



New Jersey Office of the Attorney General
Division of Consumer Affairs
State Real Estate Appraiser Board
124 Halsey Street, 3rd Floor, P.O. Box 45032
Newark, New Jersey 07101
(973) 504-6480



Application for Licensure or Certification as a Real Estate Appraiser

Checklist

Information listed below **must be** submitted with the application in order to be processed.

- Application fee - check or money order payable to: "N.J. State Real Estate Appraisers Board"
 - Licensed Residential: \$75
 - Certified Residential: \$100
 - Certified General: \$125
- Photograph - attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months. (**Do not staple photo to application.**)
- Original board log sheets - log must be **completely** filled in. (Please keep a copy for your files.)
- Education - Completed Appraiser Qualifications Board (AQB) Course-Tracking Worksheet, course completion certificates and college transcripts.
- Non-Resident Consent Form (if you reside out-of-state).
- Criminal History - Certification and Authorization Form for a Criminal History Background Check



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Application for Licensure or Certification as a Real Estate Appraiser Instructions

1. Please review the examination eligibility requirements attached hereto. The education requirements must be satisfied prior to being approved by the Board to sit for the exam.
2. Please type or print clearly. Your application must be signed and notarized.
3. Each question must be filled out in its entirety. Questions not applicable should be so indicated by entering "N/A."
4. If additional space is required for any of the questions, attach additional pages using the same format as the space provided.
5. Applicants are required to submit along with the application copies of any transcripts, course completion certificates and the Appraiser Qualifications Board (AQB) Course-Tracking worksheet, as well as a completed log form of appraisal experience.
6. Your completed application will be reviewed by the State Real Estate Appraisers Board and, if approved, you will be notified of the time, location and cost of the examination.
7. Incomplete applications will be returned and cause delays in your application review and examination scheduling process.
8. Your completed application along with a non-refundable check or money order made payable to the State Real Estate Appraiser Board (application fees are listed on the Appraiser Certification/Licensure Application) should be forwarded to the following address.

**Division of Consumer Affairs
State Real Estate Appraisers Board
P.O. Box 45032
Newark, New Jersey 07101**

The information requested on this application is required pursuant to the Real Estate Appraisers Act. P.L.1991, Chapter 68 and the rules promulgated thereto.

Licensed Residential Real Property Appraiser

The Licensed Residential Real Property Appraiser credential applies to the appraisal of non-complex one to four residential units having a transaction value less than \$1,000,000.00 and complex one to four residential units having a transaction value less than \$250,000. Complex one to four family residential property appraisal means one in which the property to be appraised, the form of ownership or the market conditions are atypical.

For non-federally related transaction appraisals, transaction value shall mean market value. The classification includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes or for which the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Licensed Residential Real Property Appraisers must comply with the Competency Rule of the Uniform Standards of Professional Appraisal Practice (USPAP).

An applicant for the Licensed Residential Real Property Appraiser credential must:

- No college level education required;
- Complete 150 classroom hours of appraisal education as specified in the Core Curriculum including the 15-hour National USPAP Course;
- Obtain 1,000 hours of appraisal experience in no fewer than 6 months
- Successfully pass the AQB-approved Licensed Residential Real Property Appraiser exam.

Certified Residential Real Property Appraiser

The Certified Residential Real Property Appraiser credential applies to the appraisal of one to four residential units without regard to value or complexity. This includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes or for which the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Certified Residential Real Property appraisers must comply with the Competency Rule of USPAP.

