

**HB**

**410**

## CS HB 410 (STA)

HB 410 brings the real estate appraisers program into federal compliance. In 1989 the U.S. statutes enacted the Financial Institutions Reform and Recovery Act. (FIRREA). This act requires federal lending programs to have the appraisal certified by a state certified appraiser.

Initially, FIRREA set the number of classroom hours required for residential real estate appraisers at 75. In 1992 they increased this requirement to 105 hours. Now, the minimum number of hours required is 120. Alaska statutes have not been changed to reflect these increases. We still have a 75 hour requirement for certification as a residential real estate appraiser. The Federal Financial Institutions Examinations Council audited the Alaska certifying program recently and

gave the Alaska program until June 30, 1994 to meet the new requirements.

The Council has advised us that appraisers who do not meet 120 hours of training will no longer be recognized as certified appraisers and therefore will not be qualified to conduct appraisals in which federally financed loans are involved.

Currently there are 73 residential real estate appraisers and 75 general real estate appraisers licensed by the Alaska Real Estate board. This past year there were approximately 12,000 residential loan closures (this figure includes refinancing). A vast majority of these loans involved federal financing.

HB 410 removes the reference to specific number of hours required for certification in the statute and allows the Board of Real Estate Appraisers to set the minimum requirement in regulation. This change will allow the board to respond to changes in federal requirements without having to continually require legislation. The wording "not to exceed" was added in House Labor and Commerce to ensure that requirements adopted by the board are no more stringent than federal certification requirements.

HB 410 would also extend the termination date for the Board of Real Estate Appraisers to 1998

STATE OF ALASKA  
DEPARTMENT OF COMMERCE AND ECONOMIC DEVELOPMENT  
BOARD OF CERTIFIED REAL ESTATE APPRAISERS  
P.O. BOX 110806  
JUNEAU, ALASKA 99811-0806  
(907) 465-2542

**Requirements for Certification as a General Real Estate Appraiser**

Pursuant to AS 08.87.110, the board shall issue a general real estate appraiser certificate to a person who presents evidence satisfactory to the board that the person

(1) has successfully completed 150 hours of classroom instruction in subjects related to real estate appraisal from an appraisal organization or academic institution approved by the board; and

(2) has successfully completed 15 classroom hours of instruction related to standards of professional practice as a real estate appraiser;

(3) has within the seven years immediately preceding the filing of the application for certification four years of experience in real property appraisal or three years of experience as a registered trainee under AS 08.87.310;

(4) successfully completes an examination prescribed by the board;

(5) has not been convicted of a crime involving moral turpitude; and

(6) has paid the required fees.

**CERTIFICATE BY ENDORSEMENT**

The board may issue a general real estate appraiser certificate to a person who can, by evidence satisfactory to the board, show that the person

(1) has been certified in another state that has certification requirements substantially equivalent to the requirements established by this chapter and by regulations issued by the board under this chapter, and that provides for certification of nonresidents under condition similar to those set out in this subsection and without discriminatory costs;

(2) is not the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraiser or a professional real estate appraiser's association;

(3) has not failed the examination for certification as a real estate appraiser in this state;

(4) has not had certification as a real estate appraiser revoked or suspended in this state or in another jurisdiction;

(5) has submitted proof of continued competency satisfactory to the board;

(6) successfully completes an examination that may be prescribed by the board relating to appraisal matters unique to Alaska; and

(7) has paid the required fees.

## CERTIFICATE BY EXAMINATION

The Alaska Board of Certified Real Estate Appraisers currently utilizes as its testing agent Assessment Systems, Inc. (ASI). Application forms for the examination are available from the offices of the Division of Occupational Licensing. For specific information regarding the examination and fees contact:

Appraiser Examination Program  
ASI Processing Center  
718 Arch Street  
Philadelphia, PA 19106  
Phone: (215) 592-0266

The following items must be on file before you will be considered for a certificate by examination:

1. complete and notarized application;
2. application fee, \$50.00;
3. certification fee, \$250.00;
4. federal registry fee, \$50.00 (\$25.00 per year);
5. official transcript, certified copies of certificates of completion or other evidence of course completion acceptable to the board that verify:
  - a. successful completion of 150 or more classroom hours of instruction in subjects related to real estate appraisal from an appraiser organization or academic institution approved by the board; and
  - b. successful completion of 15 classroom hours of instruction related to standards of professional practice as a real estate appraiser.

An applicant's classroom hours of instruction must relate directly to real estate appraisal theory or practices and must have been completed through courses offered by one of the following appraisal organizations or academic institutions:

1. any member organization of the Appraisal Foundation; or
2. regionally accredited junior college, college, or university.

To meet the requirements for initial certification, a course or seminar must be a minimum of 15 classroom hours in duration and require successful completion of a final examination.

