



What Are the Requirements for a “Certified Assessor-Appraiser”?

- Level One:* Must complete six (6) hours of the L1 pre-examination course, pass the Level One examination, and complete thirty (30) CE hours every two (2) years.
- Level Two:* Must complete six (6) hours of the L2 pre-examination course, pass the Level Two examination, and complete forty-five (45) CE hours every two (2) years.
- Level Three:* Must attain L2 certification, complete forty-five (45) CE hours every two (2) years, and complete the following International Association of Assessing Officials core curriculum:
- (1) IAAO Course 101 [Fundamentals of Real Property Appraisal];
 - (2) IAAO Course 102 [Income Approach to Value];
 - (3) IAAO Course 300 [Fundamentals of Mass Appraisal];
 - (4) IAAO Course 400 [Assessment Administration]; and
 - (5) IAAO USPAP Workshop 151 [Uniform Standards of Appraisal Practice].

What Are the Requirements for a “Professional Appraiser”?

- Designation Requirements:*
- (1) Must be a certified Level Three assessor-appraiser;
 - (2) Enter into contracts for professional appraisal services containing:
 - (A) a fixed date that all responsibilities must be completed;
 - (B) a penalty clause for failure to complete specified services;
 - (C) a provision regarding periodic reports to county assessor;
 - (D) a provision stipulating the manner and time of periodic reports;
 - (E) a precise stipulation of services provided and class of property;
 - (F) a provision specifying who will be conducting contractual duties;
 - (G) a stipulation of unrestricted access to work product for DLGF & LSA;
 - (H) a stipulation that DLGF is a party to the contract and any addendum;
 - (I) a statement that contract is void if appraiser certification is revoked; &
 - (J) a provision stipulating assessment data will be in a form acceptable to LSA and DLGF

What Are Grounds for a Revocation of Certification?

Certified Assessor-Appraiser

- (1) Committing fraud or misrepresentation related to preparation or taking certification examination or the completion of coursework;
- (2) Gross incompetence¹ is performing assessment; or
- (3) Noncompliance with assessing laws or requirements for CE and contracting

Professional Appraiser

- (1) Information given on appraiser application was false OR appraiser fails to meet minimum requirements;
- (2) Knowing misrepresentation of information;
- (3) Acting in a fraudulent manner;
- (4) Claiming to represent an entity during assessment appeal without authorization;
- (5) Knowing submission of false or erroneous information in assessment appeal;
- (6) Acting with gross incompetence; or
- (7) Knowing violation of DLGF or PTABOA rule

¹ Under 50 IAC 15-1-3.5(a), “gross incompetence” of a certified assessor-appraiser means repeated or pervasive failure to perform an assessment, including: (1) failure to recognize and comply with laws of the state; (2) failure to recognize and comply with DLGF rules; (3) failure to acquire or maintain necessary knowledge; or (4) failure to conduct an assessment properly in accordance with Indiana Code.

What Are the Practice Restrictions for a “Professional Appraiser”?

- Professional Appraiser Shall NOT:*
- (1)** Conduct an assessment that includes the reporting of a predetermined opinion or conclusion;
 - (2)** Misrepresent the individual’s role when providing valuation services that are outside the practice of property assessment;
 - (3)** Communicate assessment results with the intent to mislead or defraud;
 - (4)** Communicate a report that the individual knows is misleading or fraudulent;
 - (5)** Knowingly permit an employee to communicate a misleading or fraudulent report;
 - (6)** Engage in criminal conduct;
 - (7)** Willfully or knowingly violate the requirements regarding use and return of confidential information;
 - (8)** Perform an assessment in a grossly negligent manner;
 - (9)** Perform an assessment with bias; or
 - (10)** Advocate for an assessment – above defending or explaining the accuracy of an assessment.

What is the Overlap between DLGF & Professional Licensing (IC 25-1-11)?

