

1 **PART I.**

2
3 **DEFINITIONS.**

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5 **18 VAC 130-20-10. Definitions.**

6
7 The following words and terms, when used in this chapter, unless a different meaning is
8 provided or is plainly required by the context, shall have the following meanings:

9
10 *"Accredited colleges, universities, junior and community colleges"* means those accredited
11 institutions of higher learning approved by the Virginia Council of Higher Education or listed in
12 the Transfer Credit Practices of Designated Educational Institutions, published by the American
13 Association of Collegiate Registrars and Admissions Officers or a recognized international
14 equivalent.

15
16 *"Adult distributive or marketing education programs"* means those programs offered at
17 schools approved by the Virginia Department of Education or any other local, state, or federal
18 government agency, board or commission to teach adult education or marketing courses.

19
20 *"Analysis"* means a study of real estate or real property other than the estimation of value.

21
22 *"Appraisal Foundation"* means the foundation incorporated as an Illinois Not for Profit
23 Corporation on November 30, 1987, to establish and improve uniform appraisal standards by

1 defining, issuing and promoting such standards.

2

3 *"Appraisal Subcommittee"* means the designees of the heads of the federal financial
4 institutions regulatory agencies established by the Federal Financial Institutions Examination
5 Council Act of 1978 (12 USC § 3301 et seq.), as amended.

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7 *"Appraiser"* means any person who, for valuable consideration or with the intent or
8 expectation of receiving the same from another, engages in real estate appraisal activity on any
9 type of property.

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11 *"Appraiser classification"* means any category of appraiser which the board creates by
12 designating criteria for qualification for such category and by designating the scope of practice
13 permitted for such category.

14

15 *"Appraiser Qualifications Board"* means the board created by the Appraisal Foundation to
16 establish appropriate criteria for the certification and recertification of qualified appraisers by
17 defining, issuing and promoting such qualification criteria; to disseminate such qualification
18 criteria to states, governmental entities and others; and to develop or assist in the development
19 of appropriate examinations for qualified appraisers.

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21 *"Appraiser Trainee"* means an individual who is licensed as an appraiser trainee to appraise
22 those properties which the supervising appraiser is permitted to appraise.

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1 *"Business entity"* means any corporation, partnership, association or other business entity
2 under which appraisal services are performed.

3
4 *"Certified general real estate appraiser"* means an individual who meets the requirements for
5 licensure that relate to the appraisal of all types of real estate and real property and is licensed
6 as a certified general real estate appraiser.

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8 *"Certified instructor"* means an individual holding an instructor certificate issued by the Real
9 Estate Appraiser Board to act as an instructor.

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11 *"Certified residential real estate appraiser"* means an individual who meets the requirements
12 for licensure for the appraisal of any residential real estate or real property of one to four
13 residential units regardless of transaction value or complexity. Certified residential real estate
14 appraisers may also appraise nonresidential properties with a transaction value up to \$250,000.

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16 *"Classroom hour"* means 50 minutes out of each 60-minute segment. The prescribed number
17 of classroom hours includes time devoted to tests which are considered to be part of the course.

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19
20 *"Distance education"* means an educational process based on the geographical separation of
21 provider and student (i.e., CD-ROM, on-line learning, correspondence courses, etc.).

22
23 *"Experience"* as used in this chapter includes but is not limited to experience gained in the

1 performance of traditional appraisal assignments, or in the performance of the following: fee and
2 staff appraisals, ad valorem tax appraisal, review appraisal, appraisal analysis, real estate
3 counseling, highest and best use analysis, and feasibility analysis/study.

4
5 For the purpose of this chapter experience has been divided into four major categories: (i) fee
6 and staff appraisal, (ii) ad valorem tax appraisal, (iii) review appraisal, and (iv) real estate
7 counseling.

8
9 1. *"Fee/staff appraiser experience"* means experience acquired as either a sole
10 appraiser or as a cosigner.

11
12 Sole appraiser experience is experience obtained by an individual who makes personal
13 inspections of real estate, assembles and analyzes the relevant facts, and by the use of
14 reason and the exercise of judgment, forms objective opinions and prepares reports as
15 to the market value or other properly defined value of identified interests in said real
16 estate.

17
18 Cosigner appraiser experience is experience obtained by an individual who signs an
19 appraisal report prepared by another, thereby accepting full responsibility for the
20 content and conclusions of the appraisal.

21
22 To qualify for fee/staff appraiser experience, an individual must have prepared written
23 appraisal reports which meet minimum standards. For appraisal reports dated prior to

1 July 1, 1991, these minimum standards include the following (if any item is not
2 applicable, the applicant shall adequately state the reasons for the exclusions):

3
4 a. An adequate identification of the real estate and the interests being appraised;

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6 b. The purpose of the report, date of value, and date of report;

7
8 c. A definition of the value being appraised;

9
10 d. A determination of highest and best use;

11
12 e. An estimate of land value;

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14 f. The usual valuation approaches for the property type being appraised or the
15 reason for excluding any of these approaches;

16
17 g. A reconciliation and conclusion as to the property's value;

18
19 h. Disclosure of assumptions or limiting conditions, if any; and

20
21 i. Signature of appraiser.

22
23 For appraisal reports dated subsequent to July 1, 1991, the minimum standards for

1 written appraisal reports are those as prescribed in Standard 2 of the Uniform
2 Standards of Professional Appraisal Practice in the edition in effect at the time of the
3 reports' preparation.

- 4
- 5 2. *"Ad valorem tax appraisal experience"* means experience obtained by an individual
6 who assembles and analyzes the relevant facts, and who correctly employs those
7 recognized methods and techniques that are necessary to produce and communicate
8 credible appraisals within the context of the real property tax laws. Ad valorem tax
9 appraisal experience may be obtained either through individual property appraisals or
10 through mass appraisals as long as applicants under this category of experience can
11 demonstrate that they are using techniques to value real property similar to those being
12 used by fee/staff appraisers and that they are effectively utilizing the appraisal process.

13

14 To qualify for ad valorem tax appraisal experience for individual property appraisals, an
15 individual must have prepared written appraisal reports which meet minimum standards.

16 For appraisal reports dated prior to July 1, 1991, these minimum standards include the
17 following (if any item is not applicable, the applicant shall adequately state the reasons
18 for the exclusions):

- 19
- 20 a. An adequate identification of the real estate and the interests being appraised;
- 21
- 22 b. The effective date of value;
- 23

- 1 c. A definition of the value being appraised if other than fee simple;
- 2
- 3 d. A determination of highest and best use;
- 4
- 5 e. An estimate of land value;
- 6
- 7 f. The usual valuation approaches for the property type being appraised or the
- 8 reason for excluding any of these approaches;
- 9
- 10 g. A reconciliation and conclusion as to the property's value;
- 11
- 12 h. Disclosure of assumptions or limiting conditions, if any.
- 13

14 For appraisal reports dated subsequent to July 1, 1991, the minimum standards for
15 written appraisal reports are those as prescribed in the Uniform Standards of
16 Professional Appraisal Practice in the edition in effect at the time of the reports'
17 preparation.

