

**REAL ESTATE APPRAISER BOARD  
TENTATIVE AGENDA**

Tuesday, June 25, 2024 - 10:00 AM

2nd Floor – Board Room 4

Department of Professional and Occupational Regulation 9960 Mayland Drive

Richmond, Virginia 23233

(804) 367-8526

**Mission:** Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

**I. CALL TO ORDER**

1. Emergency Egress
2. Determination of quorum

**II. APPROVAL OF DRAFT AGENDA:**

1. Approval of Agenda

**III. MINUTES:**

1. Approval of Minutes:
  - a. February 6, 2024, Board Meeting
  - b. February 6, 2024, Regulatory Review Committee Meeting
  - c. May 22, 2024, Regulatory Review Committee Meeting

**IV. WELCOME AND INTRODUCTIONS**

**V. PUBLIC COMMENT PERIOD**

**VI. CASES**

1. File Number 2024-01966 – Brian Christopher Donegan  
IFF – License
2. File Number 2024-00989 – Michael T. Pagans  
IFF – Disciplinary Chapin, Stuchell
3. File Number 2024-00317 – Michael Joseph Millson  
IFF – Disciplinary Chapin, Pacer-Mull

**VII. OLD BUSINESS**

**VIII. NEW BUSINESS**

1. Appraisal Log Reviews – Out of State Data Report
2. 2024 Board Member Training Conference
3. Regulatory Review

**IX. ADMINISTRATIVE UPDATES**

1. Regulatory report
2. Board financial statement

**X. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL  
VOUCHERS**

**XI. ADJOURN**

## **NEXT MEETING SCHEDULED FOR TUESDAY, OCTOBER 29, 2024**

- *Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.*
- *Five-minute public comment, per person, with the exception of any open disciplinary or application file.*
- *Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8552 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation.*
- *The Department fully complies with the Americans with Disabilities Act.*

**PERIMETER CENTER CONFERENCE CENTER**  
**EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS**  
(Script to be read at the beginning of each meeting.)

**PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.**

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

**Board Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Room 2**

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Rooms 3 and 4**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 2**

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

REAL ESTATE APPRAISER BOARD

MINUTES OF MEETING

February 6, 2024

The Real Estate Appraiser Board met on Tuesday, February 6, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia.

The following Board members were present:

Richard "Rickey" Stuchell, Chair  
Kelvin "K.C." Bratton, Vice-Chair  
Boyd Allison, Jr  
Joyce Bonilla  
Todd Canterbury  
Mark Chapin  
Jean Gannon  
Jason Inge  
H. Glenn James  
Heather Placer Mull

All Board members were present for the meeting.

Donald Ferguson, from the Office of the Attorney General was present.

DPOR Staff present for all or part of the meeting included:

Brian Wolford, Chief Deputy Director  
Anika Coleman, Executive Director  
Stephen Kirschner, LRPD Deputy Director  
Chris Kunkel, Licensing Specialist  
Gezelle Glasgow, Administrative Coordinator

Mr. Stuchell called the meeting to order at 10:03 A.M.

**CALL TO ORDER**

Ms. Coleman read the emergency evacuation procedures and DPOR mission statement.

**Emergency  
Egress and  
DPOR Mission**

Mr. Stuchell determined that a quorum was present.

**Determination of  
Quorum**

A motion was made by Mr. Bratton and seconded by Ms. Gannon to approve the agenda. The motion passed unanimously. Members

**APPROVAL  
OF AGENDA**

voting “Yes” were, Allison, Bonilla, Bratton, Canterbury, Chapin, Gannon, Inge, James, Mull, and Stuchell.

A motion was made by Mr. Inge and seconded by Ms. Gannon to approve the October 17, 2023, Real Estate Appraiser Board meeting minutes and the October 17, 2023, Real Estate Appraiser Board Regulatory Review Committee meeting minutes. The motion passed unanimously. Members voting “Yes” were, Allison, Bonilla, Bratton, Canterbury, Chapin, Gannon, Inge, James, Mull, and Stuchell.

**APPROVAL OF  
MINUTES**

Ms. Coleman, introduced Board staff and DPOR staff to Ms. Joyce Bonilla, a new member of the Board.

**WELCOME AND  
INTRODUCTIONS**

**Department of Professional and  
Occupational Regulation**

**RESOLUTION**

**Real Estate Appraiser Board**

Resolution To

Edythe Kelleher

**WHEREAS**, Edythe Kelleher, has faithfully and diligently served as a member of the Real Estate Appraiser Board since 2016; and

**WHEREAS**, Edythe Kelleher, has devoted generously of her time, talent and leadership to the Board; and

**WHEREAS**, Edythe Kelleher, has endeavored at all times to render decisions with fairness, good judgment, and in the best interest of the Board; and

**WHEREAS**, the Real Estate Appraiser Board wishes to acknowledge its gratitude and deepest appreciation for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth.

**NOW THEREFORE BE IT RESOLVED**, by the Real Estate

Appraiser Board this sixth day of February, 2024 that Edythe Kelleher, be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens and the Real Estate Appraiser Board; and

**BE IT FURTHER RESOLVED**, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held.

Ms. Gannon moved to adopt the resolution as written. Mr. Inge seconded the motion which passed unanimously. Members voting “Yes” were, Allison, Bonilla, Bratton, Canterbury, Chapin, Gannon, Inge, James, Mull, and Stuchell.

Mack Strickland addressed the board regarding the two hours of continuing education (CE) for attending Real Estate Appraiser Board meetings and not receiving a copy of the Uniform Standards of Professional Appraisal Practice (USPAP) book that is provided when the application fees is paid. The Board informed Mr. Strickland that he will receive two hours of CE credit for attending the board meeting and that the USPAP books have been ordered.

#### **PUBLIC COMMENT**

#### **CASES**

Mr. James recused himself for the following case, **File Number 2023-02151, Valuation Connect LLC**.

**Recusal of Board Member**

In the matter of **File Number 2023-02151, Valuation Connect LLC**, the Board reviewed the Consent Order as seen and agreed to by Valuation Connect LLC. A motion was made by Mr. Inge and seconded by Ms. Gannon to accept the proposed Consent Order offer wherein Valuation Connect LLC, admits to a violation of **18 VAC 130-30-160.9** (Count 1). Valuation Connect LLC agrees to a monetary penalty of \$300.00 for the violation contained in Count 1, and \$150.00 in Board costs, for a total of \$450.00. The motion passed unanimously. Members voting “Yes” were, Allison, Bonilla, Bratton, Canterbury, Chapin, Gannon, Inge, Mull and Stuchell.

**File Number 2023-02151, Valuation Connect LLC**

As the Presiding Officer, Mr. James was not present for the

discussion or vote.

Mr. James returned to the meeting.

**Return of Board  
Member**

Mr. Chapin and Mr. Stuchell recused themselves for the following case, **File Number 2023-02343, Scott M. Bloom.**

**Recusal of Board  
Member and  
Transfer of Chair**

The position of Chair transferred to Mr. Bratton.

In the matter of **File Number 2023-02343, Scott Martin Bloom**, the Board reviewed the record which consisted of the investigative file, transcript and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Bloom did not attend the Board meeting in person, by counsel nor by any other qualified representative. A motion was made by Ms. Gannon and seconded by Mr. Inge to find violations of **18 VAC 130-20-180.D** (Count 1) and **18VAC130-20-180.E** (Count 2). The motion passed unanimously. Members voting “Yes” were, Allison, Bonilla, Bratton, Canterbury, Gannon, Inge, James, and Mull.

**File Number 2023-  
02343, Scott Martin  
Bloom**

A motion was made by Ms. Bonilla and seconded by Ms. Gannon to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

A monetary penalty of \$500.00 for the violation contained in Count 1. In addition, a probation period of ninety (90) days with the following terms:

For violation of Count 1, Bloom shall complete Qualifying Education (“QE”) course(s) approved by the Appraisal Foundation or the Board within 90 days of this Final Order. The course(s) shall include instruction on the USPAP. Bloom must complete a minimum of 15 total hours and each course shall include an examination. Upon successful course completion, Bloom shall provide proof satisfactory to the Board that Bloom has passed the examination(s).

Members voting “Yes” were, Allison, Bonilla, Bratton, Canterbury, Gannon, Inge, James, and Mull.

A motion was made by Mr. Inge and seconded by Mr. Allison to accept the recommendation contained in the Summary of the Informal Fact-Finding Conference to impose the following sanctions:

A monetary penalty of \$500.00 for the violation contained in Count 2. In addition, a probation period of ninety (90) days with the following terms:

For violation of Count 2, Bloom shall complete Qualifying Education (“QE”) course(s) approved by the Appraisal Foundation or the Board within 90 days of this Final Order. The course(s) shall include instruction on residential report writing. Bloom must complete a minimum of 15 total hours and each course shall include an examination. Upon successful course completion, Bloom shall provide proof satisfactory to the Board that Bloom has passed the examination(s). The above-referenced continuing education hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license

As the Presiding Officer, Mr. Stuchell was not present for the discussion or vote. As the reviewing Board member, Mr. Chapin was not present for the discussion or vote.

Mr. Chapin returned to the meeting.

**Return of Board Member**

Mr. Stuchell and Ms. Gannon recused themselves for the following case, **File Number 2023-02793, Deborah Ann Doyle.**

**Recusal of Board Member**

In the matter of **File Number 2023-02793, Deborah Ann Doyle**, the Board reviewed the record which consisted of the investigative file, transcript and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Doyle did not attend the Board meeting in person, by counsel nor by any other qualified representative. A motion was made by Mr. Allison and seconded by Mr. Chapin to accept the recommendation that there was no violation of **18 VAC 130-20-180.D.** (Count 1). The motion passed unanimously. Members voting “Yes” Allison, Bonilla, Bratton, Canterbury, Chapin, Inge, James, and Mull.

**File Number 2023-02793, Deborah Ann Doyle**



A motion was made by Mr. Allison and seconded by Ms. Bonilla to accept the recommendation that there was no violation of and **18 VAC 130-20-180.E** (Count 2). The motion passed unanimously. Members voting “Yes” Allison, Bonilla, Bratton, Canterbury, Chapin, Inge, James, and Mull.

As the Presiding Officer, Mr. Stuchell was not present for the discussion or vote. As the reviewing Board member, Ms. Gannon was not present for the discussion or vote.

Mr. Stuchell returned to the meeting and the resumed the position **Return of Board Member and Transfer of Chair** of Chair.

Ms. Gannon recused herself for the following cases: **File Number Recusal of Board Member 2023-02937, James M. Hong.**

In the matter of **File Number 2023-02937, James M. Hong**, the Board reviewed the record which consisted of the investigative file, transcript and exhibits from the Informal Fact-Finding Conference, and the Summary of the Informal Fact-Finding Conference of the presiding Board member. Hong was present and provided the Board with a written statement. A motion was made by Mr. James and seconded by Ms. Bonilla to accept the recommendation that there was a violation of **18 VAC 130-20-180.D** (Count 1). The motion passed unanimously. Members voting “Yes” Allison, Bonilla, Bratton, Canterbury, Chapin, Inge, James, Mull, and Stuchell. **File Number 2023-02937, James M. Hong**

A motion was made by Mr. Allison and seconded by Mr. Bratton to accept the recommendation that there was a violation of **18 VAC 130-20-180.E** (Count 2). The motion passed unanimously. Members voting “Yes” Allison, Bonilla, Bratton, Canterbury, Chapin, Inge, James, Mull, and Stuchell.

A motion was made by Mr. James and seconded by Mr. Inge to accept the recommendation that there was a no violation of **18 VAC 130-20-180.E** (Count 3). The motion passed unanimously. Members voting “Yes” Allison, Bonilla, Bratton, Canterbury, Chapin, Inge, James, Mull, and Stuchell.

### Priors

On February 7, 2023, Hong, was found in violation of the Real Estate Appraiser Board Regulations for failure to provide the Board or its agents with the requested documents within the ten (10) working day timeframe. Final Opinion and Order 2023-01386 resulted in a fine of \$0.00, Hong's license placed on probation for six months, and completion of Qualifying Education course with a minimum of 15 hours. Compliance was obtained on August 11, 2023.

A motion was made by Mr. James and seconded by Mr. Chapin to amend the recommendation due to previous prior violations by Hong and for the violation contained in Count 1 to impose a monetary penalty of \$500.00.

In addition, Hong's license placed on probation for a period of 12 months, with the following terms:

Hong shall complete a Continuing Education ("CE") Course approved by the Appraisal Foundation or the Board within 90 days of the execution of the Board's Final Order. The course shall include instruction on the sales comparison approach. Hong must complete a minimum of 4 total hours. Upon successful course completion, Hong shall, provide proof satisfactory to the Board that he completed the course. The above-referenced CE hours will not count towards any continuing education requirements, if applicable, for renewal, reinstatement, or activation of a license. Additionally, during the period of his 12-month probation, Hong shall submit three (3) appraisal reports per quarter for the Board to review.

Members voting "Yes" Allison, Bonilla, Bratton, Chapin, Inge, James, Mull, and Stuchell. Members voting "No" Canterbury.

A motion was made by Mr. James and seconded by Mr. Inge to amend the recommendation due to previous prior violations by Hong and for the violation contained in Count 2 to impose a monetary penalty of \$500.00.

Members voting "Yes" Allison, Bonilla, Bratton, Chapin, Inge, James, Mull, and Stuchell. Members voting "No" Canterbury.

As the reviewing Board member, Ms. Gannon was not present for the discussion or vote.

Ms. Gannon returned to the meeting.

**Return of Board  
Members**

**NEW BUSINESS**

Ms. Coleman informed the Board that the Board Member Training Conference will be October 10-11, 2024.

**Board Member  
Training Conference**

Chief Deputy Director Wolford addressed the Board informing them the training would benefit current and new Board members.

**Administrative Issues**

Ms. Coleman informed the Board that, Breanne Lindsey, is the new Regulatory Operations Administrator for the Real Estate Appraiser Board. The USPAP manuals have been in order in increments of 100.

**Regulatory Report**

The Board requested Board staff contact other state boards about their application process for approving appraisal licenses.

**Appraisal applications**

Ms. Coleman informed the Board that Board staff will provide this information at the next meeting.

Ms. Coleman informed the Board that volunteers are needed for the Regulatory review committee. Mr. Kelvin Bratton and Ms. Joyce Bonilla, volunteered to join the committee.

**Regulatory Review  
Committee Member  
Replacement**

Mr. Stuchell called the Board's attention to the financial statement. There was no action taken by the Board.

**Board Financial  
statement**

Ms. Coleman opened the floor for nominations for the position of Chair of the Real Estate Appraiser Board. Mr. Stuchell nominated Kelvin Bratton for the position of Chair. The motion was seconded by Chapin. Mr. Bratton accepted the nomination. The nominations were closed. The motion was unanimously approved. Members voting "Yes" Allison, Bonilla, Bratton, Canterbury, Chapin, Gannon, Inge, James, Mull, and Stuchell. By acclamation, Mr.

**Election of Officers**

Bratton was named Board Chair.

Ms. Coleman opened the floor for nominations for the position of Vice-Chair of the Real Estate Appraiser Board. Mr. Stuchell nominated Mark Chapin for the position of Vice-Chair; the motion was seconded by Bratton. Mr. Chapin accepted the nomination. The nominations were closed. The motion was unanimously approved. Members voting "Yes" Allison, Bonilla, Bratton, Canterbury, Chapin, Gannon, Inge, James, Mull, and Stuchell. By acclimation, Mr. Chapin was named Board Vice Chair

There being no further business, the Board adjourned at 12:00 PM. **ADJOURN**

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Kelvin "K.C." Bratton, Chair

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Kishore S. Thota, Secretary

DRAFT

**REAL ESTATE APPRAISER BOARD**  
**REGULATORY REVIEW COMMITTEE**  
**MINUTES OF MEETING**

The Real Estate Appraiser Board, Regulatory Review Committee met on Tuesday, February 6, 2024, at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, Richmond, Virginia.

The following Committee members were present:

Joyce Bonilla  
Mark Chapin  
Jean Gannon  
H. Glen James  
Rickey Stuchell (left at 1:30 p.m.)

The following Committee member were not present:

Kelvin "K.C." Bratton

The following Board members were present:

Todd Canterbury  
Jason Inge

DPOR staff present for all, or part of the meeting included:

Anika Coleman, Executive Director  
Stephen Kirschner, LRPD Deputy Director  
Joseph Haughwout, Regulatory Affairs Manager  
Chris Kunkel, Licensing Specialist  
Gezelle Glasgow, Administrative Coordinator

A representative from the Office of the Attorney General was not present for the meeting.

Mr. Stuchell, the Board's Chair, called the Real Estate Appraiser Board, Regulatory Review Committee meeting to order at 12:41 p.m.

**Call to Order**

The Committee reviewed the Real Estate Appraiser Regulations to determine if the regulation is necessary to protect the health, welfare, and safety of the public. The regulation was amended or removed if it does not currently meet those requirements.

