

Montana Board of Real Estate Appraisers

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**Licensing Requirements and Application Checklist
Licensed Appraiser by Examination**

License Requirements for Licensed Appraiser by Examination

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Submit a complete application – [ARM [24.207.502](#)(1)]
2. Be of good moral character – [MCA [37-54-202](#)(1)(a)]
3. Basic appraisal principles 30 hours – [ARM [24.207.505](#)(3)(a)]
4. Basic appraisal procedures 30 hours – [ARM [24.207.505](#) (3)(b)]
5. 15-hour national USPAP course- [ARM [24.207.505](#)(3)(c)]
6. Residential market analysis and highest and best use 15 hours – [ARM [24.207.505](#) (3)(d)]
7. Residential appraiser site valuation and cost approach 15 hours – [ARM [24.207.505](#) (3)(e)]
8. Residential sales comparison and income approaches 30 hours – [ARM [24.207.505](#) (3)(f)]
9. Residential report writing and case studies 15 hours – [ARM [24.207.505](#) (3)(g)]
10. Must successfully complete 30 semester hours of college-level education, from an accredited college, junior college, community college, or university – [ARM [24.207.505](#) (6)]
11. Must have 2,000 hours of appraisal experience obtained over a period of NOT less than 18 months – [ARM [24.207.503](#)(1)]
12. Pass the AQB-approved Licensed Residential Real Property Appraiser Examination – [ARM [24.207.501](#)]
13. Submit fingerprints for the purpose of a fingerprint and background check – [MCA [37-54-202](#)(3)]

Checklist of Required Documents to Submit for Application for Licensed Appraiser by Examination

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
- Fingerprint Background Check
- Noncriminal Justice Applicants Rights form
- Experience log showing necessary hours
- Education course certificates
- Official transcript sent directly to the board from the college or university
- 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 Licensed Appraiser by Examination



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.

- \$515 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.