



New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, Newark, NJ 07102



Licensure/Certification as a Real Estate Appraiser Application checklist

Information listed below ***must be*** submitted with application in order to be processed

- Application fee:** check or money order payable to:
"NJ State Board of Real Estate Appraisers"
Licensed Residential: \$75
Certified Residential: \$100
Certified General: \$125

- Photo:** Attach a 2 x 2 full face pass port photo taken within the past six months.
(DO NOT STAPLE TO APPLICATION)

- Original board log sheets:** Log must be ***completely*** filled in.
(Please keep a copy for your files)

- Education:** Completed AQB course tracking worksheet, course completion certificates and college transcripts.

- Non- Resident** consent form *(if you reside out of state)*

- Criminal History:** Certification and Authorization form for a Criminal History Background Check



New Jersey Office of the Attorney General

Division of Consumer Affairs

State Real Estate Appraisers Board

124 Halsey Street, 3rd Floor, Newark, NJ 07102

www.njconsumeraffairs.gov/real/



Appraiser Certification/Licensure Application Instructions

1. Please review the Examination eligibility requirements attached hereto. The education requirements must be satisfied prior to being approved by the Board to sit for the exam.
2. Please type or print clearly. Your application must be signed and notarized.
3. Each question must be filled out in its entirety. Questions not applicable should be so indicated by entering "N/A".
4. If additional space is required for any of the questions, attach additional pages using the same format as the space provided.
5. Applicants are required to submit along with the application copies of any transcripts, course completion certificates and the AQB course tracking worksheet, as well as a completed log form of appraisal experience.
6. Your completed application will be reviewed by the State Real Estate Appraisers Board and, if approved, you will be notified of the time, location and cost of the examination.
7. Incomplete applications will be returned and cause delays in your application review and examination scheduling process.
8. Your completed application along with a non-refundable check or money order made payable to the State Real Estate Appraiser Board (application fees are listed on the Appraiser Certification/Licensure Application) should be forwarded to:

**State of New Jersey
Department of Law & Public Safety
Division of Consumer Affairs
State Real Estate Appraisers Board
P.O. Box 45032
Newark, New Jersey 07101**

The information requested on this application is required pursuant to the Real Estate Appraisers Act. P.L.1991, Chapter 68 and the rules promulgated thereto

Licensed Residential Real Property Appraiser

The Licensed Residential Real Property Appraiser credential applies to the appraisal of non-complex one to four residential units having a transaction value less than \$1,000 and complex one to four residential units having a transaction value less than \$250,000.

Complex one to four family residential property appraisal means one in which the property to be appraised, the form of ownership or the market conditions are a typical.

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For non-federally related transaction appraisals, transaction value shall mean market value. The classification includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes or for which the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Licensed Residential Real Property Appraisers must comply with the Competency Rule of USPAP.

An applicant for the Licensed Residential Real Property Appraiser credential must:

- Complete 150 classroom hours of appraisal education as specified in the Core Curriculum including the 15-hour National USPAP Course.
- Obtain 2,000 hours of appraisal experience in no fewer than 12 months.
- Successfully pass the AQB approved Licensed Residential Real Property Appraiser exam.

Certified Residential Real Property Appraiser

The Certified Residential Real Property Appraiser credential applies to the appraisal of one to four residential units without regard to value or complexity. This includes the appraisal of vacant or unimproved land that is utilized for one to four family purposes or for which the highest and best use is for one to four family purposes. It does not include the appraisal of subdivisions for which a development analysis/appraisal is necessary. All Certified Residential Real Property appraisers must comply with the Competency Rule of USPAP.

An applicant for the Certified Residential Real Property Appraiser credential must:

- Hold an Associate degree, or higher, from an accredited college, junior college, community college, or university. In lieu of the Associate degree, an applicant may have 21 semester credit hours or its equivalent in the following collegiate subject matter courses: English Composition, Principles of Economics (Micro or Macro), Finance, Algebra, Geometry or higher mathematics, Statistics, Introduction to Computers-Word processing/spreadsheets and Business or Real Estate Law.
- Complete 200 classroom hours of appraisal education as specified in the Core Curriculum, including the 15-Hour National USPAP Course.
- Obtain 2,500 hours of appraisal experience in no fewer than 24 months.
- Successfully pass the AQB approved certified Residential Real Property Appraiser exam.

Certified General Real Property Appraiser

The Certified General Real Property Appraiser credential qualifies the appraiser to appraise all types of property. The Certified General Appraiser must comply with the Competency Rule of USPAP.

An applicant for the Certified General Real Property Appraiser credential must:

- Hold a Bachelors degree from an accredited college or university. In lieu of the Bachelors degree, an applicant may have 30 semester credit hours or its equivalent in the following collegiate level subject matter courses: English Composition, Micro Economics, Macro Economics, Finance, Algebra, Geometry or higher mathematics, Statistics, Introduction to Computers-Word processing/spreadsheets, Business or Real Estate Law and two elective courses in accounting, geography, ageconomics, business management or real estate.