**Discussion and Review of Regulations**

Ms. Gannon recommended the changes be brought before the Real Estate Appraiser Board to receive the proposed changes. Mr. Chapin seconded this.

Mr. Haughwout stated that the next step would be for the Notice of Intended Regulatory Action (NOIRA) to be filed after the changes have been brought before the Real Estate Appraiser Board to receive the proposed changes.

There was no other business.

**Other Business**

There were no public comments.

**Public Comment**

The next scheduled Regulatory Review Committee meeting will be held at a date to be determined.

**Schedule Next  
Regulatory Review  
Committee Meeting**

There being no further business, the meeting adjourned at 3:00 p.m.

**Adjourn**

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Kelvin "K.C" Bratton, Board Chair

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Kishore S. Thota, Board Secretary

DRAFT

**REAL ESTATE APPRAISER BOARD**  
**REGULATORY REVIEW COMMITTEE**  
**MINUTES OF MEETING**

The Real Estate Appraiser Board, Regulatory Review Committee met on Wednesday, May 22, 2024, at the Offices of the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2nd Floor, Training Room 2, Richmond, Virginia.

The following Committee members were present:

Kevin "KC" Bratton, Chair  
Joyce Bonilla  
Todd Canterbury  
Mark Chapin, Vice-Chair  
Jean Gannon (Arrived at 10:13 a.m.)  
H. Glen James  
Heather Placer-Mull (Arrived at 10:05 a.m.)  
Jacob Schmeer

Committee member Taneen Wyche was not in attendance.

DPOR staff present for all, or part of the meeting included:

Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director  
Anika Coleman, Executive Director  
Joseph Haughwout, Regulatory Affairs Manager  
Breanne Lindsey, Regulatory Operations Administrator  
Vanessa DeGraw, Licensing Operations Administrator  
Gezelle Glasgow, Administrative Coordinator  
Rachel Harris, Administrative Coordinator  
Chris Kunkel, Licensing Specialist

Mr. Bratton, the Board's Chair, called the Real Estate Appraiser Board, Regulatory Review Committee meeting to order at 10:00 a.m.

**Call to Order**

Mr. James moved to approve the agenda as presented. Ms. Placer-Mull seconded the motion which was unanimously approved by: Bratton, Bonilla, Canterbury, Chapin, Gannon, James, Placer-Mull, and Schmeer.

**Approval of Agenda**

The Committee reviewed the Real Estate Appraiser Regulations to determine if the regulation is necessary to protect the health, welfare, and safety of the public. The regulation was amended or removed if it does not currently meet those requirements.

**Discussion and Review of Regulations**

The Committee recessed from 11:40 a.m. to 12:07 p.m.

**Recess**

The Committee continued to consider amendments to the Real Estate Appraiser Regulations.

**Discussion and Review of Regulations Continued**

After thorough review, Ms. Coleman asked the Committee to consider adopting the draft proposed amendments as amended. Ms. Gannon moved to adopt the draft proposed amendments as amended, authorizing staff to make stylistic and non-substantive changes as needed. Mr. Bratton seconded the motion which was unanimously approved by: Bratton, Bonilla, Canterbury, Chapin, Gannon, James, Placer-Mull, and Schmeer.

Ms. Coleman informed the Board of the ASC audit taking place September 10<sup>th</sup> to 12<sup>th</sup> ASC staff want to attend the June 25, 2024 Board meeting virtually. The ASC audit findings will

**Other Business**

Real Estate Appraiser Board  
Regulatory Review Committee  
Minutes of Meeting  
May 22, 2024  
Page 2 of 2

There were no members of the public present to address the Committee.

**Public Comment**

There was no new business.

**New Business**

There being no further business, the meeting adjourned at 1:14 p.m.

**Adjourn**

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Kelvin "K.C" Bratton, Board Chair

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Kishore S. Thota, Board Secretary

DRAFT



# WELCOME AND INTRODUCTIONS

# **PUBLIC COMMENT PERIOD**

Five minute public comment, per person, with the exception of any open disciplinary or application files.

# **OLD BUSINESS**

## Real Estate Appraiser - Neighboring States' Application Processing Procedures

	Contact Information	Question 1	Question 2	Question 3	Question 4	Question 5
State	Phone, Email, and Website	Does your state require Board Members (or equivalent) to review sample appraisals submitted by Real Estate Appraiser applicants?	If yes to question 1, do your Board Members allow applicants to submit additional or new information if the original document submitted was not acceptable?	Does your state allow staff to review sample appraisals submitted by Real Estate Appraiser applicants? Not reviewed by Board Members at all?	Does your state have an appraisal consultant on staff to review sample appraisals submitted by Real Estate Appraiser applicants?	If the documentation submitted by the Real Estate Appraiser applicant is found to not be acceptable, is there a process for the applicant to request review by the full Board? Equivalent to Virginia's IFF process.
<b>Virginia</b>						
	(804) 367-2039 REAppraisers@dpor.virginia.gov <a href="https://www.dpor.virginia.gov/Boards/Appraisers">https://www.dpor.virginia.gov/Boards/Appraisers</a>	Yes	If the appraisals submitted are rejected initially, then the Board Member may request newer selections from the appraisal log or a supplemental log with more recent appraisals to be reviewed. Or staff may send another random set of logs to another Board Member for their review.	No	No	No
<b>California</b>						
	(916) 552-9000 Licensing@brea.ca.gov <a href="https://www.brea.ca.gov/html/contact.html">https://www.brea.ca.gov/html/contact.html</a>	No	Yes	Appraisers are on staff to review	N/A	N/A
<b>Delaware</b>						
	(302) 744-4500 customerservice.dpr@delaware.gov <a href="https://dpr.delaware.gov/boards/realestateappraisers/">https://dpr.delaware.gov/boards/realestateappraisers/</a>	Yes, only reviewed by council members	Yes	No	No, although council members are licensed	Yes, they have a hearing process; the applicant can request a hearing within 20 days of an application denial. If requested, the applicant would have a hearing with the full council and the council would have the opportunity to ask questions and the applicant can provide additional information.
<b>Florida</b>						
	(850) 487-1395 <a href="http://www.myfloridalicense.com/DBPR/real-estate-appraisal-board/">http://www.myfloridalicense.com/DBPR/real-estate-appraisal-board/</a>	No, they are reviewed by staff	No for the most part; staff allows two audits, but if both fail they must go to the Board. The Board may ask the applicant to compile more experience and submit another log. Staff doesn't have the authority to ask for another log, however if the applicant doesn't have enough hours on the log, then the applicant may submit an additional log when the hours are completed within the one year the application is on file.	Sample appraisals are reviewed by staff who have completed a USPAP course or the auditor who is a certified appraiser and USPAP instructor	Staff members or the auditor; the auditor is not an employee, but is independent	Yes, if the audit fails twice during the staff review then it is given to the Board to review.
<b>Georgia</b>						
Attempted to call three times and no answer; phone automatically hung up as call center was busy; no response to email	(404) 656-3916 grecmail@grec.state.ga.us <a href="https://grec.state.ga.us/about/contact-us/">https://grec.state.ga.us/about/contact-us/</a>					
<b>Maryland</b>						
	(410) 230-6363 DLOPRealEstateAppraiser-LABOR@maryland.gov <a href="https://www.dlir.state.md.us/license/reahi/">https://www.dlir.state.md.us/license/reahi/</a>	Yes, reviewed by ED and two commissioners (equivalent to Board Members)	Yes, if permitted.	No	No	Yes, they have an appeal process but don't receive very many appeals.
<b>New York</b>						
	(518) 474-4429 <a href="https://dos.ny.gov/new-york-state-board-real-estate-appraisal">https://dos.ny.gov/new-york-state-board-real-estate-appraisal</a>	Staff review sample appraisal reports	Yes	Yes	No	No
<b>North Carolina</b>						

	(919) 870-4854 ncab@ncab.org <a href="https://www.ncappraisalboard.org/contact-us/contactus.htm">https://www.ncappraisalboard.org/contact-us/contactus.htm</a>	No	Yes	Yes	No, NC has full time investigators on staff who hold appraiser licenses, but they are not allowed to practice during their employment. Many of the investigators are also USPAP instructors	Yes, not exactly like VA's process but similar
Pennsylvania						
	(717) 783-4866 St-APPRAISE@pa.gov <a href="https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/CertifiedRealEstateAppraisers/Pages/default.aspx">https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/CertifiedRealEstateAppraisers/Pages/default.aspx</a>	Yes, but it is not required as clerical staff are required to take a 15 hour USPAP course	Yes	Yes	No	Yes
Tennessee						
	(615) 741-1831 <a href="https://www.tn.gov/commerce/regboards/treac/license/get.html">https://www.tn.gov/commerce/regboards/treac/license/get.html</a>	Yes	Yes	No	No	Yes
Washington D.C.						
	(202) 442-4320 opla.appraiser@dc.gov <a href="https://dlcp.dc.gov/realestateappraisers">https://dlcp.dc.gov/realestateappraisers</a>	Yes	Yes	No, similar to VA; staff reviews the application first and then sends it to a board member for review	No	Yes
West Virginia						
	(304) 558-3919 <a href="https://appraiserboard.wv.gov/">https://appraiserboard.wv.gov/</a>	No	Yes	Yes, with appropriate training	Yes, if requested by the Committee; a staff reviewer will provide the details/discussion to the Committee	All applications and final decisions are made by the full Board.

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**Real Estate Appraiser Board**

**General Review of Real Estate Appraiser Board Rules and Regulations**

Chapter 20

Real Estate Appraiser Board Rules and Regulations

Part I

General

**18VAC130-20-10. Definitions.**

A. Section 54.1-2009 of the Code of Virginia provides definitions for the following terms and phrases used in this chapter:

“Appraisal”

“Appraisal report”

“Board”

“Certified general real estate appraiser”

“Certified residential real estate appraiser”

“Department”

“Director”

“Evaluation”

“Federal financial institutions regulatory agencies”

“Federally related transaction”

“Licensed residential real estate appraiser”

“Real estate”

22 "Real estate-related financial transaction"

23 "Real property"

24 "Regulation"

25 "Residential real estate appraiser"

26 B. The following words and terms when used in this chapter, unless a different meaning is  
27 provided or is plainly required by the context, ~~shall~~ will have the following meanings:

28 "Accredited colleges, universities, junior and community colleges" means those accredited  
29 institutions of higher learning approved by the State Council of Higher Education for Virginia or  
30 ~~listed in the Transfer Credit Practices of Designated Educational Institutions, published by the~~  
31 ~~American Association of Collegiate Registrars and Admissions Officers~~ accredited by an  
32 accrediting agency recognized by the U.S. Department of Education or a recognized international  
33 equivalent.

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

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

38 "Appraisal bias" means bias based on race, ethnicity, or national origin in the opinion of value  
39 rendered by an appraiser.

40 "Appraisal Foundation" means the ~~foundation incorporated as an Illinois Not for Profit~~  
41 ~~Corporation on November 30, 1987,~~ organization authorized by the U.S. Congress to establish  
42 ~~and improve~~ uniform appraisal standards by defining, issuing, and promoting such standards  
43 through the Appraiser Qualifications Board, Appraisal Standards Board and other councils,  
44 panels, and subcommittees.

45 "Appraisal subcommittee" means the designees of the heads of the federal financial  
46 institutions regulatory agencies established by the Federal Financial Institutions Examination  
47 Council Act of 1978 (12 USC § 3301 et seq.), as amended.

48 "Appraiser" means an individual who is expected to perform valuation services competently  
49 and in a manner that is independent, impartial, and objective.

**Commented [JH1]:** See SK note in committee markup copy from 2/6/24.

50 ~~"Appraiser classification" means any category of appraiser, which the board creates by~~  
51 ~~designating criteria for qualification for such category and by designating the scope of practice~~  
52 ~~permitted for such category.~~

53 ~~"Appraiser Qualifications Board" means the board created by the Appraisal Foundation to~~  
54 ~~establish appropriate criteria for the certification and recertification of qualified appraisers by~~  
55 ~~defining, issuing, and promoting such qualification criteria; to disseminate such qualification~~  
56 ~~criteria to states, governmental entities, and others; and to develop or assist in the development~~  
57 ~~of appropriate examinations for qualified appraisers.~~

**Commented [JH2]:** See SK note in committee markup copy from 2/6/24.

58 "Appraiser trainee" means an individual who is licensed as an appraiser trainee to appraise  
59 those properties that the supervising appraiser is permitted to appraise.

60 "Board" means the Real Estate Appraiser Board.

61 "Business entity" means any corporation, partnership, association, or other business entity  
62 under which appraisal services are performed.

63 ~~"Certified general real estate appraiser" means an individual who meets the requirements for~~  
64 ~~licensure that relate to the appraisal of all types of real estate and real property and is licensed~~  
65 ~~as a certified general real estate appraiser.~~

66 "Certified instructor" means an individual holding an instructor certificate issued by the Real  
67 Estate Appraiser Board board to act as an instructor.



68 ~~"Certified residential real estate appraiser" means an individual who meets the requirements~~  
69 ~~for licensure for the appraisal of or the review appraisal of any residential real estate or real~~  
70 ~~property of one to four residential units regardless of transaction value or complexity. Certified~~  
71 ~~residential real estate appraisers may also appraise or provide a review appraisal of~~  
72 ~~nonresidential properties with a transaction value or market value as defined by the Uniform~~  
73 ~~Standards of Professional Appraisal Practice up to \$250,000, whichever is the lesser.~~

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

76 "Distance education" means an educational process based on the geographical separation of  
77 provider and student (i.e., CD-ROM, online learning, correspondence courses, etc.).

78 **"Experience"** as used in this chapter includes experience gained in the performance of  
79 ~~traditional appraisal assignments, or in the performance of the following: fee and staff appraisals,~~  
80 ~~ad valorem tax appraisal, review appraisal, appraisal analysis, real estate consulting, highest and~~  
81 ~~best use analysis, and feasibility analysis or study fee or staff appraisal assignment, ad valorem~~  
82 ~~tax appraisal, review appraisal, appraisal analysis, real estate consulting, highest and best use~~  
83 ~~analysis, feasibility analysis or study, and other appraisal training authorized under state law.~~

**Commented [JH3]:** Regulatory requirements in this section have been relocated to section -30.

84 For the purpose of this chapter, experience has been divided into four major categories: (i)  
85 fee and staff appraisal, (ii) ad valorem tax appraisal, (iii) review appraisal, and (iv) real estate  
86 consulting.

87 1. "Fee and staff appraiser experience" means experience acquired as a sole appraiser,  
88 as a cosigner, or through disclosure of assistance in the certification in accordance with  
89 the Uniform Standards of Professional Appraisal Practice.

