

# CERTIFICATION FOR PA REAL ESTATE APPRAISERS

Effective 1/1/1992 you must be Certified to be a PA Real Estate Appraiser

Certification is required for all **federally related loans** (examples include FreddieMac (FHLMC), FannieMae (FNMA), GinneMae (GNMA), Farmers Home Administration (Farmer Mac), FHA and VA) **as well as any other real estate appraisal**. Effective September 3, 1998 a PA CERTIFIED BROKER APPRAISER (BA) can appraise real estate that does not qualify as a Federally Related. For example, the Broker Appraiser can appraise real estate for death estates, divorce settlements, right of way settlements, eminent domain proceedings and court litigation on a state and local level.

## Four Classes of Certification:

**Residential** - relating solely to the appraisal of residential properties.

**General** - relating to both residential and non-residential real property

**Broker Appraiser** - relating to all non-federally related loan appraisals completed by PA Real Estate Broker licensees who registered before 9/3/98.

**Evaluator** - relating to ad valorem tax appraisals by PA Tax Assessors.

## EDUCATION - PREREQUISITES FOR TAKING THE EXAM

### RESIDENTIAL

1 to 4 Residential Units

120-clsm hrs related to residential appraisals. Polley courses total 120 hours which include all of the required topics.

To qualify for the General Certification 165 hrs a candidate can use the Polley Associates R E Construction and/or R E Finance Courses (30 Hrs each) as a supplement for the remaining **hours** needed beyond the initial 120 hrs that Polley offers for Certified Residential Appraiser candidates. Please note that these additional courses are **not** a replacement for any required topics.

Each certified appraisal course **must** have a minimum of 15 hrs. There is no time limit regarding when qualifying education credit must have been obtained.

As of Aug.2, 1993, 45 hrs. of pre-certification education (which must include 15 hrs in Standards of Appraisal Practice and Ethics) must be completed before any apprentice experience can be counted.

2 1/2 years appraisal experience

Total: 2,500 hrs

### GENERAL

All Types of Properties

165-clsm hrs, which may include 75 residential hrs.

3 years appraisal experience  
(50% non-residential appraisals)

Total: 3,000 hrs

Polley Associates is offering the following courses for Residential and General Appraiser Certification credit (Note: 120 hours required for Certified Residential Appraisers are also applicable toward the General Appraisers Certification):

30 hours	Residential Real Estate Appraising
30 hours	Appraisal Applications
30 hours	Appraisal of Income Property
15 hours	Standards of Professional Practice and Ethics
<u>15 hours</u>	Appraising the Tough Ones
120 Hours	

The residential and general appraiser candidates must be of good moral character, meeting the education and experience requirements and pass the appropriate examination. A real estate sales or real estate broker's license is not a prerequisite to certification as a residential or general real estate appraiser.

**Application Form:** A person interested in becoming a PA State Certified Residential Real Estate Appraiser, General Real Estate Appraiser or Evaluator shall complete and file with the Board a notarized application form and an application fee. Application forms may be obtained from the Administrative Office of the PA State Board of Certified Real Estate Appraisers.

**Certification Application Fee: \$55.**

Certification application fees are nonrefundable. Payments shall be in the form of a personal check or money order made payable to the "Commonwealth of Pennsylvania".

**Residential and/or General Exam Fee \$100.**

Information regarding the Certified Real Estate Appraiser Exams and instructions regarding exam scheduling can be secured by contacting the State Board of Certified Real Estate Appraisers. A professional testing organization, under contract with the Commonwealth of PA prepares the candidate-testing guide and administers the exams. A copy of the guide is given to each candidate who qualifies to sit for the certification exam.

**Evaluator Exam Fee: \$200.**

For more information about qualifying for this certification and exam please contact the Board.

Any questions should be directed to:

The PA State Board of Certified R. E. Appraisers  
P.O. Box 2649  
Harrisburg, PA 17105-2649  
Phone # - (717) 783-4866

## **Appraiser Certification Update**

Appraiser certification requirements in Pennsylvania are frequently misunderstood and are often considered somewhat of a mystery by real estate professionals. Compounding the confusion is the fact that these requirements, being of relatively recent vintage, are constantly undergoing review and modification by the State Board of Certified Real Estate Appraisers. The following paragraphs will answer some of the most frequently asked questions regarding appraisal certification.

Pennsylvania has four levels of Appraisal Certification. They are Certified Residential, Certified General, Certified Evaluator and Certified Broker Appraiser. Certified Residential Appraisers must complete 120 hours of classroom study, accumulate 2,500 hours of appraisal experience, plus pass an examination. Certified General Appraisers must complete 165 hours of classroom study, and accumulate 3,000 hours of appraisal experience, of which 1500 hours must be in commercial, industrial, or multi-family appraisal. The examination for certified general status is longer and more difficult than the certified residential exam. One requirement that both levels have in common is that, as of August 1993, one must complete 45 hours of classroom study, including 15 hours of standards of professional appraisal practice, before beginning to accumulate the experience hours. Once certified, an appraiser must obtain 28 hours of re-certification education in every biennial licensing period.

There are no hard and fast requirements for the type of classes accepted toward the classroom hour requirement. The guidelines state that classes must be in appraisal related topics, and 15 of the total accumulated hours must be in standards and practice. Real estate broker-related topics, such as sales, brokerage and law will not be accepted. A course must be sponsored by a Board approved school or by a recognized appraisal organization.

Another misunderstood facet of PA Appraisal Certification is the experience requirement. There are several ways in which one can obtain the required hours of appraisal experience.

Performing appraisals that are not for federally related transactions and therefore did not require a State Certified Appraiser prior to September 3, 1998.

Assisting in the preparation of appraisals under the direct supervision of a certified appraiser. The non-certified individual may not sign the report except as an "assistant to the certified appraiser".

Performing appraisals or other evaluations as an employee of a bank, savings and loan, savings bank or other banking institution.

Limited credit will be given for appraisal review, ad valorem taxation, and feasibility study work. The Appraisal Board will most likely want extensive documentation, and will probably require work samples.

**Note: real estate sales experience (which includes the preparation of a comparative market analysis) is not accepted as appraisal experience.**

**When the Appraisal Board reviews an applicant's experience log the board may choose several entries from the log and require the applicant to submit complete copies of the appraisals as proof they were properly completed. This audit of an experience log is done to ensure that an individual does not claim credit for appraisals that are unacceptable or non-existent.**

**Once the classroom hours and experience have been completed and approved by the Appraisal Board, only then may an individual sit for the appropriate exam.**

**For specific questions regarding appraisal certification requirements, call the State Board of Certified Real Estate Appraisers at (717) 783-4866.**