

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 4000
Richmond, Virginia 23233-1485
(804) 367-2039
www.dpor.virginia.gov



Real Estate Appraiser Board EXPERIENCE REQUIREMENTS

All experience requirements for Virginia Real Estate Appraiser licensure appear in Part II of the *Real Estate Appraiser Board Regulations*.

Appraiser experience should be measured in verifiable hours spent in performing traditional appraisal assignments or other appraisal-related tasks identified in the *Real Estate Appraiser Board Regulations*. When reporting appraiser experience (on the Experience Log), you must report each appraisal assignment separately.

The Board will determine appropriate ranges of experiences for each combination of assignment, property type, property value, and type of involvement. If the hours reported by an applicant fall outside of the acceptable range provided to staff by the Board, the applicant may be required to provide additional information. The Real Estate Appraiser Board reserves the right to request written reports or file memoranda to verify each claim for experience. The Board may request this information via a written request or through a member of the enforcement/investigative division of the Department of Professional and Occupational Regulation.

Individual Licensure

DO NOT SEND APPRAISAL REPORTS AT THIS TIME. ONCE YOUR APPLICATION IS RECEIVED, A LETTER WILL BE MAILED TO YOU REQUESTING WHICH SAMPLES NEED TO BE SUBMITTED. THE BOARD MUST SELECT WHICH SAMPLES TO REVIEW. PURSUANT TO ASC POLICY STATEMENT 10 (THE STATEMENT CAN BE FOUND @ [HTTP://WWW.ASC.GOV](http://www.asc.gov)

Ad Valorem Experience

All ad valorem experience which is submitted on the Experience Log must be accompanied by a supervisor's or employer's statement to verify the experience. Individuals who work for an appraisal firm must supply a statement of verification and a letter from the state tax department stating that the individual verifying the experience is a professional tax assessor.

APPLICANTS APPLYING BY AD VALOREM EXPERIENCE WILL ALSO BE REQUIRED TO SUBMIT APPRAISAL REPORTS ONCE THEIR APPLICATION IS REVIEWED. A LETTER WILL MAILED REQUESTING WHICH SAMPLE NEED TO BE SUBMITTED.

Statements of verification should contain the following information:

1. the name of the applicant;
2. the applicant's dates of employment;
3. a statement verifying the ad valorem experience claimed on the log form; **and**
4. the name, title, address, and telephone number of the supervisor or employer verifying the claim for ad valorem experience.

Reciprocal applicants may be required to submit verification of experience and sample reports if the requirements in the base state are not substantially equivalent to those in Virginia.

Minimum experience required for a **Licensed Residential Real Estate Appraiser License**:

- 2,000 hours of appraisal experience in no less than 12 months

Minimum experience required for a **Certified Residential Real Estate Appraiser License**:

- 2,500 hours of appraisal experience obtained during no fewer than 24 months
- Upgrade applicants from Licensed Residential Real Estate Appraiser to Certified Residential Real Estate appraiser must submit a NEW Experience Log for the 2,500 hours of appraisal experience obtained during no fewer than 24 months.

Minimum experience required for a **Certified General Real Estate Appraiser License**:

- 3,000 hours of appraisal experience obtained during no fewer than 30 months
- 1,500 hours of the 3,000 must be in nonresidential appraisal assignments
- Upgrade applicants from Certified Residential Real Estate Appraiser to Certified General Real Estate Appraiser must submit a NEW Experience Log for the 3,000 hours of experience obtained during no fewer than 30 months with 1,500 hours of the 3,000 in nonresidential appraisal assignments.

No one may claim more than 1,000 hours for “reviews” or “consulting.”

An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal experience as defined in the Board’s regulations.