

## MICHIGAN CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a Michigan certified residential real estate appraiser license)

#### APPLICATION AND FEES

- Online Application for a Michigan Certified Residential Real Estate Appraiser License - Complete all fields, answer all questions, and upload any supporting documentation.
- Online applications can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- 2 year license fee – (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - New and Reciprocal Application - \$385.00
  - Relicensure Application – \$405.00
  - Renewal Fee – \$350.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Good Moral Character Question** – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- Social Security Number (SSN)** – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or you do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE

- Education Requirement**– Proof of completion of 200 hours of approved prelicensure Appraiser education, including 15 hours in a National USPAP course and proof of one of the following College Level Education options.

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College Level Education for Certified Residential					
Option #1	Option #2	Option #3	Option #4	Option #5	Option #6
Bachelor's Degree in any field of study	Associates Degree in a field of study related to: <ul style="list-style-type: none"> <li>• <i>Business Administration</i></li> <li>• <i>Accounting</i></li> <li>• <i>Finance</i></li> <li>• <i>Economics; or</i></li> <li>• <i>Real Estate</i></li> </ul>	Successful completion of 30 semester hours of college-level courses in <b>each</b> of the following specific topic areas: <ul style="list-style-type: none"> <li>• <i>English Composition</i> (3 hours)</li> <li>• <i>Microeconomics</i> (3 hours)</li> <li>• <i>Macroeconomics</i> (3 hours)</li> <li>• <i>Finance</i> (3 hours)</li> <li>• <i>Algebra, Geometry, or Higher Math</i> (3 hours)</li> <li>• <i>Statistics</i> (3 hours)</li> <li>• <i>Computer Science</i> (3 hours)</li> <li>• <i>Business Law or Real Estate Law</i> (3 hours)</li> <li>• Two elective courses in any of the above topics, or in <i>Accounting, Geography, Agricultural Economics, Business Management, or Real Estate</i> (3 hours each)</li> </ul>	Successful completion of at least 30 hours of College Level Examination Program® (CLEP®) examinations that cover each of the specific topic areas in Option #3 (see Equivalency Table on next page).	Any combination of Option #3 and Option #4 that includes all of the topics identified	No college-level education required.  This option applies only to appraisers who <b>have held</b> a Licensed Residential credential for a minimum of five (5) years <b>and</b> have no record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.

- Experience Requirement** – Proof of completion of 1,500 hours of experience in no fewer than 12 months.
- Examination Requirement** – Proof of receiving a passing score on the AQB Certified Residential Real Estate Appraiser examination administered by PSI Services, LLC. Passing examination score is valid for 2 years from the date of the examination.

### ADDITIONAL REQUIREMENTS FOR LICENSURE BY RECIPROCITY

- Verification of Licensure – Provide proof of current licensure in another state at the same level if the requirements of the state are at least equal to the requirements of a Certified Residential Real Estate Appraiser. Verification of licensure must be sent directly from the state agency.
- Non-Michigan resident must submit a Consent to Service of Process.

### RELICENSURE (REQUIREMENTS FOR A LAPSED MICHIGAN CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER LICENSE)

- Proof of at completion of 14 hours of approved continuing education for each year and partial year missed to date, including the most recent edition of a 7-hour National USPAP course and a 2-hour Michigan Law Course completed within the two years immediately preceding the date of the application. **\*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.**

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- Non-Michigan resident must submit a Consent to Service of Process.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Michigan Certified Residential Real Estate Appraiser Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).

- State Certified Real Estate Appraiser Renewal Application Fee – \$350\* (Must be paid by Visa, Mastercard, or Discover credit or debit card).

- Renewal Cycle – 2 years.

\*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

- Continuing Education – You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. You must have completed 28 hours of continuing education that was completed during the 24 months immediately preceding the license expiration date. Continuing education must be in activities that are in accordance with the current administrative rules.

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the Appraisers, Real Estate link you can access the following helpful resources and forms:

- Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Real Estate Appraisers](#)