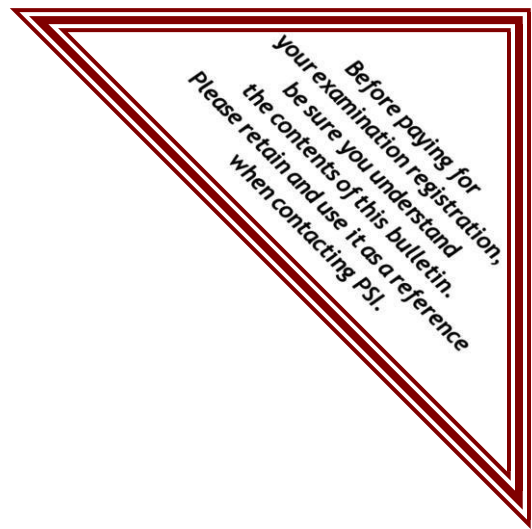




PSI Services LLC

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**MASSACHUSETTS BOARD OF REGISTRATION
OF REAL ESTATE APPRAISERS**



**APPRAISER LICENSING EXAMINATION
CANDIDATE INFORMATION BULLETIN**

Examinations by PSI	1	Security Procedures.....	11
Introduction	1	Taking the Examination by Computer	12
The Application Process.....	2	Identification Screen	12
Qualification Guidelines.....	3	Tutorial	12
Education Requirements	6	Test Question Screen	12
Guidelines for Qualifying MA Appraiser Experience	7	Score Reporting	12
Licensure and Certification.....	8	Duplicate Score Reports.....	12
Scheduling Procedures	9	Description of Examinations	12
Rescheduling an Appointment.....	10	Examination Content Outlines	13
Retaking a Failed Examination	10	Sample Questions.....	13
Missed Appointment or Late Cancellation.....	10	Instructions for Completing the Application	16
Exam Accommodations	10	Application..... Application Pages 1-10	
Emergency Examination Center Closing	10	Definitions	17
Examination Center Locations	10	Did You Remember	18
Reporting to the Examination Center.....	10	Examination Registration Form	19
Required Identification.....	11	Exam Accommodations Request Form	End of Bulletin

Please refer to our website to check for the most updated information at www.psiexams.com

EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin (CIB) provides you with information about the examination and application process for obtaining an appraiser license in the State of Massachusetts.

Massachusetts state laws stipulate that a person may not act as an appraiser without first obtaining a license. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes, and regulations relating to real estate.

The Massachusetts Division of Professional Licensure Board of Registration of Real Estate Appraisers has contracted with PSI Services LLC (PSI) to conduct the examination testing. PSI provides examinations through a network of computer examination centers in Massachusetts. PSI works closely with the State to be certain that examinations meet local as well as national requirements in basic principles and examination development standards.

All questions and requests for information about obtaining or maintaining a license after the examination has been passed, should be directed to the Board.

**Massachusetts Division of Professional Licensure Board
of Registration of Real Estate Appraisers**
1000 Washington Street, Suite 710
Boston, MA 02118-6100
Phone: (617) 727-3055
www.mass.gov/dpl/boards/ra

INTRODUCTION

This Candidate Information Bulletin been prepared for the Board of Registration of Real Estate Appraisers for the purpose of providing instruction and application materials to individuals seeking appraiser licensure or certification. Experience and educational qualifications are set by the Appraisal Foundation, a Federal oversight authority for licensure and certification of appraisers by the various state licensing Boards. Applicants for licensure and certification are advised that the Appraisal Foundation may, at its discretion, determine that additional education and experience is required. Federal minimal requirements for State-licensed, Certified Residential and Certified General Appraisers are incorporated into an Appraisal Foundation publication titled "Real Property Appraiser Qualifications and Criteria." The publication is available at www.appraisalfoundation.org.

Massachusetts License law, G.L. c. 13, section 92 and G.L. c. 112, sections 173-195 and Regulations, 264 CMR, are available at the Board's web site, www.mass.gov/dpl/boards/ra. It is incumbent on all appraisers to be familiar with and understand these laws and regulations.

The Uniform Standards of Professional Appraisal Practice (USPAP) are the standards to which all appraisers must adhere. USPAP is determined by the Appraisal Standards Board of the Appraisal Foundation and are available at www.appraisalfoundation.org.

There are three levels of appraisal licensure/certification. This same Candidate Information Bulletin and application are used for all.

1. State-Licensed Real Estate Appraisers.

- (a) State-licensed real estate appraisers may appraise:
 - (1) non-complex one-to-four unit residential properties having a transaction value of less than one million dollars (\$1,000,000) and complex one-to-four unit residential properties having a transaction value of less than two-hundred fifty thousand dollars (\$250,000);
 - (2) vacant or unimproved land that is to be utilized for one-to-four unit residential properties, and where the highest and best use is for one-to-four unit residential purposes; and,
 - (3) properties as specified by the Financial Institutions Reform Recovery and Enforcement Act of 1989 (FIRREA).
- (b) State-licensed real estate appraisers may not appraise subdivisions wherein a development analysis/appraisal is necessary and utilized.

2. State-Certified Residential Real Estate Appraisers.

- (a) State-certified residential real estate appraisers may appraise:
 - (1) residential properties with one-to-four units and complex one-to-four unit residential property both without regard to transaction value;
 - (2) vacant or unimproved land that is to be utilized for one-to-four unit residential use and where the highest and best use is for one-to-four family unit residential purposes; and,
 - (3) properties as specified by the Financial Institutions Reform Recovery and Enforcement Act of 1989 (FIRREA).
- (4) State-certified residential real estate appraisers may not appraise subdivisions wherein a development analysis/appraisal is necessary and utilized.

3. State-Certified General Real Estate Appraisers. State-certified general real estate appraisers may appraise all types of non-complex and complex real property both residential and non-residential.

4. Reciprocity and Licensure by Out-of-State Endorsement

Reciprocal Licensure

An applicant holding a current state-license real estate appraiser license, state certified residential real estate appraiser license or state-certified general real estate appraiser license issued by another State may be eligible for a Massachusetts appraiser license or certificate provided that:

- (a) The applicant is coming from a State that is currently in compliance with the requirements of the Appraisal Subcommittee per 12 U.S.C. 3347; and
- (b) The licensing or credentialing requirements of that State meet or exceed the requirements for licensure in Massachusetts.

The Board may, upon review of the application and accompanying submissions, allow an individual who does not meet the above requirements to obtain licensure after the successful completion of a Massachusetts examination, additional experience, and/or completion of Massachusetts approved course(s).

Please be advised that Appraisal Trainees are not eligible for a reciprocal appraisal license.

The application is located on the Board's website at www.mass.gov/dpl/boards/ra under the Applications and Forms link or by calling the Board at 617-727-3055.

5. Temporary Licenses and Certificates

The Board shall recognize, on a temporary basis, the certificate or license of an appraiser issued by another state if:

- (1) the property to be appraised is part of a federally related transaction;
- (2) the appraiser's business is of a temporary nature; and
- (3) the appraiser registers with the Board and pays the required fee.

Temporary Practice Permits

Temporary licenses and certificates provide a limited grant of authority to perform the appraisal. An affidavit describing work required by a single appraisal assignment must be submitted with the application for a temporary license/ certificate. Each temporary permit shall expire in accordance with 264 CMR 7.02. Temporary practice may not commence until the Board has issued a license or certificate. A temporary license/certificate may not be renewed. Individuals seeking a temporary license/certificate should download the Application from the Board's website at www.mass.gov/dpl/boards/ra and then click the "Applications and Forms" link.

6. Real Estate Appraisal Trainee Licenses

Real estate appraisal trainees are limited to assisting State-licensed and State certified (general and residential) real estate appraisers in the performance of an appraisal assignment. (However, to gain credible experience for upgrading to a higher level license, you must be supervised by a certified real estate appraiser.)

Individuals seeking licensure as a real estate appraisal trainee should download the Application from the Board's website at www.mass.gov/dpl/boards/ra and then click the "Applications and Forms" link.

IMPORTANT INFORMATION REGARDING EXAMINATION AND REGISTRATION FOR LICENSE

1. Examination Registration Deadline

An applicant must achieve a passing score on the licensure examination that the applicant has been approved to take within two (2) years of the date on which the applicant had been determined to be eligible [264 CMR 3.02 (3)]. Failure to achieve a passing score on the licensure examination within two (2) years of such date shall result in the denial of the application.

2. Applicants seeking licensure following denial of an application must file a new application and resubmit required fees.

3. License Photos

All examination candidates need to be prepared to have their photograph taken at the test center. This photograph will be used for the license to be issued upon successful completion of the examination. You must have your

photograph taken during each examination attempt—no exceptions will be made.

