



**APPRAISER CERTIFICATION
AND LICENSURE BOARD**

3000 Market Street NE, Suite 541
Salem, OR 97301
(503) 485-2555
Fax (503) 485-2559

APPRAISER ASSISTANT RENEWAL APPLICATION

Instructions - PLEASE READ CAREFULLY: Type or print legibly, in ink, all information requested. *You must include the following:*

- A check payable to ACLB, or a credit card authorization form in the amount of **\$75**;
- Signed course completion certificates or official *college or university* transcript;

AA Registration Number: _____ **Issue Date:** _____ **Expiration Date:** _____

APPRAISER ASSISTANT NAME: _____
Last Name First Name M.I

HOME ADDRESS: _____
Physical Address City State Zip Code

MAILING ADDRESS: _____
Address City State Zip Code

COUNTY: _____
Home Phone Work Phone Fax Number

SOCIAL SECURITY NUMBER: _____ **BIRTH DATE:** ____ / ____ / ____
(Mandatory) Month Day Year

EMAIL ADDRESS: _____

For Office Use Only

ASC _____

LEDS _____

Date Paid _____

CC/CK _____

AMT _____

For Office Use Only

OAR 161-010-0080(6)(a) requires an Appraiser Assistant to successfully complete the Appraisal Foundation’s **7-hour National USPAP Update Course**, or its equivalent, **every two (2) years**. The 15-hour USPAP Course **cannot** be used in place of the 7-hour USPAP Update Course.

OAR 161-010-0080 (6)(b) requires an Appraiser Assistant to complete **no less than 14 hours** of qualifying or continuing education to renew their registration.

List courses completed. Attach signed course completion certificates or official *college* transcripts for each course listed.

Name of Course	Date	Hours	Course Provider

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you EVER had an appraiser or appraiser assistant/trainee application denied by the State of Oregon or any other state? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you EVER been the subject of a disciplinary action, public or otherwise, in this 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you the subject of a 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 that describes the allegations . | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you EVER entered a plea of nolo contendere, plead or been found guilty of or convicted of a <i>felony</i> ? If yes, and the information has not been previously submitted to the Board, explain in detail and include a copy of all final court documents identifying charges and assessing penalties . | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. IN THE LAST TEN YEARS , have you entered a plea of nolo contendere, plead or been found guilty of or convicted of a <i>misdemeanor</i> ? If yes, and the information has not been previously submitted to the Board, explain in detail and include a copy of all final court documents identifying charges and assessing penalties . | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you CURRENTLY 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. 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. _____ | | |

- If I should terminate my registration with a supervising appraiser or add a supervising appraiser to my registration, I will notify the ACLB office in writing within ten (10) business days from the date of the change. I understand that to make these changes, I must submit a CHANGE or ADD Supervising Appraiser form. I also understand that until I receive confirmation that the ACLB has amended my registration, I cannot count any experience hours under that supervising appraiser.
- I acknowledge that withholding information, falsification or misrepresentation of any of the information submitted as part of this application is deemed to demonstrate untrustworthiness and shall be grounds for the denial of issuance of an appraiser assistant registration.
- I understand that I am required to comply with ORS Chapter 674 and OAR Chapter 161.
- I understand that my signature on this application is my consent for a criminal offender record check by the Appraiser Certification and Licensure Board. I understand that my social security number is required pursuant to ORS 25.785 and that failure to provide my social security number will be a basis to refuse to issue or renew my Appraiser Assistant Registration. I further understand that my social security number will be used for child support enforcement purposes, criminal background checks, National Registry identification and/or taxpayer identification.

Appraiser Assistant Signature

Date

- I certify that the appraiser assistant named on this renewal form is working under my direct supervision and that this appraiser assistant is assisting me in the preparation of appraisal reports; that those appraisals shall be performed in accordance with state and federal law, USPAP and the Appraiser Certification and Licensure Board Administrative Rules.
- I certify that, as a supervising appraiser, I am currently in good standing, have been actively licensed or certified at least 2 months, and have a supervising appraiser endorsement. I have read, understand and agree to comply with the requirements set forth in OAR 161-025-0025.
- I agree that I will review and sign this appraiser assistant's experience log on a MONTHLY basis. I also acknowledge that this appraiser assistant is entitled to obtain copies of appraisals of which he or she assisted in the preparation.

Supervising Appraiser (please print)

Certification Number

Supervising Appraiser (Signature)

Date

Supervising Appraiser (please print)

Certification Number

Supervising Appraiser (Signature)

Date

Supervising Appraiser (please print)

Certification Number

Supervising Appraiser (Signature)

Date

APPRAISER ASSISTANT REQUIREMENTS

- Appraiser assistants may assist and receive credit for the preparation of any and all components of appraisal reports once they have registered with the Board.
- When inspecting a property, the appraiser assistant must not misrepresent their status at all times clearly identify themselves as a registered appraiser assistant.
- An appraiser assistant must be registered to work under the direct supervision of an Oregon certified appraiser. The supervising appraiser shall be responsible for the “direct supervision” of the appraiser assistant.
- The supervising appraiser shall review and sign the appraiser assistant’s experience log on a monthly basis. The appraiser assistant shall be entitled to obtain copies of appraisals of which he or she assisted with the preparation. Separate appraisal logs must be maintained for each supervising appraiser.
- Appraisal experience gained as an appraiser assistant, who has been registered with the Board as an appraiser assistant, may be counted toward the work experience requirement to become a state licensed appraiser, state certified residential appraiser or a state certified general appraiser. The scope of practice for the appraiser assistant is limited to the appraisal of those properties, which the supervising appraiser is permitted to appraise.
- All appraisal work completed by an appraiser assistant shall be prepared in compliance with USPAP and ACLB administrative rules. The appraiser assistant, before performing an assignment for a supervising appraiser, must have knowledge and experience to complete the assignment correctly.
- Any appraiser assistant who has provided significant professional assistance to a state certified appraiser who is signing and issuing the appraisal report must be identified in the report.