18

19 To qualify for ad valorem tax appraisal experience for mass appraisals, an individual
20 must have prepared mass appraisals or have documented mass appraisal files which
21 meet minimum standards. For mass appraisals dated prior to July 1, 1991, these
22 minimum standards include the following (if any item is not applicable, the applicant shall
23 adequately state the reasons for the exclusions):

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- a. An adequate identification of the real estate and the interests being appraised;
- b. The effective date of value;
- c. A definition of the value being appraised if other than fee simple;
- d. A determination of highest and best use;
- e. An estimate of land value;
- f. Those recognized methods and techniques that are necessary to produce a credible appraisal.

For mass appraisal reports dated subsequent to July 1, 1991, the minimum standards for these appraisal reports are those as prescribed in Standard 6 of the Uniform Standards of Professional Appraisal Practice in the edition in effect at the time of the reports' preparation.

In addition to the preceding, to qualify for ad valorem tax appraisal experience, the applicant's experience log must be attested to by the applicant's supervisor.

- 3. *"Reviewer experience"* means experience obtained by an individual who examines the

1 reports of appraisers to determine whether their conclusions are consistent with the data
2 reported and other generally known information. An individual acting in the capacity of
3 a reviewer does not necessarily make personal inspection of real estate, but does
4 review and analyze relevant facts assembled by fee/staff appraisers, and by the use of
5 reason and exercise of judgment, forms objective conclusions as to the validity of
6 fee/staff appraisers' opinions. Reviewer experience shall not constitute more than 1,000
7 hours of total experience claimed and at least 50% of the review experience claimed
8 must be in field review wherein the individual has personally inspected the real property
9 which is the subject of the review.

10
11 To qualify for reviewer experience, an individual must have prepared written reports
12 recommending the acceptance, revision, or rejection of the fee/staff appraiser's
13 opinions, which written reports must meet minimum standards. For appraisal reviews
14 dated prior to July 1, 1991, these minimum standards include the following (if any item
15 is not applicable, the applicant shall adequately state the reasons for the exclusions):

16
17 a. An identification of the report under review, the real estate and real property
18 interest being appraised, the effective date of the opinion in the report under
19 review, and the date of the review;

20
21 b. A description of the review process undertaken;

22
23 c. An opinion as to the adequacy and appropriateness of the report being

1 reviewed, and the reasons for any disagreement;

2

3 d. An opinion as to whether the analyses, opinions, and conclusions in the report
4 under review are appropriate and reasonable, and the development of any
5 reasons for any disagreement;

6

7 e. Signature of reviewer.

8

9 For appraisal review reports dated subsequent to July 1, 1991, the minimum standards
10 for these appraisal reports are those as prescribed in Standard 3 of the Uniform
11 Standards of Professional Appraisal Practice in the edition in effect at the time of the
12 reports' preparation.

13

14 Signing as "Review Appraiser" on an appraisal report prepared by another will not
15 qualify an individual for experience in the reviewer category. Experience gained in this
16 capacity will be considered under the Cosigner subcategory of Fee/staff appraiser
17 experience.

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19 4. "*Real estate counseling experience*" means experience obtained by an individual who
20 assembles and analyzes the relevant facts and by the use of reason and the exercise of
21 judgment, forms objective opinions concerning matters other than value estimates
22 relating to real property. Real estate counseling experience includes, but is not
23 necessarily limited to, the following:

Real Estate Appraiser Board
Proposed Regulations
Adopted 7/17/01

1		
2	Absorption Study	Ad Valorem Tax Study
3	Annexation Study	Assemblage Study
4	Assessment Study	Condominium Conversion Study
5	Cost-Benefit Study	Cross Impact Study
6	Depreciation/Cost Study	Distressed Property Study
7	Economic Base Analysis	Economic Impact Study
8	Economic Structure Analysis	Eminent Domain Study
9	Feasibility Study	Highest and Best Use Study
10	Impact Zone Study	Investment Analysis Study
11	Investment Strategy Study	Land Development Study
12	Land Suitability Study	Land Use Study
13	Location Analysis Study	Market Analysis Study
14	Market Strategy Study	Market Turning Point Analysis
15	Marketability Study	Portfolio Study
16	Rehabilitation Study	Remodeling Study
17	Rental Market Study	Right of Way Study
18	Site Analysis Study	Utilization Study
19	Urban Renewal Study	Zoning Study

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21 To qualify for real estate counseling experience, an individual must have prepared

22 written reports which meet minimum standards. For real estate counseling reports

23 dated prior to July 1, 1991, these minimum standards include the following (if any item

- 1 is not applicable, the applicant shall so state the reasons for the exclusions):
- 2
- 3 a. A definition of the problem;
- 4
- 5 b. An identification of the real estate under consideration (if any);
- 6
- 7 c. Disclosure of the client's objective;
- 8
- 9 d. The effective date of the consulting assignment and date of report;
- 10
- 11 e. The information considered, and the reasoning that supports the analyses,
- 12 opinions, and conclusions;
- 13
- 14 f. Any assumptions and limiting conditions that affect the analyses, opinions, and
- 15 conclusions;
- 16
- 17 g. Signature of real estate counselor.
- 18

19 For real estate counseling reports dated subsequent to July 1, 1991, the minimum
20 standards for these appraisal reports are those as prescribed in Standard 4 of the
21 Uniform Standards of Professional Appraisal Practice in the edition in effect at the time
22 of the reports' preparation. Real estate counseling shall not constitute more than 500
23 hours of experience for any type of appraisal license.

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"Inactive license" means a license that has been renewed without meeting the continuing education requirements specified in this chapter. Inactive licenses do not meet the requirements set forth in § 54.1-2011 of the Code of Virginia.

"Licensed residential real estate appraiser" means an individual who meets the requirements for licensure for the appraisal of any noncomplex, residential real estate or real property of one to four residential units, including federally related transactions, where the transaction value is less than \$1 million. Licensed residential real estate appraisers may also appraise noncomplex, nonresidential properties with a transaction value up to \$250,000.

"Licensee" means any individual holding a ~~an active~~ license issued by the Real Estate Appraiser Board to act as a certified general real estate appraiser, certified residential real estate appraiser, licensed residential real estate appraiser, or appraiser trainee as defined, respectively, in § 54.1-2009 of the Code of Virginia and in this chapter.

"Local, state or federal government agency, board or commission" means an entity established by any local, federal or state government to protect or promote the health, safety and welfare of its citizens.

"Proprietary school" means a privately owned school offering appraisal or appraisal related courses approved by the board.

1 *"Provider"* means accredited colleges, universities, junior and community colleges; adult
2 distributive or marketing education programs; local, state or federal government agencies,
3 boards or commissions; proprietary schools; or real estate appraisal or real estate related
4 organizations.