4. Character - Criminal Conviction - Discipline by Another Jurisdiction

Each applicant has the burden of demonstrating good character to show that as a State-licensed or State-certified real estate appraiser, he/she will be entitled to the high regard and confidence of the public.

In evaluating each application, the Board considers information regarding your character and reputation. In the event the information is not adequate for determination, the Board may request additional references or information.

In the event of a criminal conviction or discipline by another professional licensure authority, please refer to the Board's Criminal Conviction and Discipline Review Policy (CCDR) available at www.mass.gov/dpl/boards/ra under the "Statutes and Regulations" link then click "Board Policies, Advisories and Guidelines" link. Most felonies require a 5-year minimum waiting period before licensure. Others require 10 years. (Refer to the CCDR policy.) If you are eligible for licensure, submit a detailed letter explaining the circumstances and nature of the conviction, a certified copy of the final case disposition, and three (3) character letters of reference. If probation was served, also include a letter from the probation officer.

In the event of discipline by another licensing authority of Massachusetts or any state, send three (3) character letters of reference, a copy of the final decision of the licensing board or the consent agreement, or any other such document.

THE APPLICATION PROCESS

GENERAL INFORMATION

"Pursuant to G.L. c. 62C, section 49A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth."

If you wish to become a State-licensed or State-certified real estate appraiser, you must complete and file with the Board the Application for Real Estate Appraiser License or Certificate contained in this bulletin.

You may use the same form to apply to be a State-licensed, State-certified residential, or a State-certified general real estate appraiser. The Application constitutes a sworn affidavit which you must sign before a notary public. Any omissions, inaccuracies, or failures to make full disclosures in your application shall be deemed sufficient reason to deny you permission to take the examination, to deny the issuance of your appraiser license or certificate, or to suspend or revoke your license or certificate if you are already State-licensed or State-Certified.

Carefully read and follow the instructions in this bulletin and on the Application. If you fail to complete this form properly, your Application may be rejected. Once your completed Application has been filed with the Board, it will be reviewed to determine your eligibility to sit for the examination. If you qualify, information will be sent to you with instructions for scheduling the examination. A separate fee must be paid to PSI for the examination.

Exam accommodation procedures are available to applicants with disabilities (see page 10). Applicants deemed ineligible for examination will be so notified by the Board. Applicants wishing to reapply must file a new application and fee. **Federal mandates do not allow the Board to make extensions available for any reason no matter how compelling the circumstances.**

UPGRADE APPLICANTS

Federal mandates do not allow holders of expired credentials to practice no matter how compelling the circumstances.

Applicants who obtain a passing score on the examination will receive the license at the examination site. The license will expire two (2) years after your next occurring birthday.

Applicants who obtain a failing score will receive notification immediately upon completion of the examination. The notification will include a diagnostic statistical report on their examination performance. Applicants wishing to be re-examined will be instructed on how to reapply. A new examination fee will be charged for re-examination.

APPLICATION FEES

The application fee for all levels of licensure and certification is \$338.00. Fees must be in the exact amount and may be paid by cashier’s check, certified check, money order, or personal check. Make checks or money orders payable to the “Commonwealth of Massachusetts.” A separate check or money order must accompany each application. Application fees are not refundable. Applications submitted without the proper fee will be deemed incomplete and will not be processed.

Once the Board approves your Application, you will be sent information regarding examination scheduling. An additional examination fee will be charged by PSI. Successful applicants will be required to pay a state licensure or certification fee and a federal registration fee.

SCHEDULE OF FEES	
APPLICATION	
All Classifications	\$338.00
EXAMINATION	
All Classifications	
First-time examination (per application)	\$78.00
Retake examination	\$78.00
LICENSING	
Includes state and federal licensing/certification fees	
Certified General (2 years)	\$390.00*
Certified Residential (2 years)	\$390.00*
State-Licensed (2 years)	\$390.00*

** Fee includes a mandatory fee for inclusion in the National Registry. Federal fees are subject to change. If additional fees are mandated, you will be billed. Failure to pay required fees may invalidate your application for a license or certificate.*

** You will also be required to pay a \$18 PSI licensing fee.*

QUALIFICATION REQUIREMENTS

Initial Licensure/Certification

To qualify for either licensure or certification as a real estate appraiser, you must pass the Massachusetts state licensure or certification examination and possess the required real estate appraisal education and experience. Education and experience requirements must be completed before applying to take the examination.

UPGRADING TO A HIGHER LEVEL LICENSE OR CERTIFICATION

If you are applying to upgrade from a lower level license or certification to a higher level, the education requirement is different than that of an initial license. The requirements and instruction for reporting the education can be found on page 7.

QUALIFICATION GUIDELINES

STATE-LICENSED REAL ESTATE APPRAISAL

State-licensed Real Estate Appraiser applies to the appraisal of non-complex one to four residential units having a transaction value less than \$1,000,000 and complex one to four residential units having a transaction value less than \$250,000. See 264 Code of Massachusetts Regulation (CMR) 6.00.

EDUCATION

You may access a list of Massachusetts-approved primary education courses at www.mass.gov/dpl/boards/ra under the “Primary and Continuing Education” link. When you report your courses on this application be sure to include the Massachusetts course approval number.

Education prerequisite, initial certification (for upgrade requirements see page 6 and7):

- One hundred and fifty (150) classroom hours of Massachusetts-approved residential primary education courses.
- Fifteen (15) of the one hundred and fifty (150) hours must be the 15-hour National USPAP course approved by the Board.
- Associate’s Degree or higher from an accredited college or university or 30 semester hours of college-level education from an accredited college or university
- All experience to be utilized for purposes of obtaining a license must have been obtained after January 31, 1989 and must be USPAP compliant.
- The course must be Board approved at the time of completion.
- Distance education or online is not approved for primary education.
- Experience may not be substituted for primary education.
- Courses taken multiple times may only receive credit once.

EXPERIENCE

Two thousand (2,000) hours of verifiable appraisal experience in no fewer than 24 months is required prior to submitting this application to take the examination. You must have performed at least 75% of the work on an assignment in order for an assignment to qualify and be counted toward the experience requirement.

Experience documentation in the form of workfiles and an affidavit of the supervising appraiser is required to verify the experience.

A Supervisory Appraiser is a certified appraiser licensee holding either a State-Certified General or State-Certified Residential Real Estate Appraiser License who supervises an appraiser trainee and/or an appraiser-in-training acting in accordance with 264 CMR 6.01.

1. Education may not be substituted for experience.
2. You must obtain at least 2,000 hours and 24 months of experience.
3. An hour of experience is defined as verifiable time spent performing appraisal tasks.
4. Time spent driving to and from an appraisal assignment may only be counted when it is part of the appraisal process.
5. You must submit together with this application a list of all appraisal experience representing 2,000 hours and 24 months. Your participation must have been at least 75 percent in order for the experience to qualify. In the case of more than one supervisor, you must submit separate lists for each supervisor. The lists must include:
 - Type of property
 - Type/Form of report/appraisal (please list as either: 1004-single family, 1025-multi-family, 1073-condo, review appraisal, or 704B-restricted, 2055-restricted, 2065-restricted, 2075-restricted, etc.)
 - Date of report
 - Address of appraised property
 - Description of work performed
 - Number of hours worked
 - Name and license number of the supervising appraiser
 - Signature of the supervising appraiser
 - Review appraisals must be identified as such.
6. The Board will select three (3) assignments and will send you an assignment selection letter.
7. You must submit true copies of the reports for the selected assignments, as defined by the Uniform Standards of Professional Appraisal Practice.
8. All experience to be utilized for purposes of obtaining a license must have been obtained after January 31, 1989 and must be USPAP compliant.
9. Some types of appraisal experience are limited. The maximum experience credit for these types of work is 50%, combined, not each. They are, in part:
 - Mass appraisal experience must conform to USPAP Standard 6.
 - Review appraisals that do not include the reviewer's opinion of value do not count toward experience.
 - Ad valorem and Comparable Market Analyses provided that the work was performed in compliance with USPAP at the time it was performed.
 - Non-Client or demonstration appraisals, and work that is done when the intended user is not the client of the applicant.

The experience that falls under any of these categories must be identified as such on the above-mentioned list.

CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER

Certified Residential Real Estate Appraiser applies to the appraisal of non-complex one to four residential units without regard to transaction value or complexity.

EDUCATION

You may access a list of Massachusetts-approved primary education courses at www.mass.gov/dpl/boards/ra under the "Primary and Continuing Education" link. When you report your courses on this application be sure to include the Massachusetts course approval number.