6. Work experience verification form (three forms). The total amount of an applicant's work experience must be verified by a combination of at least three different individuals. If an applicant cannot, for good cause, provide three different work experience verification forms, the board will, in its discretion, consider other forms of work experience verification. For the general appraiser, 50% of the experience must be in nonresidential property. Alaska has adopted that ratio in our general appraiser experience requirements. Since the state law specifies four years of experience for a general appraiser, 50%, or two years of that must be in nonresidential property. Since the law defines one year as 1,000 work hours, a total of 2,000 hours of nonresidential experience must be demonstrated by each person seeking the general certification.

That experience need not be in a two-year period, but must be entirely within a seven-year period since all of the creditable experience for a general appraiser must have occurred during the past seven years.

7. Copy of examination results.

## CERTIFICATE BY ENDORSEMENT

A person certified as a general real estate appraiser in another state who wishes to practice in the State of Alaska may apply for certification by endorsement by submitting the following items:

1. complete and notarized application;
2. application fee, \$50.00;
3. certification fee, \$250.00;
4. federal registry fee, \$50.00 (\$25.00 per year);
5. official transcript, certified copies of certificates of completion or other evidence of course completion acceptable to the board that verify:
  - a. successful completion of 150 or more classroom hours of instruction in subjects related to real estate appraisal from an appraiser organization or academic institution approved by the board; and
  - b. successful completion of 15 classroom hours of instruction related to standards of professional practice as a real estate appraiser.
6. Verification of certification from all states that applicant holds or has held a certificate/license.
7. Documentation of 40 hours of continuing education in real estate appraisal that contributed directly to a certified real estate appraiser's knowledge of current theories, practices and techniques of real estate analysis and appraisal that was obtained immediately preceding the date of application.

State of Alaska  
 Department of Commerce and Economic Development  
 Division of Occupational Licensing  
 Board of Certified Real Estate Appraisers  
 P.O. Box 110806  
 Juneau, Alaska 99811-0806

FOR OFFICE USE ONLY

**GENERAL REAL ESTATE APPRAISER  
 CERTIFICATION APPLICATION**

Applying by: Exam  Endorsement

Application Fee: \$50.00      Certification Fee: \$250.00      Federal Registry Fee: \$50.00  
 (\$25.00 per year)

**BIOGRAPHICAL INFORMATION (Please Print)**

NAME: \_\_\_\_\_  

First
M.I.
Last

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ HOME TELEPHONE NO.: \_\_\_\_\_  

 
 
 
 
 
 
 
 
 
 

(Social security number and personal physical characteristics are optional but are requested for identification purposes)

DATE OF BIRTH: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ SEX: \_\_\_\_\_ EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_  

Month Day Year
Inches
 
 
 
 
 
 

	YES	NO
1. Are you under indictment for, or have you ever been convicted of a crime? .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever had a real estate appraiser license certificate revoked, denied, or suspended? .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever had any other professional or occupational license revoked in any state or country? .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been the subject of an unresolved complaint or disciplinary action before an authority regulating real estate appraisers or a professional real estate appraiser's association? .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Have there been any judgments rendered against you in the last three years? .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever had a lawsuit filed against you alleging fraud or misrepresentation? .....	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to any of the six questions in the boxed biographical area, attach a letter of explanation regarding the nature of the action, the date it occurred, and the resolution of the problem. Lawsuits that are related to accident, divorce or child support require only a brief explanation. For any other type of action, attach legal documentation.

**TYPE OF ACTION REQUESTED**

1. **Issue Initial Certificate By Examination (AS 08.87.110, 12 AAC 70.100)**  
 Required education completed, certificate attached  Yes  No  
 Have you ever been certified?  Yes  No When \_\_\_\_\_  
 If yes, in what state? \_\_\_\_\_ Certificate No. \_\_\_\_\_  
 Exam Passed: Place \_\_\_\_\_ Date \_\_\_\_\_
  
2. **Issue Certificate By Endorsement**  
 Are you currently certified in another state?  Yes  No  
 If yes, what state? \_\_\_\_\_ Certificate No. \_\_\_\_\_  
 Date license certification verification requested from previous state \_\_\_\_\_  
 Place \_\_\_\_\_ Date \_\_\_\_\_

**CURRENT EMPLOYMENT INFORMATION**

Provide names of employer(s), address(es), zip code(s), phone number(s), position(s) held, duties and responsibilities, and name of direct supervisor(s).

Expected place of employment in Alaska \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Beginning date of employment \_\_\_\_\_



STATE OF ALASKA  
Department of Commerce and Economic Development  
Division of Occupational Licensing  
Board of Certified Real Estate Appraisers  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
(907) 465-2542

**AUTHORIZATION FOR RELEASE OF RECORDS**

**TO WHOM IT MAY CONCERN:**

I, \_\_\_\_\_, residing at \_\_\_\_\_

\_\_\_\_\_, authorize the Alaska Division of Occupational Licensing and its investigators to examine my appraisal employment, educational records, and records pertaining to litigation, judgements, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of all such records pertaining to me to the Alaska Division of Occupational Licensing and its investigators.