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6 *"Real estate appraisal activity"* means the act or process of valuation of real property or
7 preparing an appraisal report.

8
9 *"Real estate appraisal or real estate related organization"* means any appraisal or real
10 estate related organization formulated on a national level, where its membership extends to more
11 than one state or territory of the United States.

12
13 *"Reciprocity agreement"* means a conditional agreement between two or more states that will
14 recognize one another's regulations and laws for equal privileges for mutual benefit.

15
16 *"Registrant"* means any corporation, partnership, association or other business entity which
17 provides appraisal services and which is registered with the Real Estate Appraiser Board in
18 accordance with § 54.1-2011.E of the Code of Virginia.

19
20 *"Reinstatement"* means having a license or registration restored to effectiveness after the
21 expiration date has passed.

22
23 *"Renewal"* means continuing the effectiveness of a license or registration for another period of

1 time.

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3 "*Sole proprietor*" means any individual, but not a corporation, partnership or association, who
4 is trading under his or her own name, or under an assumed or fictitious name pursuant to the
5 provisions of §§ 59.1-69 through 59.1-76 of the Code of Virginia.

6

7 "*Substantially equivalent*" is any educational course or seminar, experience, or examination
8 taken in this or another jurisdiction which is equivalent in classroom hours, course content and
9 subject, and degree of difficulty, respectively, to those requirements outlined in this chapter and
10 Chapter 20.1 (§ 54.1-2009 et seq.) of Title 54.1 of the Code of Virginia for licensure and
11 renewal.

12

13 "*Supervising appraiser*" means any individual holding a license issued by the Real Estate
14 Appraiser Board to act as a certified general real estate appraiser, certified residential real
15 estate appraiser, or licensed residential real estate appraiser who supervises any unlicensed
16 person acting as a real estate appraiser or an appraiser trainee as specified in this chapter.

17

18 "*Transaction value*" means the monetary amount of a transaction which may require the
19 services of a certified or licensed appraiser for completion. The transaction value is not always
20 equal to the market value of the real property interest involved. For loans or other extensions of
21 credit, the transaction value equals the amount of the loan or other extensions of credit. For
22 sales, leases, purchases and investments in or exchanges of real property, the transaction value
23 is the market value of the real property interest involved. For the pooling of loans or interests in

1 real property for resale or purchase, the transaction value is the amount of the loan or the
2 market value of real property calculated with respect to each such loan or interest in real
3 property.

4

5 "*Uniform Standards of Professional Appraisal Practice*" means those standards
6 promulgated by the Appraisal Standards Board of the Appraisal Foundation for use by all
7 appraisers in the preparation of appraisal reports.

8

9 "*Valuation*" means an estimate of the value of real property.

10

11 "*Valuation assignment*" means an engagement for which an appraiser is employed or retained
12 to give an analysis, opinion or conclusion that results in an estimate of the value of an identified
13 parcel of real property as of a specified date.

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15 "*Waiver*" means the voluntary, intentional relinquishment of a known right.

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PART II.

ENTRY.

18 VAC 130-20-20. Requirement for registration.

A business entity seeking to provide appraisal services shall register with the board by completing an application furnished by the board describing the location, nature and operation of its practice, and the name and address of the registered agent, an associate, or a partner of the business entity. Along with a completed application form, domestic corporations shall provide a copy of the Certificate of Incorporation as issued by the State Corporation Commission, foreign (out-of-state) corporations shall provide a copy of the Certificate of Authority from the State Corporation Commission, partnerships shall provide a copy of a certified Partnership Certificate; and other business entities trading under a fictitious name shall provide a copy of the certificate filed with the clerk of the court where business is to be conducted.

18 VAC 130-20-30. General qualifications for licensure.

Every applicant to the Real Estate Appraiser Board for a certified general, certified residential, or licensed residential real estate appraiser license shall meet the following qualifications:

1. The applicant shall be of good moral character, honest, truthful, and competent to

1 transact the business of a licensed real estate appraiser in such a manner as to safeguard
2 the interests of the public.

3
4 2. The applicant shall meet the current educational and experience requirements and
5 submit a license application to the Department of Professional and Occupational
6 Regulation or its agent prior to the time the applicant is approved to take the licensing
7 examination. Applications received by the department or its agent must be complete
8 within 12 months of the date of the receipt of the license application and fee by the
9 Department of Professional and Occupational Regulation or its agent.

10
11 3. ~~The applicant shall sign as part of the application, an affidavit certifying that the applicant~~
12 ~~has read and understands the Virginia real estate appraiser license law and the~~
13 ~~regulations of the Real Estate Appraiser Board.~~

14
15 4. The applicant shall be in good standing as a real estate appraiser in every jurisdiction
16 where licensed or certified; the applicant may not have had a license or certification
17 which was suspended, revoked or surrendered in connection with a disciplinary action
18 or which has been the subject of discipline in any jurisdiction prior to applying for
19 licensure in Virginia.

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21 ~~4.5.~~ The applicant may not have been convicted, found guilty or pled guilty, regardless of
22 adjudication, in any jurisdiction of a misdemeanor involving moral turpitude or of any
23 felony. Any plea of nolo contendere shall be considered a conviction for purposes of

1 this subdivision. ~~The record of a conviction authenticated in such form as to be~~
2 ~~admissible in evidence under the laws of the jurisdiction where convicted. A certified~~
3 ~~copy of a final order, decree or case decision, by a court with the lawful authority to~~
4 ~~issue such order decree or case decision~~ shall be admissible as prima facie evidence of
5 such conviction.

6
7 5.6. The applicant shall be at least 18 years old.

8
9 6.7. The applicant shall have successfully completed 90 hours for the licensed residential
10 classification, 120 hours for the certified residential classification, and 180 hours for the
11 certified general classification, of approved real estate appraisal courses, including a
12 course of at least 15 hours on the Uniform Standards of Professional Appraisal
13 Practice, from accredited colleges, universities, junior and community colleges; adult
14 distributive or marketing education programs; local, state or federal government
15 agencies, boards or commissions; proprietary schools; or real estate appraisal or real
16 estate related organizations. The classroom hours required for the licensed residential
17 real estate appraiser may include the classroom hours required for the appraiser trainee.

18 The classroom hours required for the certified residential real estate appraiser may
19 include the classroom hours required for the appraiser trainee or the licensed real estate
20 appraiser and may also include 30 hours of related courses in topics specified in 18
21 VAC 130-20-220 A 1. The classroom hours required for the certified general real
22 estate appraiser may include the classroom hours required for the appraiser trainee, the
23 licensed residential real estate appraiser, or the certified residential real estate appraiser

1 and may also include 30 hours of related courses in topics specified in 18 VAC 130-
2 20-220 A 1.

3
4 All applicants for licensure as a certified general real estate appraiser must complete an
5 advanced level appraisal course of at least 30 classroom hours in the appraisal of
6 nonresidential properties.

