

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. The KY Board of Appraisers recommends that Associate applicants arrange for a supervisor prior to taking education courses. Associate applicants and supervisors are advised to read the associate/supervisor requirements thoroughly.
2. Please submit the appropriate fee with the application (\$212 for associate or \$252 for licensed or certified, fees are not pro-rated regardless of when the application is received). Applications will be reviewed by the Board on the fourth Friday of each month.
3. If you should have any questions, please contact the Board.

DOCUMENTS REQUIRED TO BE SUBMITTED FOR EACH APPLICATION

	CERTIFIED GENERAL	CERTIFIED RESIDENTIAL	LICENSED RESIDENTIAL REAL PROPERTY	ASSOCIATE
Application and Oath & Affidavit (pages 2-5)	X	X	X	X
Education Completion Certificates	X	X	X	X
KY Supervisor & Associate Mandatory Course Completion Certificate				X
* or ** Supervisor Application and Oath & Affidavit (pages 10-12)	X	X	X	X
FBI Fingerprint Background Check (pages 13-14)				X
Certification (page 9)				X
Commercial Log (page 15-18)	X			
Residential Log (page 15-18)	X	X	X	
Experience Affidavit (page 6, 7, or 8)	X	X	X	
2 Non-Residential Reports Reports will be selected from the log by the Board	X			
2 Residential Reports Reports will be selected from the log by the Board	X	X	X	
Include the Fee	\$252	\$252	\$252	\$212

*If you are applying for a Kentucky Associate credential, you must include the Supervisor Application and Oath & Affidavit (pages 10-12).

**If you are applying for a Kentucky Certified General Real Property appraiser credential and you currently hold a Licensed Residential Real Property, Certified Residential, or Associate credential, you must provide the Supervisor Application and Oath & Affidavit (pages 10-12) for training supervision from a Kentucky Certified General Real Property Appraiser.

If you are applying for a Kentucky Certified General or Residential Real Property Appraiser credential by reciprocity from a State in which you are in good standing with that State appraiser regulatory agency, and if that State appraiser regulatory agency is in good standing with the ASC, and has adopted the most current AQB criteria, you will be required to submit application pages 2 - 5, and the applicable affidavit page 6, 7, or 8 for the credential you are requesting from Kentucky. Also, the credential you request from Kentucky must be the same as you hold in the reciprocal State. It will not be expected that reciprocity applicants submit experience logs or proof of education completion to the KREAB.

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1. Have you previously held a license with the KREAB or another State appraiser agency? Yes No

 2. Are you currently in good standing with all agencies and commissions with whom you hold a license or certification? Yes No N/A

 3. Have you **EVER** had an application for certification or licensure as an appraiser denied by any agency within the State of Kentucky or any other State? If yes, please explain and submit a copy of the denial notice. Yes No

 4. Have you **EVER** been reprimanded or fined or had a license or a certificate or a registration suspended, revoked, restricted, denied, or surrendered in Kentucky or any other State by any agency that has granted you a license, certificate or registration to engage in a regulated occupation, trade or profession? If yes, provide explanation in writing, and provide a copy of any documentation that describes the charges against you, and the action taken by the appropriate agency. Yes No

 5. Are you the subject of **ANY** pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate, or registration to engage in a regulated occupation, trade or profession? If yes, explain and submit a copy of any documentation describing the charges against you. Yes No

 6. Have you **EVER** entered a plea of nolo contendere, been found guilty of, or convicted of a *felony*? If yes, fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of **all** final court documents identifying the charges and assessing the penalties. Yes No

 7. Have you **in the last ten years** entered a plea of nolo contendere, been found guilty of, or convicted of a misdemeanor? If yes, you must fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties. Yes No

8. Are you now awaiting trial or sentencing in any criminal proceeding? If yes, fully explain the facts of the alleged offense and identify the location of the proceedings

Yes No

9. Have you ever used any name other than the one herein, either initials, surname, maiden name, or alias? If yes, you must list all other names used.

Yes No

10. Has any disciplinary action ever been brought against you as a member of any professional organization or trade association? If yes, explain and include a copy of any document reflecting the allegations and the final action or decision, if it has been rendered.

Yes No

The oath and affidavit on the following page must be completed, signed, notarized for this application to be considered by the Board for approval. Any application not signed, all questions answered, and all pertinent information provided will be considered incomplete.

OATH AND AFFIDAVIT

I do hereby acknowledge that I have reached the age of 18; have a High School or High School Equivalency diploma; agree that I have knowledge of and comply with the standards set forth in KRS 324.010, State of Kentucky rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said law; authorize the Kentucky Real Estate Appraisers Board or their agents to interview individuals or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application. I further authorize the Kentucky Real Estate Appraisers Board or their agents to conduct a criminal records check.