90 ~~Sole appraiser experience is experience obtained by an individual who makes personal~~  
91 ~~inspections of real estate, assembles and analyzes the relevant facts, and by the use of~~

92 ~~reason and the exercise of judgment forms objective opinions and prepares reports as to~~  
93 ~~the market value or other properly defined value of identified interests in said real estate.~~

94 ~~Cosigner appraiser experience is experience obtained by an individual who signs an~~  
95 ~~appraisal report prepared by another, thereby accepting full responsibility for the content~~  
96 ~~and conclusions of the appraisal.~~

97 ~~To qualify for fee and staff appraiser experience, an individual must have prepared written~~  
98 ~~appraisal reports after January 30, 1989, that comply with the Uniform Standards of~~  
99 ~~Professional Appraisal Practice in the edition in effect at the time of the reports'~~  
100 ~~preparation, including Standards 1 and 2.~~

101 2. "Ad valorem tax appraisal experience" means experience obtained by an individual who  
102 assembles and analyzes the relevant facts and who correctly employs those recognized  
103 methods and techniques that are necessary to produce and communicate credible  
104 appraisals within the context of the real property tax laws. ~~Ad valorem tax appraisal~~  
105 ~~experience may be obtained either through individual property appraisals or through mass~~  
106 ~~appraisals as long as applicants under this category of experience can demonstrate that~~  
107 ~~they are using techniques to value real property similar to those being used by fee and~~  
108 ~~staff appraisers and that they are effectively utilizing the appraisal process.~~

109 ~~To qualify for ad valorem tax appraisal experience for individual property appraisals, an~~  
110 ~~individual must have prepared written appraisal reports after January 30, 1989, that~~  
111 ~~comply with the Uniform Standards of Professional Appraisal Practice in the edition in~~  
112 ~~effect at the time of the reports' preparation.~~

113 ~~To qualify for ad valorem tax appraisal experience for mass appraisals, an individual must~~  
114 ~~have prepared mass appraisals or have documented mass appraisal reports after January~~

115 ~~30, 1989, that comply with the Uniform Standards of Professional Appraisal Practice in the~~  
116 ~~edition in effect at the time of the reports' preparation, including Standard 6.~~

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

119 3. "Reviewer experience" means experience obtained by an individual who examines the  
120 reports of appraisers to determine whether their conclusions are consistent with the data  
121 reported and other generally known information. An individual acting in the capacity of a  
122 reviewer does not necessarily make personal inspection of real estate but does review  
123 and analyze relevant facts assembled by fee and staff appraisers and by the use of reason  
124 and exercise of judgment forms objective conclusions as to the validity of fee and staff  
125 appraisers' opinions. ~~Reviewer experience shall not constitute more than 1,000 hours of~~  
126 ~~total experience claimed, and at least 50% of the review experience claimed must be in~~  
127 ~~field review wherein the individual has personally inspected the real property which is the~~  
128 ~~subject of the review.~~

129 ~~To qualify for reviewer experience, an individual must have prepared written reports after~~  
130 ~~January 30, 1989, recommending the acceptance, revision, or rejection of the fee and staff~~  
131 ~~appraiser's opinions that comply with the Uniform Standards of Professional Appraisal~~  
132 ~~Practice in the edition in effect at the time of the reports' preparation, including Standard~~  
133 ~~3.~~

134 ~~Signing as "Review Appraiser" on an appraisal report prepared by another will not qualify~~  
135 ~~an individual for experience in the reviewer category. Experience gained in this capacity~~  
136 ~~will be considered under the cosigner subcategory of fee and staff appraiser experience.~~

137 4. "Real estate consulting experience" means experience obtained by an individual who  
138 assembles and analyzes the relevant facts and by the use of reason and the exercise of

139 judgment forms objective opinions concerning matters other than value estimates relating  
140 to real property. ~~Real estate consulting experience includes the following:~~

- 141 ~~Absorption Study~~
- 142 ~~Ad Valorem Tax Study~~
- 143 ~~Annexation Study~~
- 144 ~~Assemblage Study~~
- 145 ~~Assessment Study~~
- 146 ~~Condominium Conversion Study~~
- 147 ~~Cost-Benefit Study~~
- 148 ~~Cross-Impact Study~~
- 149 ~~Depreciation/Cost Study~~
- 150 ~~Distressed Property Study~~
- 151 ~~Economic Base Analysis~~
- 152 ~~Economic Impact Study~~
- 153 ~~Economic Structure Analysis~~
- 154 ~~Eminent Domain Study~~
- 155 ~~Feasibility Study~~
- 156 ~~Highest and Best Use Study~~
- 157 ~~Impact Zone Study~~
- 158 ~~Investment Analysis Study~~
- 159 ~~Investment Strategy Study~~
- 160 ~~Land Development Study~~
- 161 ~~Land Suitability Study~~
- 162 ~~Land Use Study~~
- 163 ~~Location Analysis Study~~
- 164 ~~Market Analysis Study~~
- 165 ~~Market Strategy Study~~
- 166 ~~Market Turning Point Analysis~~
- 167 ~~Marketability Study~~
- 168 ~~Portfolio Study~~
- 169 ~~Rehabilitation Study~~
- 170 ~~Remodeling Study~~
- 171 ~~Rental Market Study~~
- 172 ~~Right-of-Way Study~~
- 173 ~~Site Analysis Study~~
- 174 ~~Utilization Study~~
- 175 ~~Urban Renewal Study~~
- 176 ~~Zoning Study~~

177 ~~To qualify for real estate consulting experience, an individual must have prepared written~~  
178 ~~reports after January 30, 1989, that comply with the Uniform Standards of Professional~~  
179 ~~Appraisal Practice in the edition in effect at the time of the reports' preparation, including~~

180 ~~Standards 4 and 5. Real estate consulting shall not constitute more than 500 hours of~~  
181 ~~experience for any type of appraisal license.~~

182 "Inactive license" means a license ~~that has been renewed~~ a license status in which the  
183 licensee may not practice but can renew the license without meeting the continuing education  
184 requirements specified in this chapter. ~~Inactive licenses do not meet the requirements set forth in~~  
185 ~~§ 54.1-2011 of the Code of Virginia.~~

186 "Licensed residential real estate appraiser" means an individual who meets the requirements  
187 for licensure for the appraisal of or the review appraisal of any noncomplex, residential real estate  
188 or real property of one-to-four residential units, including federally related transactions, where the  
189 transaction value or market value as defined by the Uniform Standards of Professional Appraisal  
190 Practice is less than \$1 million, and complex one-to-four residential units having a transaction  
191 value less than \$400,000. Licensed residential real estate appraisers may also appraise or  
192 provide a review appraisal of noncomplex, nonresidential properties with a transaction value or  
193 market value as defined by the Uniform Standards of Professional Appraisal Practice up to  
194 \$250,000, whichever is the lesser.

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

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

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

204 "Provider" means accredited colleges, universities, or junior and community colleges; adult  
205 distributive or marketing education programs; local, state, or federal government agencies,  
206 boards, or commissions; proprietary schools; or real estate appraisal or real estate related  
207 organizations.

208 ~~"Real estate appraisal activity" means the act or process of valuation of real property or~~  
209 ~~preparing an appraisal report.~~

210 ~~"Real estate appraisal" or "real estate related organization" means any appraisal or real estate~~  
211 ~~related organization formulated on a national level, where its membership extends to more than~~  
212 ~~one state or territory of the United States.~~

213 ~~"Reciprocity agreement" means a conditional agreement between two or more states that will~~  
214 ~~recognize one another's regulations and laws for equal privileges for mutual benefit.~~

215 "Registrant" means any corporation, partnership, association, or other business entity that  
216 provides appraisal services and that is registered with the ~~Real Estate Appraiser Board~~ board in  
217 accordance with § 54.1-2011 E of the Code of Virginia.

218 "Reinstatement" means having a license or registration restored to effectiveness after the  
219 expiration date has passed.

220 "Renewal" means continuing the effectiveness of a license or registration for another period  
221 of time.

222 "Sole proprietor" means any individual, but not a corporation, partnership, or association, who  
223 is trading under the individual's own name, or under an assumed or fictitious name pursuant to  
224 the provisions of §§ 59.1-69 through 59.1-76 of the Code of Virginia.

225 "Substantially equivalent" means any educational course or seminar, experience, or  
226 examination taken in this or another jurisdiction that is equivalent in classroom hours, course  
227 content and subject, ~~and degree of difficulty,~~ respectively, to those requirements outlined in this

228 chapter and Chapter 20.1 (§ 54.1-2009 et seq.) of Title 54.1 of the Code of Virginia for licensure  
229 and renewal.

230 "Supervising appraiser" means any individual holding a license issued by the ~~Real Estate~~  
231 ~~Appraiser Board~~ board to act as a certified general real estate appraiser or certified residential  
232 real estate appraiser who supervises any unlicensed individual acting as a real estate appraiser  
233 or an appraiser trainee as specified in this chapter.

234 "~~Transaction value~~" means ~~the monetary amount of a transaction that may require the~~  
235 ~~services of a certified or licensed appraiser for completion. The transaction value is not always~~  
236 ~~equal to the market value of the real property interest involved. For loans or other extensions of~~  
237 ~~credit, the transaction value equals the amount of the loan or other extensions of credit. For sales,~~  
238 ~~leases, purchases, and investments in or exchanges of real property, the transaction value is the~~  
239 ~~market value of the real property interest involved. For the pooling of loans or interests in real~~  
240 ~~property for resale or purchase, the transaction value is the amount of the loan or the market~~  
241 ~~value of real property calculated with respect to each such loan or interest in real property.~~

242 "Transaction value" means, for the purpose of this chapter, (i) for appraisal assignments  
243 carried out as part of a loan transaction, the amount of the loan; or (ii) for appraisal assignments  
244 carried out for other than a loan transaction, the market value of the real property interest.

245 "Uniform Standards of Professional Appraisal Practice" means the ~~2020-2024~~ 2024 edition of  
246 those standards promulgated by the Appraisal Standards Board of the Appraisal Foundation for  
247 use by all appraisers in the preparation of appraisal reports.

248 "Valuation" means an estimate or opinion of the value of real property.

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

252 "Valuation services" means services pertaining to aspects of property value.

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

254 Part II

255 Entry

256 **18VAC130-20-15. Scope of licensure.**

257 A. Certified general real estate appraisers may perform appraisal of all types of real estate  
258 and real property and must be licensed as a certified general real estate appraiser.

259 B. Certified residential real estate appraisers may perform the appraisal of or the review  
260 appraisal of any residential real estate or real property of one to four residential units regardless  
261 of transaction value or complexity. Certified residential real estate appraisers may also appraise  
262 or provide a review appraisal of nonresidential properties with a transaction value or market value  
263 as defined by the Uniform Standards of Professional Appraisal Practice up to \$250,000,  
264 whichever is the lesser.

265 C. Licensed residential real estate appraisers may perform the appraisal of or the review  
266 appraisal of any noncomplex, residential real estate or real property of one-to-four residential  
267 units, including federally related transactions, where the transaction value or market value as  
268 defined by the Uniform Standards of Professional Appraisal Practice is less than \$1 million, and  
269 complex one-to-four residential units having a transaction value less than \$400,000. Licensed  
270 residential real estate appraisers may also appraise or provide a review appraisal of noncomplex,  
271 nonresidential properties with a transaction value or market value as defined by the Uniform  
272 Standards of Professional Appraisal Practice up to \$250,000, whichever is the lesser.



273 **18VAC130-20-20. Requirement for registration.**

274 ~~A. All business entities, both domestic (in-state) and foreign (out-of-state), providing appraisal~~  
275 ~~services shall must register with the board by completing an application furnished by the board~~  
276 ~~describing the location, nature, and operation of their practices, and the name and address of the~~  
277 ~~registered agent, an associate, or a partner of the business entity. Along with a completed~~  
278 ~~application form, domestic corporations and limited liability companies shall provide a copy of the~~  
279 ~~certificate as issued by the State Corporation Commission; foreign (out-of-state) corporations and~~  
280 ~~limited liability companies shall provide a copy of the certificate from the State Corporation~~  
281 ~~Commission; partnerships shall provide a copy of the certified Partnership Certificate; and other~~  
282 ~~business entities trading under a fictitious name shall be authorized to conduct business in~~  
283 ~~accordance with Chapter 5 (§ 59.1-69 et seq.) of Title 59.1 of the Code of Virginia. Every business~~  
284 ~~entity providing appraisal services shall provide the name and license number of a board licensee~~  
285 ~~who shall serve as the contact person for the board.~~

286 1. Partnerships, corporations, and limited liability companies must be registered with the  
287 State Corporation Commission.

288 2. Business entities trading under a fictitious name must be authorized to conduct  
289 business in accordance with Chapter 5 (§ 59.1-69 et seq.) of Title 59.1 of the Code of  
290 Virginia.

291 3. Applicants must provide a physical address.

292 B. Every business entity providing appraisal services must provide the name and license  
293 number of a board licensee who must serve as the contact person for the board.

**Commented [JH4]:** See SK note in committee markup copy from 2/6/24.

294 **18VAC130-20-30. General qualifications for licensure.**

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

298 ~~1. The applicant shall be of good moral character, honest, truthful, and competent to~~  
299 ~~transact the business of a licensed real estate appraiser in such a manner as to safeguard~~  
300 ~~the interests of the public.~~

301 ~~2.~~ 1. The applicant ~~shall~~ must meet the current educational and experience requirements  
302 and submit a license application to the ~~Department of Professional and Occupational~~  
303 ~~Regulation~~ department or its agent prior to the time the applicant is approved to take the  
304 licensing examination. ~~Applications received by the department or the department's agent~~  
305 ~~must be complete within 12 months of the date of the receipt of the license application and~~  
306 ~~fee by the Department of Professional and Occupational Regulation or the department's~~  
307 ~~agent.~~

308 ~~3.~~ 2. The applicant ~~shall~~ must sign, as part of the application, a statement verifying that  
309 the applicant has read and understands the Virginia real estate appraiser license law and  
310 the regulations of the ~~Real Estate Appraiser Board~~ board.

311 ~~4. The applicant shall be in good standing as a real estate appraiser in every jurisdiction~~  
312 ~~where licensed or certified; the applicant may not have had a license or certification that~~  
313 ~~was suspended, revoked, or surrendered in connection with a disciplinary action or that~~  
314 ~~has been the subject of discipline in any jurisdiction prior to applying for licensure in~~  
315 ~~Virginia.~~

316 3. The applicant must report any action taken by any board or administrative body in any  
317 jurisdiction against a professional or occupational license, certification, or registration

Commented [JH5]: See SK note in committee markup copy from 2/6/24.

318 issued to the applicant, to include any suspension, revocation, or surrender of a license,  
319 certification, or registration, imposition of a monetary penalty, or requirement to take  
320 remedial education or other corrective action. The board, in its discretion, may deny  
321 licensure to any applicant for any prior action taken by any board or administrative body  
322 in any jurisdiction. The applicant has the right to request further review of any such action  
323 by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of  
324 Virginia).

325 ~~5. The applicant shall possess a background that would not call into question the public~~  
326 ~~trust. Each applicant shall submit to fingerprinting. A background investigation shall be~~  
327 ~~conducted, which shall not reveal that the applicant has been convicted, found guilty, or~~  
328 ~~pled guilty or nolo contendere to a crime that would call into question the applicant's fitness~~  
329 ~~or suitability to engage in the profession. The 4. In accordance with § 54.1-204 of the Code~~  
330 ~~of Virginia, each applicant must disclose the following information:~~

331 ~~a. All felony convictions~~ All misdemeanor convictions involving moral turpitude, sexual  
332 offense, non-marijuana drug distribution, or physical injury within five years of the date  
333 of the application; and

334 ~~b. All misdemeanor convictions except marijuana convictions in any jurisdiction that~~  
335 ~~occurred within five years of the date of application~~ felony convictions.

336 ~~Any plea of nolo contendere or finding of guilt regardless of adjudication or deferred~~  
337 ~~adjudication shall be considered a conviction for purposes of this subdivision. The board,~~  
338 ~~in its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the~~  
339 ~~Code of Virginia.~~

340 ~~6. 5. The applicant shall~~ must be at least 18 years old.

341 ~~7. The applicant shall have successfully completed the following education:~~

342 a. ~~Licensed residential classification — 150 hours of approved real estate appraisal~~  
343 ~~courses, including the 15-Hour National Uniform Standards of Professional Appraisal~~  
344 ~~Practice course, from accredited colleges, universities, and junior and community~~  
345 ~~colleges; adult distributive or marketing education programs; local, state, or federal~~  
346 ~~government agencies, boards, or commissions; proprietary schools; or real estate~~  
347 ~~appraisal or real estate related organizations. The required core curriculum for the~~  
348 ~~certified general or certified residential real estate appraiser is a bachelor's degree or~~  
349 ~~higher from an accredited college or university. The classroom hours required for the~~  
350 ~~licensed residential classification may include the classroom hours required for the~~  
351 ~~appraiser trainee.~~

352 b. ~~Certified residential classification — 200 hours of approved real estate appraisal~~  
353 ~~courses, including the 15-Hour National Uniform Standards of Professional Appraisal~~  
354 ~~Practice course, from accredited colleges, universities, and junior and community~~  
355 ~~colleges; adult distributive or marketing education programs; local, state, or federal~~  
356 ~~government agencies, boards, or commissions; proprietary schools; or real estate~~  
357 ~~appraisal or real estate related organizations. The classroom hours required for the~~  
358 ~~certified residential classification may include the classroom hours required for the~~  
359 ~~appraiser trainee or the licensed residential classification. The applicant shall also~~  
360 ~~meet one of the following options for the required core curriculum:~~

361 ~~(1) A bachelor's degree in any field of study;~~

362 ~~(2) An associate's degree in a field of study related to business administration,~~  
363 ~~accounting, finance, economics, or real estate;~~

364 ~~(3) Successful completion of 30 semester hours of college-level courses that cover~~  
365 ~~each of the following specific topic areas and hours: English composition ( three~~  
366 ~~hours); microeconomics ( three hours); macroeconomics ( three hours); finance ( three~~

367 hours); algebra, geometry, or higher math ( three hours); statistics ( three hours);  
368 computer science ( three hours); business law or real estate law ( three hours); and  
369 two elective courses in any of the topics described in this subdivision or in accounting,  
370 geography, agricultural economics, business management, or real estate ( three hours  
371 each);

372 (4) Successful completion of at least 30 hours of College Level Examination Program  
373 (CLEP) examinations that cover each of the specific topic areas in subdivision 7 b (3)  
374 of this section. For purposes of this option, the CLEP examination for college algebra  
375 ( three hours) may be applied to the topic area of algebra, geometry, or higher math;  
376 the CLEP examination for college composition ( six hours) may be applied to the topic  
377 area of English composition; the CLEP examination for college composition modular (   
378 three hours) may be applied to the topic area of English composition; the CLEP  
379 examination for college mathematics ( six hours) may be applied to the topic area of  
380 algebra, geometry, or higher math or statistics; the CLEP examination for principles of  
381 macroeconomics ( three hours) may be applied to the topic area of macroeconomics  
382 or finance; the CLEP examination for principles of microeconomics ( three hours) may  
383 be applied to the topic area of microeconomics or finance; the CLEP examination for  
384 introductory business law ( three hours) may be applied to the topic area of business  
385 law or real estate law; and the CLEP examination for information systems ( three  
386 hours) may be applied to the topic area of computer science;

387 (5) Successful completion of at least 30 hours of any combination of college level  
388 courses and CLEP examinations that includes all of the topics identified in subdivision  
389 7 b (3) of this section; or

390 (6) No college level education. This option applies only to applicants who have held a  
391 licensed residential credential for a minimum of five years and have no record of any

392 ~~adverse, final, and nonappealable disciplinary action affecting the licensed residential~~  
393 ~~appraiser's legal eligibility to engage in appraisal practice within the five years~~  
394 ~~immediately preceding the date of application for a certified residential credential.~~

395 ~~e. Certified general classification—300 hours of approved real estate appraisal~~  
396 ~~courses, including the 15-Hour National Uniform Standards of Professional Appraisal~~  
397 ~~Practice course, from accredited colleges, universities, and junior and community~~  
398 ~~colleges; adult distributive or marketing education programs; local, state, or federal~~  
399 ~~government agencies, boards, or commissions; proprietary schools; or real estate~~  
400 ~~appraisal or real estate related organizations. The applicant must complete an~~  
401 ~~advanced level appraisal course of at least 30 classroom hours in the appraisal of~~  
402 ~~nonresidential properties. The classroom hours required for the certified general~~  
403 ~~classification may include the classroom hours required for the appraiser trainee, the~~  
404 ~~licensed residential classification, or the certified residential classification. The~~  
405 ~~required core curriculum is a bachelor's degree or higher from an accredited college~~  
406 ~~or university.~~

407 6. The applicant must have successfully completed minimum education standards  
408 established by the Appraiser Qualifications Board in its January 2022 Real Property  
409 Appraiser Qualification Criteria.