- Complete 300 classroom hours of appraisal education as specified in the Core Curriculum, including the 15-Hour National USPAP Course.
- Obtain 3,000 hours of appraisal experience in no fewer than 30 months.
- Successfully pass the AQB approved certified General Real Property Appraiser exam.

a. Experience Required

- Applicants for the residential license must accumulate 2,000 hours of appraisal experience in no fewer than 12 months.
- Applicants for residential certification must accumulate 2,500 hours of appraisal experience in no less than 24 months.
- Applicants for general certification must accumulate 3,000 hours of appraisal experience in no less than 30 months. A minimum of (1,500 hours) of the required experience must be in non-residential appraisal work.
- If requested, experience documentation in the form of reports or file memoranda must be made available to support the claim for experience. All candidates are required to submit a log of their experience.
- A minimum of three appraisal reports will be selected from the log to be submitted for Board review. The reports must demonstrate competence and conformance to the Uniform Standards of Professional Appraisal Practice.

b. Acceptable Appraisal Experience

Subject to Board Approval - Acceptable appraisal experience includes, but is not limited to, the following:

Fee and Staff appraisal; ad valorem tax appraisal; review appraisal; appraisal analysis; real estate counseling; highest and best use analysis; feasibility analysis/study.

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008

Boxes without shading = Subtopics within Required Core curriculum

CERTIFIED GENERAL								
Core Curriculum Content				Information on Course(s) Completed				
				Hours Required	Hours Completed			
BASIC APPRAISAL PRINCIPLES				30		Course Name	Provider	Date Completed
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)								
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases								
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical								
Types of Value Market Value Other Value Types								
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles								
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis								
Ethics and How They Apply in Appraisal Theory and Practice								
Examination								

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

CERTIFIED GENERAL						
Core Curriculum Content				Information on Course(s) Completed		
Hours Required				Hours Completed		
BASIC APPRAISAL PROCEDURES	30			Course Name	Provider	Date Completed
Overview of Approaches to Value Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction Residential Applications Examination						
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15			Course Name	Provider	Date Completed
Preamble and Ethics Rules Standard 1 Standard 2 Standards 3 to 10 Statements and Advisory Opinions Examination						
STATISTICS, MODELING AND FINANCE	15			Course Name	Provider	Date Completed
Statistics Valuation Models (AVMs and Mass Appraisal) Real Estate Finance Examination						

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

CERTIFIED GENERAL						
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE	30		Course Name	Provider	Date Completed	
Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies Examination						
GENERAL APPRAISER SALES COMPARISON APPROACH	30		Course Name	Provider	Date Completed	
Value Principles Procedures Identification and Measurement of Adjustments Reconciliation Case Studies Examination						
GENERAL APPRAISER SITE VALUATION AND COST APPROACH	30		Course Name	Provider	Date Completed	
Site Valuation Methods Case Studies Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies Examination						

“CERTIFIED GENERAL” COURSE TRACKING WORKSHEET

CERTIFIED GENERAL						
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed			
GENERAL APPRAISER INCOME APPROACH	60		Course Name	Provider	Date Completed	
Overview Compound Interest Lease Analysis Income Analysis Vacancy and Collection Loss Estimating Operating Expenses and Reserves Reconstructed Income and Expense Statement Stabilized Net Operating Income Estimate Direct Capitalization Discounted Cash Flow Yield Capitalization Partial Interests Case Studies Examination						
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES	30		Course Name	Provider	Date Completed	
Writing and Reasoning Skills Common Writing Problems Report Options and USPAP Compliance Case Studies Examination						
APPRAISAL SUBJECT MATTER ELECTIVES (may include hours above required hours in other modules)	30		Course Name	Provider	Date Completed	
CERTIFIED GENERAL TOTAL HOURS REQUIRED	300					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008

Boxes without shading = Subtopics within Required Core curriculum

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
	BASIC APPRAISAL PRINCIPLES	30		Course Name	Provider	Date Completed
	Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical) Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical Types of Value Market Value Other Value Types Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Ethics and How They Apply in Appraisal Theory and Practice Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL					
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed		
BASIC APPRAISAL PROCEDURES	30		Course Name	Provider	Date Completed
Overview of Approaches to Value Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction Residential Applications Examination					
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT	15		Course Name	Provider	Date Completed
Preamble and Ethics Rules Standard 1 Standard 2 Standards 3 to 10 Statements and Advisory Opinions Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL					
Core Curriculum Content	Hours Required	Hours Completed	Information on Course(s) Completed		
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE	15		Course Name	Provider	Date Completed
Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies Examination					
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH	15		Course Name	Provider	Date Completed
Site Valuation Methods Case Studies Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES	30		Course Name	Provider	Date Completed
	Valuation Principles and Procedures – Sales Comparison Approach Valuation Principles and Procedures – Income Approach Finance and Cash Equivalency Financial Calculator Introduction Identification, Derivation and Measurement of Adjustments Gross Rent Multipliers Partial Interests Reconciliation Case Studies and Applications Examination					
	RESIDENTIAL REPORT WRITING AND CASE STUDIES	15		Course Name	Provider	Date Completed
	Writing and Reasoning Skills Common Writing Problems Form Reports Report Options and USPAP Compliance Case Studies Examination					
	STATISTICS, MODELING AND FINANCE	15		Course Name	Provider	Date Completed
	Statistics Valuation Models (AVMs and Mass Appraisal) Real Estate Finance Examination					

“CERTIFIED RESIDENTIAL” COURSE TRACKING WORKSHEET

CERTIFIED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
	ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES	15		Course Name	Provider	Date Completed
	Complex Property, Ownership and Market Conditions Deriving and Supporting Adjustments Residential Market Analysis Advanced Case Studies Examination					
	APPRAISAL SUBJECT MATTER ELECTIVES (May include hours above required hours in other modules)	20		Course Name	Provider	Date Completed
	CERTIFIED RESIDENTIAL TOTAL HOURS REQUIRED	200				