An applicant for the Certified Residential Real Property Appraiser credential must:

- College level education required:
 - Option #1 - Bachelor's degree in any field study.
 - Option #2 - Associates degree in a field of study related to: Business Administration, Accounting, Finance, Economics or Real Estate.
 - Option #3 - Successful completion of 30 semester hours of college-level courses in each of the following specific topic areas:
 - * English Composition (3 hours)
 - * Microeconomics (3 hours)
 - * Macroeconomics (3 hours)
 - * Finance (3 hours)
 - * Algebra, Geometry, or Higher Math (3 hours)
 - * Statistics (3 hours)
 - * Computer Science (3 hours)
 - * Business Law or Real Estate Law (3 hours)
 - * Two elective courses in any of the above topics, or in Accounting, Geography, Agriculture Economics, Business Management or Real Estate (3 hours each).
 - Option #4 - Successful completion of at least 30 hours of College Level Examination Program (CLEP) examinations that cover each of the specific topic areas in Option #3.
 - Option #5 - Any combination of Option #3 and Option #4 that includes all of the topics identified.
 - Option #6 - No college-level education required. This option applies **only** to appraisers who have held a Licensed Residential credential for a minimum of five (5) years **and** have no record of any adverse, final, and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.
- Complete 200 classroom hours of appraisal education as specified in the Core Curriculum, including the 15-hour National USPAP Course;
- Obtain 1,500 hours of appraisal experience in no fewer than 12 months; and
- Successfully pass the AQB-approved Certified Residential Real Property Appraiser exam.

Certified General Real Property Appraiser

The Certified General Real Property Appraiser credential qualifies the appraiser to appraise all types of property. The Certified General Appraiser must comply with the Competency Rule of USPAP.

An applicant for the Certified General Real Property Appraiser credential must:

- Bachelor's degree or higher (in any field) from an accredited college or university.
- Complete 300 classroom hours of appraisal education as specified in the Core Curriculum, including the 15-Hour National USPAP Course.
- Obtain 3,000 hours of appraisal experience in no fewer than 18 months.
- Successfully pass the AQB-approved Certified General Real Property Appraiser exam.

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008

Boxes without shading = Subtopics within Required Core curriculum

CERTIFIED GENERAL								
Core Curriculum Content				Information on Course(s) Completed				
				Hours Required	Hours Completed			
BASIC APPRAISAL PRINCIPLES				30		Course Name	Provider	Date Completed
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)								
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases								
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical								
Types of Value Market Value Other Value Types								
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles								
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis								
Ethics and How They Apply in Appraisal Theory and Practice								
Examination								

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

CERTIFIED GENERAL						
Core Curriculum Content				Information on Course(s) Completed		
Hours Required				Hours Completed		
BASIC APPRAISAL PROCEDURES	30			Course Name	Provider	Date Completed
Overview of Approaches to Value Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction Residential Applications Examination						
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15			Course Name	Provider	Date Completed
Preamble and Ethics Rules Standard 1 Standard 2 Standards 3 to 10 Statements and Advisory Opinions Examination						
STATISTICS, MODELING AND FINANCE	15			Course Name	Provider	Date Completed
Statistics Valuation Models (AVMs and Mass Appraisal) Real Estate Finance Examination						

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

CERTIFIED GENERAL						
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30		Course Name	Provider	Date Completed	
Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies Examination						
GENERAL APPRAISER SALES COMPARISON APPROACH	30		Course Name	Provider	Date Completed	
Value Principles Procedures Identification and Measurement of Adjustments Reconciliation Case Studies Examination						
GENERAL APPRAISER SITE VALUATION AND COST APPROACH	30		Course Name	Provider	Date Completed	
Site Valuation Methods Case Studies Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies Examination						

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

CERTIFIED GENERAL						
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
GENERAL APPRAISER INCOME APPROACH	60		Course Name	Provider	Date Completed	
Overview Compound Interest Lease Analysis Income Analysis Vacancy and Collection Loss Estimating Operating Expenses and Reserves Reconstructed Income and Expense Statement Stabilized Net Operating Income Estimate Direct Capitalization Discounted Cash Flow Yield Capitalization Partial Interests Case Studies Examination						
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES	30		Course Name	Provider	Date Completed	
Writing and Reasoning Skills Common Writing Problems Report Options and USPAP Compliance Case Studies Examination						
APPRAISAL SUBJECT MATTER ELECTIVES (may include hours above required hours in other modules)	30		Course Name	Provider	Date Completed	
CERTIFIED GENERAL TOTAL HOURS REQUIRED	300					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008

