



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

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

APPRAISER APPLICATION

INITIAL LICENSURE AND UPGRADING REQUIREMENTS

Updated October 2022

The following is a summary of the qualifications required to apply for and/or upgrade an appraiser credential. Please refer to the most current version of the Real Property Appraiser Qualification Criteria (“RPAQC”), which is available on the Appraisal Foundation’s website, to ascertain all requirements for an initial credential or to upgrade to another credential. <https://appraisalfoundation.org/>

NOTE: Rhode Island will accept PAREA in accordance with the RPAQC for experience requirements once such AQB-approved programs become available.

The following components are required when applying for an appraiser credential:

I. Education

- Complete the applicable “Required Core Curriculum” for the credential you seek to obtain.
- In addition to the qualifying education requirement, each applicant must also, if applicable, satisfy the college-level requirement for their desired level.

College Level Education Requirements	
Trainee Appraiser	None
Licensed Residential Appraiser	None
Certified Residential Appraiser	See chart of options in the current RPAQC to satisfy the education requirements for a Certified Residential Appraiser.
Certified General	Bachelor's degree or higher (in any field) from an accredited college or university

II. Experience

- The experience requirement must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP. Hours are treated as cumulative in order to achieve the necessary number of hours of appraisal experience.

Experience Requirements			
	Number of Experience Hours Required	If completing an approved Licensed Residential PAREA program	If completing an approved Certified Residential PAREA Program
Licensed Residential	1000 hours in no fewer than 6 months	Up to 100 percent of required experience hours may be completed through PAREA	Up to 100 percent of required experience hours may be completed through PAREA
Certified Residential	1500 hours in no fewer than 12 months	Up to 67 percent of required experience hours may be completed through PAREA	Up to 100 percent of required experience hours may be completed through PAREA
Certified General	3000 hours in no fewer than 18 months, of which 1500 hours must be in non-residential appraisal work.	Up to 33 percent of required experience hours may be completed through PAREA	Up to 50 percent of required experience hours may be completed through PAREA

- Practicum courses approved by the AQB or the RI Board may qualify for experience pursuant to the requirements in the current version of the RPAQC.
- Practical Applications of Real Estate Appraisal (PAREA) will provide an alternative to the traditional supervisor/trainee method of gaining experience.
- The AQB and the Foundation are looking forward to having an approved PAREA program available in the market soon. More information on PAREA can be found here: <https://www.appraisalfoundation.org/TAF/TAF/PAREA.aspx>

III. Examination

- Successful completion of the applicable AQB approved Real Property Appraiser examination.

'WHAT TO' SUBMIT FOR AN UPGRADE OF AN EXISTING CREDENTIAL

1. A letter of intent.
 - a. **If applying for Certified Residential**, please identify which of the 6 education categories you seek to qualify under and provide all necessary supporting documentation.
 2. Education:
 - a. Certificates of completion for the required Qualifying or “Core” education for the classification type you are seeking. If applicable, an official sealed copy of the college/university degree transcript.
 3. Experience:
 - a. A completed Appraisal Experience Log signed by both the licensee and their supervisory appraiser on each page of log, including total number of hours worked per page; **and/or**
 - b. Proof of completion of a PAREA program for all or a portion of the experience requirement as permitted for the particular credential.
 - c. **If applying for General Certification, please provide two separate logs, one for the commercial properties, and one for the residential properties.**
- Upon receipt of the above-mentioned documentation, you will be contacted via email as to which reports from the experience log should be submitted for review by a member of the Board.
 - Should the Board, at a regularly scheduled meeting, approve the submitted reports; an approved examination card will be sent to you via regular mail.