

**Professional Licensing Agency**  
402 West Washington Street  
Room W072  
Indianapolis, IN 46204



**Michael R. Pence**  
*Governor of Indiana*  
**Deborah J. Frye**  
*PLA Executive Director*

## **Instructions for Obtaining a Real Estate Appraiser Certified General License**

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### **Please submit the following with your application:**

- \$25.00 application fee if applying for upgrade from trainee license/\$100.00 application fee if applying by reciprocity or upgrade from other license type.
- Completed application which includes the Experience Credit Reporting Form, Experience Summary Sheet, and Appraisal Log Sheet. The log, containing 3000 hours of work reported in the given format, must include the name, license number, and signature of the applicant as well as the supervisor. A minimum of 2000 of these hours must be in the general category.
- Official certificates of completion from an approved provider\* showing a minimum of 300 hours of education in the following courses:
  - **Basic Appraisal Principles 30 hours**
  - **Basic Appraisal Procedures 30 hours**
  - **National Uniform Standards of Professional Appraisal Practice 15 hours**
  - **General Appraiser 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**
  - **Appraisal Subject Matter Electives 30 hours**

\*These courses may be taken in a classroom setting or they may be taken online. The course approval information can be found at [www.appraisalfoundation.org](http://www.appraisalfoundation.org). Click on Education Programs→AQB Course Approval Program→AQB Approved Real Property Courses→Download the pdf. Please review the information listed here for providers and courses available. If the provider or course that you are interested in is not found on this list, it is not an approved course.

- A Bachelors degree or higher from an accredited college or university is required and an original transcript from this institution must be submitted with the application.
- Fingerprint background check **(Do not complete before applying)**. Once we receive your application, you will be sent an email that contains instructions on how to complete the fingerprint background check.

Once all required items are submitted, the application will be reviewed and samples of appraisals from the log you submit will be requested. You will be instructed to submit samples by email in .pdf format as well as hard copies by mail for the application file. The Board will review the application and the samples of work submitted. If acceptable to the Board, the application will be approved and a letter will be emailed to the applicant stating that he/she is eligible to sit for the certified general exam. This letter will also explain how to register for the examination.

Once the applicant has passed the Certified General Exam given through Pearson Vue, the following should be submitted to the Board:

- Original exam score sheet
- License issuance fee of:
  - \$190.00 if the license is issued between 7/1/2014 and 6/30/2015
  - \$150.00 if the license is issued between 7/1/2015 and 6/30/2016