Boxes without shading = Subtopics within Required Core curriculum

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
	BASIC APPRAISAL PRINCIPLES	30		Course Name	Provider	Date Completed
	Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical) Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical Types of Value Market Value Other Value Types Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Ethics and How They Apply in Appraisal Theory and Practice Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL					
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed		
BASIC APPRAISAL PROCEDURES	30		Course Name	Provider	Date Completed
Overview of Approaches to Value Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction Residential Applications Examination					
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15		Course Name	Provider	Date Completed
Preamble and Ethics Rules Standard 1 Standard 2 Standards 3 to 10 Statements and Advisory Opinions Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
		15		Course Name	Provider	Date Completed
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies Examination						
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH Site Valuation Methods Case Studies Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies Examination		15		Course Name	Provider	Date Completed

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30		Course Name	Provider	Date Completed
	Valuation Principles and Procedures – Sales Comparison Approach Valuation Principles and Procedures – Income Approach Finance and Cash Equivalency Financial Calculator Introduction Identification, Derivation and Measurement of Adjustments Gross Rent Multipliers Partial Interests Reconciliation Case Studies and Applications Examination					
	RESIDENTIAL REPORT WRITING AND CASE STUDIES	15		Course Name	Provider	Date Completed
	Writing and Reasoning Skills Common Writing Problems Form Reports Report Options and USPAP Compliance Case Studies Examination					
	STATISTICS, MODELING AND FINANCE	15		Course Name	Provider	Date Completed
	Statistics Valuation Models (AVMs and Mass Appraisal) Real Estate Finance Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
	ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES	15		Course Name	Provider	Date Completed
	Complex Property, Ownership and Market Conditions Deriving and Supporting Adjustments Residential Market Analysis Advanced Case Studies Examination					
	APPRAISAL SUBJECT MATTER ELECTIVES (May include hours above required hours in other modules)	20		Course Name	Provider	Date Completed
	CERTIFIED RESIDENTIAL TOTAL HOURS REQUIRED	200				

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008

Boxes without shading = Subtopics within Required Core curriculum

LICENSED RESIDENTIAL								
Core Curriculum Content				Hours Required		Hours Completed		
				Information on Course(s) Completed				
BASIC APPRAISAL PRINCIPLES				30		Course Name	Provider	Date Completed
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)								
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases								
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical								
Types of Value Market Value Other Value Types								
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles								
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis								
Ethics and How They Apply in Appraisal Theory and Practice								
Examination								

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

LICENSED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
BASIC APPRAISAL PROCEDURES		30		Course Name	Provider	Date Completed
Overview of Approaches to Value Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction Residential Applications Examination						
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT		15		Course Name	Provider	Date Completed
Preamble and Ethics Rules Standard 1 Standard 2 Standards 3 to 10 Statements and Advisory Opinions Examination						

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

LICENSED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE		15		Course Name	Provider	Date Completed
Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies Examination						
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH		15		Course Name	Provider	Date Completed
Site Valuation Methods Case Studies Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies Examination						

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

LICENSED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
				Course Name	Provider	Date Completed
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES		30				
Valuation Principles and Procedures – Sales Comparison Approach						
Valuation Principles and Procedures – Income Approach						
Finance and Cash Equivalency						
Financial Calculator Introduction						
Identification, Derivation and Measurement of Adjustments						
Gross Rent Multipliers						
Partial Interests						
Reconciliation						
Case Studies and Applications						
Examination						
RESIDENTIAL REPORT WRITING AND CASE STUDIES		15				
Writing and Reasoning Skills						
Common Writing Problems						
Form Reports						
Report Options and USPAP Compliance						
Case Studies						
Examination						
LICENSED RESIDENTIAL TOTAL HOURS REQUIRED		150				

Required Core Curriculum Effective January 1, 2008

Trainee Real Property

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
or its equivalent	

Trainee Real Property Appraiser Education Requirements 75 hours

Licensed Real property Appraiser

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
or its equivalent	
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