410 ~~8. 7. The applicant shall must, as part of the application for licensure, verify the applicant's~~  
411 ~~experience in the field of real estate appraisal. All applicants must submit, upon~~  
412 ~~application, sample appraisal reports as specified by the board. In addition, all experience~~  
413 ~~must be acquired within the five-year period immediately preceding the date application is~~  
414 ~~made and be supported by adequate written reports or file memoranda, which shall be~~  
415 ~~made available to the board upon request.~~

416 a. All applicants must submit, upon application, sample appraisal reports as specified  
417 by the board.

418 (1) All experience must be acquired within the five-year period immediately preceding  
419 the date application is made and be supported by adequate written reports or file  
420 memoranda, which must be made available to the board upon request.

421 (2) The board may, at its discretion, extend the five-year period for applicants who  
422 have suffered serious personal illness or injury, or death in his immediate family, or  
423 obligation of military service or service in the Peace Corps, or for other good cause of  
424 similar magnitude approved by the board. Documentation of these circumstances  
425 must be provided to the board.

426 b. Experience requirements.

427 (1) Fee and staff appraisals. To qualify for fee and staff appraiser experience, an  
428 individual must have prepared written appraisal reports that comply with the Uniform  
429 Standards of Professional Appraisal Practice in the edition in effect at the time of the  
430 reports' preparation, and demonstrate competence in the act or process of valuation  
431 of real property or preparing an appraisal report.

432 (2) Ad valorem experience. Ad valorem tax appraisal experience may be obtained  
433 either through individual property appraisals or through mass appraisals as long as  
434 applicants under this category of experience can demonstrate that they are using  
435 techniques to value real property similar to those being used by fee and staff  
436 appraisers and that they are effectively utilizing the appraisal process.

437 (a) To qualify for ad valorem tax appraisal experience for individual property  
438 appraisals, an individual must have prepared written appraisal reports that comply with  
439 the Uniform Standards of Professional Appraisal Practice in the edition in effect at the

440 time of the reports' preparation. An applicant claiming only ad valorem tax appraisal  
441 experience must also include a fee and staff appraiser assignment as part of their  
442 application.

443 (b) To qualify for ad valorem tax appraisal experience for mass appraisals, an  
444 individual must have prepared mass appraisals or have documented mass appraisal  
445 reports that comply with the Uniform Standards of Professional Appraisal Practice in  
446 the edition in effect at the time of the reports' preparation, including Standard 6.

447 (c) To qualify for ad valorem tax appraisal experience, the applicant's experience log  
448 must be attested to by the applicant's supervisor.

449 (3) Reviewer experience. Reviewer experience must not constitute more than 1,000  
450 hours of total experience claimed, and at least 50% of the review experience claimed  
451 must be in field review wherein the individual has personally inspected the real  
452 property which is the subject of the review.

453 (a) To qualify for reviewer experience, an individual must have prepared written reports  
454 after January 30, 1989, recommending the acceptance, revision, or rejection of the fee  
455 and staff appraiser's opinions that comply with the Uniform Standards of Professional  
456 Appraisal Practice in the edition in effect at the time of the reports' preparation,  
457 including Standard 3.

458 (b) Signing as "Review Appraiser" on an appraisal report prepared by another will not  
459 qualify an individual for experience in the reviewer category. Experience gained in this  
460 capacity will be considered under the cosigner subcategory of fee and staff appraiser  
461 experience.

462 (4) Real estate consulting experience. To qualify for real estate consulting experience,  
463 an individual must have prepared written reports that comply with the Uniform



464 Standards of Professional Appraisal Practice in the edition in effect at the time of the  
465 reports' preparation. Real estate consulting must not constitute more than 500 hours  
466 of experience for any type of appraisal license.

467 c. Experience hours.

468 a- (1) The applicant for a licensed residential real estate appraiser license ~~shall~~ must  
469 have a minimum of 1,000 hours of appraisal experience, in no fewer than six months.  
470 Hours may be treated as cumulative in order to achieve the necessary 1,000 hours of  
471 appraisal experience.

472 b- (2) The applicant for a certified residential real estate appraiser license ~~shall~~ must  
473 have a minimum of 1,500 hours of appraisal experience obtained during no fewer than  
474 12 months. Hours may be treated as cumulative in order to achieve the necessary  
475 1,500 hours of appraisal experience.

476 e- (3) The applicant for a certified general real estate appraiser license ~~shall~~ must have  
477 a minimum of 3,000 hours of appraisal experience obtained during no fewer than 18  
478 months. Hours may be treated as cumulative in order to achieve the necessary 3,000  
479 hours of appraisal experience. At least 50% of the appraisal experience required  
480 (1,500 hours) must be in nonresidential appraisal assignments and include  
481 assignments that demonstrate the use and understanding of the income approach. An  
482 applicant whose nonresidential appraisal experience is predominately in such  
483 properties that do not require the use of the income approach may satisfy this  
484 requirement by performing two or more appraisals on properties in association with a  
485 certified general appraiser that include the use of the income approach. The applicant  
486 ~~must have~~ provide evidence that the applicant has substantially contributed to the  
487 development of the income approach in such reports ~~and shall provide evidence of~~  
488 ~~verification of such contribution.~~

489 d. ~~(4)~~ Applicants completing a Licensed Residential Practical Applications of Real  
490 Estate Appraisal (PAREA) Program ~~shall~~ will receive credit for:

491 ~~(1)~~ (a) 100% of the experience required by board regulations as a condition of  
492 licensure as a licensed residential real estate appraiser;

493 ~~(2)~~ (b) 67% of the experience required by board regulations as a condition of licensure  
494 as a certified residential real estate appraiser; or

495 ~~(3)~~ (c) 33% of the experience required by board regulations as a condition of licensure  
496 as a certified general real estate appraiser.

497 e. ~~(5)~~ Applicants completing a Certified Residential PAREA Program ~~shall~~ will receive  
498 credit for:

499 ~~(1)~~ (a) 100% of the experience required by board regulations as a condition of  
500 licensure as a licensed residential real estate appraiser or certified residential real  
501 estate appraiser; or

502 ~~(2)~~ (b) 50% of the experience required by board regulations as a condition of licensure  
503 as a certified general real estate appraiser.

504 ~~9. Within 12 months after being approved by the board to take the examination, the~~  
505 ~~applicant shall have registered for and passed a written examination developed or~~  
506 ~~endorsed by the Appraiser Qualifications Board and provided by the board or by a testing~~  
507 ~~service acting on behalf of the board. Successful completion of the examination is valid~~  
508 ~~for a period of 24 months.~~

509 8. Applicants must pass the board approved examination within 24 months of being  
510 approved to take the examination.

511 ~~40- 9.~~ Applicants for licensure who do not meet the requirements set forth in ~~subdivisions~~  
512 ~~4 and 5~~ subdivisions 3 and 4 of this section may be approved for licensure following  
513 consideration of their application by the board.

514 **18VAC130-20-40. Qualifications for licensure by reciprocity.**

515 Every applicant to the ~~Real Estate Appraiser Board~~ board for a license by reciprocity ~~shall~~  
516 ~~have met~~ must meet the following qualifications:

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

521 ~~2. 1.~~ The applicant ~~shall~~ must be at least 18 years of age.

522 ~~3. 2.~~ The applicant ~~shall~~ must, as part of the application, verify that the applicant has read  
523 and understands the Virginia real estate appraiser license law and the regulations of the  
524 ~~Real Estate Appraiser Board~~ board.

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

530 3. The applicant must report any action taken by any board or administrative body in any  
531 jurisdiction against a professional or occupational license, certification, or registration  
532 issued to the applicant, to include any suspension, revocation, or surrender of a license,  
533 certification, or registration, imposition of a monetary penalty, or requirement to take  
534 remedial education or other corrective action. The board, in its discretion, may deny

535 licensure to any applicant for any prior action taken by any board or administrative body  
536 in any jurisdiction. The applicant has the right to request further review of any such action  
537 by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of  
538 Virginia).

539 ~~5. The applicant shall be of good moral character, honest, truthful, and competent to~~  
540 ~~transact the business of a licensed real estate appraiser in such a manner as to safeguard~~  
541 ~~the interests of the public.~~

542 ~~6. The applicant may not have been convicted, found guilty or pled guilty, regardless of~~  
543 ~~adjudication, in any jurisdiction of a misdemeanor involving moral turpitude or of any~~  
544 ~~felony. Any plea of nolo contendere shall be considered a conviction for purposes of this~~  
545 ~~subdivision. A certified copy of a final order, decree, or case decision, by a court with the~~  
546 ~~lawful authority to issue such order, decree, or case decision shall be admissible as prima~~  
547 ~~facie evidence of such conviction.~~ 4. In accordance with § 54.1-204 of the Code of Virginia,  
548 each applicant must disclose the following information:

549 a. All misdemeanor convictions involving moral turpitude, sexual offense, non-marijuana  
550 drug distribution, or physical injury within five years of the date of the application; and

551 b. All felony convictions.

552 The board, in its discretion, may deny licensure to any applicant in accordance with § 54.1-  
553 204 of the Code of Virginia.

554 7. Applicants for licensure who do not meet the requirements set forth in ~~subdivisions 4~~  
555 ~~and 6~~ subdivisions 3 and 4 of this section may be approved for licensure following  
556 consideration by the board.

557 **18VAC130-20-50. Qualifications for temporary licensure.**

558 An individual who is currently licensed or certified as a real estate appraiser in another  
559 jurisdiction may obtain a temporary Virginia real estate appraiser's license as required by Section  
560 1121 of the Federal Financial Institutions Reform, Recovery and Enforcement Act of 1989, 12  
561 USCS § 1811.

562 The appraiser's permanent certification or license issued by another state ~~shall~~ will be  
563 recognized as equivalent to a Virginia license provided that:

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

568 2. The applicant ~~shall~~ must, as part of the application, verify that the applicant has read  
569 and understands the Virginia real estate appraiser license law and the regulations of the  
570 Real Estate Appraiser Board board.

571 3. ~~The applicant shall be in good standing as a licensed or certified real estate appraiser~~  
572 ~~in every jurisdiction where licensed or certified; the applicant may not have had a license~~  
573 ~~or certification as a real estate appraiser which was suspended, revoked, or surrendered~~  
574 ~~in connection with a disciplinary action~~ The applicant must report any action taken by any  
575 board or administrative body in any jurisdiction against a professional or occupational  
576 license, certification, or registration issued to the applicant, to include any suspension,  
577 revocation, or surrender of a license, certification, or registration, imposition of a monetary  
578 penalty, or requirement to take remedial education or other corrective action. The board,  
579 in its discretion, may deny licensure to any applicant for any prior action taken by any  
580 board or administrative body in any jurisdiction. The applicant has the right to request

581 further review of any such action by the board under the Administrative Process Act (§  
582 2.2-4000 et seq. of the Code of Virginia).

583 ~~4. The applicant shall be of good moral character, honest, truthful, and competent to~~  
584 ~~transact the business of a real estate appraiser in such a manner as to safeguard the~~  
585 ~~interest of the public.~~

586 ~~5. The applicant may not have been convicted, found guilty or pled guilty, regardless of~~  
587 ~~adjudication, in any jurisdiction of a misdemeanor involving moral turpitude or of any~~  
588 ~~felony. Any plea of nolo contendere shall be considered a conviction for purposes of this~~  
589 ~~subdivision. A certified copy of a final order, decree, or case decision, by a court with the~~  
590 ~~lawful authority to issue such order, decree, or case decision shall be admissible as prima~~  
591 ~~facie evidence of such conviction.~~

592 4. In accordance with § 54.1-204 of the Code of Virginia, each applicant must disclose the  
593 following information:

594 a. All misdemeanor convictions involving moral turpitude, sexual offense, non-  
595 marijuana drug distribution, or physical injury within five years of the date of the  
596 application; and

597 b. All felony convictions.

598 The board, in its discretion, may deny licensure to any applicant in accordance with § 54.1-  
599 204 of the Code of Virginia.

600 ~~6. 5.~~ Applicants for licensure who do not meet the requirements set forth in ~~subdivisions 3~~  
601 ~~and 5~~ subdivisions 3 and 4 of this section may be approved for licensure following  
602 consideration by the board.

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

606 **18VAC130-20-60. Qualifications for licensure as an appraiser trainee.**

607 An applicant for licensure as an appraiser trainee ~~shall~~ must meet the following educational  
608 requirements in addition to those set forth in ~~subdivisions 1 through 6 and 10~~ subdivisions 1  
609 through 5 and 9 of 18VAC130-20-30.

610 1. Within the five-year period immediately preceding application for licensure, the applicant  
611 ~~shall~~ must have successfully completed 75 hours of approved real estate appraisal  
612 courses from accredited colleges, universities, junior and community colleges; adult  
613 distributive or marketing education programs; local, state or federal government agencies,  
614 boards or commissions; proprietary schools; or real estate appraisal or real estate related  
615 organizations. The classroom hours ~~shall~~ must include the 15-Hour National Uniform  
616 Standards of Professional Appraisal Practice course.

617 2. Complete an Appraiser Qualifications Board approved course specifically oriented to  
618 the requirements and responsibilities of supervising appraisers and appraiser trainees.

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

620 4. Responsibilities of supervising appraisers ~~are described in this subdivision.~~

621 a. The appraiser trainee ~~shall~~ must be subject to direct supervision by a supervising  
622 appraiser who completed an Appraiser Qualifications Board approved course  
623 specifically oriented to the requirements and responsibilities of supervising appraisers  
624 and appraiser trainees, has been state certified for at least three years, is in good  
625 standing, and has not been subject to any disciplinary action within the last three years  
626 that affects the supervising appraiser's legal eligibility to engage in appraisal practice.

627 b. The supervising appraiser ~~shall~~ must be responsible for the training and direct  
628 supervision of the appraiser trainee by:

629 (1) Accepting responsibility for the appraisal report by signing and certifying the report  
630 is in compliance with the Uniform Standards of Professional Appraisal Practice;

631 (2) Reviewing the appraiser trainee appraisal report(s); and

632 (3) Personally inspecting each appraised property with the appraiser trainee until the  
633 supervising appraiser determines the appraiser trainee is competent in accordance  
634 with the Competency Provision of the Uniform Standards of Professional Appraisal  
635 Practice for the property type.

636 c. The appraiser trainee is permitted to have more than one supervising appraiser, but  
637 a supervising appraiser may not supervise more than three trainees, at one time,  
638 unless a state program in the licensing jurisdiction provides for progress monitoring,  
639 supervising certified appraiser qualifications, and supervision and oversight  
640 requirements for supervising appraisers.