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

Gray Shaded Boxes = Required Core Curriculum Modules Effective 1/1/2008

Boxes without shading = Subtopics within Required Core curriculum

LICENSED RESIDENTIAL								
Core Curriculum Content				Information on Course(s) Completed				
				Hours Required	Hours Completed			
BASIC APPRAISAL PRINCIPLES				30		Course Name	Provider	Date Completed
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description (Physical)								
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases								
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical								
Types of Value Market Value Other Value Types								
Economic Principles Classic Economic Principles Application and Illustrations of the Economic Principles								
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis								
Ethics and How They Apply in Appraisal Theory and Practice								
Examination								

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

LICENSED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
BASIC APPRAISAL PROCEDURES		30		Course Name	Provider	Date Completed
Overview of Approaches to Value Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinion Communicating the Appraisal Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements – Architectural Styles and Types of Construction Residential Applications Examination						
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT		15		Course Name	Provider	Date Completed
Preamble and Ethics Rules Standard 1 Standard 2 Standards 3 to 10 Statements and Advisory Opinions Examination						

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

LICENSED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE		15		Course Name	Provider	Date Completed
Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies Examination						
RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH		15		Course Name	Provider	Date Completed
Site Valuation Methods Case Studies Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies Examination						

“LICENSED RESIDENTIAL” COURSE TRACKING WORKSHEET

LICENSED RESIDENTIAL						
Core Curriculum Content		Hours Required	Hours Completed	Information on Course(s) Completed		
				Course Name	Provider	Date Completed
RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES		30				
Valuation Principles and Procedures – Sales Comparison Approach						
Valuation Principles and Procedures – Income Approach						
Finance and Cash Equivalency						
Financial Calculator Introduction						
Identification, Derivation and Measurement of Adjustments						
Gross Rent Multipliers						
Partial Interests						
Reconciliation						
Case Studies and Applications						
Examination						
RESIDENTIAL REPORT WRITING AND CASE STUDIES		15				
Writing and Reasoning Skills						
Common Writing Problems						
Form Reports						
Report Options and USPAP Compliance						
Case Studies						
Examination						
LICENSED RESIDENTIAL TOTAL HOURS REQUIRED		150				

Required Core Curriculum Effective January 1, 2008

Trainee Real Property

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
or its equivalent	

Trainee Real Property Appraiser Education Requirements 75 hours

Licensed Real property Appraiser

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
or its equivalent	
Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours

Licensed Real Property Appraiser Education Requirements 150 hours

Certified Residential Real Property Appraiser

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
or its equivalent	
Residential Market Analysis and Highest and Best Use	15 hours
Residential Appraiser Site Valuation and Cost Approach	15 hours
Residential Sales Comparison and Income Approaches	30 hours
Residential Report Writing and Case Studies	15 hours
Statistics, Modeling and Finance	15 hours
Advanced Residential Applications and Case Studies	15 hours
Appraisal Subject Matter Electives	20 hours

Certified Residential Real Property Appraiser Education Requirements 200 hours

Certified General Property Appraiser

Basic Appraisal Principles	30 hours
Basic Appraisal Procedures	30 hours
The 15-Hour National USPAP Course	15 hours
General Appraiser Sales Comparison Approach	30 hours
or its equivalent	
General Appraiser Site Valuation and Cost Approach	30 hours
General Appraiser Income Approach	30 hours
General Appraiser Report Writing and Case Studies	60 hours
Appraisal Subject Matter Elective	30 hours

Certified General Real Property Appraiser Education Requirements 300 hours

All qualifying education taken on or after December 3, 2007, to satisfy the education requirements for licensing/certification as a real estate appraiser shall be approved by the AQB's Course Approval Program.

New Upgrade Interpretations

Effective January 1, 2008, the following lists each component of qualifying for licensure and how they apply to applicants who intend to upgrade their licenses.

Trainees Upgrading to Residential License

Education

75 hours of additional acceptable education. Education must include at a minimum the following modules

Hrs	Module
15 hours	Residential Market Analysis and Highest & Best Use
15 hours	Residential Appraisal Site Valuation and Cost Approach
30 hours	Residential Sales Comparison and Income Approaches
15 hours	Residential Report Writing and Case Studies

Experience

12 Months and 2000 hours of acceptable documented experience

Examination

Pass the 2008 examination for residential license

Trainees Upgrading to Certified Residential License

Education

125 hours of additional acceptable education, and evidence of an Associate Degree from an accredited college or university. Education must include at a minimum the following modules:

Hrs	Module
15 hours	Residential Market Analysis and Highest & Best Use
15 hours	Residential Appraisal Site Valuation and Cost Approach
30 hours	Residential Sales Comparison and Income Approaches
15 hours	Residential Report Writing and Case Studies
15 hours	Statistics, Modeling and Finance
15 hours	Advanced Residential Applications and Case Studies
20 hours	Appraisal Subject Matter Electives

In lieu of the Associate Degree, and applicant can complete 21 College semester credits in courses covering specific subject matters: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers; and Business or Real Estate Law.

Experience

2,500 hours of experience covering a minimum of 24 months

Examination

Pass the 2008 examination for certified residential license.