Licensed Real Property Appraiser Education Requirements 150 hours

Certified Residential Real Property Appraiser

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
or its equivalent	
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
Appraisal Subject Matter Electives	20 hours

Certified Residential Real Property Appraiser Education Requirements 200 hours

Certified General Property Appraiser

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
General Appraiser Sales Comparison Approach	30 hours
or its equivalent	
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Income Approach	30 hours
General Appraiser Report Writing and Case Studies	60 hours
Appraisal Subject Matter Elective	30 hours

Certified General Real Property Appraiser Education Requirements 300 hours

All qualifying education taken on or after December 3, 2007, to satisfy the education requirements for licensing/certification as a real estate appraiser shall be approved by the AQB's Course Approval Program.

Attach a clear, full-face passport-style photograph (2"x 2") of your head and shoulders, taken within the past six months.

A photo is required with each application.

Do not use staples to attach the photo.



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For Office Use Only

Date received
Fee Educ.
App. educ. U.S.P.A.P.
Char. Exp.
Date approved

Application for Licensure or Certification as a Real Estate Appraiser

Date:

Table with 2 columns: Fee type and Amount. Includes Licensed Residential (\$75), Certified Residential (\$100), and Certified General (\$125).

A nonrefundable application filing fee (see fee list to the right), in the form of a check or money order made out to the State of New Jersey, must be submitted with this application.

The Division is precluded by law from disclosing to the public the place of residence of licensees or applicants, without their consent. However, you are required to provide an address that may be released to the public in our directories or in response to other requests.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all of the questions on this application.

Personal Information

1. Name: Mr. Mrs. Ms. Last name First name Middle initial Maiden name

2. Address: Home: Street or P.O. Box City State ZIP code County Telephone number E-mail address

Business or Employer: Name of company or employer Telephone number Street City State ZIP code County

Mailing: Street or P.O. Box City State ZIP code County

3. Social Security Number

You **must** disclose your Social Security number to the Board or Committee. Failure to do so may result in denial/nonrenewal of licensure or certification.

*Social Security Number: _____ - _____ - _____

*Pursuant to N.J.S.A. 54:50-24 et seq. of the New Jersey taxation law, N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law, Section 1128E(b)(2)A of the Social Security Act and 45 C.F.R. 60.7, 60.8 and 60.9, the Board or Committee is required to obtain your Social Security number. Pursuant to these authorities, the Board or Committee is also obligated to provide your Social Security number to:

- a. the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records; and
- b. the Probation Division or any other agency responsible for child support enforcement, upon request.

4. Citizenship / Immigration Status

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- Alien lawfully admitted for permanent residence in U.S.
- Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

5. Child Support

Please certify, under penalty of perjury, the following:

- a. Do you currently have a child-support obligation? Yes No
 - (1) If "Yes," are you in arrears in payment of said obligation? Yes No
 - (2) If "Yes," does the arrearage match or exceed the total amount payable for the past six months? Yes No
- b. Have you failed to provide any court-ordered health insurance coverage during the past six months? Yes No
- c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding? Yes No
- d. Are you the subject of a child-support-related arrest warrant? Yes No

In accordance with N.J.S.A. 2A:17-56.44d, an answer of "Yes" to any of the questions a(1) through d may result in a denial of licensure or certification. Furthermore, any false certification of the above may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure or certification.

Applicant's name (please print)

Applicant's signature

Date

6. Illegal Use of Controlled Dangerous Substances

The question below pertains to the illegal use of controlled dangerous substances. Please read the definitions carefully. Your responses will be treated confidentially and retained separately. Please be aware that you have the right to elect not to answer this question if you have reasonable cause to believe that answering may expose you to the possibility of criminal prosecution. In that event, you may assert the Fifth Amendment privilege against self-incrimination. Any claim of Fifth Amendment privilege must be made in good faith. If you choose to assert the Fifth Amendment, you must do so in writing. You must fully respond to all other questions on the application. Your application for licensure or certification will be processed if you claim the Fifth Amendment privilege against self-incrimination. You should be aware, however, that you may later be directed by the Attorney General to answer a question that you have refused to answer on the basis on the Fifth Amendment, provided that the Attorney General first grants you immunity afforded by statutory law, (N.J.S.A. 45:1-20).