641 d. An appraisal experience log ~~shall~~ must be maintained jointly by the supervising  
642 appraiser and the appraiser trainee. It is the responsibility of both the supervising  
643 appraiser and the appraiser trainee to ensure the appraisal experience log is accurate,  
644 current, and complies with the board's requirements. At a minimum, the appraisal log  
645 requirements are (i) type of property, (ii) date of report, (iii) address of appraised  
646 property, (iv) description of work performed by the appraiser trainee and scope of the  
647 review and supervision of the supervising appraiser, (v) number of actual work hours  
648 by the appraiser trainee on the assignment, and (vi) the signature and state  
649 certification number of the supervising appraiser. Separate appraisal logs ~~shall~~ must  
650 be maintained for each supervising appraiser, if applicable.



651 **18VAC130-20-70. Requirement for the certification of appraisal education instructors.**

652 Pursuant to the mandate of Title 11 of the Federal Financial Institutions Reform, Recovery  
653 and Enforcement Act of 1989, and § 54.1-2013 of the Code of Virginia, instructors teaching  
654 prelicense educational offerings who are not employed or contracted by accredited colleges,  
655 universities, junior and community colleges, adult distributive or marketing education programs  
656 are required to be certified by the board. ~~Effective January 1, 2003, all~~ All Uniform Standards of  
657 Professional Appraisal Practice courses taught for prelicense and continuing education credit  
658 must be taught by instructors certified by the Appraiser Qualifications Board. ~~Applications~~  
659 ~~received by the department or its agent must be complete within 12 months of the date of the~~  
660 ~~receipt of the license application and fee by the Department of Professional and Occupational~~  
661 ~~Regulation or its agent.~~

662 **18VAC130-20-80. Qualifications for the certification of pre-licensure instructors.**

663 The applicant ~~shall be in good standing as a real estate appraiser in every jurisdiction where~~  
664 ~~licensed or certified; the applicant may not have had a license or certification which was~~  
665 ~~suspended, revoked or surrendered in connection with a disciplinary action or which has been~~  
666 ~~the subject of discipline in any jurisdiction prior to applying for licensure in Virginia, and shall must~~  
667 have:

- 668 1. A baccalaureate degree in real estate, economics, finance or business, and have  
669 satisfied the state appraisal licensing educational requirements for the level being  
670 instructed; ~~or~~
- 671 2. ~~A baccalaureate degree, an appraisal license which has been in good standing for at~~  
672 ~~least two years, and a A current certified residential or certified general appraisal license~~  
673 ~~appropriate for the level being instructed and two years of experience as an instructor or~~  
674 ~~teacher at the secondary or post-secondary level; or~~

675 3. Seven years of active experience acquired in the appraisal field in the past 10 years,  
676 an appraisal license which has been in good standing for at least two years, and a current  
677 certified residential or certified general appraisal license appropriate for the level being  
678 instructed.

679 **18VAC130-20-90. Application and registration fees.**

680 ~~There will be no pro rata refund of these fees to licensees who resign or upgrade to a higher~~  
681 ~~license or to licensees whose licenses are revoked or surrendered for other causes. All application~~  
682 ~~fees for licenses and registrations are nonrefundable. All fees are nonrefundable and shall not be~~  
683 ~~prorated.~~

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

Registration of Business Entity	\$160
Certified General Real Estate Appraiser	\$290
Temporary Certified General Real Estate Appraiser	\$75
Certified Residential Real Estate Appraiser	\$290
Temporary Certified Residential Real Estate Appraiser	\$75
Licensed Residential Real Estate Appraiser	\$290
Temporary Licensed Residential Real Estate Appraiser	\$75
Appraiser Trainee	\$155
Upgrade of License	\$130
Instructor Certification	\$150

685 ~~Application fees for a certified general real estate appraiser, a certified residential real~~  
686 ~~estate appraiser, a licensed residential real estate appraiser and an appraiser trainee~~  
687 ~~include a \$37.50 fee for a copy of the Uniform Standards of Professional Appraisal~~  
688 ~~Practice. This fee is subject to the fee charged by the Appraisal Foundation and may be~~

689 ~~adjusted and charged to the applicant in accordance with the fee charged by the Appraisal~~  
690 ~~Foundation.~~

691 2. Examination fees. The fee for examination or reexamination is subject to contracted  
692 charges to the department by an outside vendor. These contracts are competitively  
693 negotiated and bargained for in compliance with the Virginia Public Procurement Act (§  
694 2.2-4300 et seq. of the Code of Virginia). Fees may be adjusted and charged to the  
695 candidate in accordance with this contract.

696 3. An \$80 National Registry fee assessment for all permanent license applicants is to be  
697 assessed of each applicant in accordance with § 1109 of the Financial Institutions Reform,  
698 Recovery, and Enforcement Act of 1989 (12 USC §§ 3331–3351). This fee may be  
699 adjusted and charged to the applicant in accordance with the Act. If the applicant fails to  
700 qualify for licensure, then this assessment fee will be refunded.

701 Part III

702 Renewal of License/Registration/Certification

703 **18VAC130-20-100. Renewal required.**

704 ~~Licenses~~ All licenses and certifications issued under this chapter for certified general real  
705 estate appraisers, certified residential real estate appraisers and licensed residential real estate  
706 appraisers ~~and~~ appraiser trainees, ~~and~~ instructors, and registrations issued for business entities  
707 ~~shall~~ will expire two years from the last day of the month in which they were issued, as indicated  
708 on the license, certificate, or registration. ~~Certifications issued under this chapter for instructors~~  
709 ~~shall expire two years from the last day of the month in which they were issued, as indicated on~~  
710 ~~the certification.~~

711 **18VAC130-20-110. Qualifications for renewal.**

712 A. As a condition of renewal, and under § 54.1-2014 of the Code of Virginia, all active certified  
713 general real estate appraisers, certified residential real estate appraisers, and licensed residential  
714 real estate appraisers, ~~resident or nonresident, shall be~~ are required to complete continuing  
715 education courses satisfactorily within each licensing term as follows:

716 1. All real estate appraisers must satisfactorily complete continuing education courses or  
717 seminars offered by ~~accredited colleges, universities, or junior and community colleges;~~  
718 ~~adult distributive or marketing education programs; local, state, or federal government~~  
719 ~~agencies, boards, or commissions; proprietary schools; or real estate appraisal or real~~  
720 ~~estate related organizations~~ a provider of not less than 28 classroom hours during each  
721 licensing term.

**Commented [JH6]:** On the markup, this is struck, but "classroom hour" is a defined term. Double check to seek if we do not mean to use the defined term here.

722 2. All real estate appraisers may also satisfy up to one half of an individual's continuing  
723 education requirements by participation other than as a student in educational processes  
724 and programs approved by the board to be substantially equivalent for continuing  
725 education purposes, including teaching, program development, or authorship of  
726 textbooks.

727 3. Seven of the classroom hours completed to satisfy the continuing education  
728 requirements ~~shall~~ must be the National Uniform Standards of Professional Appraisal  
729 Practice update course ~~or its equivalent~~.

730 4. Aside from complying with the requirement to complete the seven-hour National USPAP  
731 Update Course, ~~or its equivalent~~, appraisers may not receive credit for completion of the  
732 same continuing education course within a licensing term.

733 5. As part of the required hours, all real estate appraisers must complete a minimum two-  
734 hour course on either fair housing or appraisal bias. Such course must be (i) a fair housing

735 or appraisal bias course approved by the Appraiser Qualifications Board; (ii) approved by  
736 the Real Estate Board in its fair housing category; or (iii) approved by the board in  
737 accordance with Part V (18VAC130-20-200 et seq.) of this chapter.

738 B. As a condition of renewal, all licensed real estate appraiser trainees ~~shall~~ must meet the  
739 continuing education requirements set forth in subsection A of this section.

740 C. All applicants for renewal of a license ~~shall~~ must meet the standards for entry as set forth  
741 in ~~subdivisions 1, 3, and 4~~ subdivisions 2 and 3 of 18VAC130-20-30.

742 D. Applicants for the renewal of a registration ~~shall~~ must meet the requirement for registration  
743 as set forth in 18VAC130-20-20.

744 ~~E. Applicants for the renewal of a certificate as an instructor shall meet the standards for entry  
745 as set forth in 18VAC130-20-80.~~

746 ~~F. E.~~ Licensees applying to activate an inactive license must complete all ~~required~~ continuing  
747 education ~~hours~~ requirements that would have been required in the current license term if the  
748 licensee was active prior to application to activate the license.

749 **18VAC130-20-120. Procedures for renewal.**

750 A. The board will ~~mail~~ send a renewal ~~application form~~ notice to the licensee and certificate  
751 holder ~~at the last known home address and to the registered firm or at the last known business~~  
752 ~~address. This form shall outline the procedures for renewal. The board will send a renewal notice~~  
753 to the registered firm. Failure to receive the renewal ~~application form~~ notice will not relieve  
754 the licensee, certificate holder or the registrant of the obligation to renew.

755 B. Prior to the expiration date shown on the license or registration, each licensee, certificate  
756 holder or registrant desiring to renew the license or registration ~~shall~~ must return to the board the  
757 ~~completed renewal application form and the~~ appropriate renewal and registry fees as outlined in  
758 18VAC130-20-130.

759 C. ~~The date on which the renewal application form and the appropriate fees are received by~~  
760 ~~the Department of Professional and Occupational Regulation or its agent will determine whether~~  
761 ~~the licensee, certificate holder or registrant is eligible for renewal. If either the renewal application~~  
762 ~~form or renewal fee, including the registry fee, is not received by the Department of Professional~~  
763 ~~and Occupational Regulation or its agent within 30 days of the expiration date, the licensee,~~  
764 ~~certificate holder or registrant must reinstate his license by meeting all requirements listed in~~  
765 ~~18VAC130-20-110 and pay a reinstatement fee as specified in 18VAC130-20-130. One year after~~  
766 ~~the expiration date on the license, certificate or registration, reinstatement is no longer possible.~~  
767 ~~To resume practice, the former licensee, certificate holder, or registrant shall reapply for licensure~~  
768 ~~as a new applicant, meeting current education, examination and experience requirements.~~  
769 Renewal and reinstatement.

770 1. The date on which the renewal and registry fees are received by the department or its  
771 agent will determine whether the licensee, certificate holder or registrant is eligible for  
772 renewal.

773 2. If the renewal and registry fees are not received by the department or its agent within  
774 30 days of the expiration date, the licensee, certificate holder or registrant must reinstate  
775 his license by meeting all requirements listed in 18VAC130-20-110 and pay a  
776 reinstatement fee as specified in 18VAC130-20-130.

777 3. Two years after the expiration date on the license, certificate or registration,  
778 reinstatement is no longer possible. To resume practice, the former licensee, certificate  
779 holder, or registrant must reapply for licensure as a new applicant, meeting current  
780 education, examination, and experience requirements.

781 4. When a license is reinstated, the licensee will continue to have the same license number  
782 and will be assigned an expiration date two years from the date of the last day of the month  
783 of reinstatement.

784 5. A licensee that reinstates a license will be regarded as having been continuously  
785 licensed without interruption. Therefore, a licensee will be subject to the authority of the  
786 board for activities performed prior to reinstatement.

787 6. A licensee that fails to reinstate a license will be regarded as unlicensed from the  
788 expiration date of the license forward. Nothing in this chapter will divest the board of its  
789 authority to discipline a licensee for a violation of the law or regulations during the period  
790 of time for which the individual was licensed.

791 **18VAC130-20-130. Fees for renewal and reinstatement.**

792 A. All fees are nonrefundable and will not be prorated.

793 B. National Registry fee assessment. In accordance with the requirements of § 1109 of the  
794 Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (the Act), \$80 of the  
795 biennial renewal or reinstatement fee assessed for all certified general real estate appraisers,  
796 certified residential real estate appraisers, and licensed residential real estate appraisers ~~shall~~  
797 must be submitted to the Appraisal Subcommittee. The registry fee may be adjusted in  
798 accordance with the Act and charged to the licensee.

799 ~~Renewal and reinstatement fees for a certified general real estate appraiser, a certified~~  
800 ~~residential real estate appraiser, a licensed residential real estate appraiser, and an appraiser~~  
801 ~~trainee include a \$37.50 fee for a copy of the Uniform Standards of Professional Appraisal~~  
802 ~~Practice. This fee is subject to the fee charged by the Appraisal Foundation and may be adjusted~~  
803 ~~and charged to the applicant in accordance with the fee charged by the Appraisal Foundation.~~

804 C. Renewal fees are as follows:

Certified general real estate appraiser	\$205
Certified residential real estate appraiser	\$205
Licensed residential real estate appraiser	\$205

Appraiser trainee	\$125
Registered business entity	\$120
Certified instructor	\$150

805 For licenses expiring on May 31, 2023, and before May 1, 2025, the renewal fees are as  
806 follows:

Certified general real estate appraiser	\$140
Certified residential real estate appraiser	\$140
Licensed residential real estate appraiser	\$140
Appraiser trainee	\$60
Registered business entity	\$25
Certified instructor	\$25

807 D. Reinstatement fees are as follows:

Certified general real estate appraiser	\$385
Certified residential real estate appraiser	\$385
Licensed residential real estate appraiser	\$385
Appraiser trainee	\$250
Registered business entity	\$280
Certified instructor	\$300

808 For licenses expiring on May 31, 2023, and before May 1, 2025, the reinstatement fees ~~shall~~  
809 ~~be~~ are as follows:

Certified general real estate appraiser	\$320
Certified residential real estate appraiser	\$320
Licensed residential real estate appraiser	\$320
Appraiser trainee	\$155
Registered business entity	\$185
Certified instructor	\$25



810 ~~**18VAC130-20-140. Status of licensee during the period prior to reinstatement. (Repealed.)**~~

811 ~~A. When a license is reinstated, the licensee shall continue to have the same license number~~  
812 ~~and shall be assigned an expiration date two years from the previous expiration date of the~~  
813 ~~license.~~

814 ~~B. A licensee or certificate holder who is reinstated shall be regarded as having been~~  
815 ~~continuously licensed without interruption. Therefore, the licensee or certificate holder shall~~  
816 ~~remain under the disciplinary authority of the board during this entire period and may be held~~  
817 ~~accountable for his activities during this period. A licensee or certificate holder who is not~~  
818 ~~reinstated shall be regarded as unlicensed from the expiration date of the license forward. Nothing~~  
819 ~~in this chapter shall divest the board of its authority to discipline a licensee or certificate holder for~~  
820 ~~a violation of the law or regulations during the period of time for which the appraiser was licensed.~~

821 **18VAC130-20-150. Board discretion to deny renewal or reinstatement.**

822 The board may deny renewal or reinstatement of a license, certification or registration for the  
823 same reasons as it may refuse initial licensure or registration or discipline a current licensee or  
824 registrant.

825 Part IV

826 Standards

827 **18VAC130-20-160. Grounds for disciplinary action.**

828 A. The board has the power to fine any licensee, registrant or certificate holder, to place any  
829 licensee, registrant or certificate holder on probation, and to suspend or revoke any license,  
830 registration or certification issued under the provisions of Chapter 20.1 (§ 54.1-2009 et seq.) of  
831 Title 54.1 of the Code of Virginia and the regulations of the board, in accordance with subdivision  
832 A 7 of § 54.1-201, 54.1-202, and the provisions of the Administrative Process Act, Chapter 40 (§  
833 2.2-4000 et seq.) of Title 2.2 of the Code of Virginia, when any licensee, registrant or certificate

834 holder has been found to have violated or cooperated with others in violating any provision of  
835 Chapter 20.1 of Title 54.1 of the Code of Virginia, any relevant provision of the Uniform Standards  
836 of Professional Appraisal Practice as developed by the Appraisal Standards Board of the  
837 Appraisal Foundation, or any regulation of the board. ~~An appraiser trainee shall be subject to~~  
838 ~~disciplinary action for his actions even if acting under the supervision of a supervising appraiser.~~

839 B. An appraiser trainee may be subject to disciplinary action for his actions even if acting  
840 under the supervision of a supervising appraiser.

841 **18VAC130-20-170. Standards of ethical conduct.**

842 In obtaining a real estate appraiser license and performing a real estate appraisal, a licensee  
843 ~~shall~~ must comply with each provision of the Uniform Standards of Professional Appraisal Practice  
844 Ethics Rule and the following standards of ethical conduct:

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

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

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

854 **18VAC130-20-180. Standards of professional practice.**

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

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

859 1. Change of address. All licensed real estate appraisers, appraiser trainees, certified  
860 instructors, and business entities must report any change of address to the board within  
861 30 days of such change.

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

865 ~~b. Registered real estate appraisal business entities shall at all times keep the board~~  
866 ~~informed in writing of their current business address and shall report any change of~~  
867 ~~address to the board within 30 days of such change.~~

868 2. Change of name or business entity.

869 a. All real estate appraisers, appraiser trainees, and certified instructors ~~shall promptly~~  
870 must notify the board in writing within 30 days and provide appropriate written legal  
871 verification of any change of name.

