



REAL ESTATE APPRAISER APPLICATION FOR LICENSURE

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Professional Regulation
500 East Monroe, Suite 200
Springfield, IL 62701
217/785-9300

557 / 556 / 553

GENERAL

This application is to qualify for EXAMINATION to become an ASSOCIATE REAL ESTATE APPRAISER (557), CERTIFIED RESIDENTIAL REAL ESTATE (556) OR CERTIFIED GENERAL REAL ESTATE APPRAISER (553).

All spaces requiring a signature must contain an **original** signature; copies are not acceptable. The fee for application for an Associate Real Estate Appraiser (557) is \$225. The fee for Certified Residential Real Estate Appraiser (556) and a Certified General Appraiser (553) is \$300.

BASIC (Four Page) APPLICATION

Part I, Applicant's Applying Status: Indicate the status of your application by checking only one status category.

Part II, Application Category: In box #1, indicate the appraiser rank for which the application is being made. Each rank of appraisers requires different amounts of education and experience. The experience requirements are explained within these instructions for completing the supporting document, **LOG-APP**. In box #2, indicate the method of licensure. Do not indicate licensure by reciprocity unless you have verified, with this Agency, that a reciprocity agreement exists between Illinois and the other jurisdiction. This Agency will accept the reciprocal certification from the other jurisdiction with the submission of form CT-APP. The fee (check or money order payable to the Illinois Department of Financial and Professional Regulation) must accompany the application and is **NOT REFUNDABLE**.

Part III, Applicant Identification Information: If your name on any supporting documentation is different than the name used on your application, you must enter the other name in box #5 and submit proof of a legal name change (marriage license, divorce decree, court order, etc.).

Part IV, Education: Only courses (approved by the AQB) licensed by this Agency and presented by our licensed providers will be credited towards the education requirement. Approved course listings, which indicate the provider and course license numbers, are available from the Real Estate Licensing Division. Attach original sealed transcripts.

Part V, Record of Licensure: List the appraiser licenses, permits, etc. that you have, or had, in Illinois or other jurisdictions. Failure to do so could result in the denial of an original license or discipline to any license issued on the basis of this application.

Part VI, Record of Examination: List examinations that you have taken for licensure as an appraiser. Failure to disclose all appraiser licensure examinations may result in denial of the application or discipline to any license issued as a result of this application.

Parts VII and VIII, Personal History Information and Application Certification: In Part VII, all questions must be answered. If any question is unanswered, the application will be returned to you. Falsifying an answer will result in denial of the application or discipline to a license issued on the basis of this application.

SUPPORTING DOCUMENT, FORM LOG-APP

The **Associate Real Estate Appraiser** rank requires no experience. The **Certified General Real Estate Appraiser** rank requires 3,000 hours of appraisal experience during no fewer than 30 months, of which 1,500 hours shall be logged as non-residential appraisal work. All experience shall conform to USPAP and shall meet the criteria recommended by the AQB.

The **Certified Residential Real Estate Appraiser** rank requires 2,500 hours of appraisal experience during no fewer than 24 months. All experience shall conform to USPAP and shall meet the criteria recommended by the AQB.

Appraisal experience must be presented on the enclosed LOG-APP form. Incomplete appraisal logs will be returned. All appraisals listed are subject to Agency audit for a period of 5 years from the application date. Only list experience that can be documented by appraisal reports and are immediately available for audit. Failure to produce a listed appraisal could result in discipline to any license issued on the basis of this application. Applicants requesting experience for work as an Illinois assessment officer, deputy or employee thereof, are to contact the Real Estate Licensing Division for instructions.

Appraisal experience is calculated by listing the actual number of work hours spent for each appraisal on the Appraisal Experience Log form. FOLLOW THESE INSTRUCTIONS CAREFULLY IN COMPLETING THE APPRAISAL LOG. Appraisal logs not prepared in accordance with these instructions will be returned.

SUPPORTING DOCUMENT, FORM CT-APP

This form must be completed by any applicant who holds (or has held) an appraiser license in another jurisdiction. The top portion of the form is to be completed by you, then forwarded to the out-of-state licensing authority that has (or had) jurisdiction over your appraiser license. The out-of-state licensing authority is to complete the bottom portion to certify your license to our Office. You are responsible for any fees that the out-of-state authority may charge.

SUPPORTING DOCUMENT NONRESIDENT CONSENT

All applicants who are not Illinois residents must execute and include with their original application, a Consent to Service of Legal Process.

APPLICATION EXPIRATION

THIS APPLICATION IS VALID FOR ONE YEAR FROM THE DATE IT IS RECEIVED. You must have completed the requirements (including passing the examination) and applied for initial licensure within 365 days or the application expires.

An appraiser license issued as a result of this application will expire on September 30th of odd numbered years. Please send your completed application and application fee to the following address:

**Applied Measurement Professionals, Inc.
P.O. Box 8557
Springfield, IL 62791**

For general licensing inquiries, please contact the Illinois Department of Financial and Professional Regulation (DFPR) at 217-782-3414.