I do further authorize the Kentucky Real Estate Appraisers Board to inform those entities selected by the Board of any disciplinary action taken by the Appraisers Board and the basis for that action; any state in which I have the authority or any state which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I do agree to return the license/certification upon request if issued to me in error or if requested by the Kentucky Real Estate Appraisers Board after a hearing pursuant to disciplinary action.

I acknowledge that appraisals made by me after January 1, 1991 and claimed as experience in this application have been completed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

Oath:

The Statements and information contained herein, with attachments, are made under oath, and any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted pursuant to same.

Affidavit: State of _____ County

I, _____, being at least eighteen years of age duly sworn, affirm and state that the information provided within the application for Appraiser License or Certification in the State of Kentucky, is true and correct to the best of my knowledge.

(Signature of Applicant)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

(Seal)

My Commission expires: _____



Kentucky Real Estate Appraisers Board

135 W. Irvine Street, Suite 301
Richmond, Kentucky 40475
Phone: 859-623-1658
Fax: 859-623-2598
www.kreab.ky.gov

Real Property Appraiser Supervisor Application

INSTRUCTIONS: Please type, or print legibly in ink, all information below.

Applicant: _____
(Last Name) (First Name) (MI)

KY Certification No. _____

Home Address _____
Physical Address City State Zip Code

Mailing Address: _____
Address City State Zip Code

Business or Company Name: _____

Business Address: _____
City State Zip Code

County of Residence: _____
Home Phone Work Phone Fax No.

E-Mail Address: _____

Social Security Number _____ Sex: ___ Male Female ___
(Must Provide)

Date and Place of Birth _____
Month / Date / Year City State

Driver License Number: _____ State of Issue: _____

List Associates You Supervise:

Associate _____
(Last Name) (First Name) (MI)

Associate _____
(Last Name) (First Name) (MI)

Associate _____
(Last Name) (First Name) (MI)

1. Have you been a certified appraiser with the KREAB for at least 36-months? Yes No
2. Are you a Kentucky resident? Yes No
3. Are you currently in good standing with all agencies and commissions with whom you hold a license or certification? Yes No
4. Have you ever had an application for certification or licensure as a real property appraiser denied by any State? If yes, please explain and submit to the KREAB a copy of the letter or order of denial. Yes No
5. Have you ever been reprimanded or fined or had a license, certification or any credential suspended, revoked, restricted, denied or surrendered in this or any State by any agency that has granted you a license, certificate or registration to engage in a regulated occupation, trade or profession? If so, explain and submit a copy of any documentation that describes the charges against you and the action taken by the agency. Yes No
6. Are you the subject of any pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate or registration to engage in a regulated occupation, trade or profession? If so, explain and submit a copy of any documentation that describes the charges against you. Yes No
7. Have you ever entered a plea of nolo contendere, been found guilty of or convicted of a felony? If yes, and the information has not been previously submitted in a prior application to the KREAB, fully explain the facts of the offense and identify the location of jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties. Yes No
8. Are you now awaiting trial or sentencing in any criminal proceeding? If yes, fully explain the facts of the alleged offense and identify the location of jurisdiction of the proceedings. Yes No
9. Have you ever used any name other than the one herein, either initials, surname, maiden name, or alias? If yes, please state all other names used. Yes No

CERTIFICATION

- I certify that the information provided herein is true and correct to the best of my knowledge.
- I understand that withholding information, falsification or misrepresentation of any of the information submitted as part of this application is grounds for denial of issuance of a Supervising Appraiser Endorsement and could be grounds for subsequent disciplinary hearings.
- I certify that I have read the KRS 324A statutes and 201 KAR Chapter 30 regulations and I understand that it is my responsibility to comply with all state regulations including the Uniform Standards of Professional Appraisal Practice (USPAP) and that failure to comply is cause for disciplinary action.
- I certify that I will fulfill the responsibilities of a Supervising Appraiser as described in 201 KAR 30:030 when training any Kentucky Associate Real Property Appraiser that may work under my direct supervision.
- I understand that the Board may conduct a criminal background check on any applicant and that my signature on this application is my consent for the Board to conduct a criminal offender record check in connection with this application.
- I understand that my social security number is required pursuant to this application being approved and that failure to provide my social security number will be a basis to refuse a Kentucky Supervising Appraiser approval.
- I also understand that my social security number will be used for child support enforcement purposes, criminal background checks, national registry identification and or/taxpayer identification.
- I certify that I understand that the KREAB staff or a Board designee has the right to enter any office, branch office, or building where records are maintained of any Kentucky appraiser licensee or certificate holder for the purpose of inspecting all documents required by the board which relate to any allegations of practices that violate the provisions of KRS 324A or 201 KAR Chapter 30, and USPAP.

