

Chapter 70. Board of Certified Real Estate Appraisers.

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not underlined.)

12 AAC 70.100 is repealed and readopted to read:

12 AAC 70.100. Application for general real estate appraiser certification by examination. (a) The board will issue a license or certification by examination to practice as a general real estate appraiser to an applicant who meets the requirements of AS 08.87.110(a) and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in 12 AAC 70.115(a);

(C) work experience verification forms and a log of completed appraisals, on a form provided by the department, that meet the requirements of 12 AAC 70.110 and that verify the real estate appraisal experience required in 12 AAC 70.108(a); and

(D) subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted;

(2) pay any fees required in 12 AAC 02.370. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am ___/___/____, Register _____)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.105 is repealed and readopted to read:

12 AAC 70.105. Application for residential real estate appraiser certification by examination. (a) The board will issue a license or certification by examination to practice as a residential real estate appraiser to an applicant who meets the requirements of AS 08.87.110(b) and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required in 12 AAC 70.115(b);

(C) work experience verification forms and a log of completed appraisals that meet the requirements of 12 AAC 70.110 and that verify the real estate appraisal experience required in 12 AAC 70.108(b); and

(D) subject to the penalties of unsworn falsification as defined in AS 11.56.210, a list of crimes described in AS 08.87.110 and AS 08.87.210 for which the applicant has been convicted;

(2) pay any fees required in 12 AAC 02.370. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am ___/___/____, Register _____)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70 is amended by adding a new section to Article 1 to read:

12 AAC 70.106. Application for general real estate appraiser or residential real estate appraiser certification by reciprocity. (a) The board will issue a license or certification to practice as a general real estate appraiser or residential real estate appraiser by reciprocity to an applicant who meets the requirements of AS 08.87.110(c) and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include the personal identification information requested on the form;

(2) pay any fees required in 12 AAC 02.370;

(3) verification of current certification or licensure from another state on a form provided by the department. (Eff. ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.107 is repealed and readopted to read:

12 AAC 70.107. Application for institutional real estate appraiser certification by examination. (a) The board will issue a license or certification by examination to practice as an institutional real estate appraiser to an applicant who meets the requirements of AS 08.87.110(e) and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) official transcripts, notarized copies of certificates of completion, or other evidence of course completion acceptable to the board, that verify the classroom hours of instruction required of general real estate appraisers in 12 AAC 70.115(a); and

(C) proof of full-time employment with a financial institution with offices in this state;

(2) pay any fees required in 12 AAC 02.370. (Eff. 4/15/94, Register 130; am 12/13/94, Register 133; am ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.115(a) is repealed and readopted to read:

(a) An applicant for certification as a general real estate appraiser shall document satisfactory completion of 300 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of nonresidential properties, and a bachelor's degree or higher (in any field) from an accredited college or university.

12 AAC 70.115(c) is repealed and readopted to read:

(c) An applicant for certification as a residential real estate appraiser shall document satisfactory completion of 200 creditable classroom hours of instruction that meet the requirements in 12 AAC 70.140 with emphasis on appraisal of residential properties, and a bachelor's degree or higher (in any field) from an accredited college or university.

(Eff. 12/13/94, Register 133; am 4/16/2004, Register 170; am 1/16/2005, Register 173; am 5/24/2007, Register 182; am 9/14/2012, Register 203; am ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.120 is repealed and readopted to read:

12 AAC 70.120. Application for certification by endorsement. (a) The board may issue a license or certification by endorsement to practice as a general real estate appraiser or residential real estate appraiser to an applicant who meets the requirements of AS 08.87.110(h) and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include the personal identification information requested on the form;

(2) pay any fees required in 12 AAC 02.370. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am 6/13/97, Register 142; am 4/16/2004, Register 170; am ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.110

12 AAC 70.125 is repealed and readopted to read:

12 AAC 70.125. Application for approval as a trainee appraiser. (a) The board will issue a license or certification approving a person as a trainee appraiser to an applicant who meets the requirements of 12 AAC 70.935 and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form; and

(B) proof of that the applicant has successfully completed and passed 75

classroom hours of instruction that meet the requirements in 12 AAC 70.140(a) and the required courses that are specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers, and that comply with the specifications for course content established by the Appraiser Qualifications Board. The course must be completed by the trainee appraiser prior to obtaining a trainee appraiser credential. All qualifying education must be completed within the five year period prior to the date of submission of a trainee appraiser application; and

(2) pay any fees required in 12 AAC 02.370.

(c) To renew a registration as a real estate appraiser trainee, the applicant shall

(1) submit an application for renewal on a form provided by the department; and

(2) provide evidence of satisfactory completion of 14 hours of continuing

education credit. (Eff. 4/15/94, Register 130; am 12/13/94, Register 133; am ___/___/_____,

Register _____)

Authority: AS 08.87.020 AS 08.87.310

12 AAC 70 is amended by adding a new section to Article 1 to read:

12 AAC 70.126. Application for approval as a supervisory appraiser. (a) The board will issue a license or certification approving a person as a supervisory appraiser to an applicant who is licensed or certified to practice as a general real estate appraiser or residential real estate appraiser and who meets the requirements of 12 AAC 70.935 and this section.

(b) An applicant for licensure or certification under this section shall

(1) submit a completed application, on a form provided by the department; the completed application must include

(A) the personal identification information requested on the form;

(B) proof of that the applicant has successfully completed and passed the required courses that are specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers, and that comply with the specifications for course content established by the Appraiser Qualifications Board. The course must be completed by the supervisory appraiser prior to obtaining a supervisory appraiser credential; and

(2) pay any fees required in 12 AAC 02.370. (Eff. ___/___/____, Register _____)

Authority: AS 08.87.020 AS 08.87.310

12 AAC 70.140(e) is repealed:

(e) Repealed ___/___/____.

