

**DIVISION OF REAL ESTATE APPRAISAL BOARD**  
**FREQUENTLY ASKED QUESTIONS AND ANSWERS**  
(REVISED JUNE 15<sup>TH</sup>, 2009)

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## I. LICENSURE TYPES & DEFINITIONS ([s. 475.611 F.S.](#) for more complete definitions)

**RI – Registered Trainee Appraiser** - A person registered by the department as qualified to perform appraisal services only under the direct supervision of a licensed or certified appraiser. A registered trainee appraiser may accept appraisal assignments only from her or his primary or secondary supervisory appraiser, and may only take payment for appraisal services directly from the supervisor.

**RH – Licensed Appraiser** - A person licensed by the department as qualified to issue appraisal reports for residential real property of one to four residential units or on such real estate or real property as may be authorized by federal regulation. After July 1, 2003, the department shall not issue licenses for the category of licensed appraiser.

**RD – Certified Residential Appraiser** - A person certified by the department as qualified to issue appraisal reports for residential real property of one to four residential units, without regard to transaction value or complexity, or real property as may be authorized by federal regulation.

**RZ – Certified General Appraiser** - A person certified by the department as qualified to issue appraisal reports for any type of real property.

**IR – Residential Appraiser Instructor - [s. 475.627 F.S.](#)** - A person who is licensed to teach courses prescribed by the board as relating to pre, post education for registered, licensed and certified residential appraisers, and continuing education for all license types.

**GA – General Appraiser Instructor - [s. 475.627 F.S.](#)** - A person who is licensed to teach courses prescribed by the board as relating to pre, post, and continuing education for registered, licensed, certified residential, and certified general appraisers.

**Federally Related Transaction** - Any real estate-related financial transaction which a federal financial institutions regulatory agency or the Resolution Trust Corporation engages in, contracts for, or regulates, and which requires the services of a state-licensed or state-certified appraiser.

**Appraisal Foundation** - The Appraisal Foundation is a not-for-profit educational organization dedicated to the advancement of professional valuation. It was established by the appraisal profession in the United States in 1987. The Foundation has 3 subsections: Appraisal Qualifications Board, Appraisal Standards Board, and Appraisal Subcommittee. For more information visit: [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

**Appraisal Qualifications Board (AQB)** - The AQB establishes educational and experience qualification criteria for the licensing, certification and recertification of appraisers. For more information, visit [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

**Appraisal Standards Board (ASB)** - The ASB develops, interprets and amends the Uniform Standards of Professional Appraisal Practice (USPAP). The ASB is composed of six appraisers who are appointed for three year terms by the Board of Trustees of The Appraisal Foundation. Members of the ASB may serve two consecutive three year terms. Activities of the Board are directed by the Chair, who is appointed by the Board of Trustees for a one year term. For more information, visit [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

**Appraisal Subcommittee (ASC)** - The ASC oversees the real estate appraisal process as it relates to federally related transactions in the areas of regulatory compliance, temporary practice, and enforcement. For more information, visit [www.asc.gov](http://www.asc.gov).

**Uniform Standards of Professional Appraisal Practice (USPAP)** - The most recent standards approved and adopted by the Appraisal Standards Board of the Appraisal Foundation. The Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA) recognizes USPAP as the generally accepted appraisal standards and requires USPAP compliance for appraisers in federally related transactions. State Appraiser Certification and Licensing Boards; federal, state, and local agencies, appraisal services; and appraisal trade associations require compliance with USPAP. For more information, visit [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

**FIRREA and Title XI** - In August 1989, Congress enacted the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, better known as FIRREA. Title XI requires federally regulated financial institutions, such as federally insured banks, thrifts and credit unions, to use state certified or licensed appraisers to perform appraisal assignments in federally related transactions. For more information, visit [www.asc.gov](http://www.asc.gov), click Statutes, Rules and Policies.

## **II. BOARD FUNCTIONS**

### **a. Florida Real Estate Appraisal Board ([s. 475.613 F.S.](#))**

([www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Statutes & Rules)

The Board consists of seven members appointed by the Governor. Four members of the board must be real estate appraisers. One member of the board must represent organizations that use appraisals for the purpose of eminent domain proceedings, financial transactions, or mortgage insurance. Two members of the board shall be representatives of the general public and shall not be connected in any way with the practice of real estate appraisal, real estate brokerage, or mortgage lending. Members of the board shall be appointed for 4-year terms.

### **b. Who are the members of the Board?**

The names of the current members of the Board can be found at: [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Florida Real Estate Appraisal Board > Meet the Board

### **c. Where and when does FREAB meet?**

Most FREAB meetings are held each month, generally at the Division of Real Estate at 400 W. Robinson Street, Suite N-901, Orlando, Florida, 32801. The meetings are held on the first Monday and Tuesday of the meeting month unless otherwise specified. A list of the meeting dates and times can be found at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Florida Real Estate Appraisal Board > Meetings and Workshops.

### **d. What is the function of the Florida Real Estate Appraisal Board (FREAB)?**

The Board regulates the issuance of all appraisal licenses; disciplines appraisers in violation of license law; ensures qualifications for licensure are in compliance with Appraiser Qualifications Board guidelines; regulates the approval of appraisal courses; establishes standards for real estate appraisers; and establishes standards for supervisory appraisers.

### III. BASIC REQUIREMENTS FOR REGISTRATION OR CERTIFICATION

An applicant for registration or certification as a real estate appraiser must be at least 18 years of age, hold a high school diploma or equivalent, and at the time of application, the applicant must present proof of any required education or experience, and fulfill the following:

#### A. Registered Trainee Appraisers

##### 1. What are the requirements to become a Registered Trainee Appraiser?

Refer to [Rule 61J1-10.002, F.A.C](#) for education requirements. This information is available online. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Statutes & Rules > Chapter 61J1

**\*\*\*ALL APPLICANTS ARE REQUIRED TO HAVE A SOCIAL SECURITY NUMBER TO APPLY\*\*\***

##### 2. Can I apply online for a real estate appraisal license?

Yes. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Apply for a license. For further information on the application process for Registered Trainee Appraisers please refer to [Rule 61J1 Chapter 3](#).

##### 3. Where can I obtain the applications and forms if I want to mail in my application?

Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com)> Doing Business with US > Real Estate > Forms. Once at this site, click on the 'Registered Trainee Appraiser Package'

##### 4. How much money do I need to send with the application?

The application fee is a total of \$225 plus a \$5 Unlicensed Activity fee for a total of **\$230**.

##### 5. Will there be a background check?

An applicant must have a background check as part of the licensing process. To learn more about fingerprinting, please visit our [Fingerprint FAQs](#).

##### 6. How long is my application valid?

An appraisal application is valid for 12 months from the **date received** by the Department. You must successfully complete the required exam within this timeframe. If you are apprised of any deficiencies on your application, timely response is recommended. The effective date of the application is the date originally received, not the date of approval.