Education prerequisite, initial certification (for upgrade requirements see pages 6-7)

- Two-hundred (200) classroom hours of Massachusetts-approved residential primary education courses.
- Fifteen (15) of the two-hundred (200) hours must be the 15-hour National USPAP course approved by the Board.
- Bachelor's Degree or higher from an accredited college or university
- All experience to be utilized for purposes of obtaining a license must have been obtained after January 31, 1989 and must be USPAP compliant.
- The course must be Board approved at the time of completion.
- Distance education or online is not approved for primary education courses.
- Experience may not be substituted for primary education.
- Courses taken multiple times may only receive credit once.

EXPERIENCE

Two thousand five hundred (2,500) hours of verifiable appraisal experience over no fewer than twenty-four (24) months is required prior to submitting this application to take the examination. You must have performed at least 75% of the work on an assignment in order for an assignment to qualify and be counted toward the experience requirement.

Experience documentation in the form of reports and an affidavit of the supervising appraiser is required to verify the experience.

A Supervisory Appraiser is a certified appraiser licensee holding either a State-Certified General or State-Certified Residential Real Estate Appraiser License who supervises an appraiser trainee and/or an appraiser-in-training acting in accordance with 264 CMR 6.01.

1. Education may not be substituted for experience.
2. You must obtain at least 2,500 hours over no less than 24 months.
3. An hour of experience is defined as verifiable time spent performing appraisal tasks.
4. Time spent driving to and from an appraisal assignment may only be counted when it is part of the appraisal

process.

5. You must submit together with this application a list of all appraisal experience representing 2,500 hours and 24 months (including experience that may have been reported on a previous application). Your participation must have been at least 75 percent in order for experience to qualify. In the case of more than one supervisor, you must submit separate lists for each supervisor. You must include all assignments performed during the experience period. The lists must include:
 - Type of property
 - Type/Form of report/appraisal (please list as either: 1004-single family, 1025-multi-family, 1073-condo, review appraisal, or 704B-restricted, 2055-restricted, 2065-restricted, 2075-restricted, etc.)
 - Date of report
 - Address of appraised property
 - Description of work performed
 - Number of hours worked
 - Name and license number of the supervising appraiser
 - Signature of supervising appraiser, or in the case of unsupervised work, in accordance with relevant law, the applicant.
6. The Board will select three (3) assignments and send you an assignment selection letter.
7. You must include true copies of the selected reports (as defined by the Uniform Standards of Professional Appraisal Practice).
8. All experience to be utilized for purposes of obtaining a license must have been obtained after January 31, 1989 and must be USPAP compliant.
9. Some types of appraisal experience are limited. The maximum experience credit for these types of work is 50%, combined, not each. They are:
 - Mass appraisal experience, which must conform to USPAP Standard 6.
 - Review appraisals that do not include the reviewer's opinion of value do not count toward experience.
 - Ad valorem and Comparable Market Analyses provided that the work was performed in compliance with USPAP at the time it was performed.
 - Non-Client or demonstration appraisals and work that is done when the intended user is not the client of the applicant.

The experience that falls under any of these categories must be identified on the above mentioned list.

CERTIFIED GENERAL REAL ESTATE APPRAISER

Certified General Real Estate Appraiser applies to the appraisal of non-complex one to four residential units without regard to transaction value or complexity.

EDUCATION

You may access a list of Massachusetts-approved primary education courses at www.mass.gov/dpl/boards/ra under the "primary and Continuing Education" link. When you report your courses on this application be sure to include the Massachusetts course approval number.

Education prerequisite, initial certification (for upgrade requirements see pages 6-7)

- Three hundred (300) classroom hours of Massachusetts-approved primary education courses.
- Fifteen (15) of the three hundred (300) hours must be the 15-hour National USPAP course approved by the Board.
- Bachelor's Degree or higher from an accredited college or university.
- All experience to be utilized for purposes of obtaining a license must have been obtained after January 31, 1989 and must be USPAP compliant.
- The course must be Board-approved at the time of completion.
- Distance education or online is not approved for primary education courses.
- Experience may not be substituted for primary education.
- Courses taken multiple times may only receive credit once.

EXPERIENCE

Three thousand (3,000) hours of verifiable appraisal experience over no fewer than thirty (30) months that includes at least one thousand five hundred (1,500) hours of non-residential appraisal experience is required prior to submitting this application to take the examination.

You must have performed at least 75% of the work on an assignment in order for an assignment to qualify and be counted toward the experience requirement.

Experience documentation in the form of reports and an affidavit of the supervising appraiser is required to verify the experience.

A Supervisory Appraiser is a certified appraiser licensee holding either a State-Certified General or State-Certified Residential Real Estate Appraiser License who supervises an appraiser trainee and/or an appraiser-in-training acting in accordance with 264 CMR 6.01.

1. Education may not be substituted for experience.
2. You must obtain at least 3,000 hours over no less than 30 months that includes at least one thousand five hundred (1,500) hours of non-residential appraisal experience.
3. An hour of experience is defined as verifiable time spent performing appraisal tasks.
4. Time spent driving to and from an appraisal assignment may only be counted when it is part of the appraisal process.
5. You must submit together with this application a list of all appraisal experience representing 3,000 hours and 30 months (including experience that may have been reported on a previous application). Your participation must have been at least 75 percent in order for experience to qualify. In the case of more than one supervisor, you must submit separate lists for each supervisor. You must include all assignments performed during the experience period. Submit separate lists for residential and non-residential assignments. The lists must include:
 - Type of property
 - Type/Form of report/appraisal (please list as either: 1004-single family, 1025-multifamily, 1073-condo, review appraisal, or 704B-restricted, 2055-restricted, 2065-restricted, 2075-restricted, etc.)

- Date of report
 - Address of appraised property
 - Description of work performed
 - Number of hours worked
 - Name and license number of the supervising appraiser
 - Lists of appraisals being used for the 1,500 hours of non-residential experience credit toward the certification sought with this application **must be separate** from the residential lists and signed by the supervising appraiser. Nonresidential appraisal experience lists may be signed by the applicant provided there was no supervision required under relevant law.
6. The Board will select three (3) assignments and send you an assignment selection letter.
 7. You must include true copies of the selected reports (as defined by the Uniform Standards of Professional Appraisal Practice). All experience to be utilized for purposes of obtaining a license must have been obtained after January 31, 1989 and must be USPAP compliant.
 8. Some types of appraisal experience are limited. The maximum experience credit for these types of work is 50%, combined, not each. They are:
 - Mass appraisal experience, which must conform to USPAP Standard 6.
 - Review appraisals that do not include the reviewer's opinion of value do not count toward experience.
 - Ad valorem and Comparable Market Analyses provided that the work was performed in compliance with USPAP at the time it was performed.
 - Non-Client or demonstration appraisals and work that is done when the intended user is not the client of the applicant.

CERTIFIED RESIDENTIAL

Applicant must hold a Bachelor's Degree or higher from an accredited college or university. **200 hours of Appraisal Education that includes:**

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
15-hour USPAP	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 Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Other Appraisal Subject Matter Primary Courses - This may include additional hours in above topics	20 hours

CERTIFIED GENERAL

Applicant must hold a Bachelor's Degree or higher from an accredited college or university. **300 hours of Appraisal Education that includes:**

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
15-hour USPAP	15 hours
General Appraiser Market Analysis and Highest and Best Use	30 hours
Statistics, Modeling and Finance	15 hours
General Appraiser Sales Comparison Approaches	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Income Approach	60 hours
General Appraiser Report Writing and Case Studies	30 hours
Other Appraisal Subject Matter Primary Courses - This may include additional hours in above topics	30 hours

EDUCATION REQUIREMENTS

EDUCATION REQUIREMENTS FOR ALL INITIAL (FIRST-TIME) APPLICANTS

STATE LICENSED

Applicant must hold an Associate's Degree or higher from an accredited college or university or 30 semester hours of college-level education from an accredited college or university. **150 hours of Appraisal Education that includes:**

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
15-hour USPAP	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 Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours

PRIMARY EDUCATION REQUIREMENTS FOR UPGRADE CANDIDATES

UPGRADING AN APPRAISAL TRAINEE CREDENTIAL

Appraisal Trainee to State-Licensed

Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Appraiser Sales Comparison and Income Approach	30 hours
Residential Appraiser Report Writing and Case Studies	15 hours
Associate's Degree or higher from an accredited college or university or 30 semester hours of college-level education from an accredited college or university	

Appraisal Trainee to Certified Residential

Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	30 hours
Residential Appraiser Sales Comparison and Income Approach	30 hours
Residential Appraiser Report Writing and Case Studies	15 hours
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	30 hours
Other Real Estate Appraisal Courses	20 hours

