

# Application for Accreditation as an Ad Valorem Real Property Appraiser

Official use only	
Approved	
Denied	
Cert No.	
Date Received	
Date Issued	

## 1 My information (please print or type)

Name (last, first, middle):

Mailing address:

City:

State:

Zip:

Phone:

Email:

Fax:

Employed by:

(County Assessor's office or Other)

## 2 Accreditation Examination/Waiver

I am applying for:

Accreditation Examination (a completed form REV 64 0080).

Accreditation Examination Waiver:

Passed IAAO Course 101 Exam or its equivalent: (date).

Attach a copy of your certificate to document your successful completion, **OR**

Currently certified or licensed as a real estate appraiser by Department of Licensing (per Chapter 18.140 RCW) Certificate No.: . Attach a copy.

## 3 Experience Requirement (list most recent experience first)

You must have at least **one year of full time work experience (1,000 hours)** in:

(1) transactions involving real property, (2) appraisal of real property, (3) assessment of real property OR a combination of the three. The required experience may include hours worked during the preceding two years but **must** include a minimum of 1,000 hours worked in a minimum time period of 12 months. Please list all qualifying work experience, beginning with your most recent.

**Note: A complete description of your job duties is essential to determine your eligibility for accreditation — please be specific — incomplete description will result in delay of processing. Attach additional written documentation if necessary. To verify your most recent experience, include a supervisor or appraisal reviewer's signature, as requested.**

1 Employer - Position/Title:

Dates:

Appraisal-related job duties and number of hours/week:

**2** Employer - Position/Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Appraisal-related job duties and number of hours/week: \_\_\_\_\_

**3** Employer - Position/Title: \_\_\_\_\_ Dates: \_\_\_\_\_  
 Appraisal-related job duties and Number of Hours/week: \_\_\_\_\_

## 4 Education Requirement

**Unless** you are waived from taking the accreditation exam, you **must** have successfully completed during the 2 preceding years, at least 30 classroom hours of study relating to the basic principles of real property appraisal.

- List only those courses successfully completed and approved by the Department.
- A copy of certificate of completion (or college transcripts) for each course listed **must** be attached to this application. Incomplete documentation will result in delayed processing.

Course Title	Course Sponsor	Date Attended	Classroom Hours
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## 5 Uniform Standard of Professional Appraisal Practice (USPAP)

All accredited personnel must have successfully completed 15 classroom hours of *Uniform Standards of Professional Appraisal Practices* (USAP) no later than 3 years from their initial accreditation date.

**Note: Successful completion requires passage of the USPAP examination. If you have completed 15 classroom hours of USAP, attach a copy of the certificate of completion. If you are currently licensed or certified as a real estate appraiser by the Department of Licensing (per Chapter 18.140 RCW), also attach a copy of the certificate of completion for your most recent USPAP Update course.**

I have successfully completed 15 classroom hours of USPAP on \_\_\_\_\_ (date).

I have not successfully completed 15 classroom hours of USPAP.

Upon completion of the necessary requirements, the Department will issue an accreditation certificate that will be valid for 2 years from the date of issuance. In order to renew the certificate, accredited appraisers must complete 15 classroom hours of approved continuing education; each appraiser is responsible to document their education and submit their renewal. An *Application for Accreditation Renewal* (REV 64 0083) must be submitted to the Department of Revenue at least two weeks prior to expiration of the certificate.

## 6 Signature Page

Applicant signature:

Date:

For more information, please see [458-10 WAC](#), rules for "Accreditation of Real Property Appraisers."

## 7 Email application and supporting documents

Send completed applications along with the requested attachments (see Sections 2, 3 and 4) to

[DORPropertyTaxEducation@dor.wa.gov](mailto:DORPropertyTaxEducation@dor.wa.gov)

**Note: This is a fully online application process.**

**We do not accept paperwork submitted by regular mail or fax.**

For questions, please email or call

Department of Revenue

Property Tax Division

Phone: 360-534-1361 or 360-534-1360

Email: [DORPropertyTaxEducation@dor.wa.gov](mailto:DORPropertyTaxEducation@dor.wa.gov)