



Montana Department of
LABOR & INDUSTRY

Montana Board of Real Estate Appraisers

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Instructions for
Ad Valorem Tax Appraiser Applicant

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

1. Submit a complete application – [24.207.502\(1\)](#)
2. Be of good moral character – [37-54-202\(1\)\(a\)](#)
3. Submit proof of required qualifying education – <http://boards.bsd.dli.mt.gov/rea#1> (Select the license level you wish to apply for. Click on the checklist for exam applicants for the qualifying education requirements).
4. Submit additional College level education for the license level you are applying for, if applicable - [Qualifying Education](#)
5. Submit the mass appraisal experience log, signed by your Montana DOR supervisor attesting that the experience you are claiming has been performed in compliance with USPAP Standards 5 and 6 -- <http://boards.bsd.dli.mt.gov/rea#1>.
6. Board staff will identify and direct you to submit 3 appraisal reports from the experience log for review for compliance with USPAP Standards 5 and 6.
7. Submit a demonstration report performed in compliance with USPAP Standards 1 and 2.
8. After your education and experience have been reviewed by Board staff you will be made eligible to test.
9. Successfully pass the AQB-approved Examination.
10. Submit fingerprints for the purpose of a fingerprint and background check – [37-54-202\(3\)](#)

Checklist of Required Documents to Submit

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.

- ☐ Complete application
- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- ☐ Staff will check ASC Website (<https://www.asc.gov/Home.aspx>) for REA license verification
- ☐ Fingerprint Background Check
- ☐ Noncriminal Justice Applicants Rights form
- ☐ MT Mass Appraisal Experience log showing necessary hours for licensure
- ☐ Proof of completion of IAAO training and testing relevant to the category applied for
- ☐ Certificates of completion for required qualifying education courses
- ☐ Official transcript sent directly to the board from the college or university, if applicable
- ☐ Demonstration Report performed in compliance with USPAP Standards 1 and 2
- ☐ Examination score verified on national examination portal by staff
- ☐ Discipline Question "Yes" – Submit detailed explanation
- ☐ Discipline Question "Yes" – Submit discipline documents



Application Fee(s)

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.