ALABAMA REAL ESTATE APPRAISERS BOARD
ADMINISTRATIVE CODE

CHAPTER 780-X-16
FORMS

TABLE OF CONTENTS

780-X-16-.01	**Application For Licensure**
780-X-16-.02	**Checklist**
780-X-16-.03	**Education Approval Application Form**
780-X-16-.04	**Application For Reciprocal Appraiser License**
780-X-16-.05	**Temporary Permit Application**
780-X-16-.06	**The Instructor Role And Challenge**
780-X-16-.07	**Application For Mentor Status**

780-X-16-.01 Application For Licensure.

Instructions for Completion of Application For Licensure of Certification of Appraisers

1. All applications for licensure and certification shall be made on a printed form provided by the Board and no applications made otherwise will be accepted. Where space does not permit an applicant to present his record of experience, education or practice on the application form provided by the Board, the applicant may duplicate the experience and education record or any other page of the application form. **All applications must be signed and dated. Applications must be clearly typed in black suitable for photostatic copy and all questions must be answered.**

2. Applications for licensure for any classification of real property appraiser shall be subscribed and sworn to, on a form provided by the Board, before a Notary Public or other person qualified to administer oaths.

3. To allow time for processing, all applications for examination shall be filed with the Board at least forty-five days before the desired date for examination.

4. Withholding information, misrepresentation, or false statements, will be cause for denial of application or license revocation, if discovered after the fact.

5. The Board requires an evaluation of course and instructor and a transcript, or other evidence satisfactory to the Board of successful completion from each school where the applicant

received credit. Appraisal courses and instructors must be approved by the Board.

6. Fees shall be payable to the Alabama Real Estate Appraisers Board. Payment of fees should be made by checks (personal, company or cashier's). No cash will be accepted as payment of fees. Applications not accompanied by the proper fees will be returned to the applicant. Application fees are non-refundable. **Annual license fees are payable in September of every year to cover the following 12 month period 10-1/9-30. There is no proration or refund of licensee fees for a partial year.**

Code of Ethics

The Appraisal Foundation Uniform Standards of Professional Appraisal Practice including revisions, are incorporated into the Rules and Regulations of the Alabama Real Estate Appraisers Board as the standards of professional conduct (Code of Ethics) which shall guide the behavior of licensed and certified real estate appraisers in Alabama. Copies of the Uniform Standards of Professional Appraisal Practice may be obtained from The Appraisal Foundation located at 1155 15th Street NW, Suite 1111, Washington, D.C. 20005.

Applicant must have knowledge of the entirety of all USPAP rules and standards

FORM 94-APPLICATION
ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # – –

STATE OF ALABAMA
APPLICATION FOR APPRAISER LICENSE

☐ Trainee Real Property Appraiser
☐ Certified Residential Real Property Appraiser
☐ State Registered Real Property Appraiser
☐ Licensed Real Property Appraiser
☐ Certified General Real Property Appraiser

DATE OF APPLICATION _____ DATE OF BIRTH _____
PRESENTLY LICENSED IN ALABAMA: ☐ Yes, Number _____ ☐ No

NAME _____ _____ HOME PHONE _____
(last) (first) (middle)

PREFERRED
MAILING ADDRESS _____
_____ STATE _____ ZIP _____

RESIDENT
ADDRESS _____ FROM _____ TO PRESENT
_____
_____ STATE _____ ZIP _____ COUNTY _____

PREVIOUS*
ADDRESS _____ FROM _____ TO _____
_____
_____ STATE _____ ZIP _____ COUNTY _____

Must show residence for last 3 years (attach sheet if needed)

PRINCIPAL PLACE OF BUSINESS

☐ Corp. ☐ Sole Prop. ☐ Partnership
COMPANY NAME _____ BUS. PHONE _____ FAX _____
ADDRESS _____ FROM _____ TO _____
_____
_____ STATE _____ ZIP _____ Type of Business _____
Your Position

ALL OTHER CURRENT PLACES OF BUSINESS**

☐ Corp. ☐ Sole Prop. ☐ Partnership
COMPANY NAME _____ BUS. PHONE _____ FAX _____
ADDRESS _____ FROM _____ TO _____
_____
_____ STATE _____ ZIP _____ Type of Business _____
Your Position

☐ Corp. ☐ Sole Prop. ☐ Partnership
COMPANY NAME _____ BUS. PHONE _____ FAX _____
ADDRESS _____ FROM _____ TO _____
_____
_____ STATE _____ ZIP _____ Type of Business _____
Your Position

**Must detail all addresses at which appraisal reports are being prepared (attach additional sheet if needed)*

OFFICE USE

	Y	N		Y	N	
U.S. Citizen?	☐	☐	High School Diploma	☐	☐	App. Received _____
Perm. Resident Alien?	☐	☐	GED?	☐	☐	Process Date _____
Naturalized Citizen?	☐	☐				Processor _____
						Approval Date _____
Felony Conviction?	☐	☐	Alabama License?	☐	☐	Filing Date _____
Misdemeanor Conviction?	☐	☐	USPAP Credit?	☐	☐	Filer _____

Page 1

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # – –

APPLICATION FOR APPRAISER LICENSE

CITIZENSHIP STATUS

Place of Birth _____
(city) (county) (state) (country)

Other Status: If you are a naturalized citizen or permanent resident alien list date and place of achieving DATE OF CITIZENSHIP _____ (mo/day/year)

☐ Naturalized Citizen ☐ Permanent Resident Alien

Place _____
(city) (county) (state)

Are you a current resident of the state of Alabama? ☐ Yes ☐ No
During what periods of time have you been a resident of the state of Alabama From _____ To _____
From _____ To _____
From _____ To _____
From _____ To _____

Note: If you are NOT a resident of the state of Alabama, you must complete Page 8 Non-Resident Affidavit Form in this application.

MINIMUM EDUCATIONAL REQUIREMENT

Did you graduate from High School? ☐ Yes ☐ No

Name of High School _____ Date of Graduation _____ (mo/day/year)

Location _____

Though I did not graduate, I attended the above school during the period From _____ To _____

Are you claiming the equivalent of a high school education (GED)? ☐ Yes ☐ No

Where was GED received? _____ Date of Achieving GED _____ (mo/day/year)

_____
(city) (county) (state)

CHARACTER/TRUSTWORTHINESS

Have you ever been convicted of a felony offense in the State of Alabama? ☐ Yes ☐ No
Have you ever been convicted of a felony offense in another state? ☐ Yes ☐ No
Have you ever been convicted of a felony offense in another country? ☐ Yes ☐ No
Have you ever been convicted of a misdemeanor offense (excluding minor traffic violations) in the State of Alabama? ☐ Yes ☐ No
Have you ever been convicted of a misdemeanor offense (excluding minor traffic violations) in another state? ☐ Yes ☐ No
Have you ever been terminated from employment due to moral turpitude or illegal acts? ☐ Yes ☐ No
Has your license as real estate salesman or broker ever been revoked? ☐ Yes ☐ No

(Attach full explanation to all "yes" responses above: Include details, facts, circumstances, locations, dates, and so forth pertinent to each instance requiring a "yes" response.)

(Attach additional sheets if necessary)

Page 2

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

COMPETENCY REQUIREMENT

Has your license or your application for license been rejected, revoked or surrendered in any state within 2 years? ☐Yes* ☐No
(not counting failure to pass a written test)

Has your membership in (or association with) any nationally recognized organization been revoked under Ethics procedures of said appraisal organization ☐Yes* ☐No

*If "yes", attach extra sheet of explanation.

Under penalty of perjury, I hereby affirm that I am trustworthy and competent to transact the business of an appraiser in a manner that safeguards the public.

(date) *(legal signature)*

KNOWLEDGE AND SPECIALIZED TRAINING

BUSINESS SCHOOL, COLLEGE or UNIVERSITY Attended

School	City	State	From	To	Degree

(Attach extra sheet if needed)

SPECIALIZED APPRAISAL COURSES (Must have been completed in last ten years)

Course	Sponsor	Location	Hours	From	To	Exam Passed?

(Attach extra sheet if needed)

Page 3

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

EXPERIENCE REQUIREMENT (must be completed and signed)

The following provides evidence that I possess certain basic appraisal skills and that for a period of time I have or have not operated as a real estate appraiser or review appraiser.

Note:
Applicants must also complete Page 6 wherein is contained data related to the completion of a Uniform Standards of Professional Appraisal Practice Course presented by an approved institution or appraisal organization.

1. Licensed Real Property Appraiser, (200 points); Certified Residential Real Property Appraiser, (250 points); Certified General Real Property Appraiser, (300 points) Applicants: I have at least the indicated experience in real property appraisal and can support this statement with written reports, file memoranda, or other evidence satisfactory to the Board ..... ☐

2. Licensed Real Property Appraiser; Certified Residential Real Property Appraiser; Certified General Real Property Appraiser Applicants: I understand that I must complete, under oath, Page 5 herein; and may, upon request, be required to submit work samples (confidentiality between client and appraiser shall be mandated) ..... ☐

3. Trainee Real Property Appraiser Applicants: I do not have 100 points of experience, but detail my employment below and my experience (if any) on Page 5. I understand I must complete Page 7 as well ..... ☐

4. State Registered Real Property Appraiser Applicants: I have at least 100 points of appraisal experience, which is documented on Page 5. I understand I must complete Page 7 as well ..... ☐

_____ (date) _____ (Legal Signature)

EMPLOYMENT/EXPERIENCE

Employer (Company) Name _____ Is this a Branch or Subsidiary? ☐Yes ☐No

Address _____ Your Position _____

Nature of Business _____

_____ From _____ To _____

Person who can verify employment/experience here _____

Position _____ Address _____

Ph (____) _____ Ph (____) _____ _____ (city) (state) (zip)

Employer (Company) Name _____ Is this a Branch or Subsidiary? ☐Yes ☐No

Address _____ Your Position _____

Nature of Business _____

_____ From _____ To _____

Person who can verify employment/experience here _____

Position _____ Address _____

Ph (____) _____ Ph (____) _____ _____ (city) (state) (zip)

(Attach additional sheet if needed)

If any above is a branch or subsidiary, attach separate sheet showing data detailed above for main office or corporate headquarters.

THE DOCUMENTATION OF EXPERIENCE IS ON PAGE 5 AND MUST BE FILLED OUT COMPLETELY.

(Attach additional sheet if needed)

Page 4

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # _____ - _____ - _____

APPLICATION FOR APPRAISER LICENSE

EXPERIENCE

(ATTACH ADDITIONAL SHEETS OR EXPLANATORY COMMENTS IF NEEDED. LIST IN ORDER FOR EACH CALENDAR YEAR)

PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	
PROPERTY ADDRESS	CITY	STATE	DATE	SQ. FT.	APP %	EXP PTS	APP PTS	PROPERTY ABBREVIATION
CLIENT	CITY	STATE		ZIP	PHONE		CONTACT PERSON	

TOTAL EXP POINTS _____

TOTAL APP POINTS _____

#_____ OF _____

Page 5

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # – –

Acknowledgement of Responsibilities of Supervising Appraiser

If a supervisory appraiser signs the appraisal report(s) of a trainee, he or she certifies and agrees that "I directly supervised the trainee appraiser who prepared the appraisal report(s), have reviewed the appraisal report(s), agree with the statements and conclusions of the trainee appraiser, agree to be bound by the appraiser's certification and the Uniform Standards of Professional Appraisal Practice, and am taking full responsibility for the appraisal(s) and the appraisal report(s)."

I acknowledge that I have performed the responsibilities of supervising appraiser for the appraisals on the

Assignment log of _____ (Trainee)

Signed_____

Classification No. _____

Date _____

(Separate log for each supervising appraiser is required)

TRAINEE 5–19–94

Page 6

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE COURSE

I am providing evidence below of having passed within 24 months prior to the date of this application, a Uniform Standards of Professional Appraisal Practice Course*

Course Date _____ to _____
month day year *month day year*

Course Title	Sponsor	Location	State	Board Approved?

*Attached are copies of my evaluation sheet and the certificate of completion, and statement of passing grade that I received for this course.

APPLICANT AFFIDAVIT

I certify that all information in this application is true to the best of my knowledge and that I have completed this application in faithful reflection and observation of facts as they are known to me. I further pledge to comply with the standards set forth by the Alabama Real Estate Appraisers Acts and the regulations therein and understand the types of misconduct for which discipline proceedings may be initiated against me. I understand all statements may be verified by the Board and I agree to comply with all requests to produce such materials or other documentation as may be required of the Board to confirm my statements or otherwise establish the truthfulness of my application.

IN WITNESS THEREOF I have hereunto set my hand and seal this _____ day of _____ , 20 ____

_____
(legal signature)

THE STATE OF ALABAMA

COUNTY OF _____

I the undersigned authority, a Notary Public in and for said State at Large, hereby certify that the above applicant, _____ , whose name is signed to the foregoing conveyance, and who is known to me, acknowledged before me on this day, that, being informed of the contents of this application (he) (she) has executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this _____ day of _____ , 20 ____

_____
(Notary Public)

My commission expires _____ , 20 _____

My
Seal

Page 7

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

NON-RESIDENT FORM Name_____

PREVIOUS* ADDRESS _____ From_____ To_____

_____

_____ STATE_____ ZIP_____ COUNTY_____

PREVIOUS* ADDRESS _____ From_____ To_____

_____

_____ STATE_____ ZIP_____ COUNTY_____

*Must show residence for additional 2 years, total of 5 (see Page 1)

OTHER LICENSES, ETC.

List all states with which you now have an APPRAISER'S License (L), Certification (C), or Registration (R)

State	R	L	C	Year	(Office use) Reciprocity?	State	R	L	C	Year	(Office Use) Reciprocity?

(Attach additional sheet if necessary)

NON-RESIDENT AFFIDAVIT

I, as a non-resident applicant for an appraisal license (and as a licensee), agree that the State of Alabama and State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.

I hereby appoint the Executive Director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me which is served upon my said agent shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser remaining in the State of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

I agree that I am bound by all the provisions of the State of Alabama Real Estate Appraisers Act.

_____

Legal Signature of Applicant

NON-RESIDENT FORM & AFFIDAVIT

Page 8

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

PHOTO ATTACHMENT

(affix photo here)*

Attach a recent photograph that is less than 6 months old.
Include the date taken below.

* Must be original legible picture

_____
month day year

Page 9

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # – –

APPLICATION FOR APPRAISER LICENSE

REFERENCES ATTACHMENT

List at least five references who (1) know you personally, & (2) will attest to your possessing the required experience, ability, character and reputation. You may include as references, persons shown as employer on Page 4 but you must show them below. NOTE: At least three references must currently be licensed as a "Licensed Real Property Appraiser", "Certified Residential Real Property Appraiser", or a "Certified General Real Property Appraiser" in the State of Alabama (*or the equivalent in the state of residence*). (If necessary, Trainee applicants may include non-appraisers as references.)

REFERENCE #1; License/Certification Number _____

Name _____ Phone _____

Company _____

Company Address _____

_____

Home Address _____

_____

_____ _____

Signature of reference Date

REFERENCE #2; License/Certification Number _____

Name _____ Phone _____

Company _____

Company Address _____

_____

Home Address _____

_____

_____ _____

Signature of reference Date

REFERENCE #3; License/Certification Number _____

Name _____ Phone _____

Company _____

Company Address _____

_____

Home Address _____

_____

_____ _____

Signature of reference Date

Note: References dated more than one year prior to date application is received by the Board will not be counted.

Page 10

ALABAMA REAL ESTATE APPRAISERS BOARD SOC SEC # - -

APPLICATION FOR APPRAISER LICENSE

REFERENCES ATTACHMENT PAGE 2 (References must know you personally and will attest to your possessing the required experience, ability, character and reputation)

REFERENCE #4; License/Certification Number _____

Name _____ Phone _____

Company _____

Company Address _____

_____

Home Address _____

_____

_____ _____

Signature of reference Date

REFERENCE #5; License/Certification Number _____

Name _____ Phone _____

Company _____

Company Address _____

_____

Home Address _____

_____

_____ _____

Signature of reference Date

REFERENCE #6; License/Certification Number _____

Name _____ Phone _____

Company _____

Company Address _____

_____

Home Address _____

_____

_____ _____

Signature of reference Date

Note: References dated more than one year prior to date application is received by the Board will not be counted.

Page 11

Author:
Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed February 27, 1996; effective April 3, 1996. **Amended:** Filed January 16, 1997; effective February 20, 1997. **Repealed and Replaced:** Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed August 21, 2001; effective September 25, 2001. **Amended:** Filed July 26, 2010; effective August 30, 2010.

780-X-16-.02 Checklist.

CHECKLIST FOR BECOMING LICENSED AND/OR CERTIFIED APPRAISER

1. Meet personal, work experience and educational requirements. For Trainee Real Property Appraisers applying for licensure as a Certified General Real Property Appraiser, a personal interview with the Real Estate Appraisers Board may be required.

2. Complete state application for (1) Trainee Real Property Appraiser; (2) State Registered Real Property Appraiser; (3) Licensed Real Property Appraiser; (4) Certified Residential Real Property Appraiser; (5) Certified General Real Property Appraiser.

3. Return completed TYPED application with transcripts, course evaluation forms and non-refundable application fees to P.O. Box 304355, Montgomery, AL, 36130.

4.a. Effective August 1, 2018, the following fees are in effect:

Trainee Real Property Appraiser:

Application Fee -	$150.00
Annual License Fee -	335.00
Total Amount -	$485.00

Licensed Real Property Appraiser:

Application Fee -	$275.00
Annual License Fee -	335.00
Washington Registry Fee -	40.00
Total Amount -	$650.00

State Registered Real Property Appraiser:

Application Fee -	$275.00
Annual License Fee -	335.00
Total Amount -	$610.00

Certified Residential Real Property Appraiser:

Application Fee -	$275.00
Annual License Fee -	335.00
Washington Registry Fee -	40.00
Total Amount -	$650.00

Certified General Real Property Appraiser:

Application Fee -	$275.00
Annual License Fee -	335.00
Washington Registry Fee -	40.00
Total Amount -	$650.00

5. If all requirements are met, you will receive:

   Approval and Admission letter for exam (if required) and notification of instructions for scheduling exam.

6. After satisfactory completion of the examination applicant is required to send to the Board office the original picture examination score along with appropriate license and/or certification fee. Your Certificate of licensure and/or certification will be sent after required information is received.

7. Satisfactory completion of an exam must be made within twenty-four months after application is approved by the Board. The applicant may take exam as many times within the twenty-four month period as he or she chooses until a passing grade is obtained. After twenty-four-month expiration applicant must submit new application and necessary fees.

FIVE CATEGORIES OF APPRAISERS IN ALABAMA

1. Trainee Real Property Appraiser - This classification requires the trainee to work under the direct supervision of a certified or licensed real property appraiser who has been approved by the Board as a Mentor. The scope of practice for the appraiser trainee classification is the appraisal of those properties, which the supervising appraiser Mentor is permitted to appraise.

2. State Registered Real Property Appraiser - The "State Registered Real Property Appraiser" classification includes those individuals who may perform real estate appraisals on non-federally related properties (those properties which are the subject of appraisal for non-federally related transactions) including: (1) complex appraisals of 1 to 4 unit non-federally related residential properties having transaction value of $250,000 or less; other non-federally related non-residential properties having transaction value of $250,000 or less. (2) non-complex appraisals of 1 to 4 unit non-federally related residential properties having transaction values of $1,000,000 or less. (3) This classification does not include the appraisal of subdivisions wherein a development analysis/appraisal is necessary and utilized.

3. Licensed Real Property Appraiser - This classification includes those individuals who are licensed to perform real estate appraisals on properties involved in federally-related transactions including: (a) complex appraisals of 1 to 4 unit residential properties having transaction value of $250,000 or less; (b) non-complex appraisals of 1 to 4 unit residential properties having transaction value of $1,000,000 or less; (c) appraisals of other types of real estate having transaction value of $250,000 or less. The Licensed Real Property Appraiser is authorized to give a "Certified Appraisal" on a federally-related transaction, in accordance with FIRREA requirements.

4. Certified Residential Real Property Appraiser - This classification refers to those individuals licensed by the Board as being qualified to perform federally-related residential real estate appraisals on 1 to 4 unit residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of $250,000 or less. The Certified Residential Real Property Appraiser is authorized to give a "certified appraisal" on a federally-related transaction in accordance with FIRREA requirements.

5. Certified General Real Property Appraiser - This classification shall consist of those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of complexity or transaction value. This classification allows the appraiser to give a "certified

appraisal" on a federally-related transaction in accordance with FIRREA requirements.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. The "Trainee Real Property Appraiser" - no experience required. Applicant must provide proof of a high school diploma or its equivalent and 75 hours of appraisal education as set out in §780-X-3-.06(a) completed during last five years, including a 15-hour Uniform Standards of Professional Appraisal Practice during last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB. Trainee's appraisal experience must be under the direct supervision of a Licensed or Certified Real Property appraiser who has been approved by the Board as a Mentor. If the Trainee plans to use these experience hours as part of the experience needed for licensure, the work must be included in the Trainee's assignment log, and the appraisal report must be signed by the Mentor.

2. The "State Registered Real Property Appraiser" - Applicant must have a minimum of 100 points or 1000 hours of actual appraisal experience earned during at least 12 months. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of a high school diploma or its equivalent and 75 hours of appraisal education as set out in §780-X-3-.06(b) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB.

3. The "Licensed Real Property Appraiser" - Applicant must have been an appraiser for six (6) months and have a minimum of 1000 hours of actual appraisal experience. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of a high school diploma or its equivalent and satisfactorily completion of at least one hundred fifty (150) hours of appraisal education as set out in §780-X-3-.06(c) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB.

4. The "Certified Residential Real Property Appraiser" - Applicant must have been an appraiser and appraising real property for no less than twelve (12) months with a minimum of 1500 hours of actual appraisal experience. Experience credit will be given for appraisals completed within the last five years. Applicant must provide a transcript of college education and proof of satisfactory completion of at least two hundred (200) hours of appraisal education as set out in §780-

X-3-.06(d). Appraisal education must be completed during last ten years and the 15-hour Uniform Standards of Professional Appraisal Practice course must be completed during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB.

5. The "Certified General Real Property Appraiser" - Applicant must have been an appraiser and appraising real property for no less than 18 months with a minimum of 3000 hours of actual appraisal experience. At least 1500 of the 3000 hours of experience must be in non-residential appraisals. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactory completion of a Bachelor degree or higher from an SEC accredited college or university and at least three hundred (300) hours of appraisal education as set out in §780-X-3-.06(e) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB. The Alabama Real Estate Appraisers Board does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Author:
Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed February 27, 1996; effective April 3, 1996. **Amended:** Filed January 16, 1997; effective February 20, 1997. **Amended:** Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed August 21, 2001; effective September 25, 2001. **Amended:** Filed December 4, 2003; effective January 8, 2004. **Amended:** Filed April 7, 2006; effective May 12, 2006. **Amended:** Filed May 22, 2008; effective June 26, 2008. **Amended:** Filed November 18, 2011; effective December 23, 2011. **Amended:** Filed May 20, 2016; effective July 4, 2016. Repeal and **New Rule:** Filed September 25, 2018; effective November 9, 2018.

780-X-16-.03 Education Approval Application Form.

ALABAMA REAL ESTATE APPRAISERS BOARD

100 N UNION ST. #370, MONTGOMERY, AL 36104 • WWW.REAB.ALABAMA.GOV • 334-242-8747

APPLICATION FOR COURSE APPROVAL

___ Continuing Education

Course Title: _____ ___ Licensure

Course Setting: In-Person Classroom ____ Synchronous Online ____ Asynchronous Online ____

(All online courses must have IDECC approval prior to submission)

Sponsor Name & Address: _____

_____

_____

Contact Person: _____ Email: _____

Telephone Number: _____ Web Address: _____

The sponsor (check one): ____Is the owner of the course.

____Has permission of the course owner to seek course approval. (Attach evidence)

Instructor(s) Name: _____

_____

_____

Total Credit Hours: _____ Method of Certifying Attendance: _____

Instructor Materials: _____

Type of Examination: Narrative ____ Multiple Choice ____ None ____

First Date Course Will Be Offered: _____ Course Frequency: Once ____ Recurring ____

Estimated Response Time for Grading: _____ Is Course AQB Approved? Yes ____ No ____

(If yes, provide AQB Approval)

Purpose of Course: _____

Note: Continuing Education Courses are not required to be tested and must be a minimum of two (2) classroom hours. Licensure Courses must be a minimum of fifteen (15) hours. USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser. Applications are approved during Board Meetings every two months and should be received 30 days prior to the Board Meeting. The Application Fee is non-refundable.

REQUIRED ATTACHMENTS:

- -Instructors Qualifications Form per Instructor
- -IDECC Approval (Asynchronous Only)
- -Textbooks and other student material (digital data acceptable)
- -AQB Approval (Licensure Only)
- -Detailed Timed Outline
- -Application Fee $5.00 per Instruction Hour

REVISED JULY 2026

ALABAMA REAL ESTATE APPRAISERS BOARD

100 N UNION ST. #370, MONTGOMERY, AL 36104 • WWW.REAB.ALABAMA.GOV • 334-242-8747

INSTRUCTOR QUALIFICATIONS FORM

The data submitted herein will be used in evaluation of the education and occupational experience of applicants for teaching the real estate appraisal course/seminar in accordance with the requirements established by the Alabama Real Estate Appraisers Board.

Name: _____ Phone Number: _____

Mailing Address: _____ Email: _____

_____

Appraiser License or Certification No: _____ State Issuing License: _____

Name of Course/Seminar: _____

School Name & Address: _____

_____

Have you ever been subject to a disciplinary action imposed by any local, state or national regulatory body?
Yes ___ No ___ (If you answered YES, please provide further information or a copy of the final order)

Have you taught this course/seminar or one similar in content before? Yes ___ No ___

If so, title of courses, name and location of school: _____

_____

EDUCATION

High School, College(s), Other: _____

_____

List all real estate appraisal course work that you have completed: (Documentation Required)

_____

_____

Previous Instructor Experience: (List Below Courses Taught as Principal/Assistant Instructor. Attach Additional Sheets if Necessary)

_____

_____

Previous Instructor Experience: (List Below Courses Taught as Principal/Assistant Instructor. Attach Additional Sheets if Necessary)

_____

_____

OCCUPATIONAL EXPERIENCE

Present or most recent period of employment:

Employer Name & Address: _____ Type of Business: _____

_____

_____

Duties: _____

Employment Period: From: _____ To: _____

Reason for Leaving: _____

In addition to the foregoing, please attach a complete resume of your education and work experience.

I hereby certify that the information given herein is a true and accurate record of my training and experience. I agree to conduct my classes in accordance with the rules and regulations as established by the Alabama Real Estate Appraisers Board.

Signed: _____ Date: _____
(Prospective Instructor)

Signed: _____ Date: _____
(School Administrator)

Position of Administrator: _____

Note:
Submit a separate application for each course approval requested. USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser. Applications are approved during Board Meetings every two months and should be received 30 days prior to the Board Meeting.
The Application Fee is non-refundable.

REQUIRED ATTACHMENTS:

- Application Fee $25.00 per CE Course OR $50.00 per Licensure Course
- Instructor's Proof of Citizenship
- Instructor's USPAP Certification (if applicable)
- Instructor's Resume
- Instructional Material
- Attendance Policy

REVISED APRIL 2026 page 2 of 2

Author: Alabama Real Estate Appraisers Board
Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed February 27, 1996; effective April 3, 1996. **Repealed and New Rule:** Published July 31, 2026; effective September 14, 2026.

780-X-16-.04 Application For Reciprocal Appraiser License.

Alabama Real Estate Appraisers Board
P.O. Box 304355
Montgomery, AL 36130-4355

Application for Reciprocal Appraiser License
Trainee Real Property Appraiser
Licensed Real Property Appraiser
Certified Residential Real Property Appraiser
Certified General Real Property Appraiser

INSTRUCTIONS

This application is for use ONLY by persons licensed or certified as a real estate appraiser by another state or US Territory or the District of Columbia.

Include Check for all fees ($485 Trainee; $650 Licensed Real Property Appraiser; $650 Certified Residential Real Property Appraiser; $650 Certified General Real Property Appraiser) made payable to Alabama Real Estate Appraisers Board.

1. Complete Sections I, II, and III on back of this form. (Caution: Any incomplete or incorrect application will be returned unprocessed).

2. **Application must be typed**. Attach the following:

   a. If you are not listed on the National Registry, attach a certified copy (not more than 30 days old) of your history from the state regulatory agency(s) issuing such classification.

   b. A NON-REFUNDABLE application fee, check or money order payable to Alabama Real Estate Appraisers Board: Trainee application fee of $150 plus annual license fee of $335; Licensed Real Property Appraiser application fee of $275 plus annual license fee of $375; Certified Residential application fee of $275 plus annual license fee of $375; Certified General application fee of $275 plus annual license fee of $375. Initial annual license fees cover the first year or any portion thereof and are payable during September of each year thereafter.

Each classification of appraiser reflects the scope of work, which the appraiser may undertake, and accordingly each has differing qualifications. The scope of work for each type may change if the federal government adjusts its guidelines. At the present time the classifications in Alabama are:

1. The Trainee Real Property Appraiser is an entry-level classification, which requires the trainee to work under the direct supervision of an experienced, licensed appraiser. The scope of activity is the appraisal of those properties, which the supervising appraiser is permitted to appraise.

2. The Licensed Real Property Appraiser classification includes those individuals who may perform real estate appraisals on properties involved in federally-related transactions including: (a) Complex appraisals of 1 to 4 unit residential properties having transaction value of $250,000 or less; (b) Non-complex appraisals of 1 to 4 unit non-federally related residential properties having transactions value of $1,000,000 or less; (c) appraisals of other types of real estate having transaction value of $250,000 or less.

3. The Certified Residential Real Property Appraiser classification refers to those individuals licensed by the Board as being qualified to perform federally related residential real estate appraisals on 1 to 4 unit residential properties without regard to the complexity or dollar amount. These appraisers are also permitted to appraise non-residential properties having a transaction value of $250,000 or less.

4. The Certified General Real Property Appraiser classification shall consist of those persons certified by the Board as qualified to perform appraisals on all types of real estate, regardless of transaction value.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. The **"Trainee Real Property Appraiser"** - no experience required. Applicant must provide proof of a high school diploma or its equivalent and 75 hours of appraisal education as set out in §780-X-3-.06(a) completed during last five years, including a 15-hour Uniform Standards of Professional Appraisal Practice during last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB. Trainee's appraisal experience must be under the direct supervision of a Licensed or Certified Real Property appraiser who has been approved by the Board as a Mentor. If the Trainee plans to use these experience hours as part of the experience needed for licensure, the work must be included in the Trainee's assignment log, and the appraisal report must be signed by the Mentor.

2. The **"Licensed Real Property Appraiser"** - Applicant must have been an appraiser for six (6) months and have a minimum of 1000 hours of actual appraisal experience. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of a high school diploma or its equivalent and satisfactorily completion of at least one hundred fifty (150) hours of appraisal education as set out in §780-X-3-.06(c) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB.

3. The **"Certified Residential Real Property Appraiser"** - Applicant must have been an appraiser and appraising real property for no less than twelve (12) months with a minimum of 1500 hours of actual appraisal experience. Experience credit will be given for appraisals

completed within the last five years. Applicant must provide a transcript of college education and proof of satisfactory completion of at least two hundred (200) hours of appraisal education as set out in §780-X-3-.06(d). Appraisal education must be completed during last ten years and the 15-hour Uniform Standards of Professional Appraisal Practice course must be completed during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB.

4. The **"Certified General Real Property Appraiser"** - Applicant must have been an appraiser and appraising real property for no less than 18 months with a minimum of 3000 hours of actual appraisal experience. At least 1500 of the 3000 hours of experience must be in non-residential appraisals. Experience credit will be given for appraisals completed within the last five years. Applicant must provide proof of satisfactory completion of a Bachelor degree or higher from an SEC accredited college or university and at least three hundred (300) hours of appraisal education as set out in §780-X-3-.06(e) completed during last ten years, including a 15-hour Uniform Standards of Professional Appraisal Practice course during the last two years. USPAP courses taken to meet this requirement must be taught by an instructor certified by the AQB.

You are not officially licensed or certified until the Board approves your application and it is mailed to you. You must not engage in, advertise, or hold yourself out as engaging in the business of a real estate appraiser in Alabama until you receive your certificate.

APPLICATION FOR RECIPROCAL APPRAISER LICENSE

SECTION I

___yes ___no 1. Are you a resident of Alabama? If so, how long? _____

___yes ___no 2. Have you ever been licensed or certified (or otherwise classified) as an appraiser in Alabama or in another state? If your answer is yes, obtain from each state a certified history, not more than 30 days old, and attach it to this application.) If yes, what state or states? _____

_____

If yes, under what name(s) and number(s)? _____

___yes ___no 3. Are you a high school graduate or the holder of a General Education Development (G.E.D.)? Certificate? (If your answer to this question is no, attach proof of education equivalency.)

___yes ___no 4. Have you ever been convicted of any criminal offense (other than minor traffic violations), 2) pled nolo contender to any criminal offense, or 3) been granted first offender treatment upon being charged with any criminal offense? (Attach full explanation if "yes" response)

___yes ___no 5. Have you ever been disciplined by the Alabama Real Estate Appraisers Board or any state or federal licensing agency or authority, which regulates any profession? (Disciplinary actions include but are not limited to such actions as a reprimand, a suspension, a revocation, a fine, or any restriction or special requirements placed on your right to operation as a licenses.)

___yes ___no 6. Are there any criminal charges or licensing disciplinary proceedings pending against you at this time?

___yes ___no 7. Have you ever done an appraisal in the state of Alabama? If so, when.

_____

If you answer "yes" to questions 4, 5, 5 or 7 above, attach details and a certified copy of any criminal conviction or final order. Obtain certified copies from the clerk of court in the county in which the conviction occurred or, if a license disciplinary action, from the agency issuing the license or certification. You should also attach any explanation of the circumstances surrounding the conviction or sanction, which you think that the board should consider, and if you like, any letters or recommendation. Your application will not be processed without these documents.

SECTION II

1. I am applying for an Appraiser:

   Trainee _____; Licensed _____; Certified Residential _____; Certified General _____

2. _____ Male _____ Female

3. Date of Birth: Month _____ Day _____ Year _____

4. Social Security Number: _____-_____-_____

5. Name: _____
   First Middle Last

6. Home Address: _____, _____, _____, _____, _____
   Street, Route & Box City County State Zip

7. Home phone: _____, Cell phone: _____

   Email: _____, Business phone_____

   Business Name: _____

8. Business Address: _____, _____, _____, _____, _____
   Street, Route & Box City County State Zip

9. Preferred Address: _____, _____, _____, _____, _____
   Street, Route & Box City County State Zip

10. Attach a recent passport size (2" x 2" photo)

11. Attach copy of proof of US citizenship or of legal presence in the United States (valid driver license or passport).

SECTION III - Consent - Jurisdiction, Investigation, and Certification

I, as a non-resident applicant for an appraisal license and a licensee, agree that the State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate related activities the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.

I hereby appoint the executive director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and that certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me, which is served upon my said agent, shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser remaining in the state of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt requested, to me, at my last known business address.

I agree that I am bound by all the provisions of the state of Alabama Real Estate Appraisers Act. The undersigned applicant also certifies that all information given on this application is true, correct, and complete.

Signed_____ _____
NAME DATE

Author:
Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed February 27, 1996; effective April 3, 1996. **Amended:** Filed January 16, 1997; effective February 20, 1997. **Amended:** Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 7, 2006; effective July 12, 2006. **Amended:** Filed November 18, 2011; effective December 23, 2011. **Amended:** Filed March 25, 2014; effective April 29, 2014. **Amended:** Filed August 29, 2014; effective October 3, 2014. **Amended:** Filed May 20, 2016; effective July 4, 2016. Repeal and **New Rule:** Filed September 25, 2018; effective November 9, 2018. Repeal and **New Rule:** Filed March 25, 2019; effective May 9, 2019

780-X-16-.05 Temporary Permit Application.

ALABAMA REAL ESTATE APPRAISERS BOARD
TEMPORARY PERMIT APPLICATION
CHAPTER 780-X-16-.05

Requirements

The Board shall grant a temporary permit to practice as an Alabama Licensed Real Property Appraiser, with permission to appraise properties allowed by his or her resident state, to persons who are licensed or certified to perform appraisals in another state. A person desiring a temporary permit must meet all requirements: **(1)** COMPLETE THE BELOW INFORMATION IN ITS ENTIRETY **(2)** SUBMIT $250.00 APPLICATION FEE FOR EACH APPRAISAL ASSIGNMENT **(3)** SUBMIT A COPY OF THE ENGAGEMENT LETTER OR CONTRACT WITH THE APPLICATION **(4)** MAIL APPLICATION TO ALABAMA REAL ESTATE APPRAISERS BOARD, P.O. BOX 304355, MONTGOMERY, AL 36130.

Issuance

(1) The temporary permit is effective for one specific appraisal assignment and one extension. If the assignment is not completed within six (6) months, the appraiser must request and the Board may issue a written extension of six months for the completion of the assignment. **(2)** Limit Five (5) Temporary Permit Applications within a Twelve (12) Month Period. **(3)** Each Appraiser working on the Appraisal Assignment must have a Temporary Permit or be licensed by The State of Alabama.

NAME_____ SOCIAL SECURITY NO_____
FIRST LAST MI
BUSINESS NAME & ADDRESS _____
_____
_____

BUSINESS TELEPHONE NO_____ HOME NO _____

EMAIL _____
TYPE OF LICENSE IN HOME STATE _____ LICENSE # _____

NAME OF SUBJECT PROPERTY _____ TYPE OF PROPERTY(S) _____
PROPERTY(S) ADDRESS(S) _____
_____

CLIENT_____ S THIS ASSIGNMENT FEDERALLY RELATED? __
(ENGAGEMENT/CONTRACT LETTER MUST BE ATTACHED)

DATE OF ESTIMATED COMPLETION_____ PREVIOUS REQUESTS FOR TEMPORARY PERMIT DURING LAST 12 MONTHS ____

HAVE YOU EVER BEEN PUBLICLY DISCIPLINED, SANCTIONED, OR FINED AND/OR HAD A LICENSE SUSPENDED, REVOKED, SURRENDERED OR RESIGNED BY THE BOARD OR AGENCY ISSUING THE LICENSE? _____
OTHER KNOWN PERSONS WORKING ON THIS ASSIGNMENT _____

SECTION III - Consent – Jurisdiction, Investigation, and Certification

I, as a non-resident applicant for an appraisal license and a licensee, agree that the State of Alabama Real Estate Appraisers Board shall have jurisdiction over me in any and all of my real estate activities related to the property for which this permit is granted the same as if I were an Alabama resident licensee. I agree to be subject to investigations and disciplinary actions the same as Alabama resident licensees. Further, I agree that civil actions may be commenced against me in any court of competent jurisdiction in any court of the State of Alabama.
I hereby appoint the Executive Director of the State of Alabama Real Estate Appraisers Board as my agent upon whom all disciplinary, judicial, or other process or legal notices may be served. I agree that such service upon my said agent shall be the same as service upon me and the certified copies of this appointment shall be deemed sufficient evidence thereof and shall be admitted into evidence with the same force and effect as the original might be admitted. I agree that any lawful process against me, which is served upon my said agent, shall be of the same legal force and validity as if personally served upon me and that this appointment shall continue in effect for as long as I have any liability as an appraiser remaining in the State of Alabama. I understand that my said agent shall, within a reasonable time after service upon him or her, mail a copy of same by certified mail, return receipt request, to me, to my last known business address. I agree that I am bound by all the provisions of the State of Alabama Real Estate Appraisers Act. The undersigned applicant also certifies that all information given on this application is true, correct, and complete.

Signed _____ _____
NAME DATE

Author:
Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed February 27, 1996; effective April 3, 1996. **Amended:** Filed February 23, 1998; effective March 30, 1998. **Amended:** Filed June 22, 1999; effective July 27, 1999. **Amended:** Filed October 19, 2000; effective November 23, 2000. **Amended:** Filed July 26, 2010; effective August 30, 2010. **Amended:** Filed March 25, 2014; effective April 29, 2014.

780-X-16-.06 The Instructor Role And Challenge.

As an instructor, you are faced with a heavy responsibility. You should make every effort to help the students who are qualified and have the desire to obtain licenses and certifications. In

doing so you must set exemplary standards of conduct, knowledge, professional competence, and teaching ability. You are viewed by the students as representing the Alabama Real Estate Appraisers Board as well as the college, junior college, vocational-technical, proprietary school or organization for which you teach. As such, you should understand that the Board's educational program is highly dependent upon your conduct as an instructor.

The reason for the Alabama Real Estate Appraisers Board is to protect the public, not to prevent qualified people from entering the business. Through a better educated cadre of real estate appraisal personnel, the public will be better protected from unknowledgable, incompetent real estate appraisal practitioners. Instructors should emphasize that the Board has not predetermined a passing ration. Out goal, rather, is to make certain that everyone who passes has learned the important concepts and facts in the course.

As an instructor, you may wish to analyze your role and image in the classroom. Please keep in mind that your students are adults who want to be treated with courtesy, respect, and consideration. They have been successful in life and business, and in some areas may know more than you, the instructor. Consequently, such students can often contribute to the class their knowledge and experience, if the instructor is aware of their interests and backgrounds.

The important educational concept to keep in mind is that students learn--they are not taught--what they know. Usually the best role of the teacher of adults is that of Director of Learning. Such a role precludes "lecturing down" to students, demoralizing, haranguing, or assuming a dictatorial role. The role of an instructor should be to develop and channel the students' interest in and enthusiasm for the field of real estate appraisal. You can direct the learning process to the most difficult and most important concepts. Your judgment in these matters is crucial and cannot be assumed by any text or instructor's manual.

Student's questions that pertain to the subject matter should be encouraged. Questions that involved personal or business matters should be discouraged or framed in a general way so as to be applicable to all students. Often you, the instructor, can provide motivation and stimulate student's questions by bringing examples to class, citing personal experiences, or demonstrating procedures and concepts in class. Care must always be exercised in the use of any teaching aid or technique, however, that it is relevant to the point or concept at hand.

No instructor's guide will diminish the amount of work and preparation that must be done in order for good teaching to take place. An instructor's guide may indicate some behavioral objectives for each session, the most important and most difficult concepts, and an overview (in outline form) of the subject matter.

Instructors should be familiar with the method of presentation, the amount of time to devote to each subject area, the teaching aids you wish to employ, and the techniques for stimulating and enlivening the class.

The best procedure for ensuring that a good teaching job occurs is to prepare a lesson plan for each session. It should be tailored to your personality and teaching style and should contain notes on what you intend to teach, how you intend to teach each section, the time devoted to each session, and the teaching aids you expect to use. By making a lesson plan for each session, you will add confidence and authority to your teaching because your time will be planned in advance. Planning and practice as in any endeavor, are keys to success in teaching.

A word of caution: Class sessions should begin and end on time. Adults have tight schedules and have a right to have the course proceed as scheduled. Furthermore, each class session should extend its full length for the time allocated. The student invariably needs and deserves your help. Dismissing class early results in the student's failing to receive what they paid for and to which they are entitled and required by law.

The close of each session should be punctual and present a challenge to the students. Classes that drag on and on leave the student unstimulated and discouraged. A definite and strong closing should be planned by the instructor. The class should then end, and any further discussion or questions should take place on an individual basis only.

You will find that by knowing the subject matter thoroughly, by cultivating a positive and exciting attitude toward the subject matter and the course, and by careful planning and practice, the teaching of any course will be one of the most stimulating and rewarding activities of your professional career. The future of the appraisal business in Alabama is truly in your hands.

A special thanks to the State of Florida Real Estate Appraisers Board for this section.

Author:

Statutory Authority: Code of Ala. 1975,

History: New Rule: Filed February 27, 1996; effective April 3, 1996.

780-X-16-.07 Application For Mentor Status.

APPLICATION FOR MENTOR STATUS

Name _____

Physical Address of
Principal Place of Business _____

License Number _____

Have you ever been disciplined by REAB or any licensing Board within the past five (5) years? ? Yes ? No
If yes, explain on a separate page.

Attach two recent appraisals completed for a client (demo reports not accepted) which are indicative of your appraiser business. *These reports will be reviewed by the Board to determine whether your reports substantially comply with USPAP and whether you are knowledgeable of USPAP to train appraisers.*

The fee for processing this application for mentor status is $200.00. (You do not need to submit a separate application for each trainee. One application covers all mentoring unless that status is removed through disciplinary action by the Board).

You are required to immediately report the name and license number of trainees who work under your supervision to the Board.

You are required to immediately report the name and license number of trainees who leave your supervision to the Board.

You will be notified within 60 days of the disposition of this application.

I hereby certify that the information contained in this application is true and correct. I agree to conduct the supervision of trainee appraisers strictly according to the rules established by REAB.

_____
Signed

_____
Dated

Author:
Statutory Authority: Code of Ala. 1975,
History: New Rule: Filed July 24, 2006; effective August 28, 2006. **Amended:** Filed July 26, 2010; effective August 30, 2010.