7
8 ~~7.8.~~ The applicant shall execute an affidavit as part of the application for licensure attesting to
9 his experience in the field of real estate appraisal. All applicants must submit, upon
10 application, sample appraisal reports as specified by the board. In addition, all
11 experience must be supported by adequate written reports or file memoranda which
12 shall be made available to the board upon request.

13
14 a. Applicants for a licensed residential real estate appraiser license shall have a
15 minimum of 2,000 hours appraisal experience obtained continuously over a
16 period of not less than 24 months. Hours may be treated as cumulative in order
17 to achieve the necessary 2,000 hours of appraisal experience.

18
19 b. Applicants for a certified residential real estate appraiser license shall have a
20 minimum of 2,500 hours of appraisal experience obtained continuously over a
21 period of not less than 24 months. Hours may be treated as cumulative in order
22 to achieve the necessary 2,500 hours of appraisal experience.

23

1 c. Applicants for a certified general real estate appraiser license shall have a
2 minimum of 3,000 hours of appraisal experience obtained continuously over a
3 period of not less than 30 months. Hours may be treated as cumulative in order
4 to achieve the necessary 3,000 hours of appraisal experience. At least 50% of
5 the appraisal experience required (1,500 hours) must be in nonresidential
6 appraisal assignments and include assignments which demonstrate the use and
7 understanding of the income approach. An applicant whose nonresidential
8 appraisal experience is predominately in such properties which do not require
9 the use of the income approach may satisfy this requirement by performing two
10 or more appraisals on properties in association with a certified general appraiser
11 which include the use of the income approach.

12
13 ~~8.9.~~ Within 12 months after being approved by the board to take the examination, the
14 applicant shall have registered for and passed a written examination endorsed by the
15 Appraiser Qualifications Board and provided by the board or by a testing service acting
16 on behalf of the board.

17
18 ~~9.10.~~ Applicants for licensure who do not meet the requirements set forth in subdivisions 3
19 and 4 of this section may be approved for licensure following consideration of their
20 application by the board.

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22 **18 VAC 130-20-40. Qualifications for licensure by reciprocity.**

1 Every applicant to the Real Estate Appraiser Board for a license by reciprocity shall have met
2 the following qualifications:

3
4 1. An individual who is currently licensed or certified as a real estate appraiser in another
5 jurisdiction may obtain a Virginia real estate appraiser license by providing
6 documentation that the applicant has met educational, experience and examination
7 requirements that are substantially equivalent to those required in Virginia for the
8 appropriate level of licensure.

9
10 2. The applicant shall be at least 18 years of age.

11
12 3. The applicant shall sign, as part of the application, an affidavit certifying that the
13 applicant has read and understands the Virginia real estate appraiser license law and the
14 regulations of the Real Estate Appraiser Board.

15
16 4. The applicant shall be in good standing as a licensed or certified real estate appraiser in
17 every jurisdiction where licensed or certified; the applicant may not have had a license
18 or certification as a real estate appraiser which was suspended, revoked, or
19 surrendered in connection with a disciplinary action or which has been the subject of
20 discipline in any jurisdiction prior to applying for licensure in Virginia.

21
22 5. The applicant shall be of good moral character, honest, truthful, and competent to
23 transact the business of a licensed real estate appraiser in such a manner as to safeguard

1 the interests of the public.

2

3 6. The applicant may not have been convicted, found guilty or pled guilty, regardless of
4 adjudication, in any jurisdiction of a misdemeanor involving moral turpitude or of any
5 felony. Any plea of nolo contendere shall be considered a conviction for purposes of
6 this subdivision. The record of a conviction authenticated in such form as to be
7 admissible in evidence under the laws of the jurisdiction where convicted shall be
8 admissible as prima facie evidence of such conviction.

9

10 7. Applicants for licensure who do not meet the requirements set forth in subdivisions 4
11 and 6 of this section may be approved for licensure following consideration by the
12 board.

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16 **18 VAC 130-20-50. Qualifications for temporary licensure.**

17

18 An individual who is currently licensed or certified as a real estate appraiser in another
19 jurisdiction may obtain a temporary Virginia real estate appraiser's license as required by
20 Section 1121 of the Federal Financial Institutions Reform, Recovery and Enforcement Act of
21 1989, 12 USCS § 1811.

22

23 The appraiser's permanent certification or license issued by another state shall be recognized as

1 equivalent to a Virginia license provided that:

2

3 1. The appraiser's business is of a temporary nature, and is limited to one specific
4 assignment not to exceed 12 months. A specific assignment may include multiple
5 properties. The temporary assignment must be complete prior to the expiration date of
6 the permanent certification or license issued by another state.

7

8 2. ~~The education, experience and general examination completed in the jurisdiction of~~
9 ~~original licensure is deemed to be substantially equivalent to those required for the~~
10 ~~appropriate level of licensure in Virginia.~~

11

12 3. The applicant shall sign, as part of the application, an affidavit certifying that the
13 applicant has read and understands the Virginia real estate appraiser license law and the
14 regulations of the Real Estate Appraiser Board.

15

16 ~~4.3.~~ The applicant shall be in good standing as a licensed or certified real estate appraiser in
17 every jurisdiction where licensed or certified; the applicant may not have had a license
18 or certification as a real estate appraiser which was suspended, revoked, or
19 surrendered in connection with a disciplinary action ~~or which has been the subject of~~
20 ~~discipline in any jurisdiction prior to applying for licensure in Virginia.~~

21

22 ~~5.4.~~ The applicant shall be of good moral character, honest, truthful, and competent to
23 transact the business of a real estate appraiser in such a manner as to safeguard the

1 interests of the public.

2

3 ~~6.5.~~ The applicant may not have been convicted, found guilty or pled guilty, regardless of
4 adjudication, in any jurisdiction of a misdemeanor involving moral turpitude or of any
5 felony. Any plea of nolo contendere shall be considered a conviction for purposes of
6 this subdivision. The record of a conviction authenticated in such form as to be
7 admissible in evidence under the laws of the jurisdiction where convicted shall be
8 admissible as prima facie evidence of such conviction.

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10 ~~7.6.~~ Applicants for licensure who do not meet the requirements set forth in subdivisions ~~4 3~~
11 and ~~6 5~~ of this section may be approved for licensure following consideration by the
12 board.

13

14 ~~8. The applicant shall be at least 18 years of age.~~

15

16 Applicants for temporary licensure shall verify the above information on an application form
17 provided by the board. A temporary license cannot be renewed. ~~More than one temporary~~
18 ~~license may be issued per year.~~

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21 **18 VAC 130-20-60. Qualifications for licensure as an Appraiser Trainee.**

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23 An applicant for licensure as an appraiser trainee shall meet the following educational,

1 experience, and examination requirements in addition to those set forth in 18 VAC 130-20-30,
2 subsections 1 through 5 and 18 VAC 130-20-30 subsection 9.