Signature of Applicant

Date

FINGERPRINTING INSTRUCTION SHEET

Fingerprint cards can be obtained at:

- a. Kentucky State Police Post, or
- b. United Parcel Services (UPS) mailing office, or
- c. Any local police station or sheriff's office trained to do fingerprinting

**Please check with your state's law enforcement agency regarding fees, method of fingerprinting, hours of operation etc.*

Digital fingerprints are preferred and accepted if fingerprints are transferred to:

- a. The fingerprint card, or b. An FD-258 fingerprint card
- b.

***ORI number (KY920222Z) MUST BE placed on the card**

***Specify "KRS-324a.152, KY Real Estate Appraisers Board" as the reason fingerprinted**

***Do not fold or staple the fingerprint card**

***All fingerprints must be rolled in black ink only**

Completed fingerprint card must be sent directly to the Kentucky State Police

Kentucky State Police
Records Branch
1266 Louisville Road
Frankfort, KY 40601

Enclose check or money order in the amount of
\$32.00
Made payable to: **Kentucky State Treasurer**

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Complete the following required fields of the fingerprint card:

|                                                       |                                   |
|-------------------------------------------------------|-----------------------------------|
| Last, First, and Middle Name                          | Race                              |
| Aliases                                               | Height                            |
| Signature and Residence of Person Being Fingerprinted | Weight                            |
| Date and Signature of Official Taking Fingerprints    | Eye Color                         |
| Date of Birth                                         | Hair Color                        |
| Citizenship                                           | Place of Birth (State or Country) |
| Sex                                                   | Social Security Number            |

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Note:

1. All of the required fields listed above must be completed on the fingerprint card or the card will be returned to you for completion.
2. Fingers to be printed must be clean and dry. Wiping the individuals fingers with an alcohol swab and drying them should prevent perspiration from being a problem.
3. Roll each finger from nail to nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.
4. Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individuals four fingers (on the right hand), keeping the fingers together. The process is repeated for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks.

FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Appraisers Board has the legal authority, KRS 324A.152, to require a criminal background investigation of an applicant for licensure by requiring fingerprinting of the applicant.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

“Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI’s CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.”

INSTRUCTIONS FOR COMPLETING EXPERIENCE LOG

The following instructions shall apply in completing the form for acceptable presentation:

1. Each Associate must present a separate log(s) for experience claimed under each individual Kentucky **certified** real property appraiser's supervision.
2. At the top left of each page the associate appraiser must:
 - a. list his/her name;
 - b. the Kentucky Associate license number;
 - c. affix her/his signature;
 - d. the date the log is signed;
 - e. the total hours presented for the individual form; and
 - f. the total number of hours for all pages of the experience claimed for the applicable Kentucky **certified** appraiser's supervision.
3. The applicant must enter the actual hours he/she worked on each assignment. The KREAB shall have the right to accept or reject a summation of hours that appear unreasonable. Also, any assignment that does not meet the minimum requirements of USPAP shall be declared void for credit.
4. In the first six shaded columns running left to right across the form, the Associate appraiser shall list:
 - a. the date of the report being claimed (SR 1-2(d));
 - b. the subject property address (SR 1-2(e));
 - c. the abbreviation for the type of report prepared for the assignment being claimed, Appraisal Report **AR** or Restricted Use **R** (SR-2-2(a), (b), (c));
 - d. identify the property type by abbreviation, i.e., "**R**" for 1 to 4 residential units, including vacant land for same; and "**G**" for property uses greater than 4 residential units, including vacant land for same (SR 1-2(e));
 - e. identify the client named in the assignment report (SR 1-2(a)); and
 - f. list the market value opinion for the subject property (SR 1-2(c)).
5. In the sixth column there are two spaces listing an "**A**" for Associate and "**S**" for the Supervisor.
6. In each of the columns labeled "**I**" through "**X**" to the right of "**A**", the associate appraiser shall indicate by checking each column for which he/she actively participated in completing the assignment.

In each of the columns labeled "**I**" through "**X**" to the right of the "**S**" the supervising appraiser must indicate by the appropriate entry of "**P**", "**C**", or "**R**" to note the steps she/he completed in providing supervision for each assignment entered on the log.

- a. Primary responsibility for a particular action will be noted with a "**P**".
- b. If the supervisor acted as a co-appraiser the action will be noted with a "**C**".
- c. If the supervisor acted as both the assignment review appraiser and approved the assignment for completion, the action shall be noted with an "**R**".

