

Montana Board of Real Estate Appraisers

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**Licensing Requirements and Application Checklist
Certified Residential Appraiser by Examination**

License Requirements for Certified Residential Appraiser by Examination

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

1. Be of good moral character – [MCA [37-54-202](#)(1)(a)]
2. Basic Appraisal principles - 30 hours – [ARM [24.207.506](#)(2)(a)]
3. Basic Appraisal procedures - 30 hours – [ARM [24.207.506](#)(2)(b)]
4. The 15-hour National USPAP course - 15 hours – [ARM [24.207.506](#) (2)(c)]
5. Residential Market Analysis and highest and best use – 15 hours – [ARM [24.207.506](#)(2)(d)]
6. Residential Appraiser Site Valuation and Cost Approach – 15 hours – [ARM [24.207.506](#)(2)(e)]
7. Residential Sales Comparison and Incomes Approaches – 30 hours – [ARM [24.207.506](#)(2)(f)]
8. Residential Report Writing and Case Studies – 15 hours – [ARM [24.207.506](#)(2)(g)]
9. Statistics, Modeling and Finance – 15 hours – [ARM [24.207.506](#)(2)(h)]
10. Advanced Residential Application and Case Studies – 15 hours – [ARM [24.207.506](#)(2)(i)]
11. Appraisal Subject Matter Electives – 20 hours (May include hours over minimum shown above in other modules) – [ARM [24.207.506](#)(2)(j)]
12. Must hold a Bachelor's degree, or higher, from an accredited college or university – [ARM [24.207.506](#)(5)]
13. Must have 2,500 hours of appraisal experience obtained over a period of NOT less than 24 months. (Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of appraisal experience.) The 2,500 hours of appraisal experience must include 2 to 4 unit residential income producing properties – [ARM [24.207.503](#)(2)]
14. Successfully pass the AQB-approved Certified Residential Real Property Appraiser Examination – [ARM [24.207.501](#)]
15. 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 Certified Residential 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 Certified Residential 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
- \$300 upgrade 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.