##### 7. What is the testing fee?

There is no state exam required to become a registered trainee appraiser.

##### 8. Can I submit my application prior to completing my education?

No. [Rule 61J1-3.001, F.A.C.](#), states that an applicant shall submit proof of education at the time of application.

##### 9. How do I activate my license with a supervisor?

To activate your license, you must file form [DBPR RE-2060](#) and [DBPR RE-2065](#). The 2060 form must be completed and signed by both the supervisor and the trainee. The forms are available at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > RE 2060 or RE 2065 Form.

## 10. How do I register my License Location

To register your license location, you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

### **B. TRAINEE and SUPERVISOR RELATIONSHIPS**

#### **1. How do I tell the state who my supervisor is?**

A completed form [DBPR RE-2060](#) form, signed by both the trainee and supervisor must be sent to the Department. The form available is at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > Trainee Change of Status Form DBPR RE 2060. The completed form must contain the signature of both trainee and supervisor.

#### **2. Can I change my supervisor online?**

No. Your supervisor must submit form [DBPR RE-2060](#) via mail or fax. The status change is effective from the date it is received by the Department. It is suggested that you keep proof of submission in your files, such as fax confirmation, certified green card, etc.

#### **3. Is there a limit on the number of trainees that can work for a supervisor at one time?**

Yes. [Rule 61J1-4.010\(4\), F.A.C.](#), limits the number of trainees per supervisor to 3, regardless of whether the supervisor is acting in a primary or secondary supervisory capacity.

#### **4. I live in Dade County and have found an appraiser in Palm Beach County that is willing to hire me. Is this OK?**

No. [Rule 61J1-4.010\(5\), F.A.C.](#), states a trainee must live in the same county or a contiguous county (counties must share borders) to that of the supervisor's office.

#### **5. I'm at trainee appraiser. How do I get paid?**

According to Section 475.6221(2) F.S.:

A registered trainee real estate appraiser may only receive compensation through or from the primary supervisory appraiser who is registered with the department.

#### **6. Can I work for more than one appraisal company?**

No. Please refer to [s. 475.6221, F.S.](#)

#### **7. Can I work as a trainee for a real estate brokerage or an owner developer?**

No. Please refer to [s. 475.611\(1\)\(n\)](#), [s. 475.6221](#), and [s. 475.6222, F.S.](#)

#### **8. As a registered trainee, can I own my own company and pay a certified appraiser to work for me and be my supervisor?**

No. [s. 475.6221\(3\) F.S.](#)

## **C. Licensed Appraiser**

### **1. What are the requirements to become a licensed appraiser?**

As of July 1, 2003, the State of Florida no longer issues the license type of "Licensed Appraiser".

## **D. Certified Residential Appraiser**

### **1. What are the requirements to become a certified residential appraiser?**

Refer to [Rule 61J1 10.002, F.A.C.](#) for education requirements and [Rule 61J1 6.001, F.A.C.](#) for experience requirements. This information is available online. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Statutes & Rules>FREAB> Chapter 61J1.

**\*\*\*ALL APPLICANTS ARE REQUIRED TO HAVE A SOCIAL SECURITY NUMBER TO APPLY\*\*\***

### **2. Can I apply online for a real estate appraisal license?**

Yes. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Apply for a license. Applications submitted via the internet are considered deficient until such time as the Department is in receipt of the signed attest statement, receipt for electronic fingerprints, proof of education, and proof of the required experience.

### **3. Where can I obtain the applications and forms if I want to mail in my application?**

Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com)> Doing Business with US > Real Estate > Forms. Once at this site, click on the "Residential Appraiser Package"

### **4. How much money do I need to send with the application?**

The application fee is a total of \$325 plus a \$5 Unlicensed Activity fee for a total of **\$330**.

### **5. How long is my application valid?**

An appraisal application is valid for 12 months from the date received by the Department. If you are notified of any deficiencies on your application, timely response is recommended. If your application is not approved during this 12 months, it will expire and you will be required to file a new application if you still wish to seek certification. Once an application is approved you will have an additional 12 months from that day to take and pass the required exams.

### **6. What are the testing fees for both exams?**

The testing fee is \$54 for the Residential National exam and \$13.50 for the Florida Supplemental exam (for a total of \$67.50) and is paid directly to the testing vendor.

### **7. What are the testing fees for both exams?**

The testing fee is \$54 for the Residential National exam and \$13.50 for the Florida Supplemental exam (for a total of \$67.50) and is paid directly to the testing vendor.

### **8. Will there be a background check?**

An applicant must have a background check as part of the licensing process. To learn more about fingerprinting, please visit our [Fingerprint FAQs](#).

## **9. Where and when can I take my exams?**

The exams are administered by Pearson Vue. More information can be obtained at <http://www.pearsonvue.com/> > select real estate and appraisers > select Florida from the dropdown list> go; or by telephone at 1-888-204-6289.

## **10. How long do the exams take?**

You are allotted 1 hour and 30 minutes for the Florida Supplemental exam. You are allotted 6 hours for the Residential National exam.

## **11. What happens if I fail the National or Florida Supplemental exams?**

If the application is still valid, you simply schedule a re-examination and pay any testing fees to the contracted testing vendor, Pearson Vue. Contact 1-888-204-6289 or visit <http://www.pearsonvue.com/>. If the application is expired, then you must re-apply. (For information on how to re-apply please refer to the Unique/General Questions section IX of these FAQ's)

## **12. What happens if I pass one exam but not the other?**

If the application is still valid, you simply schedule a re-examination of the exam you did not pass, and pay any testing fees to the contracted testing vendor, Pearson Vue. Contact 1-888-204-6289 or visit <http://www.pearsonvue.com/>. If the application is expired, then you must re-apply. (For information on how to re-apply please refer to the Unique/General Questions section IX of these FAQ's)

## **13. Once I pass the National and Florida Supplemental, exams when will I get my license?**

Upon passing the exam you must submit a complete [DBPR RE-2065](#) to the Department. Please allow two to four weeks for processing and mailing. The form can be found at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > RE 2065 Form.

## **14. Can I submit my application prior to completing my education and/or experience?**

No, [Rule 61J1-3.001, F.A.C.](#), requires all applicants to submit proof of education and experience at the time of application.

## **15. What type of data is required on my experience log?**

Information on the work experience log [DBPR RE-2300](#) is available at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > RE-2300.

## **16. How do I change my License Location or mailing address online?**

To register your license location, you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location.

## **E. Certified General Appraiser**

### **1. What are the requirements to become a certified residential appraiser?**

Refer to [Rule 61J1 10.002, F.A.C.](#) for education requirements and [Rule 61J1 6.001, F.A.C.](#) for experience requirements. This information is available online. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Statutes & Rules>FREAB> Chapter 61J1.

**\*\*\*ALL APPLICANTS ARE REQUIRED TO HAVE A SOCIAL SECURITY NUMBER TO APPLY\*\*\***

## **2. Can I apply online for a real estate appraisal license?**

Yes. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Apply for a license. Applications submitted via the internet are considered deficient until such time as the Department is in receipt of the signed attest statement, receipt for electronic fingerprints, proof of education, and proof of the required experience.