872 b. Registered real estate appraisal business entities ~~shall promptly~~ notify the board of  
873 any change of name ~~or change of business structure in writing~~ within 30 days. ~~In~~  
874 ~~addition to written notification, corporations shall provide a copy of the Certificate of~~  
875 ~~Amendment from the State Corporation Commission, partnerships shall provide a~~  
876 ~~copy of a certified Partnership Certificate, and other business entities trading under a~~  
877 ~~fictionitious name shall be authorized to conduct business in accordance with Chapter 5~~  
878 ~~(§ 59.1-69 et seq.) of Title 59.1 of the Code of Virginia.~~

879 c. Whenever the legal business entity holding the registration is dissolved or altered to  
880 form a new business entity, the original registration becomes void and shall be

881 returned to the board within 30 days of the change. Additionally, the firm shall apply  
882 for a new registration, within 30 days of the change in the business entity. Such  
883 changes include:

884 (1) Death of a sole proprietor;

885 (2) Death or withdrawal of a general partner in a general partnership or the managing  
886 partner in a limited partnership; and

887 (3) Conversion, formation, or dissolution of a corporation, a limited liability company,  
888 an association, or any other business entity recognized under the laws of the  
889 Commonwealth of Virginia.

890 ~~3. Upon the change of name or address of the registered agent, associate, or partner, or~~  
891 ~~sole proprietor designated by a real estate appraisal business entity, the business entity~~  
892 ~~shall notify the board in writing of the change within 30 days of such event.~~

893 ~~4. 3.~~ No license, certification, or registration issued by the board ~~shall~~ will be assigned or  
894 otherwise transferred.

895 ~~5. 4.~~ All licensees, certificate holders, and registrants ~~shall~~ will operate under the name in  
896 which the license or registration is issued.

897 ~~6. All certificates of licensure, registration, or certification in any form are the property of~~  
898 ~~the Real Estate Appraiser Board. Upon death of a licensee, dissolution or restructure of a~~  
899 ~~registered business entity, or change of a licensee's, registrant's, or certificate holder's~~  
900 ~~name or address, such licenses, registrations, or certificates must be returned with proper~~  
901 ~~instructions and supplemental material to the board within 30 days of such event.~~

902 ~~7. All appraiser licenses issued by the board shall be visibly displayed.~~

903 C. Use of signature and ~~electronic~~ transmission of report.

904 1. The signing or transmission of an appraisal report ~~or the transmittal of a report~~  
905 ~~electronically shall indicate~~ indicates that the licensee has exercised complete direction  
906 and control over the appraisal. ~~Therefore, no licensee shall sign or electronically transmit~~  
907 ~~an appraisal that has been prepared by an unlicensed person unless such work was~~  
908 ~~performed under the direction and supervision of the licensee in accordance with § 54.1-~~  
909 ~~2011 C of the Code of Virginia.~~

910 2. All original appraisal reports ~~shall~~ must be signed by the licensed appraiser and contain  
911 the license number of the appraiser. ~~For narrative and letter appraisals, the signature and~~  
912 ~~final value conclusion shall~~ must appear on the letter of transmittal and certification page.  
913 For form appraisals, the signature ~~shall~~ must appear on the page designated for the  
914 appraiser's signature and final estimate of value. All temporary licensed real estate  
915 appraisers ~~shall~~ must sign and affix their temporary license to the appraisal report or letter  
916 for which they obtained the license to authenticate such report or letter. ~~Appraisal reports~~  
917 ~~may be transmitted electronically. Reports prepared without the use of a seal shall contain~~  
918 ~~the license number of the appraiser.~~

919 a. An appraiser may provide market analysis studies or consulting reports, which do  
920 not constitute appraisals of market value, provided such reports, studies, or  
921 evaluations ~~shall~~ must contain a conspicuous statement that such reports, studies, or  
922 evaluations are not an appraisal as defined in § 54.1-2009 of the Code of Virginia.

923 ~~b. Application of the seal and signature or electronic transmission of the report~~  
924 ~~indicates acceptance of responsibility for work shown thereon.~~

925 ~~c. The seal shall conform in detail and size to the design illustrated in this subdivision.~~

**Commented [JH7]:** Board to discuss and address this issue.



926

927           \*The number on the seal shall be the 10-digit number or the last six digits, or the last  
928           significant digits on the license issued by the board.

929           D. Development of appraisal. In developing a real property appraisal, all licensees shall  
930           comply with the provisions of the Uniform Standards of Professional Appraisal Practice (USPAP)  
931           as defined in this chapter or in the prior edition in effect at the time of the reports' preparation. If  
932           the required definition of value uses the word "market," licensees must use the definition of market  
933           value set forth in USPAP "DEFINITIONS."

934           D. A report must state the type of value, provide the definition, and cite the source for the  
935           definition.

936           E. Appraisal report requirements. In reporting a real property appraisal, a licensee ~~shall~~ must  
937           meet the requirements of the Uniform Standards of Professional Appraisal Practice ~~as defined in~~  
938           ~~this chapter or in the prior edition in effect at the time of the reports' preparation~~ of the report.

939           F. Reviewing an appraisal. In performing a review appraisal, a licensee ~~shall~~ must comply  
940           with the requirements of the Uniform Standards of Professional Appraisal Practice ~~as defined in~~  
941           ~~this chapter or in the prior edition in effect at the time of the reports' preparation~~ of the report. The  
942           reviewer's signature ~~and seal shall~~ and license number must appear on the certification page of  
943           the report.

944 G. Mass appraisals. In developing and reporting a mass appraisal for ad valorem tax  
945 purposes, a licensee ~~shall~~ must comply with the requirements of the Uniform Standards of  
946 Professional Appraisal Practice ~~as defined in this chapter or in the prior edition in effect at the~~  
947 time of the ~~reports'~~ preparation of the report.

948 H. Recordkeeping requirements.

949 1. A licensee ~~shall~~ must abide by the Record Keeping Rule as stated in the Uniform  
950 Standards of Professional Appraisal Practice ~~as defined in this chapter or in the prior~~  
951 edition in effect at the time of the ~~reports'~~ preparation of the report.

952 2. A licensee or registrant of the ~~Real Estate Appraiser Board~~ board ~~shall~~ must, upon  
953 request or demand, promptly produce to the board or any of its agents within 10 ~~working~~  
954 days of the request, any document, book, record, work file, or electronic record in a  
955 licensee's possession concerning any appraisal that the licensee performed, or for which  
956 the licensee is required to maintain records for inspection by the board or its agents. The  
957 board or any of its agents may extend such timeframe upon a showing of extenuating  
958 circumstances prohibiting delivery within such 10-day period.

959 ~~3. Upon the completion of an assignment, a licensee or registrant shall return to the rightful~~  
960 ~~owner, upon demand, any document or instrument that the licensee possesses.~~

961 ~~4. 3.~~ The appraiser trainee ~~shall be~~ is entitled to obtain copies of appraisal reports ~~he~~ and  
962 work files prepared by the appraiser trainee. The supervising appraiser ~~shall~~ must keep  
963 copies of appraisal reports for a period of at least five years or at least two years after final  
964 disposition of any judicial proceedings in which testimony was given, whichever period  
965 expires last.

966 I. Disclosure requirements. A licensee appraising property in which ~~he~~ the licensee, any  
967 member of ~~his~~ the licensee's family, ~~his~~ the licensee's firm, any member of ~~his~~ the licensee's firm,

968 or any entity in which ~~he~~ the licensee has an ownership interest, has any interest ~~shall~~ must  
969 disclose, in writing, to any client such interest in the property and ~~his~~ the licensee's status as a  
970 real estate appraiser licensed in the Commonwealth of Virginia. As used in the context of this  
971 chapter, "any interest" includes an ownership interest in the property to be appraised or in an  
972 adjacent property or involvement in the transaction, such as deciding whether to extend credit to  
973 be secured by such property.

974 J. Competency. A licensee ~~shall~~ must abide by the Competency Rule as stated in the Uniform  
975 Standards of Professional Appraisal Practice ~~as defined in this chapter or in the prior~~ edition in  
976 effect at the time of the ~~reports'~~ preparation of the report.

977 K. Scope of work. A licensee ~~shall~~ must abide by the Scope of Work Rule as stated in the  
978 Uniform Standards of Professional Appraisal Practice ~~as defined in this chapter or in the prior~~  
979 edition in effect at the time of the ~~reports'~~ preparation of the report.

980 L. Jurisdictional exception. A licensee ~~shall~~ must abide by the Jurisdictional Exception Rule  
981 as stated in the Uniform Standards of Professional Appraisal Practice ~~as defined in this chapter~~  
982 ~~or in the prior~~ edition in effect at the time of the ~~reports'~~ preparation of the report.

983 M. Prohibited acts.

984 1. A licensee ~~shall~~ must act as a certified general real estate appraiser, certified residential  
985 real estate appraiser, or licensed residential real estate appraiser in such a manner as to  
986 safeguard the interests of the public, and ~~shall~~ must not engage in improper, fraudulent,  
987 or dishonest conduct.

988 2. A licensee may not have been convicted, found guilty, or pled guilty, regardless of  
989 adjudication, in any jurisdiction of the United States of a misdemeanor involving moral  
990 turpitude or of any felony there being no appeal pending therefrom or the time for appeal  
991 having elapsed. ~~Any plea of nolo contendere shall be considered a conviction for the~~



992 ~~purposes of this subdivision. A certified copy of a final order, decree, or case decision by~~  
993 ~~a court with the lawful authority to issue such order, decree, or case decision shall be~~  
994 ~~admissible as prima facie evidence of such guilt.~~

995 3. A licensee ~~shall~~ must inform the board in writing within 30 days of ~~pleading guilty or not~~  
996 ~~contendere or being convicted or found guilty~~, regardless of adjudication, of any felony or  
997 of a misdemeanor involving moral turpitude in any jurisdiction.

998 4. A licensee may not have had a license or certification as a real estate appraiser that  
999 was suspended, revoked, or surrendered in connection with a disciplinary action or that  
1000 has been the subject of discipline in any jurisdiction.

1001 5. A licensee ~~shall~~ must inform the board in writing within 30 days of any disciplinary action  
1002 taken in any jurisdiction against any appraiser license or certification to include the  
1003 suspension, revocation, or surrender of an appraiser license or certification in connection  
1004 with a disciplinary action in any other jurisdiction, and a licensee shall inform the board in  
1005 writing within 30 days of any appraiser license or certification which has been the subject  
1006 of discipline in any jurisdiction.

1007 6. A licensee ~~shall~~ must perform all appraisals in accordance with Virginia Fair Housing  
1008 Law (§ 36-96.1 et seq. of the Code of Virginia).

1009 7. A licensee ~~shall~~ must respond to an inquiry by the board or its agents, other than  
1010 requested under subdivision H 2 of this section, within 21 days.

1011 8. A licensee ~~shall~~ must not provide false, misleading or incomplete information in the  
1012 investigation of a complaint filed with the board.

1013 **18VAC130-20-190. Standards of conduct for certified appraiser education instructors.**

1014 A. Instructors ~~shall~~ must develop a record for each student which ~~shall~~ must include the  
1015 student's name and address, the course name, the course hours and dates given, and the date  
1016 the course was passed. This record ~~shall~~ must be retained by the course provider.

1017 ~~B. The instructor shall not solicit information from any person for the purpose of discovering  
1018 past licensing examination questions or questions which may be used in future licensing  
1019 examinations.~~

1020 ~~C. The instructor shall not distribute to any person copies of license examination questions,  
1021 or otherwise communicate to any person license examination questions, without receiving the  
1022 prior written approval of the copyright owner to distribute or communicate those questions.~~

1023 ~~D. The instructor shall not, through an agent or otherwise, advertise its services in a  
1024 fraudulent, deceptive or misrepresentative manner.~~

1025 ~~E. Instructors shall not take any appraiser licensing examination for any purpose other than  
1026 to obtain a license as a real estate appraiser.~~

1027 ~~F. B.~~ Prohibited acts.

1028 1. The instructor ~~shall~~ must act as a certified general real estate appraiser, certified  
1029 residential real estate appraiser, or licensed residential real estate appraiser in such a  
1030 manner as to safeguard the interests of the public and ~~shall~~ must not engage in improper,  
1031 fraudulent, or dishonest conduct.

1032 2. The instructor may not have been convicted, found guilty, or pled guilty, regardless of  
1033 adjudication, in any jurisdiction of the United States of a misdemeanor involving moral  
1034 turpitude or of any felony there being no appeal pending therefrom or the time for appeal  
1035 having elapsed. ~~Any plea of nolo contendere shall be considered a conviction for the  
1036 purposes of this subdivision. A certified copy of a final order, decree, or case decision by~~

1037 ~~a court with the lawful authority to issue such order, decree, or case decision shall be~~  
1038 ~~admissible as prima facie evidence of such guilt.~~

1039 3. The instructor ~~shall~~ must inform the board in writing within 30 days of pleading guilty or  
1040 nolo contendere or being convicted or found guilty, regardless of adjudication, of any  
1041 felony or of a misdemeanor involving moral turpitude.

1042 4. The instructor may not have had a license or certification as a real estate appraiser that  
1043 has been (i) suspended, revoked, or surrendered in connection with a disciplinary action  
1044 or (ii) the subject of discipline in any jurisdiction.

1045 5. The instructor ~~shall~~ must inform the board in writing within 30 days of any disciplinary  
1046 action taken in any jurisdiction against any appraiser license or certification to include the  
1047 suspension, revocation, or surrender of an appraiser license or certification in connection  
1048 with a disciplinary action in any other jurisdiction, and a licensee shall inform the board in  
1049 writing within 30 days of any appraiser license or certification that has been the subject of  
1050 discipline in any jurisdiction.

1051 6. The instructor, who is also a licensed appraiser, ~~shall~~ must perform all appraisals in  
1052 accordance with Virginia Fair Housing Law (§ 36-96.1 et seq. of the Code of Virginia).

1053 7. The instructor ~~shall~~ must respond to an inquiry by the board or its agents within 21 days.

1054 8. The instructor ~~shall~~ must not provide false, misleading, or incomplete information in the  
1055 investigation of a complaint filed with the board.

1056

Part V

1057

Educational Offerings

1058 **18VAC130-20-200. Requirement for the approval of appraisal educational offerings.**

1059 Pursuant to the mandate of Title 11 of the Federal Financial Institutions Reform, Recovery  
 1060 and Enforcement Act of 1989, § 54.1-2013 of the Code of Virginia, and the qualifications criteria  
 1061 set forth by the Appraisal Qualifications Board of the Appraisal Foundation, all educational  
 1062 offerings submitted for prelicensure and continuing education credit ~~shall~~ must be approved by  
 1063 the board. Educational offerings that have been approved by the Appraiser Qualifications Board  
 1064 ~~shall will~~ be considered to have met the standards for approval set forth in this chapter. Prelicense  
 1065 course applications received by the department or its agent must be complete within 12 months  
 1066 of the date of the receipt of the application and fee by the department or its agent.

1067 **18VAC130-20-210. Standards for the approval of appraisal educational offerings for**  
 1068 **prelicensure credit.**

1069 A. Content.

- 1070 1. Prior to licensure, applicants ~~shall~~ must have successfully completed the 15 hour  
 1071 National Uniform Standards of Professional Appraisal Practice course ~~or its equivalent.~~
- 1072 2. While various appraisal courses may be credited toward the classroom requirement  
 1073 specified for each classification of licensure, all applicants for licensure as an appraiser  
 1074 trainee, a licensed residential, certified residential, or certified general real estate  
 1075 appraiser must demonstrate that their course work included coverage of the required  
 1076 topics listed below.

Basic appraisal principles (30 hours) Basic appraisal procedures (30 hours) Residential market analysis and highest and best use (15 hours) Residential appraiser site valuation and cost approach (15 hours) Residential sales comparison and income approaches (30 hours)
---

Residential report writing and case studies (15 hours)  
 Statistics, modeling and finance (15 hours)  
 Advanced residential applications and case studies (15 hours)  
 General appraiser market analysis and highest and best use (30 hours)  
 General appraiser sales comparison approach (30 hours)  
 General appraiser site valuation and cost approach (30 hours)  
 General appraiser income approach (60 hours)  
 General appraiser report writing and case studies (30 hours)

1077 3. All appraisal and appraisal-related offerings presented for prelicense credit must have  
 1078 a final, written examination. The examination may not be an open book examination.

1079 4. Credit toward the classroom hour requirement to satisfy the educational requirement  
 1080 prior to licensure ~~shall~~ will be granted only where the length of the educational offering is  
 1081 at least 15 classroom hours.

1082 B. Instruction. With the exception of courses taught at accredited colleges, universities, junior  
 1083 and community colleges, or adult distributive or marketing education programs, all other  
 1084 prelicense educational offerings given after January 1, 1993, must be taught by instructors  
 1085 certified by the board. All courses in the Uniform Standards of Professional Appraisal Practice  
 1086 must be instructed by an Appraisal Qualifications Board certified instructor.