“Currently” does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a licensee, or within the previous 365 days, whichever is longer.

“Illegal use of controlled dangerous substance” means the use of a controlled dangerous substance obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

- a. Are you currently engaged in the illegal use of controlled dangerous substances? (As stated above, “currently” is defined as “recently enough... [to] have an ongoing impact...” or “within the previous 365 days,” whichever is longer.)

Yes No

If you answered “Yes,” are you currently participating in a supervised rehabilitation program or professional assistance program that monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances?

Yes No

Applicant's signature

Date

7. Have you ever changed your name? Yes No

If "Yes," please submit with this application a copy of the marriage certificate, divorce decree or court order.

8. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (P.T.I.); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be.) Yes No

9. Have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury. Yes No

If "Yes," provide a copy of the judgment of conviction and the release from parole or probation. Please provide a complete explanation. (Attach additional sheets of paper to this application.)

10. Do you currently hold, or have you ever held, a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If "Yes," for each license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name. _____

	Last name	First name	Middle initial
_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit	Date issued/expired
_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit	Date issued/expired
_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit	Date issued/expired
_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit	Date issued/expired

11. Have you ever been disciplined or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

12. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

13. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

14. Have you ever been named as a defendant in any litigation related to the practice of real estate appraisal or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

15. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

16. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

17. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of real estate appraisal or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If the answer to any of the above questions, numbers 11 through 17, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

High School Education

I was graduated from _____
School name
_____ in _____, _____
City and State Month Year

Undergraduate Education

List in chronological order any college, university or institution of higher learning that you have attended.

Months and Years	Name of institution	Degree (if any)
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____

Postgraduate Education

List in chronological order any college, university or institution of higher learning that you have attended.

Months and Years	Name of institution	Degree (if any)
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____

Uniform Standards of Professional Appraisal Practice Course (U.S.P.A.P.)

The 15-hour National U.S.P.A.P. course must be completed prior to the filing of the application. List the course here and under "Appraisal Education" on the next page. (Please attach any supporting documentation to this application.)

Course title	Provider or course sponsor	Date completed	Course hours	Classroom hours
_____	_____	_____	_____	_____

Employer	Position held			Contact person
Street address	City	State	ZIP code	Telephone number (include area code)

Time period in months and years	Number of reports	Type of property	Description of work assignment	Number of hours claimed
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____

Employer	Position held			Contact person
Street address	City	State	ZIP code	Telephone number (include area code)

Time period in months and years	Number of reports	Type of property	Description of work assignment	Number of hours claimed
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____

Employer	Position held			Contact person
Street address	City	State	ZIP code	Telephone number (include area code)

Time period in months and years	Number of reports	Type of property	Description of work assignment	Number of hours claimed
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____

Employment

Are you presently employed? Yes No

Please provide the name and address of all of your employers over the last five years, listing your present employer first. (Attach additional sheets of paper if necessary.)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

AFFIDAVIT

This affidavit is to be executed by the applicant before a notary public:

State of: _____

County of: _____

I, _____, in making this application to the State Real Estate Appraiser Board for real estate appraiser licensure or certification under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the State Real Estate Appraiser Board, swear (or affirm) that I am the applicant and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny licensure or certification or to withhold renewal of or suspend or revoke a license or certificate issued by the Board.

I further swear (or affirm) that I have read N.J.S.A. 45:14F-1 et seq., together with the Rules and Regulations of the State Real Estate Appraiser Board, N.J.A.C. 13:40A-1.1 et seq., and fully understand that in receiving licensure or certification from the Board, I bind myself to be governed by them.

Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for licensure or certification. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board.