## **3. Where can I obtain the applications and forms if I want to mail in my application?**

Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com)> Doing Business with US > Real Estate > Forms. Once at this site, click on the "Residential Appraiser Package".

## **4. How much money do I need to send with the application?**

The application fee is a total of \$325 plus a \$5 Unlicensed Activity fee for a total of **\$330**.

## **5. How long is my application valid?**

An appraisal application is valid for 12 months from the date received by the Department. If you are notified of any deficiencies on your application, timely response is recommended. If your application is not approved during this 12 months, it will expire and you will be required to file a new application if you still wish to seek certification. Once an application is approved you will have an additional 12 months from that day to take and pass the required exams.

## **6. What is the testing fee?**

The testing fee is \$72 for the Residential National exam and \$13.50 for the Florida Supplemental exam (for a total of \$85.50) and is paid directly to the testing vendor.

## **7. Will there be a background check?**

An applicant must have a background check as part of the licensing process. To learn more about fingerprinting, please visit our [Fingerprint FAQs](#).

## **8. Where and when can I take my exams?**

The exams are administered by Pearson Vue. More information can be obtained at <http://www.pearsonvue.com/> > select real estate and appraisers > select Florida from the dropdown list> go; or by telephone at 1-888-204-6289.

## **9. How long do the exams take?**

You are allotted 1 hour and 30 minutes for the Florida Supplemental exam. You are allotted 8 hours for the General National exam.

## **10. What happens if I fail the National or Florida Supplemental exams?**

If the application is still valid, you simply schedule a re-examination and pay any testing fees to the contracted testing vendor, Pearson Vue. Contact 1-888-204-6289 or visit <http://www.pearsonvue.com/>. If the application is expired, then you must re-apply. (For information on how to re-apply please refer to the Unique/General Questions section IX of these FAQ's)

### **11. What happens if I pass one exam but not the other?**

If the application is still valid, you simply schedule a re-examination of the exam you did not pass, and pay any testing fees to the contracted testing vendor, Pearson Vue. Contact 1-888-204-6289 or visit <http://www.pearsonvue.com/>. If the application is expired, then you must re-apply. (For information on how to re-apply please refer to the Unique/General Questions section IX of these FAQ's)

### **12. Once I pass the National and Florida Supplemental, exams when will I get my license?**

Upon passing the exam you must submit a complete [DBPR RE-2065](#) to the Department. Please allow two to four weeks for processing and mailing. The form can be found at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > RE 2065 Form.

### **13. Can I submit my application prior to completing my education and/or experience?**

No, [Rule 61J1-3.001, F.A.C.](#), requires all applicants to submit proof of education and experience at the time of application.

### **14. What type of data is required on my experience log?**

Information on the work experience log [DBPR RE-2300](#) is available at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > RE-2300.

## **F. Residential Appraiser Instructor**

### **1. What are the requirements to become an appraiser instructor?**

- ◆ Hold a valid certification as a residential real estate appraiser in this or any other state.
- OR
- ◆ Pass an appraiser instructor's examination.

Please visit <http://www.myfloridalicense.com/> > Doing Business with US > Real Estate > Statutes & Rules > Chapter 475 Part II ([s. 475.627 F.S.](#))

### **2. How do I apply for the instructor license?**

Submit the Instructor package, indicating on [DBPR RE-2040](#) whether you are seeking the license through exemption or examination (see question #1).

### **3. How much does the instructor license cost?**

The application fee is a total of \$100 plus a \$5 Unlicensed Activity fee for a total of **\$105**.

### **4. How do I change my License Location or mailing address online?**

To register your license location, you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

## **G. General Appraiser Instructor**

### **1. What are the requirements to become an appraiser instructor?**

- ◆ Hold a valid certification as a General real estate appraiser in this or any other state.
- OR
- ◆ Pass an appraiser instructor's examination.

Please visit <http://www.myfloridalicense.com/> > Doing Business with US > Real Estate > Statutes & Rules > Chapter 475 Part II ([s. 475.627 F.S.](#))

### **2. How do I apply for the instructor license?**

Submit the Instructor package, indicating on [DBPR RE-2040](#) whether you are seeking the license through exemption or examination (see question #1).

### **3. How much does the instructor license cost?**

The application fee is a total of \$100 plus a \$5 Unlicensed Activity fee for a total of **\$105**.

### **4. How do I change my License Location or mailing address online?**

To register your license location, you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location.

## **H. Temporary Practice Permit**

### **1. What are the requirements to obtain a Temporary Practice Permit (permit)?**

You must hold AQB compliant appraiser credential in good standing in another state. The assignment **must** be for a Federally Related Transaction.

### **2. How do I request a permit?**

You must submit a Temporary Practice (permit) application package and \$50 per every assignment. The application will require specific transaction related data.

### **3. How long does it take to get a permit?**

Permits are issued within 5 business days of receipt of the application. You can track the progress of your application and obtain your permit number from [www.myfloridalicense.com](http://www.myfloridalicense.com) > Verify a License > Search by name. The hard copy will be mailed shortly after permit issuance.

### **4. How long is my permit valid?**

A temporary permit is valid for the duration of the assignment.

### **5. I have one assignment that involves multiple properties. Do I need a permit for each property in the assignment?**

No. One permit is sufficient for one assignment that has multiple properties.

**6. I have received 2 different assignments for Florida properties. Can I get one permit for both?**

No. Florida requires that you obtain one permit for each assignment.

**7. I have an assignment in Florida that is not a federally related transaction. Can I use a temporary permit to complete the assignment?**

No. Florida issues temporary permits for assignments where the client is regulated by one of the following regulatory agencies:

Board of Governors of the Federal Reserve System  
Department of Housing & Urban Development (HUD)  
Federal Deposit Insurance Corporation (FDIC)  
National Credit Union Administration  
Office of the Comptroller of the Currency  
Office of Thrift Supervision  
Freddie Mac  
Fannie Mae

When completing your application, make sure you list the financial institution that regulates your client.

**IV. EDUCATION – PRE/POST/CE**

**A. Pre-licensing education**

**1. What education do I have to take to obtain a Registered Trainee license?**

Registered Trainee applicants must take a minimum of 100 hours of education. Those 100 hours must include a Basic appraisal principles course (30 hours), a Basic appraisal procedures course (30 hours), a 15 Hour National USPAP course, or its equivalent, taught by an AQB-certified USPAP instructor, and 25 hours of appraisal subject matter electives which shall include six (6) hours of the Florida Laws and rules and three (3) hours of Roles and Responsibilities of Supervisors and Trainees. Please refer to [Rule 61J1-10.002, F.A.C.](#)

**2. What education do I have to take to obtain a Certified Residential Appraiser license?**

As of January 1, 2008 applicants for certification as a residential appraiser must provide proof of satisfactory completion of:

1. A minimum of 200 classroom hours of appraisal education (this includes the 15 hour USPAP course);
2. Either a 2-year associates degree or higher, OR a total of 21 semester credit hours consisting of: English Composition; Principles of Economics (either Macro or Micro); Finance; Algebra; Geometry or higher mathematics; Statistics; Computer Science; and either Business Law or Real Estate Law.

