

UPGRADE: TRAINEE TO A LICENSED RESIDENTIAL APPRAISER

SCOPE OF PRACTICE FOR LICENSED RESIDENTIAL

Refer to 12 C.F.R. § 323.3 (Subchapter B, Chapter III, Title 12) - as currently in effect - and to the Appraiser Qualifications Board (AQB) Criteria in force at the time of practice.

REQUIREMENTS

A. Age

18 years of age or older

B. Qualifying Education

A minimum of 158 hours of basic/qualifying education of real estate appraisal is required. Appraisers holding a valid Trainee appraiser credential may satisfy the educational requirements for the licensed residential credential by successfully completing the following additional educational hours:

a. Residential Market Analysis and Highest and Best Use	15 Hours
b. Residential Appraiser Site Valuation and Cost Approach	15 Hours
c. Residential Sales Comparison and Income Approaches	30 Hours
d. Residential Report Writing and Case Studies	15 Hours

Total 75 Hours

Note: If the applicant with an active license has not completed 8-hour Valuation Bias and Fair Housing Laws and Regulations course, then they must complete it during their upgrade application.

C. Additional California Education Requirements for Licensed Residential Applicants

1. AQB/BREA approved Elimination of Bias course	2 Hours
2. AQB/BREA approved Cultural Competency course	1 Hour
3. BREA approved Laws and Regulations course	4 Hours
4. AQB/BREA approved National USPAP Update course	7 Hours

D. Experience

1. The residential applicants shall have a minimum of 1,000 hours of real property appraisal experience obtained cumulatively over a period of not less than six (6) months.
2. As alternative pathways, the experience gained through AQB approved Licensed Residential PAREA program or AQB and/or BREa approved Licensed Residential Practicum program shall be accepted for 100% of the experience requirement.

FILE YOUR APPLICATION

A. License Application

1. Applicants must submit an upgrade application [\(REA 3023\)](#) form.
2. Applicants must use the [REA 3002](#) form to report on the basic education courses.
3. The applicants must submit a log of appraisal experience using [REA 3004](#) form.
4. The applicants must provide appraisal work samples selected by BREa later in the process.

B. Upgrade Licensed Residential Application Fee

1. A total of \$955.00 non-refundable fee must be submitted along with the application. Dishonored checks will result in an extra \$25 fee. Applicants must pay the application fee via check or money order made payable to "the Bureau." The check should include the applicant's full name and the type of fee being paid (e.g. Upgrade to Licensed Residential Application fee).
2. Cash payments are NOT accepted for any type of licensing fee.

C. National Uniform Licensing and Certification Examination

Upon approval of their applications, the applicants will receive an eligibility letter from BREa with instructions to schedule the examination.

1. Applicants are allowed five attempts to pass the examination within one year from the date the Bureau issues the eligibility letter. If the application expires, the applicant must submit a new application and pay all applicable fees.
2. Examination results are only accepted when presented in the official score report issued by the examination administrator.

3. Applicants shall submit Application for License [\(REA 3008\)](#) after they pass the examination.

D. Application Status: Applicants may track the status of their applications using the [Application Status](#) tracker.