Signature of applicant

Sworn and subscribed to before me this _____

day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public



Official Use Only

Dual License

License Type 1

Applicant's Number

License Type 2

Applicant's Number



New Jersey Office of the Attorney General
Division of Consumer Affairs
State Real Estate Appraiser Board
124 Halsey Street, 3rd Floor, P.O. Box 45032
Newark, New Jersey 07101
(973) 504-6480

Official Use Only

Resubmit

Board or Committee

CERTIFICATION AND AUTHORIZATION FORM
FOR A CRIMINAL HISTORY BACKGROUND CHECK

Directions: Answer all of the questions on this form.

- Mr.
- Mrs.
- Ms.

1. Name _____ (_____)
Last First Middle Maiden Name

2. Address _____
Street or P.O. Box City State ZIP code

3. Date of birth ___/___/___ Sex: Male Female
Month Day Year

4. Social Security number _____/_____/_____

5. Have you completed the fingerprinting process for any Board or Committee of the New Jersey Division of Consumer Affairs since November 2003? Yes No

If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history background process. Please send no payment now.
If "Yes," please provide the following information and follow the instructions outlined below:

Board or committee requiring the fingerprinting

Month and year you were fingerprinted

If you were fingerprinted after November 2003 as part of the criminal history background process for licensure or certification by any other any other Board or Committee of the New Jersey Division of Consumer Affairs (a background check conducted for the Department of Education, another state agency or another state does not apply) you will not be required to be fingerprinted a second time. However, the Division must perform a criminal history background check each time you apply for licensure or certification. The fee for this service is \$18.75. Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

6. Have you ever been arrested and/or convicted of a crime or offense? (Minor traffic offenses such as a parking or speeding violations need not be listed.) Yes No

Every such conviction on record must be disclosed. A true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, must be submitted with this form. Any documents (including employer or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation must be submitted with this form. Failure to follow these instructions may result in the denial of an initial application.

Note: Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

Your continuing responsibility to disclose convictions of crimes or offenses: You must notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

CERTIFICATION

I, _____, in making this application to the Board or Committee for certification or licensure, certify that I am the applicant and that all of the information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny certification or licensure or to withhold renewal of or suspend or revoke a certificate or license issued by the Board or Committee.

I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for certification or licensure. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board or Committee.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of applicant

Date

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

A. ACCEPTABLE PROFESSIONAL ORGANIZATIONS

Appraisal Institute

550 W. Van Buren Street
Suite 1000
Chicago IL 60607
Phone: (312) 355-4100
Fax: (312) 355-4400
www.appraisalinstitute.org

American Society of Farm Managers and Rural Appraisers

950 South Cherry Street - Ste 508
Denver CO 80246
Phone: (303) 692-1222
Fax: (303) 758-0190
E-mail: dilk@asfmra.org
www.asfmra.org

National Association of Independent Fee Appraisers

401 North Michigan Avenue, Ste 2200
Chicago IL 60611
e-mail: info@naifa.com
www.naifa.com

The American Society of Appraisers

(Northern NJ Chapter) Chapter #73
President: Rafino Fernandez
354 Eisenhower Parkway
Phone: (312) 321-6830
Livingston NJ 07039
Fax: (312) 673-6652
Phone: (201) 866-8101
Phone #2: (800) 272-8258
Fax: (201) 956-6268
<http://www.asanj.com>

International Association of Assessing Officers

130 East Randolph - Ste 850
Chicago IL 60601
Phone: (312) 819-6100
Fax: (312) 819-6149

International Right of Way Association

13650 S. Gramercy Place
Gardena CA 90249-2453
Phone: (310) 538-0233
Fax: (310) 538-1471

American Association of Certified Appraisers

800 Compton Road - Ste 10
Cincinnati OH 45231
Phone: (513) 729-1400

Ben Henson

Executive Director
Appraisal Sub Committee
2000 K Street, NW, Suite 310
Washington DC 20006

David Bunton

Appraisal Foundation

1029 Vermont Avenue, N.W.
Washington, DC 20005

American Society of Appraisers

(Northern NJ Chapter)
Ex. Dir. Stacey Klein
5-15 Elizabeth Street
Fair Lawn NJ 07410