Please note that being approved to take the examination and/or passing the examination does not guarantee licensure. You may be selected by DFPR to submit additional information including, but not limited to, copies of the appraisal reports being claimed in your experience log (if applicable). Should you be selected your license will not be issued until the additional information has been reviewed and approved regardless of whether you have met all of the other licensure requirements.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under the Illinois Real Estate Appraiser Licensing Act of 2002. Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

Application for Licensure REAL ESTATE APPRAISER

GENERAL INSTRUCTIONS

Carefully follow the steps outlined on the instruction sheet for each section of the application. Type or print legibly with black ink only. The application must be completed in its entirety. If an area is not applicable, please indicate as "N/A". Incomplete applications or applications completed that do not comply with the instructions will be returned to the applicant. All signature areas must contain an **original** signature (copies of signatures are not acceptable). **THE APPLICATION FEE MUST ACCOMPANY THE APPLICATION AND IS NOT REFUNDABLE.** This application expires one year from the date it is received.

PART I: Applicant's Applying Status (Check the one box that best describes your applying status).

CHECK BOX INDICATING THE APPROPRIATE CLASSIFICATION REGARDING YOUR APPLICATION.

- This is the first time I have made application for this profession in Illinois.
- I have previously made application for this profession in Illinois; however, my previous application expired and I am now reapplying.

My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements.

Other:

PART II: Application Category (Check one box in area 1 and one box in area 2. See instructions pertaining to appraiser ranks and methods of licensure.)

1. APPLICATION RANK <input type="checkbox"/> Associate Real Estate Appraiser (557) <input type="checkbox"/> Certified Residential Real Estate Appraiser (556) <input type="checkbox"/> Certified General Real Estate Appraiser (553)	2. LICENSURE METHOD <input type="checkbox"/> Examination <input type="checkbox"/> Reciprocity	3. FEE: (557) - \$225 (556) - \$300* (553) - \$300* <small>* This includes the National Registry Fee.</small>
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PART III: Applicant Identification Information

1. NAME (Mr/Ms/Mrs)	LAST	FIRST	MI	2. SOCIAL SECURITY NUMBER	
				____ - __ - ____	
3. PERMANENT MAILING ADDRESS			CITY	STATE	IL
			ZIP CODE	COUNTY	
<small>(P.O. Boxes are not acceptable)</small>					
4. BUSINESS MAILING ADDRESS			CITY	STATE	IL
			ZIP CODE	COUNTY	
5. MAIDEN, GIVEN SURNAME, OR ANY NAME(S) UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED					
6. PLACE OF BIRTH			CITY	STATE/COUNTRY	
			7. DATE OF BIRTH		8. AGE
			____ / ____ / ____ Month Day Year		
9. TELEPHONE NUMBER WHERE YOU MAY BE REACHED					
WORK (____) _____ -- _____			HOME (____) _____ -- _____		

PART V: Record of Licensure Information

If you have ever been licensed to practice Real Estate Appraisal in Illinois or any other jurisdiction, you must complete the information requested below. This also applies to temporary, trainee, and apprenticeship licenses or permits. You must complete a supporting document CT-APP for each listing (below) that pertains to an appraiser license issued by a government licensing authority other than the State of Illinois. See instructions pertaining to **CT-APP**. Failure to disclose all (active, nonactive or expired) licenses and/or permits may result in the denial of this application or revocation of an issued license and a fine of up to \$10,000. **If Part V is not applicable, please indicate below as "N/A."**

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Lapsed, etc.)

(If additional space is needed, attach a separate sheet.)

PART VI: Record of Examination

If you have ever taken an examination in Illinois or any other state for the appraisal profession, you must complete the information requested below. **EACH EXAMINATION ATTEMPT MUST BE SHOWN.** Failure to disclose an examination attempt may result in the denial of your application or revocation of an issued license and a fine of up to \$10,000. **If Part VI is not applicable, please indicate below as "N/A."**

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS (Passed, Failed)
		___/___	
		___/___	
		___/___	
		___/___	

PART VII: Personal History Information (This Part must be completed by all Applicants)	YES	NO
1. Have you been convicted of any criminal offense in any state or federal court (other than minor traffic violations)? If yes, submit documentation for each conviction that includes an official copy of the court docket, which shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served and that all conditions of the sentence have been met. Submit a brief statement indication what you have been doing since your conviction/release.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been denied a professional license or permit; or privilege of taking an examination; or had a professional license, certification, or permit disciplined in any way by any licensing authority? If yes, submit a copy of the denial letter and/or statement of discipline.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, submit a DD-214 if discharged other than honorably from a city, county, state or federal position; submit all documentation regarding discipline.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you a U.S. citizen OR a lawfully admitted alien of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you delinquent on a student loan, State taxes, or child support payments? If yes, submit a statement concerning your arrearage and an official document from the appropriate agency, the Illinois Student Assistance Commission, the Illinois Department of Revenue, or the Illinois Dept. of Healthcare and Family Services, concerning your arrearage and your payment agreement.	<input type="checkbox"/>	<input type="checkbox"/>

PART VIII: Certifying Statement

1. I have read, understand and agree to comply with the provisions set forth in the Illinois Real Estate Appraiser Licensing Act and the Rules of the Illinois Department of Financial and Professional Regulation implemented thereunder.
2. I authorize the Illinois Department of Financial and Professional Regulation to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application.
3. If an appraisal license is issued to me in error, I agree to return the license upon request after being given appropriate due process.