Please refer to [Rule 61J1-10.003, F.A.C.](#)

**3. What if I took my education before January 1, 2008? Do I need to take more education before I can be Certified?**

No, If you met the education requirement that was in place before January 1, 2008 you do not need to take further education as long as you:

1. Completed the entire education component prior to January 1, 2008;
2. Complete the experience component prior to January 1, 2009
3. Submits their **complete** application (fees, application, attest statement, experience logs) before January 1, 2009. If you do not meet the above criteria, then you **must** complete the new education criteria as defined by [Rule 61J1-10.003, F.A.C.](#)

#### 4. What education do I have to take to obtain a Certified General Appraiser license?

As of January 1, 2008 applicants for certification as a general appraiser must provide proof of satisfactory completion of:

1. A minimum of 300 classroom hours of appraisal education (this includes the 15-hour National USPAP course);
2. Either a bachelors degree or higher, OR a total of 30 semester credit hours consisting of: English Composition; Micro Economics; Macro Economics; Finance; Algebra, Geometry, or higher mathematics; Statistics; Computer Science; and either Business Law or Real Estate Law;
3. Any 2 of the following courses: Accounting, Geography, Agricultural Economics, Business Management, or Real Estate.

Please refer to [Rule 61J1-10.004, F.A.C.](#)

#### 5. What if I took my education before January 1, 2008? Do I need to take more education before I can be Certified?

No, If you met the education requirement that was in place before January 1, 2008 you do not need to take further education as long as you:

1. Completed the entire education component prior to January, 1 2008;
2. Complete the experience component prior to January 1, 2009
3. Submits their **complete** application (fees, application, attest statement, experience logs) before January 1, 2009

If you do not meet the above criteria, then you **must** complete the new education criteria as defined by [Rule 61J1-10.004, F.A.C.](#)

#### 6. I need to submit proof of my college hours. Can I submit the unofficial transcripts that I downloaded online?

No, the degree requirements must be proven by an **official** Transcript from the college or university showing the awarding of the degree. If college level courses are claimed outside of the degree requirement the applicant must provide an **official** transcript from the college or university showing the awarding of the college credits

**Note:** For college level courses taken in a quarterly system versus a semester system, one quarter hour credit is equivalent to .67 semester credit hours. Conversely, one semester credit hour is equivalent to 1.5 quarter credit hours.

For example: If an applicant wishes to satisfy the 21 semester hours they must have earned 31.5 quarter hours. If an applicant wishes to satisfy the 30 semester hours they must have earned 45 quarter hours

#### 7. Are there any time limits for completing the new 2008 education criteria; i.e., can previous college courses I've taken count toward my education criteria?

There is no time limit for how old education can be to comply with the new 2008 education criteria; the courses would only have to meet the topic requirements listed above.

#### 8. Where can I take the required college course education?

Education courses may be taken at any *accredited* college or university

#### 9. Must I keep track of the appraisal education and general education I take to qualify for my credential?

Yes. It is the responsibility of the student to maintain records and proof of completion of the qualifying education they have completed. This means keeping copies of the student's transcripts showing the classes taken and the grades achieved.

**B. Post-licensing education for Registered Trainee Appraisers**

**1. Do I need to complete post-licensing?**

All trainee appraisers that wish to remain in the trainee licensing category must complete 45 hours post-licensing education which must include the 15 hour National USPAP course. You must complete the required 45 hours of post-licensing education, **plus** the 3-hour Florida Law Update, by the second renewal period following the issuance of the license,

**2. If I don't complete the post-licensing education before the end of the second renewal cycle, can I pay the fee and renew after I finish it?**

No, [Rule 61J1-4.009 F.A.C.](#) states that failing to complete the required post-licensing education hours prior to the end of the second renewal cycle will result in the license becoming Null & Void. It cannot be renewed after that time. You will have to submit a new application and receive a new license to continue appraising.

**3. What are the Post-licensing requirements?**

See the Section XIV. EDUCATION – PRE/POST/CE for details. Any trainee who fails to take post licensing education by their second renewal will become null & void.

**C. Continuing Education (CE)**

**1. What are the appraiser CE requirements?**

Trainee, Licensed, and Certified appraiser must complete 30 hours of continuing education. The 30 hours shall include the 7-hour National USPAP update course or its equivalent and shall be taught by an AQB certified USPAP instructor, without significant duplication of material. A minimum of 3 hours shall be dedicated to a review and update of the Florida Real Estate Appraisal Law and Board Rules, and provide an introduction to other state and federal laws affecting real estate appraisals. As of December 1, 2006, the minimum 30 hours of continuing education shall contain at least three (3) hours reviewing and updating the roles and rules of supervisor and trainee appraisers.

**2. What are the appraiser instructor CE requirements?**

Trainee, Licensed, and Certified appraiser must complete 30 hours of continuing education. The 30 hours shall include the 7-hour National USPAP update course or its equivalent and shall be taught by an AQB certified USPAP instructor, without significant duplication of material. A minimum of 3 hours shall be dedicated to a review and update of the Florida Real Estate Appraisal Law and Board Rules, and provide an introduction to other state and federal laws affecting real estate appraisals. As of December 1, 2006, the minimum 30 hours of continuing education shall contain at least three (3) hours reviewing and updating the roles and rules of supervisor and trainee appraisers.

**3. This applies to all license types.**

Yes. If you attend a meeting where disciplinary cases are heard, you can receive 7 hours of specialty CE credit per renewal cycle. To receive the credit, you must submit your written request to the DRE at least 7-days prior to the meeting. The request must include your name, license number, and current address and can be faxed to 407-317-7245, attn: Education Coordinator. Your name will be placed on a roster and you must sign in & out upon your arrival and departure.

## V. RENEWAL INFORMATION

### A. Registered Trainee Appraiser

#### 1. How much is the renewal fee?

- ◆ Renewal Period Expired 2008-Fee Holiday (\$5 unlicensed activity fee only.)
- ◆ Renewal Period Expired 2006 - \$205 (2006 license and unlicensed activity fee, plus a \$25 late fee)
- ◆ Renewal Period Expired 2004 - \$385 (2004/2006 license renewals with unlicensed activity fees, plus a \$25 late fee)
- ◆ Renewal period Expired 2002 – License is Null & Void and cannot be renewed.

#### 2. I am currently Involuntary Inactive since I did not renew my license in the last four years. How much continuing education do I need to renew and how is it broken down?

This license is Null & Void and cannot be renewed

#### 3. am currently Involuntary Inactive and it has been less then 4 years since I renewed my license. How much continuing education do I need to renew and how is it broken down?

