



Montana Board of Real Estate Appraisers

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Licensing Requirements and Application Checklist Trainee

License Requirements for Trainee

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 [24.207.517](#)(10)(a)]
3. Basic Appraisal Procedures 30 hours – [ARM [24.207.517](#)(10)(b)]
4. 15 Hour National USPAP course – [ARM [24.207.517](#)(10)(c)]
5. Supervisor-Trainee Course 4 hours – [ARM [24.207.517](#)(12)]
6. Be 18 years of age or older – [ARM [24.207.517](#)(1)(a)]
7. Be under the supervision of at least one board-approved Mentor [ARM [24.207.517](#)(2)]
8. All qualifying education must be completed within the five-year period prior to the date of submission of an application for a trainee license – [ARM [24.207.517](#)(11)]
9. 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 Trainee

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.
- Education course certificates
- Fingerprint Background Check
- Noncriminal Justice Applicants Rights form
- 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 Trainee

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.

- \$400 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.