Trainees Upgrading to Certified General License

Education

225 hours of additional acceptable education, and evidence of a Bachelors Degree from a Regionally Accredited College or University. Education must include at a minimum the following modules:

Hrs	Module
15 hours	Statistics, Modeling and Finance
30 hours	General Appraiser Market Analysis and Highest & Best Use
30 hours	General Appraiser Sales Comparison Approach
30 hours	General Appraiser Site Valuation and Cost Approach
60 hours	General Appraiser Income Approach
30 hours	General Appraiser Report Writing and Case Studies
30 hours	Appraisal Subject Matter Electives

In lieu of the Bachelors Degree, an applicant can complete 30 college semester credits in courses covering specific subject matters: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers; and Business or Real Estate Law; and Two elective Courses in accounting, geography, ag-economics, business management, or real estate.

Experience

3000 hours of experience covering a minimum of 30 months. At least 1,500 hours must be experience in on-residential properties.

Examination

Pass the 2008 examination for certified general license.

Residential License Upgrading to Certified Residential

Education

50 hours of additional acceptable education, and evidence of an Associate Degree from a regionally accredited college or university. Education must include at a minimum the following modules:

Hrs	Module
15 hours	Statistics, Modeling and Finance
15 hours	Advanced Residential Applications and Case Studies
20 hours	Appraisal Subject Matter Electives

In lieu of the Associate Degree, an applicant can complete 21 college semester credits in courses covering specific subject matters: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers; and Business or Real Estate Law.

Experience

2,500 hours or experience covering a minimum of 24 months.

Examination

Pass the 2008 examination for certified residential license.

Residential Licensees Upgrading to Certified General

Education

150 hours of additional acceptable education, and evidence of a Bachelors Degree from a Regionally Accredited College or University. Education must include at a minimum the following modules:

Hrs	Module
15 hours	Statistics, Modeling and Finance
15 hours	General Appraiser Market Analysis and Highest & Best Use
15 hours	General Appraiser Sales Comparison Approach
15 hours	General Appraiser Site Valuation And Cost Approach
45 hours	General Appraiser Report Writing and Case Studies
15 hours	General Appraiser Report Writing And Case Studies
30 hours	Appraisal Subject Matter Electives

In lieu of the Bachelors Degree, an applicant can complete 30 college semester credits in courses covering specific subject matters: English Composition; Micro Economics; Macro Economics Finance; Algebra, Geometry or higher mathematics; Statistics; Introduction to Computers; and Business or Real Estate Law; and two elective courses in accounting, geography, ag-economics, business management, or real estate.

Experience

3000 hours of experience covering a minimum of 30 months. At least 1,500 hours must be experience in non-residential properties.

Examination

Pass the 2008 examination for certified general license.

Certified Residential Licenses Upgrading to Certified General

Education

100 hours of additional acceptable education, and evidence of a Bachelors Degree from a Regionally Accredited College or University. Education must include at a minimum the following modules:

Hrs	Module
15 hours	General Appraiser Market Analysis and Highest & Best Use
15 hours	General Appraiser Sales Comparison Approach
15 hours	General Appraiser Site Valuation And Cost Approach
45 hours	General Appraiser Income Approach
10 hours	General Appraiser Report Writing and Case Studies

In lieu of the Bachelors Degree, applicant can complete 30 college semester credits in courses covering specific subject matters: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry or higher mathematics; statistics; Introduction to Computers; and Business or Real Estate Law; and two elective courses in accounting, geography, ag-economics, business management, or real estate.

Experience

3000 hours of experience covering a minimum of 30 months. At least, 1,500 hours must be experience in non-residential properties.

Examination

Pass the 2008 examination for certified general license.

Official Use Only

Dual License

License Type 1

Applicant's Number

License Type 2

Applicant's Number



New Jersey Office of the Attorney General

Division of Consumer Affairs

State Real Estate Appraiser Board

P.O. Box 45032

Newark, New Jersey 07101

(973) 504-6480

Official Use Only

Resubmit

Board or Committee

**CERTIFICATION AND AUTHORIZATION FORM
FOR A CRIMINAL HISTORY BACKGROUND CHECK**

Directions: Answer all of the questions on this form.

1. Name Mr. _____ (_____)
 Mrs. _____ Last First Middle Maiden Name
 Ms.

2. Address _____
Street or P.O. Box City State ZIP code

3. Date of birth ____/____/____ Sex: Male Female
Month Day Year

4. Social Security number _____/_____/_____

5. Have you completed the fingerprinting process for any **Board or Committee of the New Jersey Division of Consumer Affairs** since November 2003? Yes No

If "No," you will receive a separate mailing from the Board or Committee regarding the criminal history background process. Please send no payment now.

If "Yes," please provide the following information and follow the instructions outlined below:

Board or committee requiring the fingerprinting

Month and year you were fingerprinted

If you were fingerprinted after November 2003 as part of the criminal history background process for licensure or certification by any other **Board or Committee of the New Jersey Division of Consumer Affairs** (a background check conducted for the Department of Education, another state agency or another state does not apply) you will not be required to be fingerprinted a second time. However, the Division must perform a criminal history background check each time you apply for licensure or certification. **The fee for this service is \$25.30. (Beginning on March 19, 2012, this fee will be reduced to \$22.55.)** Payment should be made in the form of a check or money order payable to the State of New Jersey and should accompany your application packet.