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

B. ACCEPTABLE EDUCATIONAL PROGRAMS AT COLLEGES/UNIVERSITIES

Bergen Community College

400 Paramus Road
Paramus NJ 07652
Phone: (201) 447-7100
<http://www.go.bergen.edu>

Thompson CompuTaught, Inc. d.b.a. Web School

Cumberland Center II
3100 Cumberland Blvd. - Suite 1450
Atlanta, GA 30339
Phone: (800) 532-7649
Fax: (770) 919-9979
www.careerwebschool.com

Fairleigh Dickinson University

1000 River Road
Teaneck NJ 07666
Phone: (201) 692-2000
www.fdu.edu

Professional School of Business

22 East Willow Street
Millburn NJ 07041
Phone: (973) 564-8686
Fax: (973) 564-8982
www.proschool.com

Mercer County Community College

P.O. Box B
Trenton NJ 08690
Phone: (609) 586-4800
www.mccc.edu

Rutgers University, Connie Burke

Center of Government Services
33 Livingston Ave - Ste 200
New Brunswick NJ 08901
Phone: (732) 932-3640 ext. 627

American School of Business

194-198 Route 46 East
Fairfield NJ 07004-2398
Phone: (973) 244-0333
Fax: (973) 244-0246
www.americanschoolnj.com

National Residential Appraisers Institute

2001 Cooper Foster Park Rd.
Amherst OH 44001
Phone: (440) 282-7925

Union County College

1033 Springfield Avenue
Cranford NJ 07016
Phone: (908) 709-7000
www.ucc.edu

North Jersey School of Real Estate

212 Durham Avenue
Metuchen NJ 08840
Phone: (732) 548-0603
Fax: (732) 548-0787

Business Learning Center

184 Rt 35
Cliffwood Beach NJ 07735
Phone: (732) 290-9269
Phone: #2 1-800-769-9167
E-mail: georgeyager@ptonline.net

Renwick & Associates

Valuation Solutions
104 E. Main Street
Maple Shade NJ 08052
Phone: (856) 779-7050
www.renwickandassociates.com

The Chicopee Group

1579 Thalia Street
Youngstown OH 44514
Phone: (800) 644-3754

New Jersey Office of the Attorney General
Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

C. ACCEPTABLE EDUCATIONAL PROGRAMS CONT'D

Kovats School of Real Estate
230 West Passaic Street
Maywood NJ 07607
Phone: (201) 843-7277
Fax: (202)843-0715
www.kovatsschool.com

School of Real Estate Appraising
62 North Chapel Street
Suite #6
Newark DE 19711
Phone: (302) 368-2855
Fax : (302) 368-0992
E-mail: Eloomis@usaschool.net

McKissock Data Systems
PO Box 1673
Warren PA 16365
Phone: (800) 328-2008
www.mckissock.com

The Real Estate School of Central NJ
1734 Oak Tree Road
Edison NJ 08820
Phone: (732) 548-0603

**Appraisal Training Division
/ N. L. C.**
473 Centre Street
Nutley NJ 07110
Phone: (973) 542-0248
Fax: (973-542-0247
www.pglappraisals.com

**New Jersey Real Estate Commission
Department of Banking & Insurance**
20 West State Street
P.O. Box 328
Trenton NJ 08625-0328
Phone: (609) 292-7053
www.njdovi.org

**Department of Housing and Urban
Development**
Jerry Glavy-Director
100 Penn Square East
Philadelphia PA 19107

**South Jersey Professional School of Business, Inc.
And the Insurance School**
331 Tilton Road, Suite #4, Tilton Shopping Ctr.
P.O. Box 1112
Northfield, NJ 08225
Phone: (609) 646-3170
Fax: (609) 6463336
Contact Person: Mr. Carl Davis
www.professionalbusinessschool.com

**Appraisal Institute
(Central Chapter)**
President: Bogdan Fraczkowski
26 Oleander Court
Lawrenceville NJ 08648
Phone: (609) 896- 3929

Allied Business Schools
22952 Alcalde Drive
Laguna Hills, CA 92653
Phone: (888) 501-7686
Fax: (949) 707-5579
E-mail: allied@alliedschools.com
<http://www.alliedschools.com>