If your license is involuntary inactive you may need to take reactivation education to renew:

If your license has not been renewed for more then two years but does not exceed four years, then you are required to complete 100 hours of ABI with end of course exam, and complete a current 7 hour National USPAP update course taught by an AQB Certified Instructor.

If your license has not been renewed for more than one year but does not exceed two years, the continuing education for all appraiser categories is thirty hours of approved pre-certification education with end of course exam applicable to the licensee's licensure category and thirty hours of appraiser continuing education (ACE).

If your license has not been renewed for more than six months but less than one year, you are required to complete 45 hours of appraiser continuing education.

If your license has not been renewed but has been involuntary inactive for less then 6 months you must comply with the standard continuing education requirements for your license and pay a late fee.

Registered trainees must also comply with approved post-license education rule, [Rule 61J1-4.009 F.A.C.](#) if required.

#### 4. I just received my license and I will have to renew next year. Do I need continuing education?

Continuing education is not required for any license issued less than 6 months prior to the end of the renewal cycle; however it still counts towards your first renewal. If you fall into this category, your post licensing education will need to be completed in your next renewal. If you have not completed your Post-Licensure education, you may want to consider completing those courses prior to taking the regular 30-hours of continuing education. All appraisers in a current status (who have already completed their post licensing education) must have 30 hours of continuing education. The 30 hours must include the following: 3-hour Florida Law Update, 7-hour National USPAP course, taught by an AQB Certified USPAP Instructor, 3-hours of roles and rules of supervisor and trainee appraisers, and 17 hours in general subjects relevant to appraisal practice.

## **5. My license expired. Can I just pay a fee to renew?**

No, you must complete the required continuing education and then pay the necessary fees.

## **6. I've moved since I became licensed, can I change my business address online?**

Yes. [s. 475.623, F.S.](#) became effective July 1, 2006. This statute requires **all** appraisers to furnish in writing the name and address of the business or firm where they work. To register your business address (license location), you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

### **B. Licensed Appraiser**

#### **1. How much is the renewal fee?**

- ◆ Renewal Period Expired 2008-Fee Holiday-\$55 (\$50 National Registry fee and \$5 unlicensed activity fee only.)
- ◆ Renewal Period Expired 2006 - \$255 (2006 license and unlicensed activity fee, plus a \$25 late fee)
- ◆ Renewal Period Expired 2004 - \$485 (2004/2006 license renewals with unlicensed activity fees, plus a \$25 late fee)
- ◆ Renewal period Expired 2002 – License is Null & Void and cannot be renewed.

#### **2. I am currently Involuntary Inactive and it has been less then 4 years since I renewed my license. How much continuing education do I need to renew and how is it broken down?**

If your license is involuntary inactive you may need to take reactivation education to renew:

If your license has not been renewed for more then two years but does not exceed four years, then you are required to complete 100 hours of ABI with end of course exam, and complete a current 7 hour National USPAP update course taught by an AQB Certified Instructor.

If your license has not been renewed for more than one year but does not exceed two years, the continuing education for all appraiser categories is thirty hours of approved pre-certification education with end of course exam applicable to the licensee's licensure category and thirty hours of appraiser continuing education (ACE).

If your license has not been renewed for more than six months but less than one year, you are required to complete 45 hours of appraiser continuing education.

If your license has not been renewed but has been involuntary inactive for less then 6 months you must comply with the standard continuing education requirements for your license and pay a late fee.

Registered trainees must also comply with approved post-license education rule, [Rule 61J1-4.009 F.A.C.](#) if required.

#### **3. I just received my license and I will have to renew next year. Do I need continuing education?**

Continuing education is not required for any license issued less than **6** months prior to the end of the renewal cycle. All appraiser designations, in a current status, must have 30 hours of continuing education. The 30 hours must include the following: 3-hour Florida Law Update, 7-hour National USPAP course, taught by an AQB Certified USPAP Instructor, 3-hours of roles and rules of supervisor and trainee appraisers, and 17 hours in general subjects relevant to appraisal practice.

#### 4. I've moved since I became licensed, can I change my business address online?

Yes. [s. 475.623, F.S.](#) became effective July 1, 2006. This statute requires **all** appraisers to furnish in writing the name and address of the business or firm where they work. To register your business address (license location), you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

### **C. Certified Residential Appraiser**

#### 1. How much is the renewal fee?

- ◆ Renewal Period Expired 2008-Fee Holiday-\$55 (\$50 National Registry fee and \$5 unlicensed activity fee only.)
- ◆ Renewal Period Expired 2006 - \$255 (2006 license and unlicensed activity fee, plus a \$25 late fee)
- ◆ Renewal Period Expired 2004 - \$485 (2004/2006 license renewals with unlicensed activity fees, plus a \$25 late fee)
- ◆ Renewal period Expired 2002 – License is Null & Void and cannot be renewed.

#### 2. I am currently Involuntary Inactive and it has been less then 4 years since I renewed my license. How much continuing education do I need to renew and how is it broken down?

If your license is involuntary inactive you may need to take reactivation education to renew:

If your license has not been renewed for more then two years but does not exceed four years, then you are required to complete 100 hours of ABI with end of course exam, and complete a current 7 hour National USPAP update course taught by an AQB Certified Instructor.

If your license has not been renewed for more than one year but does not exceed two years, the continuing education for all appraiser categories is thirty hours of approved pre-certification education with end of course exam applicable to the licensee's licensure category and thirty hours of appraiser continuing education (ACE).

If your license has not been renewed for more than six months but less than one year, you are required to complete 45 hours of appraiser continuing education.

If your license has not been renewed but has been involuntary inactive for less then 6 months you must comply with the standard continuing education requirements for your license and pay a late fee.

Registered trainees must also comply with approved post-license education rule, [Rule 61J1-4.009 F.A.C.](#) if required.

#### 3. I just received my license and I will have to renew next year. Do I need continuing education?

Continuing education is not required for any license issued less than 6 months prior to the end of the renewal cycle. All appraiser designations, in a current status, must have 30 hours of continuing education. The 30 hours must include the following: 3-hour Florida Law Update, 7-hour National USPAP course, taught by an AQB Certified USPAP Instructor, 3-hours of roles and rules of supervisor and trainee appraisers, and 17 hours in general subjects relevant to appraisal practice.

#### 4. I've moved since I became licensed, can I change my business address online?

Yes. [s. 475.623, F.S.](#) became effective July 1, 2006. This statute requires **all** appraisers to furnish in writing the name and address of the business or firm where they work. To register your business address (license location), you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

## **D. Certified General Appraiser**

### **1. How much is the renewal fee?**

- ◆ Renewal Period Expired 2008-Fee Holiday-\$55 (\$50 National Registry fee and \$5 unlicensed activity fee only.)
- ◆ Renewal Period Expired 2006 - \$255 (2006 license and unlicensed activity fee, plus a \$25 late fee)
- ◆ Renewal Period Expired 2004 - \$485 (2004/2006 license renewals with unlicensed activity fees, plus a \$25 late fee)
- ◆ Renewal period Expired 2002 – License is Null & Void and cannot be renewed.