Appraisal Trainee to Certified General

General Market Analysis and Highest and Best Use	30 hours
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Sales Comparison Approach	30 hours
General Appraiser Report Writing and Case Studies	30 hours
Statistics, Modeling and Finance	15 hours
General Appraiser Income Approach	60 hours
Other Real Estate Appraisal Courses	30 hours
Bachelor's Degree or higher from an accredited college or university	

UPGRADING A STATE-LICENSED APPRAISAL CREDENTIAL

State-licensed Appraiser to Certified Residential

Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Other Real Estate Appraisal Courses	20 hours
Bachelor's Degree or higher from an accredited college or university	

State-licensed Appraiser to Certified General

General Appraiser Market Analysis and Highest and Best Use	15 hours
Statistics, Modeling and Finance	15 hours
General Appraiser Sales Comparison Approach	15 hours
General Appraiser Site Valuation and Cost Approach	15 hours
General Appraiser Income Approach	45 hours
General Appraiser Report Writing and Case Studies	15 hours
Other Real Estate Appraisal Courses	30 hours
Bachelor's Degree or higher from an accredited college or university	

UPGRADING A CERTIFIED RESIDENTIAL CREDENTIAL

Certified Residential to Certified General

General Appraiser Market Analysis and Highest and Best Use	15 hours
General Appraiser Sales Comparison Approach	15 hours
General Appraiser Site Valuation and Cost Approach	15 hours
General Appraiser Income Approach	45 hours
General Appraiser Report Writing and Case Studies	10 hours
Bachelor's Degree or higher from an accredited college or university	

GUIDELINES FOR QUALIFYING MASS APPRAISAL EXPERIENCE

INTRODUCTION

This document is intended to supplement the mass appraisal experience guidelines set forth in the Application for Real Estate Appraiser License or Certificate. It is important to note that Massachusetts General Laws Chapter 112, section 180 and 264 CMR 5.00, set forth specific experience requirements for all classifications of licensure and certification in accordance with the guidelines issued by the Appraiser Qualifications Board of the Appraisal Foundation. Section 5.06 of 264 CMR applies to Mass Appraisal Experience for ad valorem tax appraisal compliance reviewed by the Board as stated below.

5.06(1)(A) Ad valorem tax appraisers shall demonstrate that they use techniques to value properties similar to those used by real estate appraisers and that they effectively use the appraisal process.

5.06(1)(B) Components of the mass appraisal process for which credit shall be given are highest and best use analysis, model specification (developing the model) and model calibration (developing adjustments to the model). Mass appraisals shall be performed in accordance with USPAP Standards Rule 6. Note: Other components of the mass appraisal process by themselves shall not be eligible for experience credit.

5.06(2) An hour of experience is defined as actual verifiable time spent performing tasks in accordance with 264 CMR 5.06 Real Estate Appraisal Experience Criteria.

USPAP Standards Rule 6 sets forth in detail the required work and reporting of that work for ad valorem tax purposes. Unlike the fee appraiser who prepares and signs a report for each value estimate, the ad valorem appraiser typically prepares analyses and reports that support the appraisals for groups of properties. These efforts are focused on the specification and calibration of models (valuation schedules) for these groups of property.

It is important to note that any individual appraisal reports prepared in conformity with USPAP Standards Rules 1 and 2 are creditable as experience. Such reports are often prepared by ad valorem appraisers for defense of value work. Ad valorem appraisers are encouraged to apply for experience credit for full appraisals as well as for mass appraisal experience.

MASS APPRAISAL EXPERIENCE

Mass appraisal experience hours are awarded for completing appraisals pursuant to USPAP Standards Rule 6. A minimum of 1,500 hours of nonresidential experience must be obtained if applying for General Certification.

As stated in the Application contained in this bulletin, applicants seeking mass appraisal experience credit must demonstrate their experience using one of the following options:

1. Develop the mass appraisal system (model specification and calibration that includes highest and best use analysis); or
2. Adjust an existing mass appraisal system to local market conditions (model calibration that includes highest and best use analysis).
 - a. Data collection for purposes of mass appraisal, defined as the on-site collection of property characteristics, is not by itself creditable as appraisal experience. However, as part of mass appraisal model specification and/or calibration, the applicant accepts responsibility for the accuracy of market (sales) data used to develop and/or calibrate the models. Therefore, it is important that the applicant have a working familiarity with the range of properties in the sales sample and thus creditable experience is allowed for sales verification work in conjunction with the mass appraisal model specification/calibration process.
 - b. The applicant must have a documented data collection manual that specifies how each property characteristic was measured. For each property characteristic that influences the final value for any property, a complete specification of that variable must be available in the mass appraisal model (schedule) documentation. This documentation must detail how each property characteristic influences

value and it must provide a basis in terms of market evidence for using these characteristics.

- c. If the applicant is using an existing mass appraisal system, either mass appraisal vendor-supplied or a commercial cost service, documentation must exist which supports how the valuation system was calibrated to local market conditions. If the cost approach is used, documentation must exist which illustrates the extraction of depreciation schedules from local market analysis.
- d. If the applicant develops the mass appraisal model (schedule) specification, evidence derived directly from the local market must be available that supports the use of each property characteristic. For property characteristics included in the model that have a marginal influence on value (items generally included for public relation purposes), such items should be specifically identified and their contribution to value detailed.
- e. Mass appraisal experience may not account for more than 50% of your total experience requirement. For certified general appraisers, this means no more than 750 hours of the 1,500 general appraiser hours.

MASS APPRAISAL EXPERIENCE RECORD FORM

Applicants seeking mass appraisal experience credit must complete the Mass Appraisal Experience Record Form (found in the application at the end of this bulletin). Use the key on the Mass Appraisal Experience Record Form for creditable experience. The information included in each column is as follows:

Date of Activity	The specific dates of the activity. If a range of dates is stated, the activity must have occurred continuously over that period (Example: March 23-24, 2007).
Value Date	The valuation date for the appraisals generated from the mass appraisal process. The valuations date in Massachusetts for mass appraisal work completed for ad valorem tax purposes is January 1. Therefore, applicants applying for ad valorem, mass appraisal experience completed in Massachusetts must list the month and year of the valuation date (mm/yyyy).
Property Class	Use the following key for identifying the property type: 1. residential (less than 5 units) 2. multi-family (2-4 units) 3. commercial (including apartments) 4. industrial (including special purpose properties)
City/Town	Municipality where the mass appraisal work was used to generate appraisals.
Type of Activity	Use the key on the form for identifying the property type. Creditable types of activity are listed below: a. highest and best use analysis—detailed analysis used to determine highest and best use of a site, both as vacant and developed. b. model specification—development of the valuation schedules;

	documentation should include the approach to value (cost, market, or income), identification of how factors (property characteristics) were selected, the quantification of these factors (dollar or percentage adjustments), and how the relationship between and among the factors was determined. c. model calibration—adjusting the valuation schedules using generally accepted techniques; documentation should include any statistical analyses employed to set unit prices and percentage adjustments.
Hours	Only the actual working hours on the associated activity are creditable. Only time specifically spent on the activity is creditable. Working full-time on a revaluation project does not automatically translate into 40 hours a week of creditable appraisal experience. The applicant must be precise in detailing the activities and when they took place. In evaluating the number of hours of credit requested, any unusually large number of hours claimed for a particular activity may result in further review of the supporting documentation. Note: Data collection and field review activities by themselves are not creditable experience.
Position Title	Your position title at the time of the activity.
Documentation Location	The physical location of the documentation which details each activity for which experience credit is requested. It is advisable to secure copies of any documentation not in your possession prior to applying for experience credit. The applicant is responsible for the production of this documentation. Therefore, it is important that the applicant claim credit only for the activities for which documentation can be immediately produced.

Upon request, an applicant may be asked to submit sworn statements from witnesses who can verify their claimed experience.

LICENSURE AND CERTIFICATION

ISSUANCE AND DISPLAY OF LICENSES AND CERTIFICATES

Your appraiser license or certificate must be prominently displayed in the office at which you operate as a State-licensed or State-certified real estate appraiser. You must place your license designation and license number on all appraisal reports. Once licensed, you must place your license number adjacent to or below your name on all appraisal reports.

As a State-licensed or State-certified real estate appraiser you must conduct yourself in accordance with all applicable state and federal laws and regulations. It is your obligation to obtain and understand these provisions and standards as they may from time to time be revised. It is unlawful for you to act or hold yourself out as a State-licensed or State-certified real estate appraiser before your license or certificate has been issued by the Board.

FEDERAL APPRAISER REGISTRY

Title XI of the Federal Financial Institutions Reform Recovery and Enforcement Act of 1989 requires states to provide a roster of all State-certified and State-licensed real estate appraisers and to collect an annual registry fee from each appraiser. Upon licensure/certification by the Board, you will be included on this roster. The fee you will be charged for your license/certificate includes the federal registry fee. If you are licensed or certified in more than one state, you are obliged to pay a separate federal fee for each state.