Union County School of Real Estate
Carmen Mistichelli
150 Smith Street
Elizabeth NJ 07201
Phone: (908) 354-4494
Fax (908) 354-1298

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

D. ACCEPTABLE EDUCATIONAL PROGRAMS CONT'D

**South Jersey Professional School
of Business, Inc. and
the Insurance School**

331 Tilton Road, Suite
34 Tilton Shopping Center
P.O. Box 1112
Northfield NJ 08225
Phone: (609) 646-3170
Fax: (609) 646-3336
<http://professionalbusinessschool.com>

De Fluri Institute of Real Estate & Appraisal

119 West King Street
Hillside NJ 07205
Phone: (908) 241-8008
Fax: (908) 241-8008
E-mail: deflurijr@verizon.net

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

E. NEW JERSEY/NORTHEAST CHAPTERS

Appraisal Institute

(Southern NJ)

J. Paul Bainbridge
JP Bainbridge & Associates, Inc.
300 Goshen Road
Cape May Court House, NJ 08210
Phone: (609)465-9978

Appraisal Institute

(Southern NJ)

Lisa Weiss
43 Crescent Hollow Drive
Sewell NJ 08080
Phone: (856) 415-0281
Fax: (856) 415-1952
www.ai-snj.org

International Association of Assessing Officers

Phone: (609) 465-1030

Camden NAIFA Chapter

442 Bittenwood Avenue
Mapleshade, NJ 08052
Phone: (609)263-5995

Appraisal Institute

(Metro NJ Chapter)

P. O. Box 2000
295 Pierson Avenue
Edison NJ 08818
Debra J. Miller
Executive Secretary
appraisal.institute@verizon.net
<http://www.ai-newjersey.org>
Executive Secretary
(732) 494-4640-Fax

Appraisal Institute

(Metro NJ Chapter)

Aurora Loan
Services/Lehman Brothers
230 Park Avenue
Florham Park NJ 07932
Denise Smith
President
Phone: (973) 261-1557
Fax: (973) 261-1882

The Mortgage Bankers Association of New Jersey/League of Mortgage Lenders

P.O. Box 309
Springfield NJ 07081

The New Jersey Association of Realtors

295 Pierson Avenue
Edison NJ 08818
385 Morris Avenue
Phone: (732) 494-5616

Independent Fee Appraisers Regional Governor

Charles Blau, IFAC
55 Morris Avenue
Springfield NJ 07081
Phone: (973) 564-9001
Fax: (973) 564-9071

Independent Fee Appraisers State Director

Louis A. Bonato, IFA
22 Mockingbird Lane
Petersburg NJ 08270
Phone: (609) 628-3340
Fax: (609) 628-2953

License/Trainee Appraisal Log



CHECK ALL THAT APPLY T = Trainee Participation S= Supervisor Participation

APPLICANT NAME: _____

TRAINEE PERMIT/LICENSE NO. _____

Appraisal Date	Address of Appraised Property	City and State of Appraised Property	Name of Client	Type of Property Appraised	Intended Use of Apprl Report	I. Land / Site Inspection & Descriptions		Scope of Review		II. Building Inspection & Descriptions		Scope of Review		III. Neighborhood Description & Analysis		Scope of Review		IV. Highest & Best Use Analysis		Scope of Review		V. Research & Analysis of Comparable Sales		Scope of Review		VI. COST ANALYSIS		Scope of Review		VII. Income Analysis		Scope of Review		VIII. Sales Adjustment Analysis		Scope of Review		IX. Correction / Reconciliation Of Data- Final Value		Scope of Review		Amount of Hours Claimed
						T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S		
1/1/0000	000 Halsey Street	Newark, NJ	Appraisal Bank	Multi Family	Purchase																																				7	
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SUPERVISOR SIGNATURE: _____ LICENSE NUMBER: _____

SUPERVISOR NAME (PRINT): _____

Page Total _____

EFFECTIVE JANUARY 1, 2008 all experience must be on this log form only.