### **2. I am currently Involuntary Inactive and it has been less then 4 years since I renewed my license. How much continuing education do I need to renew and how is it broken down?**

If your license is involuntary inactive you may need to take reactivation education to renew:

If your license has not been renewed for more then two years but does not exceed four years, then you are required to complete 100 hours of ABI with end of course exam, and complete a current 7 hour National USPAP update course taught by an AQB Certified Instructor.

If your license has not been renewed for more than one year but does not exceed two years, the continuing education for all appraiser categories is thirty hours of approved pre-certification education with end of course exam applicable to the licensee's licensure category and thirty hours of appraiser continuing education (ACE).

If your license has not been renewed for more than six months but less than one year, you are required to complete 45 hours of appraiser continuing education.

If your license has not been renewed but has been involuntary inactive for less then 6 months you must comply with the standard continuing education requirements for your license and pay a late fee.

Registered trainees must also comply with approved post-license education rule, [Rule 61J1-4.009 F.A.C.](#) if required.

### **3. I just received my license and I will have to renew next year. Do I need continuing education?**

Continuing education is not required for any license issued less than 6 months prior to the end of the renewal cycle. All appraiser designations, in a current status, must have 30 hours of continuing education. The 30 hours must include the following: 3-hour Florida Law Update, 7-hour National USPAP course, taught by an AQB Certified USPAP Instructor, 3-hours of roles and rules of supervisor and trainee appraisers, and 17 hours in general subjects relevant to appraisal practice.

### **4. I've moved since I became licensed, can I change my business address online?**

Yes. Section 475.623, F.S. became effective July 1, 2006. This statute requires **all** appraisers to furnish in writing the name and address of the business or firm where they work. To register your business address (license location), you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or

logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

#### **E. Residential Appraiser Instructor**

##### **1. How much is the renewal fee?**

You must renew the license with the required education and fee of \$55. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License

#### **F. General Appraiser Instructor**

##### **1. How much is the renewal fee?**

You must renew the license with the required education and fee of \$55. Please visit [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License

### **VI. APPLICATIONS WITH BACKGROUND ISSUES**

#### **1. I am a convicted felon. Can I get an appraiser license?**

It is possible. You will be required to submit your application, a detailed written explanation of the criminal background, including official documentation (see FAQ question #3 below). Applications with background disclosures may be referred to the Board office, and if deemed necessary, presented to the Florida Real Estate Appraisal Board for review.

#### **2. Do I have to disclose a misdemeanor arrest?**

Yes. You must disclose all convictions, (felony or misdemeanor), regardless of whether you were convicted, found guilty, or entered a plea of guilty or nolo contendere (no contest). This also applies to charges where there was a "withhold of adjudication".

#### **3. The application says I must provide documentation regarding my arrest. What type of paperwork are you looking for?**

Documents required depend on the question.

**#1** requires: Arrest/Police reports, final court dispositions, such as a certified copy of the Judgment and Sentence, letter from probation office regarding probation status, proof of restitution, court costs and fines paid, etc.

**#2** requires: A certified copy of Judgment, Decree, or Satisfaction of Judgment

**#3** requires: A certified copy of an Order or any other documentation denying your application for licensure, certification or registration.

**#4** requires: Official documentation such as administrative complaint, final order and/or any other documentation for agency wherein license was disciplined.

#### **4. I have tried to obtain the documentation you asked for, but it has been too long and those records have been destroyed. What do I need to do?**

You are required to provide arrest reports and dispositions or final orders of each judgment. If police reports are not available, you MUST submit written explanation of each arrest. If records have been expunged, you MUST provide the certificate of the expunging or clemency from the clerk of courts.

### **5. I had a judgment filed against me; do I have to disclose it?**

Yes. Question number 2 on the application refers to judgments. You will need to submit a detailed explanation, as well as supporting documentation with the application. (See FAQ question #3 above for detail).

### **6. I have had previous discipline by another Government agency or board. Do I have to disclose this?**

Yes. Question number 3 on the application refers to prior disciplinary actions. You will need to submit, with the application a detailed explanation, as well as supporting documentation. (See FAQ question #3 above for detail).

### **7. Do I have any recourse if my application is denied?**

If the Board denies an application, the applicant can request an informal hearing before the Board or a formal hearing with the Division of Administrative Hearings (DOAH). The Final Order will instruct you as to your options. If you choose an informal hearing and the Board chooses to affirm their original denial, then you can elect to pursue your appellate rights, or you can re-apply at a later date.

### **8. Can I submit my application before taking the course to make sure the Board will approve my background?**

No. Proof of education must be submitted with the application. No action will be taken on an application until it is complete and the appropriate fee is paid.

### **9. Can I work as a trainee for a real estate brokerage or an owner developer?**

No. Please refer to [s. 475.611\(1\)\(n\)](#), [s. 475.6221](#), and [s. 475.6222, F.S.](#)

## **VII. ADVERTISING – DISPLAY AND DISCLOSURE**

### **1. What abbreviations can I use when signing my reports?**

Refer to [Rule 61J1-7.001, F.A.C.](#)

#### **Trainee:**

- ◆ State-registered trainee real estate appraiser
- ◆ Registered trainee
- ◆ Trainee

#### **Licensed Appraiser:**

- ◆ State-licensed real estate appraiser
- ◆ State-licensed r.e. appraiser
- ◆ State-lic. r.e. appraiser
- ◆ State-lic. r.e. appr.
- ◆ St.Lic.REA

#### **Certified Residential**

- ◆ State-certified residential real estate appraiser
- ◆ State-certified residential r.e. appraiser
- ◆ State-certified residential appraiser
- ◆ State-certified res. appraiser
- ◆ State-cert. res. appraiser
- ◆ State-cert. res. appr.
- ◆ St.Cert.Res.REA

FREAB FAQs 0609

## **Certified General**

- ◆ State-certified general real estate appraiser
- ◆ State-certified general r.e. appraiser
- ◆ State-certified general appraiser
- ◆ State-certified gen. appraiser
- ◆ State-cert. gen. appr
- ◆ St.Cert.Gen.REA

### **2. What can I put on my business cards?**

See [s. 475.622, F.S.](#), and [Rule 61J1-7.003, F.A.C.](#)

### **3. What will happen if I only use my license number and don't include my designation on the appraisal reports I complete?**

The proper display of your designation and license number are required by Statute and Rule as shown in Question #2 above. Failure to include your designation in your appraisal reports could lead to discipline as outlined in [Rule 61J1-8.002 Disciplinary Guidelines](#).

## **VIII. RECIPROCITY/ OUT-OF-STATE LICENSEES**

### **1. Do you have reciprocity with any other states?**

No; however, If you are AQB compliant in another state you are recognized as AQB compliant in Florida. Please refer to [Rule 61J1 3.004 \(6\)\(a-f\)](#) for more information on AQB compliance.