LICENSE AND CERTIFICATE RENEWAL

Your real estate appraiser State license or State certificate will expire two (2) years from your next birthday following your original date of licensure or certification. Renewal forms will be forwarded to your address on file with the Board prior to expiration. Board regulation requires all licensees to notify the Board in writing of any address change immediately upon such change. Failure to do so is grounds for discipline.

All licensees must complete continuing education to renew an appraiser license. **Licensees shall complete a minimum of twenty-eight (28) hours of Board approved continuing education which shall include a current 7-hour USPAP Update course to renew his/her license. The initial license or certificate may be valid for two (2) to three (3) years. If the licensure period equals to or exceeds two (2) years and 185 days then an additional fourteen (14) hours of continuing education must be completed for a total of forty-two (42) hours.** Please review the Board's continuing education regulations at 264 CMR 4.00 for your specific type classification requirements to renew your license.

RULES, REGULATIONS, AND STANDARDS

As a licensee, it is incumbent upon you to know and understand all of the regulations of the Massachusetts Board of Registration of Real Estate Appraisers, 264 CMR, as well as the Uniform Standards of Professional Appraisal Practice as published, interpreted, and amended by the Appraisal Standards Board of the Appraisal Foundation.

APPLICATION AND FORMS

You will find the application at the end of this Candidate Information Bulletin. After you have completed the application and forms, assemble the application, supporting documentation, and check, and paper-clip together (do not staple). Be sure your name appears on all pages and on all supplementary materials.

After the Board selects specific assignments you will be notified. At that time you will be required to submit true copies of requested reports. The Board will audit these reports and contact you regarding approval, rejection, or further instruction.

After the Board has reviewed the reports submitted to demonstrate experience, you will be notified that you have either been approved or denied. If you are approved, you may schedule your examination.

SCHEDULING PROCEDURES

Once you are approved to test, it is your responsibility to contact PSI to pay and schedule for the examination.

The fee for the original examination is as follows:

Appraiser Candidate	\$78
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. THE EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.

The fee for reexaminations for all appraiser candidates is \$78. Payment must be made at the time of scheduling by VISA, MasterCard, American Express or Discover. **Payment for the examination will not be accepted at the test center.**

ONLINE (WWW.PSIXAMS.COM)

For the **fastest and most convenient** examination scheduling process, register for your examination online by accessing PSI's registration website at www.psiexams.com. Internet registration is available 24 hours a day.

- Log onto PSI's website and create an account. The online form will ask you to enter your email address and to spell your name exactly as it appears on the identification that you will be presenting at the examination center.
- The form will ask you to choose the examination you wish to take, to enter personal and contact information, and to pay for and schedule the examination. The form allows you to enter a ZIP code to see a list of examination centers closest to you. Once you select the desired examination center, you will be able to choose an available date and time for your examination.

TELEPHONE

The second fastest method of scheduling is via the telephone. Call (855) 746-8173, and speak with a live registrar, available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time. To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

FAX

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Fax the completed form to PSI at (702) 932-2666. Fax registrations are accepted 24 hours a day.

Please allow four (4) business days to process your Registration. After four (4) business days, you may go online or call PSI to schedule the examination.

EMAIL

Complete the PSI registration form (found at the end of this bulletin), including your credit card number and expiration date. Email the completed form to PSI at examschedule@psionline.com. Email registrations are accepted 24 hours a day.

Please allow four (4) business days to process your Registration. After four (4) business days, you may go online or call PSI to schedule the examination.

STANDARD MAIL

Complete the PSI registration form (found at the end of this bulletin), and send the form with the appropriate examination fee to PSI. You can pay fees by VISA, MasterCard, American Express, Discover, company check, money order or cashier's check, made payable to PSI. Print your name in the memo section of the company check, personal check, money order or cashier's check so we can ensure the payment is applied to your registration. **CASH IS NOT ACCEPTED.**

Please allow PSI two (2) weeks to process a mailed registration. After two (2) weeks, you may go online or call PSI to schedule the examination.

RESCHEDULING/CANCELING AN EXAMINATION APPOINTMENT

PSI must receive your *cancellation at least two (2) days before the scheduled examination date*. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's web site or call PSI at (855) 746-8173.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the Internet or speak to a PSI customer service representative.

RETAKE A FAILED EXAMINATION

You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results. A candidate who fails an examination on a Wednesday can call the next day, Thursday, and can retest as soon as Friday, depending upon space availability.

MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will forfeit your examination fee if you:

- Do not cancel your appointment at least two (2) days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after the examination start time; or
- Do not present proper identification when you arrive for the examination.

EXAM ACCOMMODATIONS

PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. An applicant with a disability or an applicant who would otherwise have difficulty taking the examination must complete the Exam Accommodations Request Form at the end of this Candidate Information Bulletin and must fax it to PSI (702) 932-2666 or email it to PSI at examaccommodations@psionline.com.

EXAMINATION TEST CENTER CLOSING FOR AN EMERGENCY

In the event that if severe weather or another emergency forces the closure of an examination center on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination appointment by calling (855) 746-8173 or check the website at www.psiexams.com. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. Your examination will be rescheduled at no additional charge to you.

COMPUTER EXAMINATION CENTER LOCATIONS

You must test in the state of Massachusetts.

Auburn

48 Sword St, Unit 204
Auburn, MA 01501

Boston

56 Roland St., Suite 305
Washington Crossing
Charlestown, MA 02129

Fall River

218 South Main St, Suite 105
Fall River, MA 02721

Lawrence

1 Ballard Way, Suite 104
Lawrence, MA 01843

Springfield

1111 Elm Street, Suite 32A
West Springfield, MA 01089

REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least thirty (30) minutes before your examination appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

REQUIRED IDENTIFICATION

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. All required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring two (2) forms of valid (non-expired) signature bearing identification to the test site. Candidates are also required to present the original approval card issued by the Board.

- **PRIMARY IDENTIFICATION (with photo) - Choose One**
 - State issued driver's license
 - State issued identification card
 - US Government Issued Passport
 - US Government Issued Military Identification Card
 - US Government Issued Alien Registration Card
 - Canadian Government Issued ID
NOTE: ID must contain candidate's photo, be valid and unexpired.
- **SECONDARY IDENTIFICATION - Choose One**
 - Credit Card (must be signed)
 - Social Security Card
 - US issued Birth Certificate with Raised Seal
*NOTE: Student ID and employment ID are NOT acceptable forms of identification.
- **ORIGINAL APPROVAL CARD ISSUED BY THE BOARD**

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

SECURITY PROCEDURES

The following security procedures apply during examinations:

- You will be given a piece of scratch paper and a pencil. These will be returned to the proctor at the end of your examination.
- Candidates will not be permitted to use any calculator that is alpha programmable. In addition, as stipulated by the AQB, each candidate is required to bring the written instructional manual that was provided with the programmable calculator when purchased by the candidate or instructions downloaded from the manufacturer's website so that the test center proctor can ensure that all numeric programs previously stored in the calculator are cleared before the candidate is permitted to use the calculator during the examination. If you do NOT bring these instructions, you will not be permitted to use the calculator. Moreover, all programmable calculators must be cleared upon conclusion of the examination by the test center proctor to prohibit potential security breaches. Note: Candidates need to bring their own financial calculator. One is not available at the test center. Candidates may not share a calculator during the exam.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include, but are not limited to**, the following items:
 - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
 - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
 - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
 - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

TEST QUESTION SCREEN

The “Function Bar” at the top of the test question provides mouse-click access to the features available while taking the examination.

The screenshot shows a computer interface for a test question. At the top, there is a 'Function Bar' with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays 'Question: 3 of 40', 'Answered: 2', 'Unanswered: 1', 'Marked: 0', 'View: All', and 'Time Left(Min): 359'. The question text is '3. What do the stars on the United States of America's flag represent?'. Below the question, it says '(Choose from the following options)'. There are four radio button options: '1. Presidents', '2. Colonies', '3. States', and '4. Wars'. At the bottom of the question area, there are '<< Back' and 'Next >>' buttons.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

SCORE REPORTING

SCALED SCORE

In order to pass the examination, you must achieve a minimum scaled score of 75. You will receive your score report immediately following the completion of the examination.

Candidates passing the examination will receive ONLY a score indication of PASS. Passing numeric scores are not available. Candidates who do not pass will receive an individual score for each of the major sections in the examination outline. Candidates should use this information to assist them in studying for the re-examination.

