

MONTANA BOARD OF REAL ESTATE APPRAISERS

301 SOUTH PARK, 4TH FLOOR - Delivery

P. O. Box 200513

Helena, Montana 59620-0513

(406) 444-4773 FAX (406) 841-2305

E-MAIL: dlibsirea@mt.gov

WEBSITE: www.realestateappraiser.mt.gov

Application Instructions for Licensed Real Estate Appraiser

GENERAL INFORMATION

- Illegible and incomplete applications will be returned.
- Complete and routine applications will be processed within 90 days.
- Real Estate Appraisers are not permitted to practice in Montana in any manner without an active Montana License at the appropriate level.
- Please review the Montana laws and rules regarding licensure in Montana.

LICENSE REQUIREMENTS

- **Licensed Real Estate Appraiser**
 - Applicant be of good moral character
 - Successfully completed the Appraiser Qualifications Board –endorsed Uniform State Licensed Real Property Appraiser Examination with a passing score of 75 percent or better.
 - Successfully complete a course of study prescribed by the Board as follows:
 - Basic Appraisal principles - 30 hours
 - Basic Appraisal procedures - 30 hours
 - The 15-hour National USPAP course - 15 hours
 - Residential Market Analysis and highest and best use – 15 hours
 - Residential Appraiser Site Valuation and Cost Approach – 15 hours
 - Residential Sales Comparison and Incomes Approaches – 30 hours
 - Residential Report Writing and Case Studies – 15 hours
 - **Total Licensure Education Requirements equaling 150 hours AND**
 - Must successfully complete 30 semester hours of college-level education, from an accredited college, junior college, community college, or university. The college or university must be a degree-granting institution accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. If an accredited college or university accepts the College-Level Examination Program (CLEP) and examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.
 - Must have 2,000 hours of appraisal experience obtained over a period of NOT less than 18 months.
- **Fingerprint-Background Check:** All Certified General, Certified Residential, Licensed Appraiser and Trainee applicants must complete a background check through submission of fingerprints to the Department of Justice, Montana Criminal Records prior to being licensed.
- Read, sign and submit the [Noncriminal Justice Applicant's Rights](#) form with the application.
- Fingerprint cards are available from most local law enforcement agencies and the Montana Department of Justice (DOJ) <https://dojmt.gov/enforcement/background-checks/>. Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:
 - **EMPLOYER AND ADDRESS:** Board of Real Estate Appraisers, PO Box 200513, Helena, MT 59620-0513
 - **REASON FINGERPRINTED:** MtCA 37-54-202 Real Estate Appraiser/Trainee License
ORI:MT920092Z (See Sample)
- Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this fee and having your fingerprints taken, send the completed fingerprint card along with a check or money order for the fee made payable to the "Montana Department of Justice" and mail it to Montana Criminal Records,

2225 11th Avenue, PO Box 201403, Helena MT 59620-1403. Please check with your local post office and add accurate postage prior to mailing.

- If DOJ rejects your first fingerprint card as “unreadable,” the Board office will notify you and you will need to re-submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.
- **Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Real Estate Appraisers. Your application will not be considered complete until the CHRI is received from the DOJ.**
- Licensure applications will not be considered complete until the information is received and processed by the Board Office. Results of the background check are sent directly to the Board office by the Montana Department of Justice. Applicants shall be notified by Board staff of receipt of documentation from the Department of Justice *only if* qualifying events exist on the report.

FEES

Original Application Fee: \$ 515.00 this includes the \$40.00 Federal Registry fee.

Licensure Upgrading Fee: \$300.00

Make check or money order payable to the Montana Board of Real Estate Appraisers

REQUIRED DOCUMENTS

The following documents must be submitted to the Board office in order to complete your license application. Please make 8 ½” x 11” copies of the following and submit with your application. NOTE: Any document that is not in English must be accompanied by certified translations.

- Completed License Application with fees, including the Experience Logs and Education Logs attached.
- **Certified** Copies of your College or University Transcripts mailed directly from the institution to the board office.
- Completion certificates for all qualifying education.
- Copy of the Appraiser Qualifications Board –endorsed Uniform State Licensed Real Property Appraiser Examination results. This will be verified by the board staff.
- DO NOT provide any appraisal Reports, staff will request them from your experience log. Please be sure that your experience log is accurate and up-to-date. Failure to respond to the request for appraisals and work product may result in a delay in application processing.