6. Have you ever been arrested and/or convicted of a crime or offense? (Minor traffic offenses such as a parking or speeding violations need not be listed.) Yes No

Every such conviction on record must be disclosed. A true copy of every police report, judgment of conviction, sentencing order and termination of probation order, if applicable, **must** be submitted with this form. Any documents (including employer or supervisor letters of reference, if applicable) which present clear and convincing evidence of rehabilitation **must** be submitted with this form. **Failure to follow these instructions may result in the denial of an initial application.**

Note: Copies of judgments, sentencing and termination of probation orders may be obtained from the clerk of the county where those orders, disposing of the conviction, were issued and filed.

Your continuing responsibility to disclose convictions of crimes or offenses: You **must** notify the Board or Committee within five (5) business days if you are convicted of any crimes or offenses after this form has been completed.

Continuation on the reverse side ➡

CERTIFICATION

I, _____, in making this application to the Board or Committee for certification or licensure, certify that I am the applicant and that all of the information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny certification or licensure or to withhold renewal of or suspend or revoke a certificate or license issued by the Board or Committee.

I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for certification or licensure. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board or Committee.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature of applicant

Date

3. Social Security Number

You **must** disclose your Social Security number to the Board or Committee. Failure to do so may result in denial/nonrenewal of licensure or certification.

*Social Security Number: _____ - _____ - _____

*Pursuant to N.J.S.A. 54:50-24 et seq. of the New Jersey taxation law, N.J.S.A. 2A:17-56.44e of the New Jersey Child Support Enforcement Law, Section 1128E(b)(2)A of the Social Security Act and 45 C.F.R. 60.7, 60.8 and 60.9, the Board or Committee is required to obtain your Social Security number. Pursuant to these authorities, the Board or Committee is also obligated to provide your Social Security number to:

- a. the Director of Taxation to assist in the administration and enforcement of any tax law, including for the purpose of reviewing compliance with State tax law and updating and correcting tax records; and
- b. the Probation Division or any other agency responsible for child support enforcement, upon request.

4. Citizenship / Immigration Status

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box below which indicates your citizenship/immigration status. If you are not a U.S. citizen, attach a copy of your alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

- U.S. citizen
- Alien lawfully admitted for permanent residence in U.S.
- Other immigration status

Questions about your immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

5. Student Loan

Are you in default in regard to any student loan obligation(s)? Yes No

If “Yes,” you must obtain documentary evidence that you have reached an arrangement with the bank or with the entity that issued your student loan, for the eventual repayment of the loan. You will not be able to obtain a license or certificate unless you provide the required documents concerning the plan for repayment of your student loan.

6. Child Support

Please certify, under penalty of perjury, the following:

- a. Do you currently have a child-support obligation? Yes No
 - (1) If “Yes,” are you in arrears in payment of said obligation? Yes No
 - (2) If “Yes,” does the arrearage match or exceed the total amount payable for the past six months? Yes No
- b. Have you failed to provide any court-ordered health insurance coverage during the past six months? Yes No
- c. Have you failed to respond to a subpoena relating to either a paternity or child-support proceeding? Yes No
- d. Are you the subject of a child-support-related arrest warrant? Yes No

In accordance with N.J.S.A. 2A:17-56.44d, an answer of “Yes” to any of the questions a(1) through d will result in a denial of licensure or certification. Furthermore, any false certification of the above may subject you to a penalty, including, but not limited to, immediate revocation or suspension of licensure or certification.

Applicant's name (please print)

Applicant's signature

Date

7. Medical Conditions Questions

Questions 18 through 23 pertain to medical conditions and use of chemical substances. Please read the definitions carefully. Your responses will be treated confidentially and retained separately. Please be aware that you have the right to elect not to answer those portions of the following questions which inquire as to the illegal use of controlled dangerous substances or activity if you have reasonable cause to believe that answering may expose you to the possibility of criminal prosecution. In that event, you may assert the Fifth Amendment privilege against self-incrimination. Any claim of Fifth Amendment privilege must be made in good faith. If you choose to assert the Fifth Amendment, you must do so in writing. You must fully respond to all other questions on the application. Your application for licensure will be processed if you claim the Fifth Amendment privilege against self-incrimination. You should be aware, however, that you may later be directed by the Attorney General to answer a question that you have refused to answer on the basis of the Fifth Amendment, provided that the Attorney General first grants you immunity afforded by statutory law. (N.J.S.A. 45:1-20.)

“Ability to practice as a real estate appraiser” is to be construed to include all of the following:

- The cognitive capacity to exercise the reasonable judgments of a real estate appraiser and to learn and keep abreast of professional developments; and
- The ability to communicate those judgments and related information to clients and other interested parties, with or without the use of aids or devices, such as voice amplifiers; and
- The physical capability to perform the duties of a real estate appraiser, with or without the use of aids or devices, such as corrective lenses or hearing aids.

“Medical Condition” includes physiological, mental or psychological conditions or disorders, such as, but not limited to orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional or mental illness, specific learning disabilities, H.I.V. disease, tuberculosis, drug addiction and alcoholism.

“Chemical substance” is to be construed to include alcohol, drugs or medications, including those taken pursuant to a valid prescription for legitimate medical purposes and in accordance with the prescriber’s direction, as well as those used illegally.