Scaled scores can range from 0 to 110, with 75 and above representing passing. Scores are reported to candidates as scaled scores. The scaled scores are computed from raw scores. Raw scores, or percentage scores, are the actual number of questions answered correctly. Raw scores are mathematically converted to scaled scores to maintain a consistency in the meaning of scores, regardless of when the examination was taken. Examinations change over time. Each examination may vary in difficulty with one examination easier or more difficult than other examinations. However, when converting raw scores to scaled scores, it should not make a difference whether candidates take an easier or more difficult examination. With the mathematical adjustment, the scaled score accounts for differences by adjusting the scores up or down depending on the difficulty of examinations. When these adjustments are made, the effect is to produce an unbiased and constant passing standard that does not change from one examination to another. A scaled score is not a percentage score, but simply a transformation of a raw score to report comparable results when examinations vary in difficulty.

DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing scorereport@psionline.com or by calling (855) 746-8173.

DESCRIPTION OF EXAMINATIONS

Massachusetts utilizes the National Uniform Licensing and Certification Examinations which are developed by the Appraiser Qualifications Board (AQB). For further information or to express concerns about the examination content, please contact:

The Appraiser Qualifications Board
C/O The Appraisal Foundation
1155 15th Street, NW, Suite 1111
Washington, DC 20005
www.appraisalfoundation.org
Telephone: 202-347-7722
Fax: 202-347-7727

EXAMINATION SUMMARY TABLE

Examination	Number of Scored Questions	Number of Non-Scored Questions	Passing Scaled Score	Time Allowed
State Licensed Appraiser (LR)	110	15	75	4 hours
Certified Residential Appraiser (CR)	110	15	75	4 hours
Certified General Appraiser (CG)	110	15	75	6 hours

In addition to the number of scored examination items specified, fifteen non-scored questions will be administered to candidates during the examinations. The administration of such non-scored questions is essential in developing future licensing examinations.

NATIONAL UNIFORM AND CERTIFICATION EXAMINATION CONTENT OUTLINES

The examination content outlines have been prepared by the AQB. Use the outline as a guide for pre-examination review course material. The outlines list the content domains and sub-domains that are on the examination and the percentage of questions for each domain. Do not schedule your examination until you are familiar with the topics in the outline.

AQB EXAMINATION CONTENT OUTLINES	LR	CR	CG
1. Real estate market	20%	20%	20%
Types of influences on real estate value			
Types of government power			
Types of real estate value			
Date of value premise			
Market analysis			
Investment analysis			
Tests of highest and best use			
Analysis of highest and best use			
2. Property description	12%	12%	11%
Description of land or site			
Description of improvements and building components			
Legal interest			
Rights to use			
Property taxation			
3. Land or site valuation	4%	4%	4%
Land or site valuation methods			
4. Sales comparison approach	22%	22%	14%
Identification of comparable sales			
Units of comparison			
Elements of comparison			
Quantitative adjustments			
Qualitative adjustments			
Reconciliation to indicated value by the sales comparison approach			
5. Cost approach	15%	14%	13%
Sources of cost information			
Cost components			
Depreciation			
Methods of estimating depreciation			
Reconciliation to indicated value by the cost approach			
6. Income approach	9%	10%	20%
Sources of income generation			
Occupancy / vacancy analysis			
Expenses			
Capitalization			
Estimation of value using income approach			
Reconciliation to indicated value by the income approach			

7. Reconciliation of value indications	2%	2%	2%
Reconciliation of approaches to value			
8. Uniform standards of professional appraisal practice (USPAP)	16%	16%	16%

SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the examination. The examples do not represent the full range of content or difficulty levels found in the actual examinations. They are intended to familiarize you with the types of questions you can expect to find in the examinations. The answer key is found at the end of the sample questions.

- The subject property is a 10,000-sf office building encumbered by a full-service lease with a contract base rent of \$1.25 per square foot monthly. Stabilized vacancy/credit loss allowance for similar properties within the market area is 7% of PGI. The operating expense ratio for similar properties is 30% of EGI, plus reserves for replacement of \$0.15 per square foot. What is the projected net operating income?
 - \$93,000
 - \$94,500
 - \$96,150
 - \$97,650
- The subject assignment is to appraise a vintage house built in 1880 using the cost approach. The house has metal stamped ceilings, lath, and plaster walls, which are items not easily available in today's construction. The estimated replacement cost using modern materials is \$120 per square foot. Contractors charge \$15 more per square foot to work on older houses. The estimated reproduction cost is \$185 per square foot. What is the estimated loss in utility?
 - \$15 per square foot
 - \$33 per square foot
 - \$65 per square foot
 - \$80 per square foot
- The occupants of a dwelling have been granted a life estate by their daughter. What interest does the daughter hold in the property?
 - Life tenant
 - Remainder
 - Trustee
 - Trustor
- A client requires the cost approach be completed for a warehouse located in an industrial park. There are no vacant land comparables in the market area. There are three sales of commercial buildings in the industrial park with similar lots that the appraiser has researched extensively. The appraiser found the following information:

Sale 1 sold for \$1,750,000. The buyer allocated 20% of the value to the site and 80% to the value of the structure.

Sale 2 sold for \$1,000,000. The buyer was not available for verification, but the seller was available. The seller had just built the structure after holding the lot for 10 years as an investment property. The seller paid \$100,000 for the lot and had earned 25% straight line annual return on his investment over the cost of the structure and its entrepreneurial profit.

Sale 3 sold for \$3,500,000. The buyer estimated that 90% of what he paid was for the structure.

What is the indicated value of the lot using the allocation approach?

- A. \$125,000
- B. \$135,000
- C. \$350,000
- D. \$500,000

5. A homeowner purchased two adjacent lots in a tract subdivision 20 years ago and built a single-unit dwelling entirely on one lot, utilizing the second lot as a side yard. The homeowner has decided to build a smaller home on the vacant side lot and retain the existing home as a rental. What term applies to the second yard?

- A. Excess land
- B. Surplus land
- C. Underutilized site
- D. Vacant site

6. While working on an appraisal of a residential property in a new home subdivision, the appraiser finds that the builders have a total of 100 home sites currently offered for sale. In measuring market demand, the appraiser notes that all of the builders combined are currently averaging two new sales contracts per month, and are expecting to sell 24 dwellings within the next year. What conclusion can be drawn with regard to the 100 available home sites and a market period of the next 12 months?

- A. The market is in a condition of supply and demand
- B. The market is in a condition of balance
- C. The market is in a condition of undersupply
- D. The market is in a condition of oversupply

ANSWERS: 1 = C, 2 = C, 3 = B, 4 = C, 5 = A, 6 = D

MASSACHUSETTS BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS

Instructions for completing and assembling the application:

Application

- All applications are to be completed in blue or black ink.
- All handwriting must be legible.
- Applications may not be stapled. Paper-clip the pages and organize them in the proper sequence.

Documents must be organized:

1. Application
2. Criminal Offender Record Information (CORI) Acknowledgement Form
3. Primary Appraisal Education Reporting Form and educational certificates
4. Experience Affidavit(s)
5. Experience Reporting Form
- 6.
7. Sealed, official original or sealed certified copy of the College Transcript
8. Lists of assignments
 - Paper-clip each section (application, experience affidavit, education certificates and lists of assignments) and place the completed application in a file folder.
 - Paper-clip the check to the front of the file folder and mail to: Real Estate Appraiser Board, 1000 Washington Street, Suite 710, Boston, MA 02118-6100.
 - If all or some of the documents is of a quality that prevents the production of a legible electronic copy, is stapled, or contains notes and papers of a size other than letter or legal, the files and the application will be returned for proper preparation.
9. Submit all documents on 8 ½ x 12 paper including but not limited to requested appraisal reports.

These requirements have been put in place to make the application review and approval process more expeditious. If you are unable to comply it will significantly impact the timeliness of your review.

Lists of Assignments and Experience Affidavits

Using the List of Appraisal Assignments Form located in the Required Forms section, report all assignments completed during the requisite experience period. Report **all** assignments starting with the most recent and extending back until the requisite hours and months have been reported. You may not skip any assignment. You must report all assignments completed during the period reported. Make copies of the form as needed. You must provide a separate list for each supervisor and separate lists for residential and non-residential properties.

Bring the Experience Affidavit in the Required Forms section to the appraiser(s) who supervised you. The supervising appraiser must complete and sign the form. Make copies as needed. All supervisors must sign an Experience Affidavit.

A Supervisory Appraiser is a certified appraiser licensee holding either a State-Certified General or State-Certified Residential Real Estate Appraiser License who supervises an appraiser trainee and/or an appraiser-in-training acting in accordance with 264 CMR 6.01.

