



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing
Real Estate Appraisers Section**

TRAINEE APPRAISER REQUIREMENTS

Please make sure to include all required documentation. Incomplete submissions will be returned.

- Successful completion of the required 75 hours of core curriculum/qualifying education courses. All qualifying education must be completed within the five (5) year period prior to the date of submission of a Trainee Appraiser application. **STATE EXAMINATION IS NOT REQUIRED.**
- All Trainees are required to work under the direct supervision of a Certified Appraiser. A Trainee Affidavit must be completed by an eligible Supervisory Appraiser and submitted with the Trainee Appraiser application. A Trainee Appraiser is permitted to have more than one Supervisory Appraiser.
- Trainee Appraisers applicants shall 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 and Supervisory Appraiser prior to obtaining a Trainee Appraiser credential. The Supervisory Appraiser/Trainee Appraiser Course is not eligible towards the 75 hours of qualifying education. Make sure to attach the certificates of completion for both the trainee and supervisory appraiser.
- A Criminal History Record (CHR) obtained from the Department of the Attorney General's Office (See attached Criminal History Record Submission Requirement for more information) must also accompany the application. If you reside in another state, provide a CHR from your home state as well as one from Rhode Island.
- You must then file an application with the Department (See attached Trainee Appraiser Application). The Application fee is \$200 and the two-year licensing fee is \$480. Please make checks or money orders payable to the Rhode Island General Treasurer. Make sure to attach the original transcript(s) as proof of the seventy-five (75) hour educational requirement.



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing
Real Estate Appraisers Section**

CRIMINAL HISTORY RECORD SUBMISSION REQUIREMENTS

FOR REAL ESTATE APPRAISER APPLICANTS

A Criminal History Record (“CHR”) must be submitted to the Real Estate Appraisers Section of the Department of Business Regulation (“DBR”), Division of Commercial Licensing with each Real Estate Appraiser Application. Processing applications is contingent upon the complete disposition, or results of any charges delineated or resolved prior to application submission. See instructions below to learn how to obtain your CHR.

INSTRUCTIONS

Applying in Person: A Criminal History Record may be obtained by visiting the Bureau of Criminal Identification at the Rhode Island Department of Attorney General (“DAG”). To apply for a CHR in this manner, bring a picture-identification, showing your date of birth.

Applying by Mail: To apply by mail, send a notarized copy of a photo ID, showing your date of birth, and a signed/notarized letter, giving permission to the DAG to conduct a background investigation, along with a self-addressed stamped envelope.

Mail to: Department of the Attorney General
4 Howard Avenue
Cranston, Rhode Island, 02920

Hours of operation are 8:30 a.m. to 4:30 p.m.

The cost for a CHR, whether applying in person or by mail, is five dollars (\$5.00), and is payable by check or money order to the “BCI”. Please allow time for the DAG to process and generate your request. For further questions about this process, you may contact the DAG at (401) 274-4400.

If you reside in another state, supply a CHR from your home state, as well as one from Rhode Island.



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing
Real Estate Appraisers Section**

TRAINEE APPRAISER APPLICATION

Please provide an email address that will be used for *all communication*, i.e. copy of license and renewal notifications:

Non-refundable fee of \$680 – Check or money order made payable to the RI General Treasurer. Incomplete submissions will be returned.

First Name		Middle Initial	Last Name		
Residence Street Address			Residence City	State	Zip Code
Telephone Number			Social Security Number		Date of Birth
Employing Supervisory Appraiser					
Employer Name				Employer Telephone Number	
Employer Address			City	State	Zip Code
Educational Requirement. Attach all certificates of completion.					
Have you completed the required seventy-five (75) hours of core curriculum/qualifying education courses? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you and your Supervisory Appraiser completed the required Supervisory/Trainee Appraiser course? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Statement of Truth					
Have you ever had an appraisal license or certification denied, suspended or revoked in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide an explanation on an additional sheet.					
Are there any disciplinary actions, administrative actions or lawsuits pending against you in connection with any appraisal license that you now hold or have held? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide an explanation on an additional sheet.					
Have you ever been convicted of a criminal offense (other than minor traffic offenses) in any state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide a complete copy of the courts disposition.					
I, the undersigned, swear under penalty of perjury that the information provided in connection with this application is true to the best of my knowledge, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny licensure as an appraiser by the Rhode Island Department of Business Regulation.					
Signature _____				Date _____	
OFFICIAL USE ONLY					
Credential Number		Effective Date		Expiration Date	



Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number and Federal Tax Identification Number as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license. This declaration must be made prior to the issuance of a license.

Licensee Declaration

- I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.
- I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.
- I am currently pursuing administrative review of taxes owed to the state.
- I am in federal bankruptcy. (Case # _____)
- I am in state receivership. (Case # _____)
- I have been discharged from Bankruptcy. (Case # _____)

Full Name (Please Print or Type)

Social Security Number (or FEIN for Business)

Signature

Date



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing
Real Estate Appraisers Section**

TRAINEE AFFIDAVIT

IN ACCORDANCE WITH RIGL 5-20.7-12(b), I hereby certify that

(Name of Trainee)

will be working under my direct supervision. By my signature, I accept the responsibility for the training, guidance, and direct supervision of the Trainee Appraiser by:

1. Accepting responsibility for the appraisal report by signing and certifying the report complies with USPAP;
2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent, in accordance with the COMPETENCY RULE OF USPAP for the property type under appraisal;
4. I agree that as a supervisory appraiser, I will not supervise more than three (3) trainees at any one time; and
5. I agree that I and the Trainee Appraiser will maintain joint but separate appraisal logs that at a minimum will identify the following:
 - a. Type of property appraised;
 - b. Date of the report;
 - c. Address of the appraised property;
 - d. Description of work performed by the Trainee Appraiser and scope of the review and supervision of the Supervisory Appraiser;
 - e. Number of actual work hours by the Trainee Appraiser on the assignment; and
 - f. The signature and state certification number of the supervisory appraiser. Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
6. I have completed a course that is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers.
(Attach certificate of completion for aforementioned course).

Character: Regarding your appraiser certification in your desired role as Supervisory Appraiser.

(1) Have you been state-certified for at least three (3) years? Yes No

(2) Have you had any disciplinary action taken against your appraiser license or certification in RI or any other state within the past three (3) years? Yes No

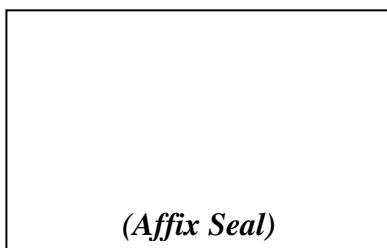
(3) Did this disciplinary action include an active suspension or revocation that limited your ability to engage in appraisal practice? Yes No

If the Trainee leaves the employment and/or supervision of the Certified Appraiser, it is the responsibility of both the Supervisory Appraiser and the Trainee Appraiser to immediately notify the Department of Business Regulation. The Trainee Appraiser may not continue to perform appraisals until a new affidavit with a new Supervisory/Certified Appraiser is received and approved by the Department. Failure to comply may result in the initiation of administrative proceedings to impose penalties against the Supervisory Appraiser and/or the Trainee Appraiser, including, but not limited to: (i) suspension, (ii) revocation, and/or (iii) such additional administrative penalties as deemed appropriate by the Department.

(Name of Certified Appraiser) Certification No. _____

(Business Name) Phone _____

(Address: City, State, and Zip Code)



(Signature of Certified Appraiser)

(Signature of Appraiser Trainee)

Sworn and subscribed to me this _____ day of _____ 20_____.

(Notary Public)