

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. It's a licensee's responsibility to renew their 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 given a sixty-day grace period after the expiration date of the license to still renew with a late fee.

Licensees are required to renew their license(s) by using the MIPLUS licensing system at www.michigan.gov/miplus. If you have not done so already, you will need to register as a new user and create your account before you will be able to log in. Please make sure you register for your account using your name exactly as it appears on your license.

2. How do I update my address with the department/on my license?

You can update your name, address, and contact information at any time by logging into your MIPLUS account and clicking on the word "Modification" next to your license.

3. My license was lost or destroyed. How can I get another copy?

You can access an electronic copy of your license by logging into your MIPLUS account and clicking on your license number, followed by "record info" and then "attachments." Look for your license file and download and print the license. This license is a valid license that you can use and display.

If you would like a copy printed and mailed to you for a \$15.00 fee, log into your MIPLUS account and click on the word "modification" next to your license to find the license reprint option.

4. My license is lapsed. How do I apply for relicensure?

Log into your MIPLUS account and click on the word "modification" next to your license to find the application for relicensure.

5. How can I send verification of my license to another state?

Licenses can be verified for no charge online at www.michigan.gov/verifylicense.

Certified license verifications can be requested through your MIPLUS account for a \$15.00 fee. You will need to log into your MIPLUS account, click on the “Licenses” tab, followed by “Apply for a License or Submit a Request (Certified License Verification)”. After the disclaimer, you will select “License Verification” from the list of requests and professions.

6. Am I required to submit proof of my continuing education to renew my license?

Licensees that renew prior to their expiration date are not required to submit proof of continuing education, however all licensees are subject to a random continuing education audit and therefore must retain proof of continuing education completion to supply to the department upon request.

Licensees that renew during the sixty-day grace period after the expiration date of their license will be required to submit proof of meeting the continuing education requirements.

7. What are my continuing education requirements?

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.

AQB criteria: The equivalent of fourteen (14) class hours of instruction in courses or seminars for each year during the period preceding the renewal is required. For example, a two-year continuing education cycle would require twenty-eight hours. The class hour requirement can be fulfilled at any time during the cycle.

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.

8. My license is lapsed. How much continuing education do I need to complete?

You will need to complete 14 hours of approved continuing education for each year and partial year that the license was lapsed, including the most recent 7-hour National USPAP course and a 2-hour Michigan law course completed within the two-year period preceding your application for relicensure.

Individuals who currently have an active Real Estate Appraiser license on the National Registry in another state or US jurisdiction do not need to submit proof of continuing education.

9. Can I apply my preclosure education toward the continuing education requirements and vice versa?

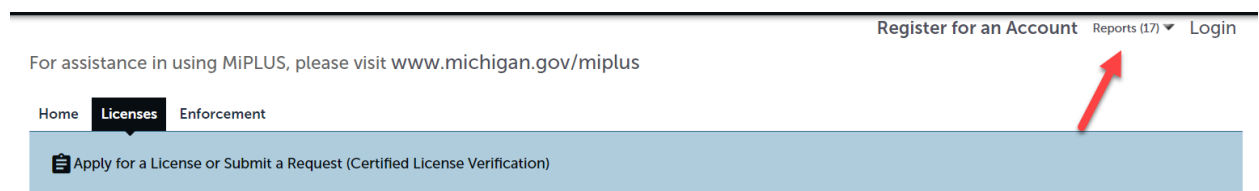
Preclosure education may be used toward continuing education requirements for the cycle in which the course was completed if the preclosure course has also been approved as a continuing education course. However, continuing education courses may not be used for preclosure education requirements.

10. I'm licensed in another state. Do I need to do additional continuing education for Michigan?

Individuals who are credentialed in more than one jurisdiction shall not have to take more than one 7-Hour National USPAP Update Course within a two-calendar year period for the purposes of meeting AQB Criteria. All other continuing education requirements must be satisfied.

11. Where can I find a list of Michigan approved continuing education and preclosure courses?

From the MIPLUS log in screen, or when logged into your account, click on the "Licenses" tab. You can then click the drop-down arrow next to "Reports" in the right-hand corner and select the appropriate report.



12. How do I schedule my examination?

Once your Real Estate Appraiser License Application has been approved, you may visit www.psiexams.com to schedule your exam.

13. 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 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 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.

14. What is a federally regulated 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.

15. Can I use my own appraisal log?

You may use your own appraisal log, however it must include all of the same information that's on the log provided online at www.michigan.gov/appraisers, including the supervisor certification statement.

16. What are some tips for making sure my appraisal log is acceptable?

- Make sure the date listed on the appraisal log matches the date of the report, not the date the appraisal was completed.
- The work the appraiser completes must be mirrored by the supervisor on the appraisal log:
- If using your own log, it must include the required supervisory certification statement listed on the log found online at www.michigan.gov/appraisers.

Acceptable:

		Check applicable description of work performed by indicating A or S										
A - Applicant	S - Supervisor	Inspection was Supervised	Interior Inspection	Land/Site Inspection	Neighborhood Analysis & Description	Research & Verification of Comparable Sales	Cost Approach	Sales Approach	Income Approach	Final Reconciliation	Other: Explain on Separate Page	Signature on Report & Certification (Y/N)
A		A	A		A	A	A		A	A		
S		S	S		S	S	S		S	S		

Not Acceptable:

		Check applicable description of work performed by indicating A or S										
A - Applicant	S - Supervisor	Inspection was Supervised	Interior Inspection	Land/Site Inspection	Neighborhood Analysis & Description	Research & Verification of Comparable Sales	Cost Approach	Sales Approach	Income Approach	Final Reconciliation	Other: Explain on Separate Page	Signature on Report & Certification (Y/N)
A		A	A		A	A	A		A	A		
S		S				S	S		S			

17. Helpful links and resources:

AQB and USPAP information - www.appraisalfoundation.org
 Exam Registration – www.psiexams.com
[Michigan Occupational Code](#)
[Administrative Rules](#)

18. Where can I send documentation to?

Documentation may be sent via email to bpldata@michigan.gov or by postal mail to:

PO Box 30670
Lansing, MI 48909

19. Who can I contact with any questions?

Questions may be sent via email to bplhelp@michigan.gov or you can call (517)241-0199.