Also, the supervising appraiser shall personally inspect at least five (5) appraised properties with the appraisal trainee or appraiser-in-training. Supervising Appraisers whose license is suspended or under a period of probation or stayed suspension may not supervise lower level licensees. Effective July 1, 2013, no individual may serve as a supervising appraiser if they have been subject to any disciplinary action within the last three (3) years that affects their legal ability to engage in appraisal practice.

MASSACHUSETTS BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS

APPLICATION FOR REAL ESTATE APPRAISER LICENSE OR CERTIFICATE

(Please type or print clearly)

1. Application for: *(check only one)* STATE-CERTIFIED GENERAL REAL ESTATE APPRAISER
 STATE-CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER STATE-LICENSED REAL ESTATE APPRAISER
2. Fee A fee of \$338.00 must accompany each application. Please make remittance payable to the "Commonwealth of Massachusetts" by check or money order (Cash is not accepted).
Once received by the Board, the application fee will not be refunded. Do not staple checks to your application.
3. Have you ever held or currently hold a Massachusetts appraiser license or certification? Yes No
If "yes", please provide the license or certification number: _____
4. Do you currently hold a valid, equivalent appraiser license in another state or American jurisdiction? Yes No
(If "yes", turn to Candidate Information Bulletin and follow the instructions under "Reciprocity and Licensure by Out-of-State Endorsement".)

5. Applicant's Last Name		
First Name		Middle Initial
Maiden Name		
6. Daytime Telephone	Cell Phone	7. Date of Birth (month/date/year)
8. Mailing Street Address		
City	State	Zip
9. Email Address		

10. Have you ever been denied a real estate appraiser license or certificate, or had a real estate appraiser license or certificate, a real estate license, or other professional license of any type suspended (including stayed suspensions), revoked, or surrendered; or have you ever been reprimanded, fined, or received any other disciplinary action from an occupational or professional licensing board in Massachusetts or elsewhere; or are there currently any charges pending against you in connection with any professional license that you hold?

Yes No

If Yes, provide a copy of the licensing agency's order, if applicable, and a detailed letter explaining the circumstances.

11. Have you been the defendant in a civil proceeding resulting in a settlement or judgment against you within the last ten years?

Yes No

If Yes, provide copies of any court judgment, arrest warrant, or bill of indictment, and any release from parole or probation. Also, provide a detailed letter explaining the circumstances.

12. Have you ever been convicted of any criminal conviction in any jurisdiction?

Yes

No

If “yes”, please refer to the Board’s Criminal Conviction and Discipline Review Policy (CCDR) available at www.mass.gov/dpl/boards/ra. Most felonies require a 5-year minimum waiting period before licensure. Others require ten years. (Refer to CCDR policy.) If you are eligible for licensure, submit a detailed letter explaining the circumstances, certified copy of final case disposition and nature of the conviction and three (3) character letters of reference. If probation was served, also include a letter from the probation officer stating compliance.

Character Information

13. The Board requires one personal reference as endorsement of your good moral character. The following endorsement must be signed by an appropriate person.

Character Endorsement

I, the undersigned, do hereby certify to the Massachusetts Board of Registration of Real Estate Appraisers that I am not related to the applicant; that the applicant is well-known to me; and that he/she is of good moral character and bears a good reputation for honesty, truthfulness, and integrity; **that I am not presently, nor do I propose to be, associated with the applicant in the real estate appraisal business.**

Name of Endorser			
Signature of Endorser			
Street Address or PO Box			
City	State	Zip	Phone

Affidavit

14. THIS AFFIDAVIT IS TO BE SIGNED BY THE APPLICANT BEFORE A NOTARY PUBLIC. UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records - and other federal and professional records - may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

I hereby certify that I am the applicant and that the statements contained in this application are true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies, or failures to make full disclosure may be deemed sufficient reason to deny permission to take the examination, or to deny, at any time, licensure or certification. I have not withheld any information that might affect this application.

Pursuant to M.G.L. chapter 62C, section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

I have read and understand the Uniform Standards of Professional Appraisal Practice and this statement. Furthermore, if my address listed on this application or any time in the future is not within the Commonwealth of Massachusetts, I hereby consent that service of process or notice of suits and legal actions may be served on the Secretary of State of the Commonwealth of Massachusetts.

Date	Signature of Applicant
State of	
Country of	
Subscribed and sworn/affirmed by	
before me this _____ day of _____, _____. (month) (year)	

Notary Public

Print Name

My Commission Expires

**CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM**

The Division of Professional Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Professional Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Professional Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Professional Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

The Division of Professional Licensure may conduct subsequent CORI checks within one year of the date this Form was signed by me. If subsequent CORI checks are necessary, the Division of Professional Licensure will provide me with written notice of the subsequent CORI checks.

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature

Date

Please provide the name of the board of registration and license type for which you are applying or currently hold:

Board of Registration

License Type

NOTE: THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM WILL NOT BE ACCEPTED UNLESS IT HAS BEEN SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS COMPLETED THE "VERIFICATION BY NOTARY SECTION" ON PAGE TWO, DOCUMENTING THAT SAID NOTARY HAS VERIFIED THE IDENTITY OF THE SIGNER THROUGH SATISFACTORY EVIDENCE OF IDENTIFICATION.

SUBJECT INFORMATION: (A red asterisk (*) denotes a required field)

*Last Name *First Name Middle Name Suffix

*Maiden Name (or other name(s) by which you have been known)

*Date of Birth Place of Birth

*Last Six Digits of Your Social Security Number: __ _____ Sex:

____ Height: ____ ft. ____ in. Eye Color: _____

Driver's License or ID Number: _____ State of Issue: ____ _____

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

IDENTITY VERIFICATION SECTION: Prior to submission to the Board's application vendor, this Section must be completed.

VERIFICATION BY NOTARY:

On this _____ day of _____, 20_____, before me, the undersigned notary public, personally appeared _____ (name of document signer), and proved to me through satisfactory evidence of identification, which was the following:

Passport State-issued driver's license Military identification State-issued identification card

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

Notary Public:

Notary Commission Expires On

PRIMARY APPRAISAL EDUCATION REPORTING FORM

Name of Applicant					
COURSE TYPE	PROVIDER NAME	COURSE NAME	BOARD APPROVAL NUMBER	HOURS	DATE COMPLETED
USPAP					
Introductory					
Residential					
Non-Residential					
Other					
				TOTAL HOURS	

Applicants report **only** required education. For upgrade (except for upgrading trainees): only report the Appraisal education required for the upgrade.
 Attach original or certified/notarized verification of completion issued by the provider of the course.

BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS

EXPERIENCE AFFIDAVIT

Applicant:

Duplicate this form as necessary to document sufficient experience (experience Guidelines page). Alterations of any information entered by the supervisor will render the form unacceptable and result in the rejection of the application.

If your experience did not require you to be supervised by a certified appraiser because you were practicing within the scope of practice for a license held, or relevant law did not require a license, sign the affidavit below and sign each page of the list of assignments.

UNSUPERVISED APPLICANT AFFIDAVIT

I, the applicant named below, certify under the pains and penalty of perjury that I performed the appraisal experience claimed in this application in compliance with USPAP and the Real Estate Appraiser licensing laws within the jurisdiction of practice and was not required by law or regulation to be supervised by a licensed or certified appraiser.

Signature of Applicant	License number and type if applicable
Name of Applicant (printed)	
Dates Unsupervised From (month/day/year)	Dates Unsupervised To (month/day/year)

SUPERVISORY AFFIDAVIT

Name of Supervisor	
Contact Address	
Telephone	
Dates of Supervision From (month/day/year)	Dates of Supervision To (month/day/year)
Total number of supervised hours	
Was the applicant's participation, in the assignments listed on the List of Appraisal Assignments and supervised by you at least seventy five percent (75%)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the applicant perform in accordance with the Uniform Standards of Professional Appraisal Practice? <input type="checkbox"/> Yes <input type="checkbox"/> No	

DESCRIPTION OF APPLICANT'S DUTIES

_____ _____ _____ _____ _____ _____
--

I, the supervisor named above, certify under the pains and penalties of perjury that I have reviewed and verified the List of Appraisal Assignments incorporated herein and signed by me. I find the list to be accurate and complete. I further certify that the information on the Supervisory Affidavit was completed by me and is true and correct.

Signature of supervisor		
License number	License type	Date

MASS APPRAISAL EXPERIENCE RECORD FORM

This form is not to be used for narrative appraisal experience.

This form shall only be used for ad valorem tax appraisal compliance. USPAP Standard Rule 6 explicitly sets forth the required work and reporting of that work for ad valorem tax purposes.

