

UPGRADE: TRAINEE TO A CERTIFIED RESIDENTIAL APPRAISER

SCOPE OF PRACTICE FOR CERTIFIED 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. **College Education**

One of the following must be met:

1. A bachelor's degree in any field of study from an accredited college or university.
2. An associate's degree in a related field of study (business, finance, accounting, economics, or real estate).
3. Completion of 30 semester hours of college-level courses covering specific topic areas:
 - a. English Composition (3 semester hours)
 - b. Microeconomics (3 semester hours)
 - c. Macroeconomics (3 semester hours)
 - d. Finance (3 semester hours)
 - e. Algebra, Geometry, or higher mathematics (3 semester hours)
 - f. Statistics (3 semester hours)
 - g. Computer Science (3 semester hours)
 - h. Business or Real Estate Law (3 semester hours)
 - i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).

4. Completion of 30 semester hours of College Level Examination Program (CLEP) examinations in specified subject areas.
5. Any combination of 3 and 4 above that ensures coverage of all required topics.
6. Holding a Licensed Residential credential for a minimum of five years with no record of disciplinary action within the five years immediately preceding the application date.

C. Qualifying Education

A minimum of 200 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 certified 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
e. Statistics, Modeling and Finance	15 Hours
f. Advanced Residential Applications and Case Studies	15 Hours
g. Appraisal Subject Matter Electives	12 Hours

Total 117 Hours

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

D. Additional California Education Requirements for Certified Residential Applicants

1. AQB/BREA approved Elimination of Bias course	2 Hours
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| 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 |

E. Experience

1. The certified residential applicants shall have a minimum of 1,500 hours of real property appraisal experience obtained cumulatively over a period of not less than twelve (12) months.
2. As alternative pathways, the experience gained through AQB approved Certified Residential PAREA program or AQB and/or BREA approved Certified Residential Practicum program shall be accepted for 100% of the experience requirement.
3. As alternative pathways, the experience gained through AQB approved Residential PAREA program or AQB and/or BREA approved Residential Practicum program shall be accepted for 66% of the experience requirement.

FILE YOUR APPLICATION

A. License Application

1. License upgrade applicants must submit a license 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. College Education Documentation

1. Submit official transcripts or other documentation showing completion of the required college-level education.

2. Applicants using the five-year Licensed Residential pathway must provide proof of license history and disciplinary record.

C. Certified Residential Application Fee

1. A total of \$1,030.00 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. Certified Residential Application fee).
2. Cash payments are NOT accepted for any type of licensing fee.

D. 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 the Application for License Issuance ([REA 3008](#)) after they pass the examination.

E. Application Status

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