(Eff. 7/16/92, Register 123; am 4/15/94, Register 130; am 12/13/94, Register 133; am 6/13/97, Register 142; am 6/5/98, Register 146; am 4/16/2004, Register 170; am 1/16/2005, Register 173; am 5/24/2007, Register 182; am 9/14/2012, Register 203; am ___/___/____, Register _____)

Authority: AS 08.87.020 AS 08.87.110 AS 08.87.310

The introductory language of 12 AAC 70.210(c) is amended to read:

(c) In addition to the courses approved by the board under 12 AAC 70.200, the following courses are approved for continuing education when they are consistent with (a) of this section **and an application provided by the department for course approval is submitted with the appropriate application fee and is approved by the board:**

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12 AAC 70.210(c)(3) is amended to read:

(3) courses approved by the Appraiser Qualifications Board [EDUCATIONAL]

Course **Approval** [REVIEW] Program.

12 AAC 70.210(e) is repealed and readopted to read:

(e) The board will award continuing education credit for completion of a course by distance education if the course meets the requirements of 12 AAC 70.140(f).

(Eff. 7/16/92, Register 123; am 4/15/94, Register 130; am 12/13/94, Register 133; am 6/13/97, Register 142; am 6/5/98, Register 146; am 12/30/99, Register 152; am 9/14/2012, Register 203; am ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.215(b)(1) is repealed:

(1) repealed ___/___/_____;

12 AAC 70.215(c)(3) is amended to read:

(3) **distance education** courses approved by the Appraiser Qualifications Board [EDUCATIONAL] Course **Approval** [REVIEW] Program;

12 AAC 70.215(c)(4) is repealed:

(4) repealed ___/___/_____. (Eff. 1/7/2001, Register 157; am 1/16/2005,

Register 173; am ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70.220(e) is amended to read:

(e) As part of the requirements of (a)(1) of this section, an applicant for renewal of a certificate shall document satisfactory completion of a 7-hour National USPAP Update Course, taught by an Appraiser **Qualifications** [QUALIFICATION] Board (AQB) certified instructor [OR ITS EQUIVALENT], **who is a certified appraiser** [AS DETERMINED BY THE BOARD]. The board will accept courses determined as equivalent by the AQB Course Approval Program. Completion of the 15-hour National USPAP course used for certification under 12 AAC 70.115 may not be used to satisfy the continuing education renewal requirements of the 7-hour USPAP Update Course required in this subsection. (Eff. 7/16/92, Register 123; am 12/13/94, Register 133; am 1/7/2001, Register 157; am 4/16/2004, Register 170; am 1/16/2005, Register 173; am 6/22/2005, Register 174; am 9/14/2012, Register 203; am ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.120

12 AAC 70 is amended by adding a new section to Article 4 to read:

12 AAC 70.935. Supervision of trainee appraisers. (a) Supervisory appraisers shall:

(1) be in good standing in this state and not subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action

would be considered in good standing three years after the successful completion or termination of the sanction imposed against the appraiser;

(2) have been a state-certified appraiser for a minimum of three years prior to being eligible to become a supervisory appraiser;

(3) comply with the Competency Rule of the Uniform Standards of Professional Appraisal Practice for the property type and geographic location for which the trainee supervisor is being supervised;

(b) Supervisory appraisers may not supervise more than three trainee appraisers at one time.

(c) Supervisory appraisers shall be responsible for the training, guidance, and direct supervision of the trainee appraiser by:

(1) accepting responsibility for a trainee appraiser's appraisal reports by signing each report and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice;

(2) reviewing and signing the trainee appraisal report(s); and

(3) personally inspecting each appraised property with the trainee appraiser until the supervisory appraiser determines that the trainee appraiser is competent, in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice, for the property type. The supervisory appraiser shall make this determination of competency in writing on a form provided by the department and shall submit the determination to the department no later than 10 days thereafter.

(d) Trainee appraisers shall report to the department, on a form provided by the department, the identity of any supervisory appraiser. Trainee appraisers may have more than

one supervisory appraiser. When a trainee appraiser has more than one supervisory appraisers, each shall be reported as indicated above.

(e) A supervisor-trainee relationship shall become effective on the date of receipt of the original required form with original signatures by the department.

(f) An appraisal log shall be maintained jointly by the supervising appraiser and the appraisal trainee or appraiser-in-training and shall, at a minimum, include the following for each appraisal:

- (1) type of property;
- (2) date of report;
- (3) address of appraised property;
- (4) description of work performed by the trainee appraiser and the scope of the review and supervision of the supervisory appraiser;
- (5) number of actual work hours by the trainee appraiser on the assignment; and
- (6) the signature and state certification number of the supervisory appraiser;

separate appraisal logs shall be maintained for each supervisory appraiser, if applicable.

(g) Supervisory appraisers shall complete a course that, at a minimum, complies with the specifications for course content established by the ABQ, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers. The course is to be completed by the supervisory appraiser prior to supervising a trainee appraiser.

(h) Trainee appraisers shall be required to complete a course that, at minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and trainee appraisers. The course must be completed by the trainee appraiser prior to obtaining a trainee appraiser credential

from the individual credentialing jurisdiction. The trainee appraiser course is not eligible towards the 75 hours of qualifying education required. (Eff. ___/___/_____, Register _____)

Authority: AS 08.87.020 AS 08.87.310