

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 Residential License

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 and signed application which includes the Experience Credit Reporting Form, Experience Summary Sheet, and Appraisal Log Sheet. The appraisal log, which can be submitted utilizing an electronic spreadsheet, must show completion of 2500 hours of work in the given format and must be reported as ACTUAL HOURS. This log must include the name, license number, and signature of the applicant and supervisor on EVERY page.
- Official certificates of completion from an approved provider* showing a minimum of 200 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**
 - **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**
 - **Appraisal Subject Matter Electives 20 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. 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 Bachelor's 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. 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 residential exam. This letter will also explain how to register for the examination.

Once the applicant has passed the Certified Residential 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