1087 **18VAC130-20-220. Standards for the approval of appraisal educational offerings for**  
 1088 **continuing education credit.**

1089 A. Content.

1090 1. The content of courses, seminars, workshops, or conferences that may be accepted for  
 1091 continuing education credit includes those topics listed in 18VAC130-20-210 A 2 and listed  
 1092 in this subdivision.

Ad valorem taxation

Appraisal bias

Arbitration, dispute resolution

Courses related to the practice of real estate appraisal or consulting

Development cost estimating
Ethics and standards of professional practice, Uniform Standards of Professional Appraisal Practice
Fair housing
Land use planning, zoning
Management, leasing, timesharing
Property development, partial interests
Real estate financing and investment
Real estate law, easements, and legal interests
Real estate litigation, damages, condemnation
Real estate appraisal related computer applications
Real estate securities and syndication
Developing opinions of real property value in appraisals that also include personal property or business value
Seller concessions and impact on value
Energy efficient items and "green building" appraisals

- 1093 2. Any course related to appraisal bias designed to meet the requirements of 18VAC130-
- 1094 20-110 A 5 must be directly applicable to rendering of an opinion of value by an appraiser.
- 1095 Acceptable topics should consist of:
- 1096 a. Awareness and identification of appraisal bias;
  - 1097 b. Effects of appraisal bias on consumers;
  - 1098 c. Assisting consumers who may have been subjected to biased appraisals;
  - 1099 d. Strategies to address appraisal bias; and
  - 1100 e. Laws and regulations applicable to appraisal bias.
- 1101 3. Courses, seminars, workshops, or conferences submitted for continuing education
- 1102 credit must indicate that the licensee participated in an educational program that

1103 maintained and increased the licensee's knowledge, skill, and competency in real estate  
1104 appraisal.

1105 4. Credit toward the classroom hour requirement to satisfy the continuing education  
1106 requirements ~~shall~~ will be granted only where the length of the educational offering is at  
1107 least two hours and the licensee participated in the full length of the program.

1108 B. Instruction. Although continuing education offerings are not required to be taught by board  
1109 certified instructors, the Uniform Standards of Professional Appraisal Practice course must be  
1110 taught by an Appraiser Qualifications Board certified instructor who is also a state certified  
1111 appraiser.

1112 **18VAC130-20-230. Procedures for awarding prelicense and continuing education credits.**

1113 A. Course credits ~~shall~~ will be awarded only once per license cycle for courses having  
1114 substantially equivalent content.

1115 B. Proof of completion of such course, seminar, workshop or conference may be in the form  
1116 of a transcript, certificate, letter of completion or in any such written form as may be required by  
1117 the board. All courses, seminars and workshops submitted for prelicensure and continuing  
1118 education credit must indicate the number of classroom hours.

1119 C. ~~Information that may be requested by the board in order to further evaluate course content~~  
1120 ~~includes, but is not limited to, course descriptions, syllabi, or textbook references~~ The board may  
1121 request additional information in order to evaluate course content, including course descriptions,  
1122 syllabi, or textbook references.

1123 D. All transcripts, certificates, letters of completion or similar documents submitted to verify  
1124 completion of seminars, workshops or conferences for continuing education credit must indicate  
1125 successful completion of the course, seminar, workshop or conference. Applicants must furnish  
1126 written proof of having received a passing grade in all prelicense education courses submitted.

1127 E. All courses, seminars, workshops, or conferences submitted for satisfaction of continuing  
1128 education requirements must be satisfactory to the board.

1129 ~~F. Prelicensure courses. A distance education course may be acceptable to meet the classroom~~  
1130 ~~hour requirement or its equivalent provided that the course is approved by the board, the learner~~  
1131 ~~successfully completes a written examination proctored by an official approved by the presenting~~  
1132 ~~entity, college, or university, the course meets the requirements for qualifying education~~  
1133 ~~established by the Appraiser Qualifications Board, the course is equivalent to the minimum of 15~~  
1134 ~~classroom hours and meets one of the following conditions:~~

1135 ~~1. The course is presented by an accredited (Commission on Colleges or a regional~~  
1136 ~~accreditation association) college or university that offers distance education programs in~~  
1137 ~~other disciplines; or~~

1138 ~~2. The course has received approval of the International Distance Education Certification~~  
1139 ~~Center (IDECC) for the course design and delivery mechanism and either the approval of~~  
1140 ~~the Appraisal Qualifications Board through its course approval program or the approval of~~  
1141 ~~the board for the content of the course.~~

1142 ~~G. Continuing education. Distance education courses may be acceptable to meet the~~  
1143 ~~continuing education requirement provided that the course is approved by the board, is a~~  
1144 ~~minimum of two classroom hours, meets the requirements for continuing education established~~  
1145 ~~by the Appraiser Qualifications Board and meets one of the following conditions:~~

1146 ~~1. The course is presented to an organized group in an instructional setting with a person~~  
1147 ~~qualified and available to answer questions, provide information, and monitor student~~  
1148 ~~attendance;~~

1149 ~~2. The course has been presented by an accredited (Commission on Colleges or regional~~  
1150 ~~accreditation association) college or university that offers distance education programs in~~



1151 other disciplines and the student successfully completes a written examination proctored  
1152 by an official approved by the presenting college or university or by the sponsoring  
1153 organization consistent with the requirements of the course accreditation; or if a written  
1154 examination is not required for accreditation, the student successfully completes the  
1155 course mechanisms required for accreditation that demonstrate mastery and fluency (said  
1156 mechanisms must be present in a course without an exam in order to be acceptable); or  
1157 3. The course has received approval of the IDECC for the course design and delivery  
1158 mechanism and either the approval of the Appraiser Qualifications Board through its  
1159 course approval program or the approval of the board for the content of the course and  
1160 the student successfully completes a written examination proctored by an official approved  
1161 by the presenting college or university or by the sponsoring organization consistent with  
1162 the requirements of the course accreditation; or if a written examination is not required for  
1163 accreditation, the student successfully completes the course mechanisms required for  
1164 accreditation that demonstrate mastery and fluency (said mechanisms must be present in  
1165 a course without an exam in order to be acceptable).

1166 F. Distance education courses may be acceptable to meet prelicense education and  
1167 continuing education requirements provided the course is approved by the board. Such courses  
1168 must meet the following standards:

1169 1. The course is presented by an accredited college or university that offers distance  
1170 education programs in other disciplines, or has received approval of the International  
1171 Distance Education Certification Center (IDECC) for the course design and delivery  
1172 mechanism and either the approval of the Appraisal Qualifications Board through its  
1173 course approval program or the approval of the board for the content of the course

1174 2. The course meets the requirements for qualifying education or continuing education, as  
1175 applicable, established by the Appraiser Qualifications Board;

- 1176 3. The course meets classroom hour requirements.
- 1177 a. For a prelicense education course, the course must be equivalent to the minimum
- 1178 of 15 classroom hours.
- 1179 b. For a continuing education course, the course must be a minimum of two classroom
- 1180 hours.
- 1181 4. The course provides for a written examination proctored by an official approved by the
- 1182 presenting college or university or by the sponsoring organization consistent with the
- 1183 requirements of the course accreditation; or if a written examination is not required for
- 1184 accreditation, completion of the course mechanisms required for accreditation that
- 1185 demonstrate mastery and fluency.

**Commented [HJ(8):** Proposed merging of existing subsections F and G.

1186 **18VAC130-20-240. Course approval fees.**

Course Approval Fee	\$150
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1187 **18VAC130-20-250. Reapproval of courses required.**

1188 Approval letters issued under this chapter for educational offerings ~~shall~~ will expire two years

1189 from the last day of the month in which they were issued, as indicated in the approval letter. The

1190 reapproval fee ~~shall~~ will be equivalent to the original approval fee specified in 18VAC130-20-240.

1191 For courses expiring on May 31, 2023, and before May 1, 2025, the course reapproval fee ~~shall~~

1192 ~~be~~ is \$25.

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**Real Estate Appraiser Board**

**General Review of Appraisal Management Company Regulations**

Chapter 30

Appraisal Management Company Regulations

Part I

General

**18VAC130-30-10. Definitions.**

A. Section 54.1-2020 of the Code of Virginia provides definitions of the following terms and phrases as used in this chapter:

"Appraisal management company"

"Appraisal management services"

"Appraisal services"

"Appraiser"

"Appraiser panel"

"Board"

"Employee"

"Uniform Standards of Professional Appraisal Practice"

B. The following words and phrases when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

**Commented [JH1]:** Added as it is a term defined in statute.

**Commented [JH2]:** Added as it is a term defined in statute.

20 "Address of record" means the mailing address designated by the regulant to receive notices  
21 and correspondence from the board. ~~Notice mailed to the address of record by certified mail,  
22 return receipt requested, shall be deemed valid notice.~~

23 "Applicant" means an appraisal management company that has submitted an application for  
24 licensure.

25 "Application" means a completed, board-prescribed form submitted with the appropriate fee  
26 and other required documentation.

27 "Controlling person" means (i) an owner, officer, or director of a corporation or a partnership  
28 or a managing member of a limited liability company or other business entity seeking to offer  
29 appraisal management services; (ii) an individual employed, appointed, or authorized by an  
30 appraisal management company who has the authority to enter into a contractual relationship  
31 with other persons for the performance of appraisal management services and has the authority  
32 to enter into agreements with appraisers for the performance of appraisals; or (iii) an individual  
33 who possesses, directly or indirectly, the power to direct or cause the direction of the management  
34 or policies of an appraisal management company.

35 "Department" means the Virginia Department of Professional and Occupational Regulation.

36 "Direct supervision" means exercising oversight and direction of, and control over, the work  
37 of another.

38 "Firm" means a sole proprietorship, association, partnership, corporation, limited liability  
39 company, limited liability partnership, or any other form of business organization recognized under  
40 the laws of the Commonwealth of Virginia and properly registered, as may be required, with the  
41 Virginia State Corporation Commission.

42 "Person" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise,  
43 association, or any other individual or entity.

**Commented [JH3]:** Added per committee on 5/22/24; in reference to 18VAC130-30-30.D.

44 "Regulant" means an appraisal management company as defined in § 54.1-2020 of the Code  
45 of Virginia that holds a license issued by the board.

46 "Reinstatement" means the process and requirements through which an expired license can  
47 be made valid without the regulant having to apply as a new applicant.

48 "Renewal" means the process and requirements for periodically approving the continuance of  
49 a license.

50 "Responsible person" means a person licensed under Chapter 20.1 (§ 54.1-2009 et seq.) of  
51 Title 54.1 of the Code of Virginia who shall be designated by each regulant to ensure compliance  
52 with Chapter 20.2 (§ 54.1-2020 et seq.) of Title 54.1 of the Code of Virginia, and all regulations of  
53 the board, and to receive communications and notices from the board that may affect the regulant.

54 "Sole proprietor" means any individual, not a corporation or other registered business entity,  
55 who is trading under his own name or under an assumed or a fictitious name pursuant to the  
56 provisions of §§ 59.1-69 through 59.1-76 of the Code of Virginia.

57 "Timely payment" means payment to an appraiser for the completion of an appraisal or a  
58 valuation assignment within 30 days after the appraiser delivers the completed appraisal or  
59 valuation assignment to the appraisal management company except in cases of breach of  
60 contract or noncompliance with the conditions of the engagement or performance of services that  
61 violates the Uniform Standards of Professional Appraisal Practice.

62

Part II

63

Entry

64 **18VAC130-30-20. Application procedures.**

65 An applicant seeking licensure ~~shall~~ must submit an application with the appropriate fee  
66 specified in 18VAC130-30-60. Application ~~shall~~ must be made on a form provided by the board  
67 or its agent.

68 By submitting the application to the department, the applicant certifies that the applicant has  
69 read and understands the applicable statutes and the board's regulations.

70 The receipt of an application and the deposit of fees by the board does not indicate approval  
71 by the board.

72 The board may make further inquiries and investigations with respect to the applicant's  
73 qualifications ~~to confirm or amplify information supplied. All applications shall be completed in~~  
74 ~~accordance with the instructions contained in this chapter and on the application.~~ Applications will  
75 not be considered complete until all documents are received by the board.

76 A firm will be notified within 30 days ~~of the board's receipt of an initial application~~ if the  
77 application is incomplete. ~~A firm that fails to complete the process within 12 months of receipt of~~  
78 ~~the application in the board's office must submit a new application and fee.~~

79 **18VAC130-30-30. Qualifications for licensure as an appraisal management company.**

80 A. Firms that meet the definition of appraisal management company as defined in § 54.1-2020  
81 of the Code of Virginia ~~shall submit an application on a form prescribed by the board and shall~~  
82 must meet the requirements set forth in § 54.1-2021.1 of the Code of Virginia, as well as the  
83 additional qualifications of this section.

84 B. Any firm acting as an appraisal management company as defined in § 54.1-2020 of the  
85 Code of Virginia shall hold a license as an appraisal management company. All names under  
86 which the appraisal management company conducts business ~~shall, including any trade or~~  
87 ~~fictitious names, must~~ be disclosed on the application. ~~The name under which the firm conducts~~  
88 ~~business and holds itself out to the public (i.e., the trade or fictitious name) shall also be disclosed~~  
89 ~~on the application.~~ Firms shall must be organized as business entities under the laws of the  
90 Commonwealth of Virginia or otherwise authorized to transact business in Virginia. ~~Firms shall~~  
91 ~~must~~ register any trade or fictitious names with the State Corporation Commission ~~or the clerk of~~  
92 ~~the court in the county or jurisdiction where the business is to be conducted~~ in accordance with  
93 ~~§§ 59.1-69 through 59.1-76~~ § 59.1-69 of the Code of Virginia before submitting an application to  
94 the board.

**Commented [JH4]:** Changed to reflect current requirement of SCC registration only.

95 C. The applicant for an appraisal management company license ~~shall disclose the firm's~~  
96 ~~mailing address~~ must provide an address of record and the firm's physical address. A post office  
97 box is only acceptable as ~~a mailing address~~ an address of record when a physical address is also  
98 provided.

**Commented [JH5]:** Changed per committee 5/22/24.

99 D. In accordance with § 54.1-204 of the Code of Virginia, each applicant for an appraisal  
100 management company license shall have any person who owns 10% or more of the firm and the  
101 controlling person of the firm submit to fingerprinting and a background investigation and disclose  
102 the following information:

**Commented [JH6]:** Per committee on 5/22/24: committee would like to remove the fingerprinting requirement IF it is not required by federal/national level organizations; staff will research this information.

103 1. All felony convictions.

104 2. All misdemeanor convictions ~~except marijuana convictions~~ involving moral turpitude,  
105 sexual offense, non-marijuana drug distribution, or physical injury in any jurisdiction that  
106 occurred within five years of the date of application.

**Commented [JH7]:** Changed per committee on 5/22/24; pulled in language used in draft appraiser regulations.

107 3. Any plea of nolo contendere or finding of guilt regardless of adjudication or deferred  
108 adjudication shall be considered a conviction for the purposes of this section. The record  
109 of conviction certified or authenticated in such form as to be admissible in evidence under  
110 the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of  
111 such guilt.

112 ~~E. The applicant for an appraisal management company license, the controlling person, the~~  
113 ~~responsible person, and any person who owns 10% or more of the firm shall be in good standing~~  
114 ~~in Virginia and in every jurisdiction and with every board or administrative body where licensed,~~  
115 ~~certified, or registered, and the board, in its discretion, may deny licensure to any applicant who~~  
116 ~~has been subject to, or whose controlling person or responsible person has been subject to, or~~  
117 ~~any person who owns 10% or more of the firm has been subject to, any form of adverse~~  
118 ~~disciplinary action, including (i) reprimand; revocation, suspension, or denial of license; imposition~~  
119 ~~of a monetary penalty; requirement to complete remedial education, or any other corrective action~~  
120 ~~in any jurisdiction or by any board or administrative body or (ii) surrender of a license, a certificate,~~  
121 ~~or registration in connection with any disciplinary action in any jurisdiction prior to obtaining~~  
122 ~~licensure in Virginia. The applicant for an appraisal management company license must disclose~~  
123 ~~for the firm, the controlling person, the responsible person, and any person who owns 10% or~~  
124 ~~more of the firm any action taken by any board or administrative body in any jurisdiction against~~  
125 ~~a professional or occupational license, certification, or registration issued to the firm, the~~  
126 ~~controlling person, the responsible person, and any person who owns 10% or more of the firm, to~~  
127 ~~include any suspension, revocation, or surrender of a license, certification, or registration,~~  
128 ~~imposition of a monetary penalty, or requirement to take remedial education or other corrective~~  
129 ~~action.~~

130 F. The board ~~shall~~ may deny the application for licensure of an applicant for an appraisal  
131 management company if any person or entity that owns any part of the appraisal management

**Commented [JH8]:** Changed per committee on 5/22/24.



132 company has had a license to act as an appraiser refused, denied, canceled, surrendered in lieu  
133 of revocation, or revoked in Virginia or any jurisdiction.

