



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 you must meet in order to be licensed in the state of Montana.

1. Submit two appraisal reports prepared by the mentor in accordance with USPAP standards, with all three approaches to value – [ARM [24.207.518](#)]
2. Be a certified residential or certified general appraiser for a minimum of three years – [ARM [24.207.518](#)(1)(a)]
3. Be approved by the board prior to beginning mentoring duties (a mentor may only supervise a total of three trainees at any particular time) – [ARM [24.207.518](#)(1)(b) and (i)]
4. Be in good standing with the Board – [ARM [24.207.518](#)(1)(c)]
5. Certify the mentor's agreement to provide ongoing supervision of the licensed trainee – [ARM [24.207.518](#)(1)(d)]
6. Complete the Supervisor-Trainee Course 4 hours – [ARM [24.207.518](#)(5)]

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
- Submit two appraisal reports
- 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

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.



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.