The KREAB must be able to determine that the Associate appraiser completed a preponderance of the assignment development for each appraisal assignment claimed for credit. Reviewing the columns "**I**" through "**X**" will be only one method for making a determination of acceptable credit. The KREAB may also request additional file memorandum and other information, if it is deemed necessary to do so.

Attention will be given the beginning of the Associate appraiser's experience to the end, and whether the Associate's contribution increased exponentially with the passage of time. The KREAB will also review the log to verify the steps provided by the supervisor are considered sufficient for the Associate to have received meaningful supervision.

The columns "**I**" through "**X**" will be a significant part of the method exercised in determining whether to award the total experience hours requested for credit. Therefore, both the associate appraisers and the supervising appraisers should read the following instructions and determine if one or both has met the responsibility for completing the assignment steps entered on the log:

- I. In this column both the Associate and the Supervisor must indicate if one or both developed the site analysis and site description in compliance with Standards Rule 1-2(e), (f), (g), (h).

- II. In this column both the Associate and the Supervisor must indicate if one or both developed the building analysis and building description in compliance with USPAP Standards Rule 1-2(e), (f), (g), (h).
- III. In this column both the Associate and the Supervisor must indicate if one or both developed a neighborhood description, and analyzed the neighborhood characteristics per USPAP Standards Rule 1-2(e)(i); 1-2(f), (g), (h); and 1-3(a).
- IV. In this column both the Associate and the Supervisor must indicate if one or both developed the opinion of highest and best use for the subject property in compliance with USPAP Standards Rule 1-2(f), (g), (h), and 1-3(b).
- V. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data that are applicable and necessary for credible assignment results in compliance with USPAP Standards Rule 1-4 (d), (e), (f), (g); and 1-5(a) and (b).

- VI. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data and opinion of value for the sales comparison approach, if it is applicable and necessary for credible assignment results, in compliance with USPAP Standards Rule 1-4(a).
- VII. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data and opinion of value for the cost approach, if it is applicable and necessary for credible assignment results, in compliance with USPAP Standards Rule 1-4(b).
- VIII. In this column both the Associate and the Supervisor must indicate if one or both collected, verified, analyzed, and developed the data and opinion of value for the income approach, if it is applicable and necessary for credible assignment results, in compliance with USPAP Standards Rule 1-4(c).
- IX. In this column both the Associate and the Supervisor must indicate if one or both participated in reconciling the quality and quantity of data available and analyzed within the applicable approaches use; and for which each reconciled the applicability and relevance of the approaches, the methods, and the techniques used to arrive at the final value conclusion(s) in compliance with USPAP Standards Rule 1-6(a) and (b).
- X. In this column both the Associate and the Supervisor must indicate if one or both provided other development steps, or other assistance in the completion of the assignment. If so, the steps must be explained by attachment submitted with the log.

- 7. At the top of the page, on the right side the Associate must:
 - a. list the individual page number of each log sheet that is being presented for each supervising appraiser; and
 - b. list the cumulative number of log pages for each log that is being presented for each supervising appraiser.
- 8. In the last column, the associate appraiser must list the total number of hours claimed for each assignment. The cumulative hours for each log page will be transferred to the left hand top of the page in the blank for **hours requested for "this page."**
- 9. Under the table, immediately above the outlined box, are the abbreviations for report types and the property types. It is imperative that these abbreviations are used for the log entry.
- 10. In the outlined box Associates are directed to:
 - a. 1) Check each column of "I" through "X" to the right of "A" for which the Associate participated in the completion of the assignment.
 - b. 2) Prepare a separate log for each supervisor and have each supervisor follow the instructions identified as 3 and 4 below.
 - c. 3) For each portion of each assignment, Supervisors must indicate in the applicable columns "I" through "X" to the right of "S" whether they had primary responsibility, if so enter "P" in the columns "I" through "X." If the supervisor co-appraised she/he must acknowledge so in the appropriate "I" through "X" columns with a "C". If the supervisor reviewed and approved the report, she/he must enter in the appropriate columns "I" through "X" an "R".
 - d. 4) Requires the supervisor to include the printed name followed by the Supervisor's Kentucky Certification number. Directly under the printed name, the Supervisor must sign the log, and enter the date of the signature in the space at the right of the signature listed as date signed.

11. Before signing the log, both the Associate and the Supervisor should understand the consequences of affixing their signature to the log. The following language is binding upon all who sign the log; ***“By signing this document, both the Supervisor and the Associate certify that any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted to same.”***