“Currently” does not mean on the day of, or even in the weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a licensee, or within the previous two years.

“Illegal use of controlled dangerous substance” means the use of a controlled dangerous substance obtained illegally (e.g. heroin or cocaine) as well as the use of controlled dangerous substances which are not obtained pursuant to a valid prescription or not taken in accordance with the directions of a licensed health care practitioner.

- Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety? Yes No
- Are the limitations or impairments caused by your medical condition reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring program**? Yes No Not applicable
- Are the limitations or impairments caused by your medical condition reduced or ameliorated because of the field of practice, the setting or manner in which you have chosen to practice? Yes No Not applicable
- Does your use of chemical substance(s) in any way impair or limit your ability to practice your profession with reasonable skill and safety? Yes No Not applicable
- Have you ever been diagnosed as having or have you ever been treated for pedophilia, exhibitionism or voyeurism? Yes No
- Are you currently engaged in the illegal use of controlled dangerous substances? (Recall that “currently” is defined as “within the last two years.”) Yes No

If you answered “Yes” to question f, are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not engaging in the illegal use of controlled dangerous substances? Yes No

** If you receive such ongoing treatment or participate in such a monitoring program, the Board or Committee will make an individualized assessment of the nature, the severity and the duration of the risks associated with an ongoing medical condition so as to determine whether an unrestricted license or certificate should be issued, whether conditions should be imposed or whether you are not eligible for licensure or certification.

Signature of applicant

Date

8. Have you ever changed your name? Yes No
 If "Yes," please submit with this application a copy of the marriage certificate, divorce decree or court order.

9. Have you ever been summoned; arrested; taken into custody; indicted; tried; charged with; admitted into pre-trial intervention (P.T.I.); or pled guilty to any violation of law, ordinance, felony, misdemeanor or disorderly persons offense, in New Jersey, any other state, the District of Columbia or in any other jurisdiction? (Parking or speeding violations need not be disclosed, but motor vehicle violations such as driving while impaired or intoxicated must be.) Yes No

10. Have you ever been convicted of any crime or offense under any circumstances? This includes, but is not limited to, a plea of guilty, non vult, nolo contendere, no contest, or a finding of guilt by a judge or jury. Yes No
 If "Yes," provide a copy of the judgment of conviction and the release from parole or probation. Please provide a complete explanation. (Attach additional sheets of paper to this application.)

11. Do you currently hold, or have you ever held, a professional license or certificate of **any** kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No
 If "Yes," for each license or certificate held, provide the date(s) held and the number(s). If the license or certificate was issued under a different name, please provide that name.

		Last name	First name	Middle initial
_____	_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit		Date issued/expired
_____	_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit		Date issued/expired
_____	_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit		Date issued/expired
_____	_____	_____	_____	_____
Type of license, certificate or permit	Number	State or jurisdiction that issued the license, certificate or permit		Date issued/expired

12. Have you ever been disciplined or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

13. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

14. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

15. Have you ever been named as a defendant in any litigation related to the practice of real estate appraisal or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

16. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

17. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

18. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of real estate appraisal or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction? Yes No

If the answer to any of the above questions, numbers 12 through 18, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

High School Education

I was graduated from _____
School name
_____ in _____, _____
City and State Month Year

Undergraduate Education

List in chronological order any college, university or institution of higher learning that you have attended.

Months and Years	Name of institution	Degree (if any)
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____

Postgraduate Education

List in chronological order any college, university or institution of higher learning that you have attended.

Months and Years	Name of institution	Degree (if any)
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____
____ / ____ to ____ / ____	_____	_____

Uniform Standards of Professional Appraisal Practice Course (U.S.P.A.P.)

The 15-hour National U.S.P.A.P. course must be completed within 54 months prior to the filing of the application. List the course here and under "Appraisal Education" on the next page. (Please attach any supporting documentation to this application.)

Course title	Provider or course sponsor	Date completed	Course hours	Classroom hours
_____	_____	_____	_____	_____

Employer	Position held			Contact person
Street address	City	State	ZIP code	Telephone number (include area code)

Time period in months and years	Number of reports	Type of property	Description of work assignment	Number of hours claimed
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____

Employer	Position held			Contact person
Street address	City	State	ZIP code	Telephone number (include area code)

Time period in months and years	Number of reports	Type of property	Description of work assignment	Number of hours claimed
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____

Employer	Position held			Contact person
Street address	City	State	ZIP code	Telephone number (include area code)

Time period in months and years	Number of reports	Type of property	Description of work assignment	Number of hours claimed
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____
____/____ to ____/____	_____	_____	_____	_____

Employment

Are you presently employed? Yes No

Please provide the name and address of all of your employers over the last five years, listing your present employer first. (Attach additional sheets of paper if necessary.)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

Name of company			Position	
Street address	City	State	ZIP code	Telephone number (include area code)
Duties			From (Month/Year)	To (Month/Year)

AFFIDAVIT

This affidavit is to be executed by the applicant before a notary public:

State of: _____

County of: _____

I, _____, in making this application to the State Real Estate Appraiser Board for real estate appraiser licensure or certification under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the State Real Estate Appraiser Board, swear (or affirm) that I am the applicant and that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny licensure or certification or to withhold renewal of or suspend or revoke a license or certificate issued by the Board.