I request that upon presentation of this release, or a true copy, that you provide copies of those records to the division and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organization if appropriate.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis or treatment received by me.

This authorization is given expressly in connection with my application (initial, renewal, reactivation) for Alaska Appraisal Certificate. This authorization expires one year from the date of my signature.

My social security number is: \_\_\_\_\_ My date of birth is: \_\_\_\_\_

Home Telephone: ( ) \_\_\_\_\_ Work Telephone: ( ) \_\_\_\_\_

I hereby release you, your organization, the Alaska Department of Commerce and Economic Development, Division of Occupational Licensing and its investigators, and all others directly or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

If Notary Public is unavailable, please have a witness verify your signature.

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original. You may retain this form for your files.

State of Alaska  
Department of Commerce and Economic Development  
Division of Occupational Licensing  
Board of Certified Real Estate Appraisers  
P.O. Box 110806, Juneau, Alaska 99811-0806

VERIFICATION OF LICENSURE/CERTIFICATION

Sir:

I am applying for a certification to practice as an appraiser in the State of Alaska. The Board of Certified Real Appraisers requires that this form be completed by each jurisdiction in which I hold or have held certificates/licenses. Please complete the form and return it directly to the Board of Certified Real Estate Appraisers at the above address.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

The information below must be completed by the state licensing board, not to be completed by the applicant.

.....  
PLEASE DO NOT DETACH.

State of \_\_\_\_\_

Name of Licensee/Certificate Holder: \_\_\_\_\_

License/Certificate No. \_\_\_\_\_ Issued effective \_\_\_\_\_

By credentials/endorsement \_\_\_\_\_ By examination \_\_\_\_\_

Exam Source \_\_\_\_\_ (i.e., ASI, PES, etc.) Date \_\_\_\_\_

Certificate/License is current \_\_\_\_\_ lapsed \_\_\_\_\_ Expiration date \_\_\_\_\_

Has the applicant's certificate/license ever been suspended, revoked, voluntarily surrendered, placed on probation or restricted in any other way?  Yes  No

If so, for what reason? \_\_\_\_\_  
\_\_\_\_\_

Derogatory information, if any \_\_\_\_\_

Comments, if any \_\_\_\_\_  
\_\_\_\_\_

Does your state allow nonresidents to become certified?  Yes  No

If yes, is there additional costs or requirements to be incurred by the applicant?  Yes  No

[Board Seal]

(All verifications must have board seal)

Signed \_\_\_\_\_

Title \_\_\_\_\_

State Board \_\_\_\_\_

Date \_\_\_\_\_

State of Alaska  
Department of Commerce and Economic Development  
Division of Occupational Licensing  
Board of Certified Real Estate Appraisers  
P.O. Box 110806, Juneau, Alaska 99811-0806

**WORK EXPERIENCE VERIFICATION FOR  
GENERAL REAL ESTATE APPRAISERS**

The board will accept a work verification form only if it has been completed by a licensed construction contractor, federal or state lender, present or former employer, company or entity that deals with real estate appraisers or officers of a state or federal agency, all of whom may have recent knowledge of the specific appraiser's experience.

**SECTION I. General Real Estate Appraiser**

I, \_\_\_\_\_ of \_\_\_\_\_  
Printed Name Title Representing  
\_\_\_\_\_ certify to my knowledge that \_\_\_\_\_  
Name of Applicant

has at least four years of experience of which two years of experience is known to me to be of a nonresidential experience in real property appraisal within the last seven years or three years of experience as a registered trainee under AS 08.87.310. I am/was associated with the applicant from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ .  
mo. yr. mo. yr.

NOTARY SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN before me, a Notary Public, in and for the state of \_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ .

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SECTION II. Registered Trainee**

Please complete this section if applicant is a registered trainee:

I, \_\_\_\_\_ certify that I am a certified real estate appraiser  
certified in the State of Alaska and that \_\_\_\_\_ has been/was  
Applicant's Name  
employed and under my direct supervision as a registered trainee from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ .  
mo. yr. mo. yr.

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Date

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mo. yr. mo. yr.

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Applicant's Name  
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mo. yr. mo. yr.

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mo. yr. mo. yr.

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Date

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certified in the State of Alaska and that \_\_\_\_\_ has been/was  
Applicant's Name

employed and under my direct supervision as a registered trainee from \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ .  
mo. yr. mo. yr.

NOTARY SEAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN before me, a Notary Public, in and for the state of \_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ .

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

The following is summary comments which should help the applicant complete the appraiser's work verification form for Board review. The purpose of this form is for the board to determine the diversity and complexity of work experience and to verify the appropriate number of work hours. The following guide notes, labelled A through K, are provided to explain what type of information the board looks for in each column. Please refer to the following list when filling out the work verification form.

- (A) ID Number: This number is your office file identification number.
- (B) Date: The month and year the appraisal report was completed.
- (C) Name/Location: This is the common name/location of the property, i.e., George's Office Tower, Anchorage, Alaska. Please be very clear, so the board can understand the property being appraised.
- (D) Size: Size of the property, note if square footage, acres, or number of units.
- (E) Experience Category: A numeric answer regarding the following 11 experience categories.
- (F) Property Classification: Below are 13 general property classifications, indicate the one which most closely approximates the appraisal assignment.
- (G) Value Range: Check the appropriate column range as follows: \$1 to \$250,000; \$251,000 to \$500,000; \$500,001 and over.
- (H) Approaches to Value: Check the appropriate columns if full approaches to value were utilized in the report.
- (I) Type of Report: Please check appropriate format for report, i.e., narrative, letter, form appraisal, or other. If the other column is checked, please attach an explanation as to the format used.
- (J) Appraiser: Indicate whether you were sole signer, co-signer or did not sign the report.
- (K) Hours: Indicate total number of hours spent on research, analysis and preparation of report. Do not include hours which someone else spent.

#### EXPERIENCE CATEGORY

1. Fee and Staff Appraisal
2. Ad Valorem Tax Appraisal
3. Review Appraisal
4. Appraisal Analysis
5. Real Estate Counseling
6. Highest and Best Use Analysis
7. Feasibility Analysis
8. Instruction of Appraisal Courses
9. Setting Forth of Opinions of Value of Real Property for Tax Purposes as an Employee of a County Assessor's or Board of Equalization
10. Assistance in Preparation of Appraisals
11. Real Estate Valuation Experience as a Real Estate Lending Officer or Real Estate Broker but Only to the Extent that the Experience is Directly Related to the Actual Performance or Professional Review of Real Estate Appraisals

#### PROPERTY CLASSIFICATIONS:

- CB Commercial Building
- CL Commercial & Office Land
- FL Farm/Forest Land
- FR Farm/Forest Land with Residential and/or Farm-Use Equipment
- IB Industrial Warehouse & Manufacturing Building
- IL Industrial and "Business Campus" Land
- MFS Multi-Family Small 2-8 Units
- MFL Multi-Family Large 8 or More Units
- ML Multi-Family Land
- OB Office Buildings and Plazas, Including Medical
- RL Residential (Single-Family) Land Including Any Subdivision Potential and Multiple Lot Sales
- SFR Single Family Residential (1-4 Family Units)
- OT Other (Please Specify) \_\_\_\_\_



# FISCAL NOTE

**STATE OF ALASKA**  
**1994 LEGISLATIVE SESSION**

**BILL NO. CSHB 410 (H&C) (STA)**

Revision Date: 4/21/94  
 Title: An Act relating to real estate appraisers and the Board of Certified Real Estate Appraisers.  
 Sponsor: House Labor & Commerce  
 Requestor: House Labor & Commerce

Department: Commerce and Economic Dev.  
 BRU: Occupational Licensing  
 Component: Operations

COMPONENT SERIAL NO. 1844

**Expenditures/Revenues**

(Thousands of Dollars)

OPERATING EXPENDITURES	FY 95	FY 96	FY 97	FY 98	FY 99	FY 00
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
<b>TOTAL OPERATING</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

CAPITAL EXPENDITURES						
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CHANGE IN REVENUES	0.0	0.0	0.0	0.0	0.0	0.0
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**FUND SOURCE**

(Thousands of Dollars)

FUND SOURCE	FY 95	FY 96	FY 97	FY 98	FY 99	FY 00
1002 Federal Receipts						
1003 GF Match						
1004 General Fund						
1005 GF/Program Receipts						
1006 GF/MHTIA						
Other						
<b>TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Estimate of any current year (FY 94) cost: \$ None

**POSITIONS**

POSITIONS	FY 95	FY 96	FY 97	FY 98	FY 99	FY 00
FULL-TIME	0.0	0.0	0.0	0.0	0.0	0.0
PART-TIME	0.0	0.0	0.0	0.0	0.0	0.0
TEMPORARY	0.0	0.0	0.0	0.0	0.0	0.0

**ANALYSIS:** (Attach a separate page if necessary)

The bill amends AS 08.87 allowing the Board of Certified Real Estate Appraisers to adopt regulations necessary to comply with federal laws. New funds are not required to implement provisions of this bill.

Prepared by: Jennifer Strickler, Administrative Officer  
 Division: Occupational Licensing  
 Approved by Commissioner: Paul Fuhs  
 Agency: Commerce and Economic Development

Phone: 465-2144  
 Date: 4/21/94  
 Date: 4/21/94

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