3
4 1. Within 12 months after being approved by the board to take the examination, the
5 applicant shall have registered for and passed a written examination provided by the
6 board or by a testing service acting on behalf of the board.

7
8 2. The applicant shall have successfully completed 75 hours of approved real estate
9 appraisal courses from accredited colleges, universities, junior and community colleges;
10 adult distributive or marketing education programs; local, state or federal government
11 agencies, boards or commissions; proprietary schools; or real estate appraisal or real
12 estate related organizations. The classroom hours shall include 15 hours relative to the
13 Uniform Standards of Professional Appraisal Practice.

14
15 3. There is no experience requirement for the appraiser trainee classification.

16
17 4. Responsibilities of supervising appraisers are described in this subdivision.

18
19 a. The appraiser trainee shall be subject to direct supervision by a supervising
20 appraiser who shall be state licensed or certified in good standing.

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22 b. The supervising appraiser shall be responsible for the training and direct
23 supervision of the appraiser trainee by:

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- (1) Accepting responsibility for the appraisal report by signing and certifying the report is in compliance with the Uniform Standards of Professional Appraisal Practice.
- (2) Reviewing the appraiser trainee appraisal report(s); and
- (3) Personally inspecting each appraised property with the appraiser trainee until the supervising appraiser determines the appraiser trainee is competent in accordance with the Competency Provision of the Uniform Standards of Professional Appraisal Practice for the property type.

c. The appraiser trainee is permitted to have more than one supervising appraiser.

18 VAC 130-20-70. Requirement for the certification of appraisal education instructors.

Pursuant to the mandate of Title 11 of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989, and § 54.1-2013 of the Code of Virginia, instructors teaching prelicense educational offerings who are not employed or contracted by accredited colleges, universities, junior and community colleges, adult distributive or marketing education programs are required to be certified by the board. ~~Instructors teaching the required continuing education course on recent developments in federal, state and local real estate appraisal law and regulation~~

1 ~~shall also be certified by the board and, at the board's discretion, may be required to attend~~
2 ~~training sessions sponsored by the board. Effective January 1, 2003 all Uniform Standards of~~
3 ~~Professional Appraisal Practice courses taught for continuing education credit must be taught by~~
4 ~~instructors certified by the Appraiser Qualifications Board.~~

5
6 **18 VAC 130-20-80. Qualifications for the certification of instructors.**

7
8 The applicant shall be in good standing as a real estate appraiser in every jurisdiction where
9 licensed or certified; the applicant may not have had a license or certification which was
10 suspended, revoked or surrendered in connection with a disciplinary action or which has been
11 the subject of discipline in any jurisdiction prior to applying for licensure in Virginia, and shall
12 have:

- 13
14 1. A baccalaureate degree in real estate, economics, finance or business, and have
15 satisfied the state appraisal licensing educational requirements for the level being
16 instructed; or
17
18 2. A baccalaureate degree, an appraisal license which has been in good standing for at
19 least two years, and a current certified residential or certified general appraisal license
20 appropriate for the level being instructed; or
21
22 3. Seven years of active experience acquired in the appraisal field in the past 10 years, an
23 appraisal license which has been in good standing for at least two years, and a current

1 certified residential or certified general appraisal license appropriate for the level being
2 instructed.

3

4 **18 VAC 130-20-90. Application and registration fees.**

5

6 There will be no pro rata refund of these fees to licensees who resign or upgrade to a higher
7 license or to licensees whose licenses are revoked or surrendered for other causes. All
8 application fees for licenses and registrations are nonrefundable.

9

10 1. Application fees for registrations, certificates and licenses are as follows:

11

12 Registration of business entity \$100.00

13

14 Certified General Real Estate Appraiser \$141.00

15

16 Temporary Certified General Real Estate
17 Appraiser \$45.00

18

19 Certified Residential Real Estate Appraiser \$141.00

20

21 Temporary Certified Residential Real Estate
22 Appraiser \$45.00

23

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1	Licensed Residential Real Estate Appraiser	\$141.00
2		
3	Temporary Licensed Residential Real Estate	
4	Appraiser	\$45.00
5		
6	Appraiser Trainee	\$96.00
7		
8	Upgrade of license	\$65.00
9		
10	Instructor Certification	\$135.00

11
12 Application fees for a certified general real estate appraiser, a certified residential real
13 estate appraiser, a licensed residential real estate appraiser and an appraiser trainee
14 include a \$21.00 fee for a copy of the Uniform Standards of Professional Appraisal
15 Practice. This fee is subject to the fee charged by the Appraisal Foundation and may
16 be adjusted and charged to the applicant in accordance with the fee charged by the
17 Appraisal Foundation.

18
19 2. Examination fees. The fee for examination or reexamination is subject to contracted
20 charges to the Department by an outside vendor. These contracts are competitively
21 negotiated and bargained for in compliance with the Virginia Public Procurement Act
22 (§ 11-35 et seq. of the Code of Virginia). Fees may be adjusted and charged to the
23 candidate in accordance with this contract.

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3. A \$50 National Registry Fee Assessment for all permanent license applicants is to be assessed of each applicant in accordance with Section 1109 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (12 USCS §§ 3331-3351). This fee may be adjusted and charged to the applicant in accordance with the Act. If the applicant fails to qualify for licensure, then this assessment fee will be refunded.

1 **PART III.**

2
3 **RENEWAL OF LICENSE.**

4
5 **18 VAC 130-20-100. Renewal required.**

6
7 Licenses issued under this chapter for certified general real estate appraisers, certified residential
8 real estate appraisers and licensed residential real estate appraisers and appraiser trainees and
9 registrations issued for business entities shall expire two years from the last day of the month in
10 which they were issued, as indicated on the license or registration. Certifications issued under
11 this chapter for instructors shall expire two years from the last day of the month in which they
12 were issued, as indicated on the certification.

13
14 **18 VAC 130-20-110. Qualifications for renewal.**

15
16 A. As a condition of renewal, and under § 54.1-2014 of the Code of Virginia, all active
17 certified general real estate appraisers, certified residential real estate appraisers, and
18 licensed residential real estate appraisers, resident or nonresident, shall be required to
19 complete continuing education courses satisfactorily within each licensing term as
20 follows:

- 21
22 1. All real estate appraisers must satisfactorily complete continuing education
23 courses or seminars offered by accredited colleges, universities, junior and

1 community colleges; adult distributive or marketing education programs; local,
2 state or federal government agencies, boards or commissions; proprietary
3 schools; or real estate appraisal or real estate related organizations of not less
4 than 28 classroom hours during each licensing term.

5
6 2. All real estate appraisers may also satisfy continuing education requirements by
7 participation other than as a student in educational processes and programs
8 approved by the board to be substantially equivalent for continuing education
9 purposes including, but not limited to teaching, program development, or
10 authorship of textbooks.

