



Montana Department of
LABOR & INDUSTRY

Montana Board of Real Estate Appraisers

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**Licensing Requirements and Application Checklist
Mentor Endorsement**

License Requirements for Mentor Endorsement

Below are the minimum requirements for the Mentor Endorsement in the state of Montana:

1. Be approved by the board prior to beginning mentoring duties
2. Be a certified residential or certified general appraiser for a minimum of three years
3. Shall not have been subject to any disciplinary action affecting your legal eligibility to practice, within any jurisdiction, within the last three years
4. May not supervise more than three trainees at one time
5. Certify on your trainee's application your agreement to provide ongoing supervision of your trainee
6. Complete the Supervisor-Trainee Course - 4 hours

Checklist of Required Documents to Submit for Application for Mentor Endorsement

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- ☐ Submit Supervisor-Trainee course certificate
- ☐ If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

Application Fee(s) for Mentor Endorsement

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- ☐ \$200 application fee

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.