134 G. The applicant for an appraisal management company license ~~shall~~ must be in compliance  
135 with the standards of conduct and practice set forth in Part V (18VAC130-30-120 et seq.) of this  
136 chapter at the time of application, while the application is under review by the board, and at all  
137 times when the license is in effect.

138 H. The applicant for an appraisal management company license ~~shall~~ must submit evidence  
139 of a bond or letter of credit in accordance with § 54.1-2021.1 D of the Code of Virginia. Proof of  
140 current bond or letter of credit with the appraisal management company as the named bond holder  
141 or letter of credit holder must be submitted to obtain or renew the license. The bond or letter of  
142 credit must be in force no later than the effective date of the license and ~~shall~~ must remain in  
143 effect through the date of expiration of the license. The bond or letter of credit ~~shall~~ must include:

- 144 1. The principal of the bond or letter of credit;
- 145 2. The beneficiary of the bond or letter of credit;
- 146 3. The name of the surety or financial institution that issued the bond or letter of credit;
- 147 4. The bond or letter of credit number as assigned by the issuer;
- 148 5. The dollar amount; and
- 149 6. The expiration date or, if self-renewing, the date by which the bond or letter of credit  
150 ~~shall~~ must be renewed.

151 I. The firm ~~shall~~ must provide the name, address, and contact information for any person or  
152 entity that owns 10% or more of the appraisal management company.

153 J. The firm ~~shall~~ must designate a responsible person.

154 **18VAC130-30-40. Application denial.**

155 The board may refuse initial licensure due to an applicant's failure to comply with entry  
156 requirements or for any of the reasons the board may discipline a regulant.

157 Part III

158 Fees

159 **18VAC130-30-50. General fee requirements.**

160 All fees are nonrefundable and ~~shall will~~ not be prorated. The date on which the fee is received  
161 by the department or its agent will determine whether the fee is on time. ~~Checks or money orders~~  
162 ~~shall be payable to the Treasurer of Virginia.~~

163 **18VAC130-30-60. Fee schedule.**

Fee Type	Fee Amount	When Due
Initial Application - Appraisal Management Company	\$340	With application
Renewal - Appraisal Management Company	\$150	<del>With</del> <u>At</u> renewal application
Reinstatement - Appraisal Management Company	\$490 (includes a \$340 reinstatement fee in addition to the regular \$150 renewal fee)	<del>With</del> <u>At</u> reinstatement application

164 For licenses expiring on August 31, 2019, and before February 1, 2020, the renewal fee shall  
165 be as follows:

<del>Renewal - Appraisal Management Company</del>	\$75	<del>With</del> renewal application
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166 For licenses expiring on August 31, 2019, and before February 1, 2020, the reinstatement fee  
167 shall be as follows:

<del>Reinstatement - Appraisal Management Company</del>	<del>\$415 (includes a \$340 reinstatement fee in addition to the \$75 renewal fee)</del>	<del>With</del> reinstatement application
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168 Each appraisal management company ~~shall~~ will be assessed a National Registry fee in  
169 accordance with § 1109 of the Financial Institutions Reform, Recovery, and Enforcement Act of  
170 1989 (12 USC §§ 3331-3356) (the Act). The National Registry fee will be \$25 multiplied by the  
171 number of appraisers working for or contracting with the appraisal management company in  
172 Virginia during the previous year. The minimum National Registry fee will be \$25. This fee may  
173 be adjusted and charged to the appraisal management company in accordance with the Act. If an  
174 applicant fails to qualify for licensure, then the National Registry fee will be refunded.

175 Part IV

176 Renewal and Reinstatement

177 **18VAC130-30-70. Renewal required.**

178 A license issued under this chapter ~~shall~~ will expire one year from the last day of the month in  
179 which it was issued. ~~A fee shall be required for renewal.~~

180 **18VAC130-30-80. Expiration and renewal.**

181 A. Prior to the expiration date shown on the license, licenses ~~shall~~ will be renewed upon (i)  
182 completion of the renewal application, (ii) submittal of proof of current bond or letter of credit as  
183 detailed in 18VAC130-30-30 H, and (iii) payment of the fees specified in 18VAC130-30-60.

184 B. The board will ~~mail~~ send a renewal notice to the regulant ~~at the last known mailing address~~  
185 ~~of record~~. Failure to receive this notice shall not relieve the regulant of the obligation to renew. ~~If~~  
186 ~~the regulant fails to receive the renewal notice, a copy of the license may be submitted with the~~  
187 ~~required fees as an application for renewal.~~ By submitting an application for renewal, the regulant  
188 is certifying continued compliance with the standards of conduct and practice in Part V  
189 (18VAC130-30-120 et seq.) of this chapter.

190 ~~C. Applicants for renewal shall continue to meet all of the qualifications for licensure set forth~~  
191 ~~in Part II (18VAC130-30-20 et seq.) of this chapter.~~

**Commented [JH9]:** Removed as it repeats requirements in Part II.

192 **18VAC130-30-90. Reinstatement of appraisal management company license required.**

193 A. If all of the requirements for renewal of a license as specified in 18VAC130-30-80 A are not  
194 completed within 30 days of the license expiration date, the regulant ~~shall~~ will be required to  
195 reinstate the license by meeting all renewal requirements and by paying the reinstatement fee  
196 specified in 18VAC130-30-60.

197 B. A license may be reinstated for up to one year following the expiration date. After one year,  
198 the license may not be reinstated under any circumstances and the firm must meet all current  
199 entry requirements and apply as a new applicant.

200 C. Any regulated activity conducted subsequent to the license expiration date may constitute  
201 unlicensed activity and be subject to prosecution under Chapter 1 (§ 54.1-100 et seq.) of Title  
202 54.1 of the Code of Virginia.

203 **18VAC130-30-100. Status of license during the period prior to reinstatement.**

204 ~~A regulant that applies for reinstatement of a license shall be subject to all laws and~~  
205 ~~regulations as if the regulant had been continuously licensed. The regulant shall remain under~~  
206 ~~and be subject to the disciplinary authority of the board during this entire period~~ A licensee that  
207 reinstates its license will be regarded as having been continuously licensed without interruption.  
208 Therefore, a licensee will be subject to the authority of the board for activities performed prior to  
209 reinstatement.

Commented [JH10]: Changed per committee 5/22/24.

210 **18VAC130-30-110. Board discretion to deny renewal or reinstatement.**

211 The board may deny renewal or reinstatement of a license for the same reasons as the board  
212 may refuse initial licensure or discipline a regulant.

213 The board may deny renewal or reinstatement of a license if the regulant has been subject to  
214 a disciplinary proceeding and has not met the terms of an agreement for licensure or other board

215 order, has not satisfied all sanctions, or has not fully paid any monetary penalties and costs  
216 imposed by the board, plus any accrued interest.

217 Part V

218 Standards of Conduct and Practice

219 **18VAC130-30-120. Grounds for disciplinary action.**

220 The board has the power to ~~fine~~ impose a monetary penalty against any regulant, to place  
221 any regulant on probation, and to suspend or revoke any license issued under the provisions of  
222 Chapter 20.2 (§ 54.1-2020 et seq.) of Title 54.1 of the Code of Virginia and the regulations of the  
223 board, in accordance with § 54.1-201 A 7 and § 54.1-202 of the Code of Virginia and the  
224 provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia) when any  
225 regulant has been found to have violated or cooperated with others in violating any provision of  
226 Chapter 20.2 of Title 54.1 of the Code of Virginia, any relevant provision of the Uniform Standards  
227 of Professional Appraisal Practice as developed by the Appraisal Standards Board of the  
228 Appraisal Foundation, or any regulation of the board.

229 **18VAC130-30-130. Maintenance of license.**

230 ~~A. No license issued by the board shall be assigned or otherwise transferred.~~

**Commented [JH11]:** Removed per committee 5/22/24;  
this is mentioned in section -140.

231 ~~B.~~ A. A regulant ~~shall~~ must report, in writing, all changes of address to the board within 30  
232 days of the change and ~~shall~~ must return the license to the board. In addition to the address of  
233 record, a physical address is required for each license. If the regulant holds more than one license,  
234 certificate, or registration, the regulant ~~shall~~ must inform the board of all licenses, certificates, and  
235 registrations affected by the address change.

236 ~~C.~~ B. Any change in any of the qualifications for licensure found in 18VAC130-30-30 shall be  
237 reported to the board within 30 days of the change.

238 ~~D. C.~~ Notwithstanding the provisions of subsection C of this section, a regulant shall report  
239 the cancellation, amendment, expiration, or any other change of any bond or letter of credit  
240 submitted in accordance with 18VAC130-30-30 H within five days of the change.

241 ~~E. D.~~ A regulant shall report to the board the discharge or termination of the responsible  
242 person and provide to the board the new responsible person designated by the regulant within  
243 five business days of the discharge or termination and name a new responsible person.

244 **18VAC130-30-140. Change of business entity requires a new license.**

245 A. Licenses are issued to firms as defined in this chapter and are not transferable. Whenever  
246 the legal business entity holding the license is dissolved or altered to form a new business entity,  
247 the license becomes void and ~~shall~~ must be returned to the board within 30 days of the change.  
248 Such changes include ~~but are not limited to:~~

- 249 1. Cessation of the business or the voluntary termination of a sole proprietorship or general  
250 partnership;
- 251 2. Death of a sole proprietor;
- 252 3. Formation, reformation, or dissolution of a general partnership, limited partnership,  
253 corporation, limited liability company, association, or any other business entity recognized  
254 under the laws of the Commonwealth of Virginia; or
- 255 4. The suspension or termination of the corporation's existence by the State Corporation  
256 Commission.

257 B. When a new firm is formed, the new firm ~~shall apply for~~ must obtain a new license ~~on a~~  
258 ~~form provided by the board~~ before engaging in any activity regulated by Chapter 20.2 (§ 54.1-  
259 2020 et seq.) of Title 54.1 of the Code of Virginia or the regulations of the board.

260 **18VAC130-30-150. Notice of adverse action.**

261 A. Licensed appraisal management companies ~~shall~~ must notify the board of the following  
262 actions against the firm, the responsible person, any controlling person, or any person who owns  
263 10% or more of the firm:

264 1. Any disciplinary action taken by any jurisdiction, board, or administrative body of  
265 competent jurisdiction, including any reprimand; license or certificate revocation,  
266 suspension, or denial; monetary penalty; or requirement for remedial education or other  
267 corrective action.

268 2. Any voluntary surrender of a license, certificate, or registration done in connection with  
269 a disciplinary action in another jurisdiction.

270 3. Any conviction, finding of guilt, or plea of guilty, regardless of adjudication or deferred  
271 adjudication, in any jurisdiction of the United States of any misdemeanor involving moral  
272 turpitude, sexual offense, non-marijuana drug distribution, or physical injury, or any felony,  
273 there being no appeal pending therefrom or the time for appeal having lapsed. Review of  
274 convictions shall be subject to the requirements of § 54.1-204 of the Code of Virginia. Any  
275 plea of nolo contendere shall be considered a conviction for the purpose of this section.

**Commented [JH12]:** PARKING LOT at 5/22/24; Staff will review this information and what exactly we can ask for. Discuss deferred adjudication with Counsel. 54.1-204. Staff will bring a recommendation to the committee once we have the information.

276 B. The notice must be made to the board in writing within 30 days of the action. A copy of the  
277 order or other supporting documentation must accompany the notice. The record of conviction,  
278 finding, or case decision ~~shall~~ will be considered prima facie evidence of a conviction or finding of  
279 guilt.

280 **18VAC130-30-160. Prohibited acts.**

281 The following acts are prohibited and any violation may result in disciplinary action by the  
282 board:

- 283 1. Violating, inducing another to violate, or cooperating with others in violating any of the  
284 provisions of any of the regulations of the board or Chapter 20.2 (§ 54.1-2020 et seq.) of  
285 Title 54.1 of the Code of Virginia, or engaging in any acts enumerated in § 54.1-111 of the  
286 Code of Virginia.
- 287 2. Allowing a license issued by the board to be used by another.
- 288 3. Obtaining or attempting to obtain a license by false or fraudulent representation, or  
289 maintaining, renewing, or reinstating a license by false or fraudulent representation.
- 290 4. The regulant, the responsible person, any controlling person, or any person who owns  
291 10% or more of the firm having been convicted, found guilty, or disciplined in any  
292 jurisdiction of any offense or violation enumerated in 18VAC130-30-150.
- 293 5. Failing to inform the board in writing within 30 days that the regulant, the responsible  
294 person, any controlling person, or any person who owns 10% or more of the firm was  
295 convicted, found guilty, or disciplined in any jurisdiction of any offense or violation  
296 enumerated in 18VAC130-30-150.
- 297 6. Failing to report a change as required by 18VAC130-30-130 or 18VAC130-30-140.
- 298 7. Engaging in dishonest or fraudulent conduct as an appraisal management company.
- 299 8. Failing to satisfy any judgments or restitution orders entered by a court or arbiter of  
300 competent jurisdiction.
- 301 9. Engaging in any acts enumerated in subsections A through D of § 54.1-2022 of the  
302 Code of Virginia.
- 303 10. Failing to act as an appraisal management company in a manner that safeguards the  
304 interests of the public.
- 305 11. Advertising in any name other than the name or names in which licensed.



- 306 12. Failing to maintain the bond or letter of credit as required by 18VAC130-30-30 H.
- 307 13. Failing to have a system in place to review the work of all appraisers who may perform  
308 appraisal services for the appraisal management company on a periodic basis to ensure  
309 that the appraisal services are being conducted in conformance with the Uniform  
310 Standards of Professional Appraisal Practice.
- 311 14. Failing to maintain a detailed record of the following: (i) each request for an appraisal  
312 service that the appraisal management company receives and the date the appraiser  
313 delivers the completed appraisal or valuation assignment to the appraisal management  
314 company, (ii) the name of each independent appraiser who performs the appraisal, (iii) the  
315 physical address or legal identification of the subject property, (iv) the name of the  
316 appraisal management company's client for the appraisal, (v) the amount paid to the  
317 appraiser, and (vi) the amount paid to the appraisal management company.
- 318 15. Failing to have a system in place to ensure compliance with § 129E of the Truth in  
319 Lending Act (15 USC § 1601 et seq.).
- 320 16. Failing to include the regulator's Virginia license number on all contracts, agreements,  
321 letters of engagement, or other documentation entered with an independent appraiser for  
322 the performance of appraisal services.

323 **18VAC130-30-170. Response to inquiry and provision of records.**

324 A. A regulant must respond within 10 days to a request by the board or any of its agents  
325 regarding any complaint filed with the department.

326 B. Unless otherwise specified by the board, a regulant of the board ~~shall~~ must produce to the  
327 board or any of its agents within 10 days of the request any document, book, or record concerning  
328 any transaction pertaining to a complaint filed in which the regulant was involved, or for which the  
329 regulant is required to maintain records for inspection and copying by the board or its agents. The

330 board may extend such time frame upon a showing of extenuating circumstances prohibiting  
331 delivery within such 10-day period.

332 C. A regulant ~~shall~~ must not provide a false, misleading, or incomplete response to the board  
333 or any of its agents seeking information in the investigation of a complaint filed with the board.

334 D. With the exception of the requirements of subsections A and B of this section, a regulant  
335 must respond to an inquiry by the board or its agents within 21 days.

# **REGULATORY REPORT**

**Department of Professional and Occupational Regulation  
Statement of Financial Activity**

**Real Estate Appraiser Board  
954610**

2022-2024 Biennium

March 2024

	March 2024 Activity	Biennium-to-Date Comparison	
		July 2020 - March 2022	July 2022 - March 2024
Cash/Revenue Balance Brought Forward			276,802
Revenues	41,435	619,613	589,318
Cumulative Revenues			866,120
<b>Cost Categories:</b>			
Board Expenditures	6,997	38,595	56,538
Board Administration	8,354	110,152	116,603
Administration of Exams	529	3,168	3,813
Enforcement	913	15,470	13,791
Legal Services	164	1,920	1,700
Information Systems	7,748	79,573	80,352
Facilities and Support Services	1,661	31,535	29,806
Agency Administration	5,285	51,730	79,778
Other / Transfers	0	(0)	(53)
<b>Total Expenses</b>	<b>31,652</b>	<b>332,143</b>	<b>382,328</b>
Transfer To/(From) Cash Reserves	(6,203)	0	(100,408)
<b>Ending Cash/Revenue Balance</b>			<b>584,200</b>

Cash Reserve Beginning Balance	232,992	0	327,197
Change in Cash Reserve	-6,203	0	(100,408)
Ending Cash Reserve Balance	226,788	0	226,788

<b>Number of Regulants</b>	
Current Month	4,097
Previous Biennium-to-Date	4,245

**COMPLETE CONFLICT OF INTEREST**  
**FORMS AND**  
**TRAVEL VOUCHERS**

**ADJOURN**