	<i>Professional Appraiser</i>	<i>Licensed Real Estate Appraiser</i>																																										
OVERSIGHT?	DLGF	Real Estate Appraiser Licensure & Certification Board																																										
WHEN IS LICENSURE OR CERTIFICATION REQUIRED?	When contracting with a county for professional appraisal services	When appraising real estate in transactions governed by Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (12 USC 3331-3351)																																										
INITIAL EDUCATION REQUIREMENTS?	<table border="0"> <tr> <td>L1 Pre-Exam Course</td> <td>6 hours</td> </tr> <tr> <td>L2 Pre-Exam Course</td> <td>6 hours</td> </tr> <tr> <td>IAAO Course 101</td> <td>30 hours</td> </tr> <tr> <td>IAAO Course 102</td> <td>30 hours</td> </tr> <tr> <td>IAAO Course 300</td> <td>30 hours</td> </tr> <tr> <td>IAAO Course 400</td> <td>30 hours</td> </tr> <tr> <td>USPAP Course</td> <td>15 hours</td> </tr> </table>	L1 Pre-Exam Course	6 hours	L2 Pre-Exam Course	6 hours	IAAO Course 101	30 hours	IAAO Course 102	30 hours	IAAO Course 300	30 hours	IAAO Course 400	30 hours	USPAP Course	15 hours	<p><i>Trainee Real Estate Appraiser:</i> Ninety (90) classroom hours to sit for trainee appraiser examination – including:</p> <table border="0"> <tr> <td>Appraisal Principles</td> <td>30 hours</td> </tr> <tr> <td>Appraisal Procedures</td> <td>30 hours</td> </tr> <tr> <td>USPAP Course</td> <td>15 hours</td> </tr> <tr> <td>Electives</td> <td>15 hours</td> </tr> </table> <p><i>Residential Appraiser:</i> BA or higher AND two hundred (200) classroom hours – including:</p> <table border="0"> <tr> <td>Appraisal Principles</td> <td>30 hours</td> </tr> <tr> <td>Appraisal Procedures</td> <td>30 hours</td> </tr> <tr> <td>USPAP Course</td> <td>15 hours</td> </tr> <tr> <td>Residential Market Anal.</td> <td>15 hours</td> </tr> <tr> <td>Residential Site Valuation</td> <td>15 hours</td> </tr> <tr> <td>Residential Sales Compar.</td> <td>30 hours</td> </tr> <tr> <td>Residential Reports</td> <td>15 hours</td> </tr> <tr> <td>Stats/Modeling/Finance</td> <td>15 hours</td> </tr> <tr> <td>Advanced App./Case Std.</td> <td>15 hours</td> </tr> <tr> <td>Electives</td> <td>20 hours</td> </tr> </table>	Appraisal Principles	30 hours	Appraisal Procedures	30 hours	USPAP Course	15 hours	Electives	15 hours	Appraisal Principles	30 hours	Appraisal Procedures	30 hours	USPAP Course	15 hours	Residential Market Anal.	15 hours	Residential Site Valuation	15 hours	Residential Sales Compar.	30 hours	Residential Reports	15 hours	Stats/Modeling/Finance	15 hours	Advanced App./Case Std.	15 hours	Electives	20 hours
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(Certified Assessor-Appraiser & Professional Appraiser)

		<p><i>General Appraiser:</i></p> <p>BA or higher AND three hundred (300) classroom hours – including:</p> <table> <tr> <td>Appraisal Principles</td> <td>30 hours</td> </tr> <tr> <td>Appraisal Procedures</td> <td>30 hours</td> </tr> <tr> <td>USPAP Course</td> <td>15 hours</td> </tr> <tr> <td>General Market Analysis</td> <td>30 hours</td> </tr> <tr> <td>Stats/Modeling/Finance</td> <td>15 hours</td> </tr> <tr> <td>General Sales Comparison</td> <td>30 hours</td> </tr> <tr> <td>General Site Valuation</td> <td>30 hours</td> </tr> <tr> <td>General Income Approach</td> <td>60 hours</td> </tr> <tr> <td>Reports/Case Studies</td> <td>30 hours</td> </tr> <tr> <td>Electives</td> <td>30 hours</td> </tr> </table>	Appraisal Principles	30 hours	Appraisal Procedures	30 hours	USPAP Course	15 hours	General Market Analysis	30 hours	Stats/Modeling/Finance	15 hours	General Sales Comparison	30 hours	General Site Valuation	30 hours	General Income Approach	60 hours	Reports/Case Studies	30 hours	Electives	30 hours
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CONTINUING EDUCATION?	Forty-five (45) hours every two (2) years	Twenty-eight (28) classroom hours (including seven (7) hours of USPAP) every two (2) years																				

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