I further swear (or affirm) that I have read N.J.S.A. 45:14F-1 et seq., together with the Rules and Regulations of the State Real Estate Appraiser Board, N.J.A.C. 13:40A-1.1 et seq., and fully understand that in receiving licensure or certification from the Board, I bind myself to be governed by them.

Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications for licensure or certification. I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Board.

Signature of applicant

Sworn and subscribed to before me this _____

day of _____, _____
Month Year

Name of Notary Public (please print)

Signature of Notary Public



New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

A. ACCEPTABLE PROFESSIONAL ORGANIZATIONS

Appraisal Institute

550 W. Van Buren Street
Suite 1000
Chicago IL 60607
Phone: (312) 355-4100
Fax: (312) 355-4400
www.appraisalinstitute.org

American Society of Farm Managers and Rural Appraisers

950 South Cherry Street - Ste 508
Denver CO 80246
Phone: (303) 692-1222
Fax: (303) 758-0190
E-mail: dilk@asfmra.org
www.asfmra.org

National Association of Independent Fee Appraisers

401 North Michigan Avenue, Ste 2200
Chicago IL 60611
e-mail: info@naifa.com
www.naifa.com

The American Society of Appraisers

(Northern NJ Chapter) Chapter #73
President: Rafino Fernandez
354 Eisenhower Parkway
Phone: (312) 321-6830
Livingston NJ 07039
Fax: (312) 673-6652
Phone: (201) 866-8101
Phone #2: (800) 272-8258
Fax: (201) 956-6268
<http://www.asanj.com>

International Association of Assessing Officers

130 East Randolph - Ste 850
Chicago IL 60601
Phone: (312) 819-6100
Fax: (312) 819-6149

International Right of Way Association

13650 S. Gramercy Place
Gardena CA 90249-2453
Phone: (310) 538-0233
Fax: (310) 538-1471

American Association of Certified Appraisers

800 Compton Road - Ste 10
Cincinnati OH 45231
Phone: (513) 729-1400

Ben Henson

Executive Director
Appraisal Sub Committee
2000 K Street, NW, Suite 310
Washington DC 20006

David Bunton

Appraisal Foundation

1029 Vermont Avenue, N.W.
Washington, DC 20005

American Society of Appraisers

(Northern NJ Chapter)
Ex. Dir. Stacey Klein
5-15 Elizabeth Street
Fair Lawn NJ 07410

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

B. ACCEPTABLE EDUCATIONAL PROGRAMS AT COLLEGES/UNIVERSITIES

Bergen Community College

400 Paramus Road
Paramus NJ 07652
Phone: (201) 447-7100
<http://www.go.bergen.edu>

Thompson CompuTaught, Inc. d.b.a. Web School

Cumberland Center II
3100 Cumberland Blvd. - Suite 1450
Atlanta, GA 30339
Phone: (800) 532-7649
Fax: (770) 919-9979
www.careerwebschool.com

Fairleigh Dickinson University

1000 River Road
Teaneck NJ 07666
Phone: (201) 692-2000
www.fdu.edu

Professional School of Business

22 East Willow Street
Millburn NJ 07041
Phone: (973) 564-8686
Fax: (973) 564-8982
www.proschool.com

Mercer County Community College

P.O. Box B
Trenton NJ 08690
Phone: (609) 586-4800
www.mccc.edu

Rutgers University, Connie Burke

Center of Government Services
33 Livingston Ave - Ste 200
New Brunswick NJ 08901
Phone: (732) 932-3640 ext. 627

American School of Business

194-198 Route 46 East
Fairfield NJ 07004-2398
Phone: (973) 244-0333
Fax: (973) 244-0246
www.americanschoolnj.com

National Residential Appraisers Institute

2001 Cooper Foster Park Rd.
Amherst OH 44001
Phone: (440) 282-7925

Union County College

1033 Springfield Avenue
Cranford NJ 07016
Phone: (908) 709-7000
www.ucc.edu

North Jersey School of Real Estate

212 Durham Avenue
Metuchen NJ 08840
Phone: (732) 548-0603
Fax: (732) 548-0787

Business Learning Center

184 Rt 35
Cliffwood Beach NJ 07735
Phone: (732) 290-9269
Phone: #2 1-800-769-9167
E-mail: georgeyager@ptonline.net

Renwick & Associates

Valuation Solutions
104 E. Main Street
Maple Shade NJ 08052
Phone: (856) 779-7050
www.renwickandassociates.com

The Chicopee Group

1579 Thalia Street
Youngstown OH 44514
Phone: (800) 644-3754

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

C. ACCEPTABLE EDUCATIONAL PROGRAMS CONT'D

Kovats School of Real Estate

230 West Passaic Street
Maywood NJ 07607
Phone: (201) 843-7277
Fax: (202) 843-0715
www.kovatsschool.com

School of Real Estate Appraising

62 North Chapel Street, Suite #6
Newark DE 19711
Phone: (302) 368-2855
Fax : (302) 368-0992
E-mail: Eloomis@usaschool.net

McKissock Data Systems

PO Box 1673
Warren PA 16365
Phone: (800) 328-2008
www.mckissock.com

The Real Estate School of Central NJ

1734 Oak Tree Road
Edison NJ 08820
Phone: (732) 548-0603

Appraisal Training Division / N. L. C.