Certified General and Certified Residential Applicants:

Applicant Name	
Property Class	Type of Activity
1. residential (less than 5 units)	A. highest and best use analysis
2. multi-family (2-4 units)	B. model specification
3. commercial (including apartments)	C. model calibration
4. industrial (including special purpose properties)	

Date of Activity (mm/dd/yy)	Value Date (1/yy)	Property Class	City/Town	Type of Activity A, B, or C	Hours	Position Title (at activity time)	Location of Supporting Documentation
List Residential Mass Appraisal Experience Below							
Total Residential Mass Appraisal Hours:							
List General (nonresidential) Mass Appraisal Experience Below							
Total Residential Mass Appraisal Hours:							
Total Mass Appraisal Hours (Residential + General):							

EXPERIENCE REPORTING FORM INFORMATION AND INSTRUCTIONS

The Appraisal Qualifications Board (AQB) of the Appraisal Subcommittee, the Federal appraisal oversight authority, is charged with determining the minimum qualifications of appraisers. The Massachusetts Board of Registration of Real Estate Appraisers, among other functions, is responsible for ensuring that Massachusetts appraisers meet the qualifications set by the AQB and employs acceptable methods for verifying these qualifications. The AQB published a Guide Note relative to reporting experience. The following is an excerpt from Guide Note 6; it has been altered to address the specific procedures and policies of the Massachusetts Board.

The Guide Note relates to the verification of experience credit as specified in the *Real Property Appraiser Qualification Criteria* under “Criteria Applicable to All Appraiser Classifications” reads as follows:

- G. *The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:*
1. *Type of property;*
 2. *Date of report;*
 3. *Address of appraised property;*
 4. *Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;*
 5. *Number of actual work hours by the trainee/applicant on the assignment; and*
 6. *The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser if applicable.*

Five of the six items listed are fairly self-explanatory; however, the AQB has developed GN 6 to clarify the intent of item #4 above. It is the intent of the AQB that the verification of experience clearly identifies three things under item #4:

- 1) A description of the work performed by the trainee or applicant;
- 2) The scope of the review performed by the supervising appraiser; and
- 3) The level of supervision performed by the supervising appraiser.

Although the scope of review and level of supervision performed by the supervising appraiser might appear to be redundant at first glance, they are not. For example, in certain assignments a supervising appraiser might determine that a lesser level of supervision is required, but that might not impact the level of review performed.

The AQB recognizes that assignments may differ significantly; therefore the level of review and supervision by the supervising appraiser may also differ from assignment to assignment. Also, depending on the assignments involved, it might be expected that the supervising appraiser’s level of review and supervision diminish over time as the trainee/applicant gains competency.

The following page includes an example of an experience log that includes the information required by the Criteria.

EXPERIENCE REPORTING FORM (Copy as Needed)

Name of Applicant _____ Name of Supervisor _____

Report Date	Property Address	Type of Property (SFR, Condo, 2-4 Units)	Description of Applicant's Work Performed	Scope of Supervising Appraiser's Review	Scope of Supervising Appraiser's Supervision	Actual Hours
Total Hours						

I certify that at least seventy-five percent (75%) of the work required to complete the above appraisals was performed by the applicant named herein.

Signature of Supervisor _____ License/Cert. Number _____ Lic. Type _____

A Supervisory Appraiser is a certified appraiser licensee holding either a State-Certified General or State-Certified Residential Real Estate Appraiser License who supervises an appraiser trainee and/or an appraiser-in-training acting in accordance with 264 CMR 6.01.

Type/Form of report/appraisal (please list as either: 1004-single family, 1025-multi-family, 1073-condo, review appraisal, or 704B-restricted, 2055-restricted, 2065-restricted, 2075-restricted, etc.)

DEFINITIONS

Appraisal Review:	A review of work performed by an appraiser in accordance with Standards Rule No. 3 of the Uniform Standards of Professional Appraisal Practice for the purpose of forming an opinion as to whether the analysis, opinions, and conclusions in the report under review are appropriate and reasonable. Also referred to as “Desk Review”.
College Education:	Courses that are taken for semester credit at a college or university accredited by the Commission on Colleges, a regional or national accreditation association or by and accrediting agency that is recognized by the U.S. Secretary of Education.
Residential Education:	Appraisal education that focuses on residential subject matter. Residential education includes introductory courses, residential property principles, practice analysis, report form writing and aspects of the replacement cost approach and the direct sales comparison approach to value.
Non-Client work:	Review Appraisals that do not include the reviewer’s own opinion of value, Appraiser assistants named in the certification who do not sign the report, Demonstration reports and reports done for educational purposes.
Nonresidential Education:	Appraisal education that focus on nonresidential property subject matter. Nonresidential education includes introductory courses in nonresidential property principles and practice, nonresidential property analysis, capitalization methodology, report form writing, eminent domain proceedings and taking, and any other aspects of the income capitalization approach to value.
Review Appraiser:	An appraiser who examines the reports of other appraisers to determine whether their conclusions are consistent with the data reported and with other generally known information in accordance with Standards Rule No. 3 of the Uniform Standards of Professional Appraisal Practice.
Supervisory Appraiser:	An appraiser who signs an appraisal report prepared by another and thereby assumes full responsibility for the appraisal and contents of the appraisal report.
Subdivision Appraisal:	An appraisal of land which can be valued as more than one lot when all appropriate deductions for completion costs are considered within an absorption period using the methodology of discounting.
Field Review:	An appraisal review that includes inspection of the exterior and sometimes the interior of the subject property and possibly inspection of comparable properties, to confirm the data provided in the report. A field review is generally performed using a customized checklist which covers the items examined in a desk review and may also include confirmation of market data, research to gather additional data, and verification of the software used in preparing the report.

DID YOU REMEMBER TO . . .

1. Complete all items on the application and return the entire application to the Board as directed by the Board?
2. Sign your application before a notary public?
3. Obtain notarized CORI form?
4. Complete the Education Reporting Form?
5. Complete the Appraisal Experience/List of Assignments form?
6. If necessary, complete the Mass Appraisal Experience Record form (otherwise indicate not applicable on the form)?
7. If required, a sealed, official college transcript(s)?
8. Provide a completed Experience Affidavit from each employer?
9. Include the \$338.00 check or money order made payable to the “Commonwealth of Massachusetts”?
10. Print your name on the bottom of each page and all supporting documentation?
11. Assemble the application and supporting documentation?

MANDATORY

My social security number is:

Pursuant to G.L. c. 62C, section 49A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.



MASSACHUSETTS REAL ESTATE APPRAISER EXAMINATION REGISTRATION FORM

PLEASE TYPE OR PRINT LIBLY.

Candidate ID:		Date of Birth ____/____/____ Month Date Year		
Legal Last Name		Legal First Name		Middle Initial
Residence Address				
City	State	Zip Code	Contact Phone Number (including area code) ()	
Email Address				

PAYMENT

Examination fees payable to PSI may be made by cashier's check, company check, personal check, or money order. **Cash is NOT accepted. Registration fees are not transferable.**

Or you may pay with credit card: Check One: VISA MasterCard American Express Discover

Examination	Exam Fee	Examination	Exam Fee
<input type="checkbox"/> State Licensed Appraiser (Initial)	\$78	<input type="checkbox"/> State Licensed Appraiser (Retake)	\$78
<input type="checkbox"/> Certified Residential Appraiser (Initial)	\$78	<input type="checkbox"/> Certified Residential Appraiser (Retake)	\$78
<input type="checkbox"/> Certified General Appraiser (Initial)	\$78	<input type="checkbox"/> Certified General Appraiser (Retake)	\$78

Card No: _____ Exp. Date: _____

Card Verification No: _____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Billing Street Address: _____ Billing Zip Code: _____

Cardholder Name (Print): _____ Signature: _____

EXAM ACCOMMODATIONS REQUEST:

I am submitting the Exam Accommodations Request Form (on the following page) and required documentation. Yes No

Mail this Registration Form, along with the examination fee to PSI, 3210 E Tropicana, Las Vegas, NV 89121 - ATTN: MA APP
Fax it to 702-932-2666
Email to examschedule@psionline.com.

Please DO NOT remit this form to the Board as part of your application. After you receive the Board's approval to sit for the examination, you may remit this form directly to PSI.



All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: _____ Social Security #: _____

Legal Name: _____
Last Name First Name

Address: _____
Street City, State, Zip Code

Telephone: (_____) _____ - _____ (_____) _____ - _____
Home Work

Email Address: _____

Check any exam accommodations you require (requests must concur with documentation submitted):

- Reader (as accommodation for visual impairment or learning disability)
- Extended time (Additional time requested: _____)
- Large-print written examination
- Other _____

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to examaccommodations@psionline.com.
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step.

DO NOT SCHEDULE YOUR EXAMINATION UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS.