# ALABAMA REAL ESTATE APPRAISERS BOARD
# ADMINISTRATIVE CODE

## CHAPTER 780-X-3
## APPLICATIONS FOR LICENSURE AND CERTIFICATION

### TABLE OF CONTENTS


| | |
|---|---|
| 780-X-3-.01 | Form Of Application |
| 780-X-3-.02 | Applications From Non-Residents |
| 780-X-3-.03 | Reconsideration And Reapplications (Repealed) |
| 780-X-3-.04 | Disposal Of Applications |
| 780-X-3-.05 | Reconsideration Of Denied Application |
| 780-X-3-.06 | Qualifying Education Curricula Approved By The Board For Licensure As A Real Property Appraiser |
| 780-X-3-.07 | When Applications Are Received |


### 780-X-3-.01 Form Of Application.

(1) All applications for licensure for any real property appraiser classification 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 request additional forms or duplicate the experience and education record part of the application form. All forms must be signed and dated. Applications must be clearly typewritten in black suitable for photostatic copy and all questions must be answered. An application not properly completed, or not containing all of the information required, or not accompanied by the required fee will be returned with a statement of the reasons for return. The application shall be accompanied by an unmounted recognizable, recent photograph (one not more than six months old) of the applicant, with the date taken.

(2) Applications for licensure for any real property appraiser classification 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) The conditions set out in the application form and the Uniform Standards of Professional Practice shall be construed to be a part of the Rules and Regulations, Administrative Code of the Board.

(4) To allow time for processing, all applications for any real property appraiser classification shall be filed with the Board at

least forty-five (45) days prior to the next scheduled meeting of the Board.

(5) Withholding information, misrepresentation, or untrue statements will be cause for denial of application.

(6) The Board requires an official transcript, or other evidence satisfactory to the Board of successful completion from each school where the applicant received credit.
**Author:** Alabama Real Estate Appraisers Board
**Statutory Authority:** Code of Ala. 1975, § 34-27A-5.
**History:** Emergency adoption filed February 15, 1991; effective February 18, 1991. Permanent adoption filed April 8, 1991; effective May 15, 1991. **Amended:** Filed June 18, 1992; effective July 23, 1992. **Amended:** Filed April 21, 1994. Emergency adoption: Filed May 5, 1994; effective June 1, 1994. **Amended:** Filed June 22, 1994; effective July 27, 1994.

**780-X-3-.02 Applications From Non-Residents.**

Non-Alabama residents may apply for licensure for any real property appraiser classification provided:

(a) the applicant is a citizen of the United States or is an alien with permanent resident status;

(b) the applicant submits with the application an irrevocable consent appointing the executive director of the Board as agent for service of process as provided in Code of Ala. 1975, §34-27A-7(d)(3), if, in an action against the applicant in a court of this state arising out of the applicant's activities as a licensed or certified real estate appraiser, the plaintiff cannot, in the exercise of due diligence, effect personal service upon the applicant;

(c) the applicant agrees to be bound by all the provisions of the State of Alabama Real Estate Appraisers Act, and submits to the jurisdiction of the Board, and agrees to be subject to the investigations and disciplinary actions by the Board the same as Alabama resident real estate appraisers; and

(d) the applicant otherwise complies with the provisions of Alabama Real Estate Appraisers Act and the rules pertaining to the application and certification of resident real estate appraisers.

(e) Non-resident applicants who meet all the above requirements are not required to take the Alabama examination, provided the applicant is licensed as a real property appraiser and in good standing in an appraiser regulatory program created pursuant to FIRREA. The non-resident applicant

shall complete an Alabama application and provide the necessary information required by the Board. Necessary information includes, at a minimum, a certification from the resident state that the applicant holds a valid appraiser license or certification in good standing issued by the appraiser regulatory agency in the state as attested to by a statement under seal from the agency setting forth:

1. the type license or certification held by the applicant and the license or certification number;

2. the date of licensure or certification and the expiration date of the applicant's current license or certification;

3. a complete record of any disciplinary actions taken or pending against the applicant; and

4. payment of all fees.

**Author:** Alabama Real Estate Appraisers Board
**Statutory Authority:** Code of Ala. 1975, §§34-27A-7(d)(3), 34-27A-14.
**History:** Emergency adoption filed February 15, 1991; effective February 18, 1991. Permanent adoption filed April 8, 1991; effective May 15, 1991. **Amended:** Filed June 18, 1992; effective July 23, 1992. **Amended:** Filed April 21, 1994. Emergency adoption: Filed May 5, 1994; effective June 1, 1994. **Amended:** Filed June 22, 1994; effective July 27, 1994. **Amended:** Filed March 25, 2014, effective April 29, 2013.

## 780-X-3-.03 Reconsideration And Reapplications (Repealed).

(Repealed)
**Author:**
**Statutory Authority:**
**History:** Emergency adoption filed February 15, 1991; effective February 18, 1991. Permanent adoption filed April 8, 1991; effective May 15, 1991. Emergency repeal: Filed June 24, 1991; effective June 24, 1991. Permanent repeal: Filed September 26, 1991; effective October 31, 1991.

## 780-X-3-.04 Disposal Of Applications.

(1) Approved Applications - When the Board, after due consideration of an application and of information pertaining thereto, is satisfied that the applicant is eligible for licensure for any real property appraiser classification the applicant will be granted licensure or certification, and the applicant will be notified by the executive director.

(2) Deferred Applications - If an applicant's education or experience is considered inadequate upon Board review, but the Board believes he/she may meet the minimum legal requirements within one year, such application may be held by the Board for up to one year without approval or denial. Such applicant will be advised of the basis for holding his/her application, of additional information to be submitted, and of the approximate date on which his application will be formally considered again. If more than one additional year of experience or additional education is considered necessary, the application will be denied, and for further consideration, the applicant will be required to submit a new application after he has accrued the necessary qualifications.

(3) Denied Applications - When the Board, after due consideration of an application and of information pertaining thereto finds that the applicant is not eligible for licensure or certification under any section of the law, the applicant will be given notice of the denial, and shall be advised of the appellate procedures set forth in Rule 780-X-3-.05.

**Author:** Alabama Real Estate Appraisers Board
**Statutory Authority:** Code of Ala. 1975, §§34-27A-5, 34-27A-7.
**History:** Emergency adoption filed February 15, 1991; effective February 18, 1991. Permanent adoption filed April 8, 1991; effective May 15, 1991. Emergency amendment: Filed June 24, 1991; effective June 24, 1991. Permanent amendment: Filed September 26, 1991; effective October 31, 1991. **Amended:** Filed April 21, 1994. Emergency adoption: Filed May 5, 1994; effective June 1, 1994. **Amended:** Filed June 22, 1994; effective July 27, 1994.

## 780-X-3-.05 Reconsideration Of Denied Application.

(1) A denied application may be reconsidered by the full Board, if notice of appeal is filed with the executive director within thirty (30) days after the applicant has been notified of the ruling of the Board.

(2) A hearing shall be held as soon as practicable after filing of the notice of appeal, or at such time agreed upon by stipulation between the applicant and the executive director.

(3) The hearing shall be held by at least a quorum of the Board, as defined in Code of Ala. 1975, §34-27A-4.

(4) Evidence, including oral testimony, shall be freely admitted. The applicant shall be allowed to have counsel present if desired.

(5) The Board shall issue a final decision within thirty (30) days of the date of the hearing, which shall include findings of fact and official notice taken. The applicant shall be delivered a copy of the decision by first class mail.

(6) The decision of the Board may be appealed to the circuit court for Montgomery County, as provided in Code of Ala. 1975, §34-27A-5, within thirty (30) days of the decision of the Board.

(7) The record on appeal shall be certified by the executive director of the Board, and shall include the entire record and transcript of the hearing.
**Author:** Alabama Real Estate Appraisers Board
**Statutory Authority:** Code of Ala. 1975, §34-27A-5.
**History:** Emergency adoption: Filed June 24, 1991; effective June 24, 1991. **Permanent adoption:** Filed September 26, 1991; effective October 31, 1991. **Amended:** Filed April 21, 1994. Emergency adoption: Filed May 5, 1994; effective June 1, 1994. **Amended:** Filed June 22, 1994; effective July 27, 1994.

## 780-X-3-.06 Qualifying Education Curricula Approved By The Board For Licensure As A Real Property Appraiser.

In accordance with Code of Ala. 1975, §34-27A-5(b)(13), which provides that the Board shall include in its regulations educational requirements for all classes of licensure of real estate appraisers, the Board will accept applications from individuals who can demonstrate that they have completed the following education requirements:

(1) **Trainee Real Property Appraiser**.

(a) Every applicant for a Trainee Real Property Appraiser license must submit satisfactory evidence of a high school diploma or its equivalent and must demonstrate that he or she has completed 75 classroom hours of education in the following subjects within the five years preceding the submission of the application:

1. 30 Hours Basic Appraisal Principals;

2. 30 Hours Basic Appraisal Procedures;

3. The 15-hour National USPAP course or its equivalent as determined by the AQB.

4. 8 hours Valuation Bias and Fair Housing Laws and Regulations.

5. In addition to the 83 hours, a course, that at a 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.

(2) **State Registered Real Property Appraiser**.

(a) Every applicant for a State Registered Real Property Appraiser license must submit satisfactory evidence of a high school diploma or its equivalent and must demonstrate that he or she has completed 75 classroom hours of appraisal education in the following subjects:

1. 30 Hours Basic Appraisal Principals;

2. 30 Hours Basic Appraisal Procedures;

3. The 15-hour National USPAP course or its equivalent as determined by the AQB.

(b) The 75 hours of appraisal education submitted with an Alabama Trainee Real Property Appraiser application may be used in meeting the education requirements set out herein.

(3) **Licensed Real Property Appraiser**.

(a) Every applicant for a Licensed Real Property Appraiser license must submit proof of a high school diploma or its equivalent and that he or she has completed 150 classroom hours of appraisal education in the following subjects:

1. 30 Hours Basic Appraisal Principals;

2. 30 Hours Basic Appraisal Procedures;

3. The 15-hour National USPAP course or its equivalent as determined by the AQB. The USPAP course which fulfills this requirement must have been completed within 24 months immediately preceding the date the application is filed with the Board;

4. 15 Hours Residential Market Analysis and Highest and Best Use;

5. 15 Hours Residential Appraiser Site Valuation and Cost Approach;

6. 30 Hours Residential Sales Comparison and Income Approaches;

7. 15 Hours Residential Report Writing and Case Studies.

8. 8 hours Valuation Bias and Fair Housing Laws and Regulations if not taken for a Trainee license.

(b) The 83 hours of appraisal education submitted with an Alabama Trainee Real Property Appraiser or Alabama State

Registered Real Property Appraiser application may be used in meeting the education requirements set out herein.

(4) **Certified Residential Real Property Appraiser**.

(a) Every applicant for a Certified Residential Real Property Appraiser license must have a high school diploma or its equivalent and have completed at least one of the following five options:

1. Proof of a Bachelor's Degree in any field of study from a university or college accredited by SACS or an equivalent United States organization; or

2. Proof of an Associate's Degree from a community or junior college accredited by SACS or an equivalent United States organization in a field of study related to Business Administration, Accounting, Finance, Economics or Real Estate; or

3. Successful completion of the following college-1evel courses for a total of thirty (30) semester hours:

(i) three (3) hours English Composition;

(ii) three (3) hours Micro Economics;

(iii) three (3) hours Macro Economics;

(iv) three (3) hours Finance;

(v) three (3) hours Algebra, geometry, or higher mathematics;

(vi) Business or real estate law;

(vii) three (3) hours Statistics;

(viii) three (3) hours Computer Science; and

(ix) two elective courses (of three semester hours each) in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate.

4. Successful completion of at least thirty (30) hours of College Level Examination Program (CLEP) examinations from the following subject matter areas:

(i) College Algebra (3 semester hours);

(ii) College Composition (6 semester hours);

(iii) College Composition Modular (3 semester hours);

(iv) College Mathematics (6 semester hours);

(v) Principles of Macroeconomics (3 semester hours);

(vi) Principles of Microeconomics (3 semester hours);

(vii) Introductory Business Law (3 semester hours);

(viii) Information Systems (3 semester hours); or

5. Any combination of college level courses and CLEP exams that includes all of the topics identified in section 3 above.

6. An individual who has been licensed as a Licensed Real Property Appraiser for a period of at least five (5) years and who has not had a complaint filed against them which could result in discipline action for five (5) years immediately preceding the date of application is exempt from the college education requirement.

(b) A minimum of 200 classroom hours of Board-approved appraisal education in the following subjects:

1. 30 Hours Basic Appraisal Principals;

2. 30 Hours Basic Appraisal Procedures;

3. The 15-hour National USPAP course or its equivalent as determined by the AQB. The USPAP course which fulfills this requirement must have been completed within 24 months immediately preceding the date the application is filed with the Board;

4. 15 Hours Residential Market Analysis and Highest and Best Use;

5. 15 Hours Residential Appraiser Site Valuation and Cost Approach;

6. 30 Hours Residential Sales Comparison and Income Approaches;

7. 15 Hours Residential Report Writing and Case Studies;

8. 15 Hours Statistics, modeling and Finance;

9. 15 Hours Advanced Residential Applications and Case Studies;

10. 8 Hours Valuation Bias and Fair Housing law and Regulations.

11. 12 Hours Appraisal Subject Matter Electives.

(c) Appraisal education submitted with a prior application for an Alabama Real Property Appraiser license may be used in meeting the education requirements set out herein.

(d) Education previously approved by the Board for any licensure classification is deemed to meet the AQB appraiser qualifications for licensure at the level for which an application was submitted provided that applicant successfully passed the state license examination and a license was issued to the applicant. That education need not be repeated to satisfy the education requirements for a higher level of licensure by the applicant.

(5) **Certified General Real Property Appraiser**.

(a) Every applicant for a Certified General Real Property Appraiser license must demonstrate that he or she has completed the following education requirements:

1. A Bachelor's degree or higher from a college or university accredited by the Southern Association of colleges and Schools or a similar recognized entity within the United States; and

2. A minimum of 300 classroom hours of education in the following subjects:

(i) 30 Hours Basic Appraisal Principals;

(ii) 30 Hours Basic Appraisal Procedures;

(iii) The 15-hour National USPAP course or its equivalent as determined by the AQB. The USPAP course which fulfills this requirement must have been completed within 24 months immediately preceding the date the application is filed with the Board;

(iv) 30 Hours General Appraiser Market Analysis and Highest and Best Use;

(v) 30 Hours General Appraiser Site Valuation and Cost Approach;

(vi) 30 Hours General Appraiser Sales Comparison Approach;

(vii) 60 Hours General Appraiser Income Approach;

(viii) 15 Hours Statistics, Modeling and Finance;

(ix) 30 Hours General Appraiser Report Writing and Case Studies;

(x) 8 Hours Valuation Bias and Fair Housing laws and Regulations

(xi) 22 Hours Appraisal Subject Matter Electives.

3. Appraisal education submitted with a prior application for a Real Property Appraiser license may be used in meeting the education requirements set out herein if the applicant was issued a license as a result of that application and that license has been active since it was issued.

4. Education previously approved by the Board for any licensure classification is deemed to meet the AQB appraiser qualifications for licensure at the level for which an application was submitted provided that applicant successfully passed the state license examination and a license was issued to the applicant. That education need not be repeated to satisfy the education requirements for a higher level of licensure by the applicant.

**Author:** Alabama Real Estate Appraisers Board
**Statutory Authority:** Code of Ala. 1975, §34-27A-5.
**History:** **New Rule:** Filed May 18, 2007; effective June 22, 2007. **Amended:** Filed August 24, 2012; effective September 28, 2012. **Amended:** Filed August 29, 2014' effective September 3, 2014; operative January 1, 2015. **Amended:** Filed September 25, 2018; effective November 9, 2018. **Amended:** Published September 30, 2020; effective November 14, 2020. **Amended:** Published November 26, 2025; effective January 10, 2026.

**780-X-3-.07 When Applications Are Received.**

The Board will consider an application received by the date the application is postmarked if:

(1) The application is completed according to instructions;

(2) The correct fees are attached;

(3) The education claimed is valid education and meets the criteria in effect on the date of the postmark;

(4) The experience claimed is verified to meet the criteria in effect on the date of the postmark.

**Author:** Alabama Real Estate Appraisers Board
**Statutory Authority:** Code of Ala. 1975, §34-27A-5.
**History:** **New Rule:** Filed May 18, 2007; effective June 22, 2007.