11
12 3. ~~Three Seven~~ of the classroom hours completed to satisfy the continuing
13 education requirements shall be ~~a course approved by the board on recent~~
14 ~~developments in federal, state and local real estate appraisal law and regulation~~
15 ~~and an update on~~ the Uniform Standards of Professional Appraisal Practice.

16
17 B. In addition to the continuing education requirements specified in subsection A of this
18 section ~~all active certified general real estate appraisers, certified residential real estate~~
19 ~~appraisers, and licensed residential real estate appraisers, resident or nonresident,~~
20 ~~applicants for renewal shall be required to~~ complete a 15-hour course in the Uniform
21 Standards of Professional Appraisal Practice once every six years.

22
23 C. ~~As a condition of renewal, all licensed real estate appraiser trainees, shall meet the~~

1 continuing education requirements set forth in 18 VAC 130-20-110 A and B beginning
2 with the second licensing term. Continuing education is not required to renew a real
3 estate appraiser trainee license at the expiration of the first licensing term.

4
5 D. ~~Applicants~~ All applicants for renewal of a license shall meet the standards for entry as
6 set forth in subdivisions 1, 3 and 4 of 18 VAC 130-20-30.

7
8 ~~D.E.~~ Applicants for the renewal of a registration shall meet the requirement for registration as
9 set forth in 18 VAC 130-20-20.

10
11 ~~E.E.~~ Applicants for the renewal of a certificate as an instructor shall meet the standards for
12 entry as set forth in 18 VAC 130-20-80.

13
14 ~~G.~~ Licensees applying to activate an inactive license must have met the continuing education
15 requirements set forth in this section within two years prior to application to activate the
16 license.

17
18
19 **18 VAC 130-20-120. Procedures for renewal.**

20
21 A. The board will mail a renewal application form to the licensee and certificate holder at
22 the last known home address and to the registered firm at the last known business
23 address. This form shall outline the procedures for renewal. Failure to receive the

1 renewal application form shall not relieve the licensee, certificate holder or the registrant
2 of the obligation to renew.

3
4 B. Prior to the expiration date shown on the license or registration, each licensee,
5 certificate holder or registrant desiring to renew the license or registration shall return to
6 the board the completed renewal application form and the appropriate renewal and
7 registry fees as outlined in 18 VAC 130-20-130.

8
9 C. The date on which the renewal application form and the appropriate fees are received
10 by the Department of Professional and Occupational Regulation or its agent will
11 determine whether the licensee, certificate holder or registrant is eligible for renewal. If
12 either the renewal application form or renewal fee, including the registry fee, is not
13 received by the Department of Professional and Occupational Regulation or its agent
14 within 30 days of the expiration date, the licensee, certificate holder or registrant must
15 reinstate his license by meeting all requirements listed in 18 VAC 130-20-110 and pay
16 a reinstatement fee as specified in 18 VAC 130-20-130. Three months after the
17 expiration date on the license, certificate or registration, reinstatement is no longer
18 possible. To resume practice, the former licensee, certificate holder, or registrant shall
19 reapply for licensure as a new applicant, meeting current education, examination and
20 experience requirements.

21

22 **18 VAC 130-20-130. Fees for renewal and reinstatement.**

23

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1 A. All fees are nonrefundable.

2

3 B. National registry fee assessment. In accordance with the requirements of Section 1109
4 of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, \$50.00
5 of the biennial renewal or reinstatement fee assessed for all certified general real estate
6 appraisers, certified residential and licensed residential real estate appraisers shall be
7 submitted to the Appraisal Subcommittee. The registry fee may be adjusted in
8 accordance with the Act and charged to the licensee.

9

10 Renewal and reinstatement fees for a certified general real estate appraiser, a certified
11 residential real estate appraiser, a licensed residential real estate appraiser and an
12 appraiser trainee include a \$21.00 fee for a copy of the Uniform Standards of
13 Professional Appraisal Practice. This fee is subject to the fee charged by the Appraisal
14 Foundation and may be adjusted and charged to the applicant in accordance with the
15 fee charged by the Appraisal Foundation.

16

17 C. Renewal fees are as follows:

18

19 Certified general real estate appraiser \$111.00

20

21 Certified residential real estate appraiser \$111.00

22

23 Licensed residential real estate appraiser \$111.00

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Adopted 7/17/01

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Appraiser trainee \$61.00

Registered business entity \$60.00

Certified instructor \$125.00

D. Reinstatement fees are as follows:

Certified general real estate appraiser \$171.00

Certified residential real estate appraiser \$171.00

Licensed residential real estate appraiser \$171.00

Appraiser trainee \$121.00

Registered business entity \$100.00

Certified instructor \$230.00

18 VAC 130-20-140. Status of licensee during the period prior to reinstatement.

1 **PART IV.**

2
3 **STANDARDS.**

4
5 **18 VAC 130-20-160. Grounds for disciplinary action.**

6
7 The board has the power to fine any licensee, registrant or certificate holder, to place any
8 licensee, registrant or certificate holder on probation, and to suspend or revoke any license,
9 registration or certification issued under the provisions of Chapter 20.1 of Title 54.1 of the
10 Code of Virginia, and the regulations of the board, in accordance with §§ 54.1-201(7), 54.1-
11 202 and the provisions of the Administrative Process Act, Chapter 1.1:1 of Title 9, of the Code
12 of Virginia, when any licensee, registrant or certificate holder has been found to have violated or
13 cooperated with others in violating any provision of Chapter 20.1 of Title 54.1 of the Code of
14 Virginia, any relevant provision of the Uniform Standards of Professional Appraisal Practice as
15 developed by the Appraisal Standards Board of the Appraisal Foundation, or any regulation of
16 the board. An appraiser trainee shall be subject to disciplinary action for his actions even if
17 acting under the supervision of a supervising appraiser.

18
19 **18 VAC 130-20-170. Standards of ethical conduct.**

20
21 In obtaining a real estate appraiser license and performing a real estate appraisal, a licensee shall
22 comply with the ~~Ethics Provisions of the~~ Uniform Standards of Professional Appraisal Practice
23 and the following standards of ethical conduct:

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1. All applicants for licensure shall follow all rules established by the board with regard to conduct at the examination. Such rules shall include any written instructions communicated prior to the examination date and any instruction communicated at the site, either written or oral, on the date of the examination. Failure to comply with all rules established by the board or a testing service acting on behalf of the board with regard to conduct at the examination shall be grounds for denial of a license.

2. A licensee, certificate holder or registrant shall not obtain or attempt to obtain a license, certification or registration by false or fraudulent representation.

3. A licensee, registrant or certificate holder shall not make any misrepresentation.

18 VAC 130-20-180. Standards of professional practice.

A. The provisions of subsections C through J of this section shall not apply to local, state and federal employees performing in their official capacity.

B. Maintenance of licenses. The board shall not be responsible for the failure of a licensee, registrant, or certificate holder to receive notices, communications and correspondence.

1. Change of address.

1 a. All licensed real estate appraisers, appraiser trainees, and certified
2 instructors shall at all times keep the board informed in writing of their
3 current home address and shall report any change of address to the
4 board within 30 days of such change.

5
6 b. Registered real estate appraisal business entities shall at all times keep
7 the board informed in writing of their current business address and shall
8 report any change of address to the board within 30 days of such
9 change.

10
11 2. Change of name.

12
13 a. All real estate appraisers, appraiser trainees, and certified instructors
14 shall promptly notify the board in writing and provide appropriate
15 written legal verification of any change of name.

16
17 b. Registered real estate appraisal business entities shall promptly notify
18 the board of any change of name or change of business structure in
19 writing. In addition to written notification, corporations shall provide a
20 copy of the Certificate of Amendment from the State Corporation
21 Commission, partnerships shall provide a copy of a certified Partnership
22 Certificate, and other business entities trading under a fictitious name
23 shall provide a copy of the certificate filed with the Clerk of the Court

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1. The signing of an appraisal report or the transmittal of a report electronically in accordance with the Appraisal Standards Board Statement on Appraisal Standard No. 8 shall indicate that the licensee has exercised complete direction and control over the appraisal. Therefore, no licensee shall sign or electronically transmit an appraisal which has been prepared by an unlicensed person unless such work was performed under the direction and supervision of the licensee in accordance with § 54.1-2011 C of the Code of Virginia.

2. All original appraisal reports shall be signed by the licensed appraiser. For narrative and letter appraisals, the signature, and final value conclusion shall appear on the letter of transmittal and certification page. For form appraisals, the signature shall appear on the page designated for the appraiser's signature and final estimate of value. All temporary licensed real estate appraisers shall sign and affix their temporary license to the appraisal report or letter for which they obtained the license to authenticate such report or letter. Appraisal reports may be transmitted electronically in accordance with Appraisal Standards Board Statement on Appraisal Standards No. 8. Reports prepared without the use of a seal shall contain the license number of the appraiser.
 - a. An appraiser may provide market analysis studies or counseling reports, which do not constitute appraisals of market value, provided, that such reports, studies or evaluations shall contain a conspicuous statement that

1 such reports, studies or valuations are not an appraisal as defined in §
2 54.1-2009 of the Code of Virginia.

3
4 b. Application of the seal and signature or electronic transmission of the
5 report indicates acceptance of responsibility for work shown thereon.

6
7 c. The seal shall conform in detail and size to the design
8 illustrated below:



*The number on the seal shall be the 10 digit number or the last 6 digits,
23 or the last significant digits on your license issued by the board.

24
25 D. Development of Appraisal. In developing a real property appraisal, all licensees shall
26 comply with the provisions of ~~Standard 1~~ of the Uniform Standards of Professional
27 Appraisal Practice in the edition in effect at the time of the reports' preparation. If the
28 required definition of value uses the word "market", licensees must use the definition of
29 market value set forth in USPAP "DEFINITIONS".
30

1 E. Appraisal report requirements. In reporting a real property appraisal, a licensee shall
2 meet the requirements of ~~Standard 2~~ of the Uniform Standards of Professional
3 Appraisal Practice in the edition in effect at the time of the reports' preparation.

4
5 F. Reviewing an appraisal. In performing a review appraisal, a licensee shall comply with
6 the requirements of ~~Standard 3~~ of the Uniform Standards of Professional Appraisal
7 Practice in the edition in effect at the time of the reports' preparation. The reviewer's
8 signature and seal shall appear on the certification page of the report.

9
10 G. Mass appraisals. In developing and reporting a mass appraisal for ad valorem tax
11 purposes, a licensee shall comply with the requirements of ~~Standard 6~~ of the Uniform
12 Standards of Professional Appraisal Practice in the edition in effect at the time of the
13 reports' preparation.

14
15 H. Record keeping requirements.

16
17 1. A licensee or registrant of the Real Estate Appraiser Board shall, upon request
18 or demand, promptly produce to the board or any of its agents any document,
19 book, or record in a licensee's possession concerning any appraisal which the
20 licensee performed, or for which the licensee is required to maintain records for
21 inspection and copying by the board or its agents. These records shall be made
22 available at the licensee's place of business during regular business hours.

23

1 Ethics Provision of the Uniform Standards of Professional Appraisal Practice in the
2 edition in effect at the time of the reports' preparation.

3
4 K. Unworthiness.

5
6 1. A licensee shall act as a certified general real estate appraiser, certified
7 residential real estate appraiser or licensed residential real estate appraiser in
8 such a manner as to safeguard the interests of the public, and shall not engage in
9 improper, fraudulent, or dishonest conduct.

10
11 2. A licensee may not have been convicted, found guilty or pled guilty, regardless
12 of adjudication, in any jurisdiction of the United States of a misdemeanor
13 involving moral turpitude or of any felony there being no appeal pending
14 therefrom or the time for appeal having elapsed. Any plea of nolo contendere
15 shall be considered a conviction for the purposes of this subdivision. ~~The record~~
16 ~~of a conviction certified or authenticated in such form as to be admissible in~~
17 ~~evidence of the laws of the jurisdiction where convicted~~ A certified copy of a
18 final order, decree or case decision by a court with the lawful authority to issue
19 such order or decree or case decision shall be admissible as prima facie
20 evidence of such guilt.

21
22 3. A licensee shall inform the board in writing within 30 days of pleading guilty or
23 nolo contendere or being convicted or found guilty, regardless of adjudication,

1 of any felony or of a misdemeanor involving moral turpitude.

2
3 4. A licensee may not have had a license or certification as a real estate appraiser
4 which was suspended, revoked, or surrendered in connection with a disciplinary
5 action or which has been the subject of discipline in any jurisdiction.

6
7 5. A licensee shall inform the board in writing within 30 days of the suspension,
8 revocation or surrender of an appraiser license or certification in connection
9 with a disciplinary action in any other jurisdiction, and a licensee shall inform the
10 board in writing within 30 days of any appraiser license or certification which
11 has been the subject of discipline in any jurisdiction.

12
13 6. A licensee shall perform all appraisals in accordance with Virginia Fair Housing
14 Law, § 36-96.1 et seq. of the Code of Virginia.

15
16 **18 VAC 130-20-190. Standards of conduct for certified appraiser education instructors.**

17
18 A. Instructors shall develop a record for each student which shall include the student's
19 name and address; the course name, the course hours and dates given, and the date the
20 course was passed. This record shall be retained by the course provider.

21
22 B. The instructor shall not solicit information from any person for the purpose of
23 discovering past licensing examination questions or questions which may be used in

1 future licensing examinations.

2

3 C. The instructor shall not distribute to any person copies of license examination questions,
4 or otherwise communicate to any person license examination questions, without
5 receiving the prior written approval of the copyright owner to distribute or communicate
6 those questions.

7

8 D. The instructor shall not, through an agent or otherwise, advertise its services in a
9 fraudulent, deceptive or misrepresentative manner.

10

11 E. Instructors shall not take any appraiser licensing examination for any purpose other than
12 to obtain a license as a real estate appraiser.

13

PART V.

EDUCATIONAL OFFERINGS.

18 VAC 130-20-200. Requirement for the approval of appraisal educational offerings.

Pursuant to the mandate of Title 11 of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989, § 54.1-2013 of the Code of Virginia, and the qualifications criteria set forth by the Appraisal Qualifications Board of the Appraisal Foundation, all educational offerings submitted for prelicensure and continuing education credit shall be approved by the board. ~~Although educational Educational offerings which have been approved by the Appraisal Foundation's Educational Offering Review Panel may Appraiser Qualifications Board shall be considered to have met the standards for approval set forth in these regulations, all educational offerings must be approved by the board.~~

18 VAC 130-20-210. Standards for the approval of appraisal educational offerings for prelicensure credit.

A. Content.

1. Prior to licensure, applicants shall have successfully completed a 15 classroom hour course in the Uniform Standards of Professional Appraisal Practice.

1 2. While various appraisal courses may be credited toward the classroom
2 requirement specified for each classification of licensure, all applicants for
3 licensure as an appraiser trainee, a licensed residential, certified residential, or
4 certified general real estate appraiser must demonstrate that their course work
5 included coverage of all the topics listed below.

- 6
- 7 Appraisal standards and ethics
- 8 Influences on real estate value
- 9 Legal considerations in appraisal
- 10 Types of value
- 11 Land economic principles
- 12 Real estate markets and analysis
- 13 Valuation process
- 14 Property description and analysis
- 15 Highest and best use analysis
- 16 Appraisal statistical concepts
- 17 Sales comparison approach
- 18 Site valuation
- 19 Cost approach
- 20 Income approach
- 21 Valuation of partial interests

22

23 In addition, all applicants for certified residential or certified general real estate

1 topics listed in 18 VAC 130-20-210 A 2 and below.

2

3 Ad valorem taxation

4 Arbitrations

5 Courses related to the practice of real estate appraisal

6 ~~Construction Development cost~~ estimating

7 Ethics and Uniform Standards of Professional Appraisal Practice

8 Fair Housing

9 Land use planning, zoning, and taxation

10 Management, leasing, brokerage, timesharing

11 Property development

12 Real estate appraisal (valuations/evaluations)

13 Real estate financing and investment

14 Real estate law

15 Real estate litigation

16 Real estate appraisal related computer applications

17 Real estate securities and syndication

18 Real property exchange

19

20 2. Courses, seminars, workshops or conferences submitted for continuing
21 education credit must indicate that the licensee participated in an educational
22 program that maintained and increased his knowledge, skill and competency in
23 real estate appraisal.

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3. Credit toward the classroom hour requirement to satisfy the continuing education requirements shall be granted only where the length of the educational offering is at least two hours and the licensee participated in the full length of the program.

B. Instruction. Although continuing education offerings, ~~except the three-hour required course on recent developments in federal, state and local real estate appraisal law and regulation and the Uniform Standards of Professional Appraisal Practice,~~ are not required to be taught by board certified instructors, ~~these offerings must meet the standards set forth in this section effective January 1, 2003, the Uniform Standards of Professional Appraisal Practice course must be taught by an instructor certified by the Appraiser Qualifications Board.~~

18 VAC 130-20-230. Procedures for awarding prelicense and continuing education credits.

- A. Course credits shall be awarded only once for courses having substantially equivalent content.
- B. Proof of completion of such course, seminar, workshop or conference may be in the form of a transcript, certificate, letter of completion or in any such written form as may be required by the board. All courses, seminars and workshops submitted for prelicensure and continuing education credit must indicate the number of classroom

1 hours.

2

3 C. Information which may be requested by the board in order to further evaluate course
4 content includes, but is not limited to, course descriptions, syllabi or textbook
5 references.

6

7 D. All transcripts, certificates, letters of completion or similar documents submitted to verify
8 completion of seminars, workshops or conferences for continuing education credit must
9 indicate successful completion of the course, seminar, workshop or conference.
10 Applicants must furnish written proof of having received a passing grade in all prelicense
11 education courses submitted.

12

13 E. Credit may be awarded for prelicensure courses completed by challenge examination
14 without classroom attendance, if such credit was granted by the course provider prior to
15 July 1, 1990, and provided that the board is satisfied with the quality of the challenge
16 examination that was administered by the course provider.

17

18 F. All courses, seminars, workshops or conferences submitted for satisfaction of continuing
19 education requirements must be satisfactory to the board.

20

21 G. Prelicense courses. A distance education course may be acceptable to meet the
22 classroom hour requirement or its equivalent provided that the course is approved by
23 the board and meets one of the following conditions:

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1. The course is presented by an accredited (Commission on Colleges or a regional accreditation association) college or university that offers distance education programs in other disciplines; the learner successfully completes a written examination personally administered by an official approved by the college or university; and the course meets the requirements for real estate appraisal-related courses established by the Appraiser Qualifications Board and is equivalent to the minimum of 15 classroom hours; or

2. The course has received the American Council on Education’s Program on Non-collegiate Sponsored Instruction (PONSIS) approval for college credit ~~or has been approved under the Appraiser Qualifications Board Course Approval Program~~; the learner successfully completes a written examination personally administered by an official approved by the presenting entity; and the course meets the requirements for ~~real estate appraisal related courses qualifying education~~ established by the Appraiser Qualifications Board and is equivalent to the minimum of 15 classroom hours.

H. ~~Continuing education. Distance education courses may be acceptable to meet the continuing education requirement provided that the course is approved by the state certification/licensing authority and meets one of the following conditions:~~

1. ~~The course is presented to an organized group in an instructional setting with a~~

1 person qualified and available to answer questions, provide information, and
2 monitor student attendance, and is a minimum of 2 classroom hours and meets
3 the requirements for continuing education courses established by the Appraiser
4 Qualifications Board; or

5
6 2. The course either has been presented by an accredited (Commission on
7 Colleges or regional accreditation association) college or university that offers
8 distance education programs in other disciplines, or has received either the
9 American Council on Education's Program on Non-collegiate Sponsored
10 Instruction (ACE/PONSI) approval for college credit or the Appraiser
11 Qualification Board's Course Approval Program; and the course meets the
12 following requirements:

13
14 a. The course is equivalent to a minimum of 2 classroom hours in length
15 and meets the requirements for real estate appraisal-related courses
16 established by the Appraiser Qualifications Board; and

17
18 b. The student successfully completes a written examination proctored by
19 an official approved by the presenting college or university or by the
20 sponsoring organization consistent with the requirements of the course
21 accreditation; or if a written examination is not required for
22 accreditation, the student successfully completes the course mechanisms
23 required for accreditation which demonstrate mastery and fluency (said