### **2. I've just moved to Florida and I hold a valid license elsewhere. Can I obtain Florida certification based upon my current credentials?**

Yes; you must be able to furnish a certification of License History from your previous state proving that you are AQB compliant. Please refer to [Rule 61J1 3.004 \(6\)\(a-f\)](#) for more information on AQB compliance.

### **3. I'm certified in another state and have already taken the National Exam. Will I be required to take any exams if I want to be certified in Florida?**

If you took the National Exam (either the Residential National Exam or General National Exam) within the last 24 months you will not be required to take that same exam over in Florida, however if 24 months the you will be required to take it in Florida. All applicants for certification are required to take the Florida Supplemental Exam.

## **IX. UNIQUE/GENERAL QUESTIONS**

### **1. What are the requirements to register my appraisal company?**

While the Division of Real Estate does not license appraisal companies, a new requirement became effective on July 1, 2006. [s. 475.623 F.S.](#) requires appraisers to register the business name and physical address of the company where they work with the Department. To register your business address (license location), you must either file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

### **2. Do I have to be an officer of my company?**

The Division of Real Estate does not regulate appraisal companies, only the individuals who hold appraiser credentials.

### 3. Can I have more than one business address?

Licensed and Certified appraisers can have multiple business addresses, but all must be registered with the Department. To do so, please file form [DBPR RE-2065](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify License Location

(Note: Trainee appraisers are affiliated with a supervisory appraiser; they do not reflect their own business address but should register the name and physical location of the company where they will be working.)

### 4. How do I change my mailing address?

To change your mailing you must either file form [DBPR RE-0080](#) by mail or fax to Tallahassee (1940 N Monroe Street, Tallahassee, FL 32399) or logon to our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Renew a License > Change My Address > (login) > Modify Address.

### 5. Does FREAB require a licensee to file a change of address?

Yes. You must notify the Department of an address change within 10 days. Refer to [Rule 61J1-7.008, F.A.C.](#) Licensed and Certified appraisers are also required to notify the Department of the name and physical locations of all business addresses from which they are offering appraisal services. Refer to [s. 475.623, F.S.](#)

#### 6. a. How do I terminate a trainee?

Or,

#### b. How do I change supervisors?

A completed form [DBPR RE 2060](#) should be faxed or mailed to the Department. You may want to retain a copy of the transmission confirmation if you fax the form.

### 7. Do I have to display my appraisal license in my office?

No. It is not a requirement.

### 8. Does FREAB require a licensee to file a name change?

A name change is not required, unless you intend to do business in the new name. If so, you must notify the Department, in writing, with form [DRE RE-0080](#) and an official name change document (marriage license, divorce decree, etc). If the licensee desires a new license, then they must request as such, and pay the required fee for a duplicate license.

### 9. What can I appraise?

- ◆ Trainees must be under the direct supervision of a Licensed or Certified appraiser and are limited to the same property types as their supervisor.
- ◆ Licensed Appraisers - qualified to issue appraisal reports for residential real property of **one to four residential units** or on such real estate or real property as may be authorized by federal regulation.
- ◆ Certified Residential Appraiser - qualified to issue appraisal reports for residential real property of **one to four residential units, without regard to transaction value or complexity**, or real property as may be authorized by federal regulation.

- ◆ Certified General Appraiser - qualified to issue appraisal reports for **any type** of real property.

### **10. How long must I maintain my appraisal records?**

Minimum of five (5) years, but if a report is involved in litigation; the file must be maintained for an additional two years. Refer to [s. 475.629, F.S.](#), and USPAP Record Keeping Rule. Also, if you plan to upgrade in the future, you must be able to support any claimed experience, as approved applications are subject to 100% experience audit.

### **11. Can I maintain my records electronically?**

See USPAP Ethics Rule – Record Keeping at the website [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

### **12. I am in the middle of a real estate appraisal and need advice. Can the DRE or the Department help by giving me advice?**

No. DRE staff attorneys are prosecutors and cannot give legal advice. You will need to seek outside legal counsel. If you have questions regarding Appraisal License Law, you can refer to the Statutes & Rules available at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Statutes and Rules > Florida Real Estate Appraisal Board. Questions concerning USPAP can be directed to the Appraisal Foundation. You can visit their website at [www.appraisalfoundation.org](http://www.appraisalfoundation.org).

### **13. I paid an appraiser to appraise my property but he has not appeared. Can DRE or the Department make him do the appraisal?**

No, but you can file a complaint. Refer them to the complaint form located at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > [Uniform Complaint form DBPR RE-2200](#).

### **14. I paid for an appraisal, but the appraiser will not give me a copy?**

The appraiser's obligation is to his or her client, the lender. You will need to contact the lender to request a copy.

### **15. Does FREAB handle real estate appraiser commission/salary disputes?**

No. This type of complaint is civil in nature and may be addressed in a court of law.

### **16. What happens if my application expires?**

The Division of Real Estate does not have statutory authority to extend the timeframe on an application. If your application expires, you must re-apply. To do that you will need to file a brand new application including all required education, experience and criminal background documentation despite what you may have submitted in your previous application. You will also need to have your fingerprints retaken and pay a new application fee. Please contact the Division of Real Estate before submitting a new application as we may be able to transfer the unused portion of your previous application fees to your new application.

### **17. Can I obtain a refund on my application?**

Submitting an application and required fees implies your intent to pursue licensure. If you wish to withdraw your application, or your application expires, you will only be entitled to the unused portion of fees paid. The department must receive your written request for a refund, per [s. 215.26, F.S.](#), no more than 3-years from the date of payment. If you have previously submitted an application, please contact the Division of Real Estate before submitting a new application.

### **18. How do I become an FHA appraiser?**

FREAB FAQs 0609

You must contact HUD/FHA. You can visit their website at <http://www.hud.gov/offices/hsg/sfh/ref/sfhp1-07.cfm>, or contact them at 202-708-1121.

**19. I have asked my appraiser to recertify the appraisal and he/she states a new law will not allow this. What is this about?**

Effective 1/1/04, the Uniform Standards of Professional Appraisal Practice (USPAP) prohibits an appraiser from “recertifying” an appraisal report. Please refer to the following sections of USPAP, which is available for viewing at [www.appraisalfoundation.org](http://www.appraisalfoundation.org):

- ◆ Statement 10; particularly item 2
- ◆ Advisory Opinion 3; Update of a Prior Assignment; in particular the “Clarification of Nomenclature” and “New Assignment” sections
- ◆ Advisory Opinion 25; Clarification of the Client in a Federally Related Transaction
- ◆ Advisory Opinion 26; Readdressing (Transferring) a Report to Another Party
- ◆ Advisory Opinion 27; Appraising the Same Property for a New Client

**20. Questions regarding changes to Fannie Mae forms**

Refer this type of inquiry to the following website: <http://www.efanniemae.com/sf/formsdocs/forms/index.jsp>

**21. How do I get a Certification of License History or Letter of Good Standing?**

To request a Certification of License History you must send your request in writing. That request must include the following information: your license name, address to return certification to, license number, the state you are needing it for and a fee of \$25 payable to **DBPR**. Please remit to: DBPR, 1940 North Monroe Street, Tallahassee, FL 32399-0791 **ATTN: Div of Real Estate -Certification Lic. History.**

**22. I’m an attorney and I need to know how to obtain a certification on a licensee. Where do I send the request?**

A legal certification of license history request requires a written notice on letterhead. Please include the licensee name, license number if known, time frame for information required, court date if known and the type of information that you are seeking. Mail to: Division of Real Estate, 400 West Robinson Street, Suite N801, Orlando, FL 32801-1757 or fax to 407-317-7245.

