LICENSING AND REGULATION

- The main page for the licensing of any occupational profession is www.michigan.gov/occupationallicense.
- The page that focuses specifically on Real Estate Appraisers is: www.michigan.gov/appraisers. It includes information regarding the boards, applications and licensing information.
- Contact information: Department of Licensing and Regulatory Affairs
Bureau of Professional Licensing
PO Box 30670, Lansing MI 48909

Telephone Number: 517-241-9288

Fax: 517-373-7179

Email: bplhelp@michigan.gov

- The laws that regulate licensing for all occupational professions including Real Estate Appraisers can be located at [http://www.legislature.mi.gov/\(S\(olhg5ev4ilcjqcjbdd4maf4c\)\)/mileg.aspx?page=GetObject&objectname=mcl-act-299-of-1980](http://www.legislature.mi.gov/(S(olhg5ev4ilcjqcjbdd4maf4c))/mileg.aspx?page=GetObject&objectname=mcl-act-299-of-1980)
- The administrative rules governing Real Estate Appraisers in Michigan can be located at: http://w3.lara.state.mi.us/orr/AdminCode.aspx?AdminCode=Department&Dpt=LR&Level_1=Bureau+of+Professional+Licensing

TESTING:

- PSI Services, LLC (PSI) www.psiexams.com