473 Centre Street
Nutley NJ 07110
Phone:(973) 542-0248
Fax:(973-542-0247
www.pglappraisals.com

New Jersey Real Estate Commission Department of Banking & Insurance

20 West State Street
P.O. Box 328
Trenton NJ 08625-0328
Phone: (609) 292-7053
www.njdovi.org

Department of Housing and Urban Development

Jerry Glavy-Director
100 Penn Square East
Philadelphia PA 19107

South Jersey Professional School of Business Inc. and the Insurance School

331 Tilton Road, Suite #4, Tilton Shopping Ctr.
P.O. Box 1112
Northfield, NJ 08225
Phone: (609) 646-3170
Fax: (609) 6463336
Contact Person: Mr. Carl Davis
www.professionalbusinessschool.com

Appraisal Institute

(Central Chapter)
President: Bogdan Fraczkowski
26 Oleander Court
Lawrenceville NJ 08648
Phone: (609) 896- 3929

Appraisal Institute

(Central Chapter)
Secretary: Joan Esposito
10 Renee Court
Lawrenceville NJ 08648
Phone: (609) 844-7040

Union County School of Real Estate

Carmen Mistichelli
150 Smith Street
Elizabeth NJ 07201
Phone: (908) 354-4494

Allied Business Schools

22952 Alcalde Drive
Laguna Hills, CA 92653
Phone: (888) 501-7686
Fax: (949) 707-5579
Fax (908) 354-1298
E-mail: allied@alliedschools.com
<http://www.alliedschools.com>

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

D. ACCEPTABLE EDUCATIONAL PROGRAMS CONT'D

**South Jersey Professional School
of Business, Inc. and
the Insurance School**

331 Tilton Road, Suite
34 Tilton Shopping Center
P.O. Box 1112
Northfield NJ 08225
Phone: (609) 646-3170
Fax: (609) 646-3336
<http://professionalbusinessschool.com>

De Fluri Institute of Real Estate & Appraisal

119 West King Street
Hillside NJ 07205
Phone: (908) 241-8008
Fax: (908) 241-8008
E-mail: deflurijr@verizon.net

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraisers Board
124 Halsey Street, 3rd Floor, PO Box 45032
Newark, New Jersey 07102

E. NEW JERSEY/NORTHEAST CHAPTERS

Appraisal Institute

(Southern NJ)

J. Paul Bainbridge
JP Bainbridge & Associates, Inc.
300 Goshen Road
Cape May Court House, NJ 08210
Phone: (609)465-9978

Appraisal Institute

(Southern NJ)

Lisa Weiss
43 Crescent Hollow Drive
Sewell NJ 08080
Phone: (856) 415-0281
Fax: (856) 415-1952
www.ai-snj.org

International Association of Assessing Officers

Phone: (609) 465-1030

Camden NAIFA Chapter

442 Bittenwood Avenue
Mapleshade, NJ 08052
Phone: (609)263-5995

Appraisal Institute

(Metro NJ Chapter)

P. O. Box 2000
295 Pierson Avenue
Edison NJ 08818
Debra J. Miller
Executive Secretary
appraisal.institute@verizon.net
<http://www.ai-newjersey.org>
Executive Secretary
(732) 494-4640-Fax

Appraisal Institute

(Metro NJ Chapter)

Aurora Loan
Services/Lehman Brothers
230 Park Avenue
Florham Park NJ 07932
Denise Smith
President
Phone: (973) 261-1557
Fax: (973) 261-1882

The Mortgage Bankers Association of New Jersey/League of Mortgage Lenders

P.O. Box 309
Springfield NJ 07081

The New Jersey Association of Realtors

295 Pierson Avenue
Edison NJ 08818
385 Morris Avenue
Phone: (732) 494-5616

Independent Fee Appraisers Regional Governor

Charles Blau, IFAC
55 Morris Avenue
Springfield NJ 07081
Phone: (973) 564-9001
Fax: (973) 564-9071

Independent Fee Appraisers State Director

Louis A. Bonato, IFA
22 Mockingbird Lane
Petersburg NJ 08270
Phone: (609) 628-3340
Fax: (609) 628-2953

License/Trainee Appraisal Log



CHECK ALL THAT APPLY T = Trainee Participation S= Supervisor Participation

APPLICANT NAME: _____

TRAINEE PERMIT/LICENSE NO. _____

Appraisal Date	Address of Appraised Property	City and State of Appraised Property	Name of Client	Type of Property Appraised	Intended Use of Apprl Report	I. Land / Site Inspection & Descriptions		Scope of Review		II. Building Inspection & Descriptions		Scope of Review		III. Neighborhood Description & Analysis		Scope of Review		IV. Highest & Best Use Analysis		Scope of Review		V. Research & Analysis of Comparable Sales		Scope of Review		VI. COST ANALYSIS		Scope of Review		VII. Income Analysis		Scope of Review		VIII. Sales Adjustment Analysis		Scope of Review		IX. Correction / Reconciliation Of Data- Final Value		Scope of Review		Amount of Hours Claimed
						T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S		
1/1/0000	000 Halsey Street	Newark, NJ	Appraisal Bank	Multi Family	Purchase																																			7		
/ /																																										
/ /																																										
/ /																																										
/ /																																										
/ /																																										
/ /																																										

SUPERVISOR SIGNATURE: _____ LICENSE NUMBER: _____

SUPERVISOR NAME (PRINT): _____

Page Total _____

EFFECTIVE JANUARY 1, 2008 all experience must be on this log form only.