**23. I am going on active duty with a branch of the United States Armed Forces. What can I do if I want to keep my license for when I return?**

Any member of the Armed Forces of the United States may put their license in a “Military Status”. You will not be required to take any action to upkeep your license while on active duty. You will, however, be required to complete all necessary continuing education requirements within 180 days after being discharged from active military duty per [Rule 61J1-2.004 F.A.C.](#) and [s. 455.02 F.S.](#)

## **X. COMPLAINTS**

**1. How do I file a complaint against an appraiser?**

Download the Uniform Complaint Form at [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Forms > [Uniform Complaint form DBPR RE-2200](#). Submit the form and all supporting documentation to the address on the form.

## **2. What do I need to file a complaint?**

You will need to include the signed complaint form, as well as any documentation you feel will support your claims, such as: appraisal reports, any contract or correspondence between the involved parties, and any documentation provided to the appraiser regarding the subject property (surveys, deeds, etc.)

## **3. Have you received my complaint?**

The DRE will send you a letter upon receipt of the complaint, and the complainant must allow time for analysis of the complaint. The complaint analyst will inform the complainant, by letter, if the complaint will be investigated.

## **4. What happens to my complaint when you receive it?**

A complaint is received and forwarded to a complaint analyst. The analyst reads the complaint to determine if it is "legally sufficient":

- ◆ If there appears to be a violation that is supported by documentation, a case number is assigned and the case is forwarded to the Investigative Field Office for an investigation.
- ◆ If the complaint does not have sufficient information to support the alleged violation, it is assigned a case number and a letter is sent to the complainant requesting additional information
- ◆ If there does not appear to be a violation of Real Estate Appraisal license law or the DRE does not have jurisdiction over the matter, a letter is sent to the complainant explaining that no case will be opened.

## **5. Do I have to sign the complaint?**

[s. 455.225, F.S.](#) requires a complaint to be signed. If you file a complaint with your name and contact information, but you fail to sign the complaint form, it will be returned requesting signature.

## **6. Can I file an anonymous complaint?**

Yes, you can file an anonymous complaint; however, it is up to the Department's discretion as to whether the complaint should be opened based on the information submitted; without your name and contact information, it may be difficult to make the case. Also, all complaints are confidential, so if the Department does decide to take action, you will not be able to obtain the status of the case if or until Probable Cause has been found.

## **7. How can I check the status of my complaint?**

If you have received a letter from the Complaint Section that contains a case number you may contact the Customer Contact Center for assistance by calling 850.487.1395 or by sending an email to [call.center@dbpr.state.fl.us](mailto:call.center@dbpr.state.fl.us). Your request will be forwarded to the Bureau of Enforcement for response.

## **8. At what point does a complaint become public information?**

A complaint does not become public information until 10-days after probable cause has been found.

## **9. How can I get a copy of a complaint?**

A copy of a complaint may be obtained only after a final order has been filed. Copies are then available by sending a request to the Department's Agency Clerk's Office. Telephone calls to the Customer Contact Center (850.487.1395) may be transferred to the Agency Clerk's Office in Tallahassee.

## 10. Is there a fee for the copies of a complaint?

Yes, the Clerk's Office will have to copy the information and call you once they know how much the fee comes too. You will have to send the fee before the Clerk will mail the copies.

## XI. DISCIPLINE

### 1. I owe a fine on my license. How can I figure out how much I owe and where to send the money?

Please contact the Legal section of the Division of Real Estate with any questions regarding fines or any other disciplinary actions taken against your license.

### 2. What disciplinary action can be taken against a real estate licensee?

FREAB can fine, suspend, revoke, place on probation or reprimand licensees. For more information refer to [s. 475.624, F.S.](#), and [Rule 61J1-8, F.A.C.](#)

### 3. How can I find out if there have been complaints or disciplinary actions filed against a particular licensee?

page [www.myfloridalicense.com](http://www.myfloridalicense.com) > Verify a License > [Search for a Licensee](#). For further research for disciplinary actions against licensees, go to [www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate > Florida Real Estate Appraisal Board > [Disciplinary Activity Reports](#) or a written request can be sent to The Division of Real Estate, 400 W Robinson St, Ste N801, Orlando, FL 32801-1757. Please include the correct spelling of the licensee's name and license number, if available.

## XII. FEES

### 1. Applications fees?

Trainee: \$230  
Certified Residential: \$330  
Certified General: \$330  
Residential Instructor: \$105  
General Instructor: \$105  
Temporary Practice Permit: \$50

### 2. Renewal fees?

Trainee: \$180  
Certified Residential: \$230 (includes Registry fee)  
Certified General: \$230 (includes Registry fee)  
Residential Instructor: \$55  
General Instructor: \$55  
Late Fee: \$25

### 3. Duplicate license fee?

All appraisal license types: \$20

### 4. Testing fee?

This fee is paid directly to the contracted testing vendor. More information is available at <http://www.pearsonvue.com/>.

#### **5. Examination Review fee?**

This fee is paid directly to the contracted testing vendor. More information is available at <http://www.pearsonvue.com/>

#### **6. Fingerprinting Fee?**

This fee is paid directly to the contracted testing vendor. More information is available at <http://www.pearsonvue.com/>

### **XIII. USEFUL WEBSITES**

#### **1. DBPR Homepage**

[www.myfloridalicense.com](http://www.myfloridalicense.com)

#### **3. DRE**

[www.myfloridalicense.com](http://www.myfloridalicense.com) > Doing Business with US > Real Estate

#### **5. Appraisal Subcommittee**

[www.asc.gov](http://www.asc.gov)

#### **7. U.S. Census Bureau**

<http://quickfacts.census.gov/qfd/index.html>

#### **2. DBPR Online Services**

[www.myfloridalicense.com](http://www.myfloridalicense.com)

#### **4. Appraisal Foundation**

[www.appraisalfoundation.org](http://www.appraisalfoundation.org)

#### **6. HUD/FHA**

<http://www.hud.gov/offices/hsg/sfh/ref/sfhp1-07.cfm>

#### **8. Fannie Mae**

**Forms**<http://www.efanniemae.com/sf/formsdocs/forms/index.jsp>