APPLICATION PROCEDURES

- When the application file is complete, it will be processed and considered by the Board for permanent licensure during a regularly scheduled board meeting. The applicant may be notified if additional information is required or if applicant is required to appear before the Board for a review.
- All applications are considered non-routine by the board and require board review at a regularly scheduled meeting.
- There may be a delay in processing the application if the applicant fails to respond to requests for additional information or appraisal reports.
- All verifications of out of state licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verifications. Contact each state board prior to sending the request.
- Keep the Board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.
- The applicant will be notified in writing of any deficient or missing items from the application file. Once a completed application is processed and approved by the board a license will be issued.

PROFESSIONAL LICENSES:

List all professional licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory.

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification	
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No
						Yes	No

DISCIPLINARY QUESTIONS:

Please read carefully & answer questions completely and truthfully, it may affect your licensure.

1. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

2. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

3. Have you ever been denied the privilege of taking an examination required for any professional or occupational license? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

4. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. Yes No

5. Have you ever voluntarily surrendered, canceled, forfeited, failed to renew a professional or occupation license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

6. Is there a pending complaint against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

7. Have you ever been censured, expelled, denied membership or asked to resign from a professional organization related to your professional or occupation? If yes, please attach a detailed explanation and provide documentation from the source. Yes No

8. Have any civil legal proceedings been filed against you by a (patient/client), (former patient/client) or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes No

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| 9. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes a conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purpose of this question includes a deferred imposition of sentence and/or deferred prosecution. If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years and that resulted in fines of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult. | Yes | No |
| 10. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. | Yes | No |
| 11. Have you been diagnosed within the past 5 years with a physical condition or mental health disorder involving potential health risk to the public? If yes please provide a detailed explanation. | Yes | No |
| 12. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source. | Yes | No |

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Real Estate Appraisers.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal Signature of Applicant

Date

VERIFICATION OF LICENSURE

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A REAL ESTATE APPRAISER. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice appraising in the State of Montana. The Board of Real Estate Appraisers requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF REAL ESTATE APPRAISERS, P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

(Signature) Name: _____
(Please print)

Address: _____

My License Number is: _____

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF _____

State of: _____

Full Name of Licensee: _____

License No. _____ Issue Date: _____

License is current? _____ If NO, explain _____

Has license been suspended, revoked, placed on probation or otherwise disciplined? If YES, explain and

attach documentation _____

Has licensee ever been requested to appear before your Board?

If YES, explain _____

Derogatory information, if any _____

Comments, if any _____

BOARD SEAL

Signed: _____
Title: _____
State Board: _____ Date: _____

Board of Real Estate Appraisers

Experience and Education Log

Experience Log Instructions

Report Date: Enter the date the appraisal report was completed.

Subject Address: Enter the address or legal description of land the appraisal report was completed on.

Total Acres/Units: Enter the total acres of the land or total units.

Report Type: Enter R for Restricted, S for Summary, Or SC for Self-Contained.

Type of Property: Enter R for Residential or NR for Non-Residential.

Client: Enter the name of the client that the appraisal report was completed for.

Est. Market Value: Enter the value you estimated the property to be worth.

T/L = Trainee and/or Licensee

M = Mentor

Trainee's and Mentors: Complete columns I-X marking each approach to value you each used when completing the appraisal.

**Trainees must indicate which portions of the assignment they contributed to by putting an "x" in columns I - X

** Mentors must indicate whether they: Had Primary Responsibility = P, Co-Appraised = C, or Reviewed and Approved = R

Licensees who are upgrading their licensure: Complete columns I-X marking each approach to value you used when completing the appraisal. If you are completing this for an upgrade application you will not have a mentor.

Application Hours: Enter the amount of hours the Trainee/Licensee spent on the appraisal. The guide identifying the number of experience hours for each type of appraisal assignment can be found under the Administrative Rules [24.207.509](#) QUALIFYING EXPERIENCE. Total these at the bottom of each page and keep a running total on each page as well.

The mentor must sign, date and enter his/hers license number on each page.

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by the Board of Real Estate Appraisers that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Signature

Date

Printed Name

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).



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