I have made this application for the purpose of procuring an Illinois real estate appraiser's license. I hereby consent that the application, and statements made within it, may be used as evidence by the Agency in matters of Administrative Law; or, by any court where a violation of Law is alleged. I understand that false statements may be used as evidence to deny this application or, to revoke or otherwise discipline any license issued on the basis of this application. The statements and indications made on this application are true and correct to the best of my belief and knowledge. I have read and understand the Law and Administrative Rules pertinent to appraiser licensure and agree to comply with the standards as set forth in the Real Estate Appraiser Licensing Act and the Rules thereto. I understand that the fee included with this application is **non-refundable**. I hereby promise, as a registered real estate appraiser, to conduct my practice according to the ethics, conduct and standards of practice of the Uniform Standards of Professional Appraisal Practice, the Illinois Real Estate Appraiser Licensing Act and the Administrative Rules thereto. I further promise that I will cooperate in any investigation against myself or any other appraiser registered as an Illinois real estate appraiser or a nonregistrant appraiser for which the Agency has jurisdiction.

(Signature)

(Date)

Consult Real Estate "Appraiser Application Instructions" for additional specific information concerning the filing of your application

AQB Criteria Conversion Matrix

Course	New Criteria
	* Associate 75 Hours
USPAP National Course 15 Hours	IL1-08
Basic Appraisal Principles 30 Hours	IL2-08
Basic Appraisal Procedures 30 hours	IL3-08
	*Certified Residential 200 Hours and Associate degree
College-Level Course Requirements	Associate degree or higher. In lieu of the required degree, Twenty-one (21) semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance, Algebra, Geometry, or higher mathematics; Statistics; Introduction to Computers – Word Processing/Spreadsheets; and Business or Real Estate Law.
Residential Market Analysis and Highest & Best Use 15 Hours	ILR4-08
Residential Appraiser Site Valuation and Cost Approach 15 Hours	ILR5-08
Residential Sales Comparison and Income Approach 30 Hours	ILR6-08
Residential Report Writing and Case Studies 15 Hours	ILR7-08
Advanced Residential Applications and Case Studies 15 Hours	ILR8-08
Statistics, Modeling and Finance 15 Hours	ILR&G9-08 (This is a Dual Course)
Electives	ILRE-08
	*Certified General 300 Hours and Bachelor's Degree
College-Level Course Requirements	Bachelor's degree or higher. In lieu of the required degree, Thirty (30) semester credit hours covering the following subject matter courses: English Composition; Micro Economics; Macro Economics; Finance, Algebra, Geometry, or higher mathematics; Statistics; Introduction to Computers – Word Processing/Spreadsheets; and Business or Real Estate Law; and two (2) elective courses in accounting, geography; ag-economics; business management; or real estate.
General Appraiser Market Analysis and Highest & Best Use 30 Hours	ILG4-08
General Appraiser Sales Comparison Approach 30 Hours	ILG5-08
General Appraiser Site Valuation and Cost Approach 30 Hours	ILG6-08
General Appraiser Income Approach 60 Hours May be Split Into Two 30 Hour Courses (A & B)	ILG7-08
General Appraiser Report Writing and Case Studies 30 Hours	ILG8-08
Statistics, Modeling and Finance 15 Hours	ILR&G9-08 (This is a Dual Course)
Electives	ILGE-08

***Associate Appraisers** need 75 hours - IL1-08, IL2-08, IL3-08

***Certified Residential Appraisers** need an Associate degree and 200 hours - IL1-08, IL2-08, IL3-08; and ILR4-08, ILR5-08, ILR6-08, ILR7-08, ILR8-08, ILR&G9-08 (This is a Dual Course), ILRE-08 (in lieu of Associates degree, 21 semester credit hours, see above)

***Certified General Appraisers** need a Bachelor's degree and 300 hours - IL1-08, IL2-08, IL3-08; and ILR4-08, ILR5-08, ILR6-08, ILR7-08, ILR8-08, ILR&G9-08, ILRE-08; and ILG4-08, ILG5-08, ILG6-08, ILG7-08, ILG8-08, ILGE-08 (in lieu of a Bachelor's degree, 30 semester credit hours, see above)