



**APPRAISER CERTIFICATION
AND LICENSURE BOARD**

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

**2 x 2 photo required
(date photo and attach
here)**

Appraiser Assistant Registration Application

Instructions -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 **\$117.75** (\$75 non-refundable application fee, and \$42.75 for criminal background check); **DO NOT SEND CASH**
- **Current** 2 x 2 color passport-style photo (within last 30 days);
- Signed course completion certificates or official **college or university** transcript;
- **Copy of Supervising Appraisers Endorsement**
- See page 4 for fingerprinting procedure

APPLICANT: _____
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

US CITIZEN OR LEGAL RESIDENT YES NO **E-MAIL ADDRESS:** _____

SOCIAL SECURITY NUMBER: _____ **SEX:** Male _____ Female _____
(Mandatory)

DATE AND PLACE OF BIRTH: _____ / _____ / _____
Month Day Year City State

**Please allow at least 30 days
for processing**

For Office Use Only

ASC _____

OSP _____

Date Paid _____

CC/CK _____

AMT _____

For Office Use Only

AA Reg. #: _____ **Issue Date:** _____ **Expiration Date:** _____

List courses completed. Minimum requirements are as listed in table below. Attach the required documentation as described on page one.

CATEGORY	COURSE TITLE	DATE	HOURS	COURSE PROVIDER
15-hr National USPAP				
30-hr Basic Appraisal Principles				
30-hr Basic Appraisal Procedures				
4-hr SA/AA Training				

YES NO

1. Have you **EVER** had an appraiser or appraiser assistant/trainee application denied by the State of Oregon or any other state? YES NO
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? YES NO
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.** YES NO
4. Have you **EVER** entered a plea of nolo contendere, plead or been found guilty of or convicted of a *felony*? 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.** YES NO
5. **IN THE LAST TEN YEARS**, have you entered a plea of nolo contendere, plead or been found guilty of or convicted of a *misdemeanor*? 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.** YES NO
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. YES NO
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. _____

Appraiser Assistant Applicant Acknowledgement

- 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 this application.
- I certify that I have read ORS Chapter 674 and OAR Chapter 161 and I understand that it is my responsibility to comply with all state regulations, as well as the Uniform Standards of Professional Appraisal Practice (USPAP) and that failure to comply is cause for disciplinary action.
- I understand that I cannot represent myself in any way that would lead another party to believe that I am a licensed or certified appraiser, and that, as an appraiser assistant, I may sign an appraisal report, provided my supervising appraiser co-signs the appraisal report and accepts full responsibility for the contents of the appraisal report.
- I understand that I may have more than one supervising appraiser at one time. I also understand that if I change or add a supervising appraiser, the subsequent supervisor and I must advise the Board of any changes within 10 days and receive

confirmation from the Board of those changes prior to receiving experience credit and that any experience hours gained prior to proper registration or while there is any lapse in my registration will not be accepted.

- I understand that the Board conducts criminal background checks on **all** applicants and that my signature on this application is my consent for the Board to conduct such a criminal offender record check.
- I understand that my social security number is required pursuant to ORS 25.785 and that failure to provide my social security number is grounds to deny this application.
- 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.

Signature of Applicant

Date

Supervising Appraiser Acknowledgement

- I certify that I have read ORS Chapter 674 and OAR Chapter 161 and understand that it is my responsibility to comply with all state regulations which also include the Uniform Standards of Professional Appraisal Practice and that failure to comply is cause for disciplinary action.
- I have completed the Supervising Appraiser Training Course, applied for and received a Supervising Appraiser Endorsement from the Board and *a copy of my endorsement is attached to this application.*
- I understand that I will directly supervise the Applicant named herein to ensure compliance with OAR 161 Division 25 (Scope of Practice and Procedures).
- I certify that I will directly supervise the Applicant named herein to ensure compliance with USPAP and all applicable laws and rules as described in OAR 161-025-0025.
- I understand that my approval to act as a Supervising Appraiser may be revoked if I fail to comply with ORS Chapter 674 and/or OAR Chapter 161.

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

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit www.FieldprintOregon.com
2. Click on the “Schedule an Appointment” button.
3. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the Instructions for creating a Password and Security Question and then click “Sign Up and Continue”.
4. Enter this Fieldprint Code: **FPORAppCertLicDAS**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint Appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
7. If you have any questions or problems, you may contact the customer service team at 877-614-4364 or customerservice@fieldprint.com.