

Department of Revenue
**Application for Accreditation
as an Ad Valorem
Real Property Appraiser**

Office Use Only

☐ Approved

☐ Denied

Certif. No: _____

Date Issued: _____

Mailing Date: _____

SECTION I Please Print or Type

Applicant's Name: _____
Last First Middle

Mailing Address: _____

City: _____ St _____ Zip Code: _____

E-mail Address: _____ Work Phone: _____

Employed by: ☐ _____ County Assessor's Office

☐ _____ Other (please note)

SECTION II 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 _____ (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 copy)

SECTION III Experience Requirement (List most recent experience first)

You **must** have at least **one year of full time work experience (1000 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 1000 hours worked in a minimum time period of twelve 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 below.

Dates	Employer – Position/Title	Job Duties & Number of Hours Worked Per Week on Appraisal-Related Duties

Supervisor or Appraisal Reviewer's Signature
(This is to verify experience)

Print Name

Date

Position

Email Address

Telephone No.

SECTION IV 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 delay of application.

(Attach additional sheets if necessary.)

Course Title	Course Sponsor	Dates Attended	Classroom Hours

SECTION V Uniform Standard of Professional Appraisal Practices (USPAP)

All accredited personnel must have successfully completed 15 classroom hours of *Uniform Standards of Professional Appraisal Practices* (USPAP) 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 USPAP, 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.

Applicant's Signature

Date

For a complete text of chapter 458-10 WAC, rules for "Accreditation of Real Property Appraisers", please see the Department of Revenue Internet site at dor.wa.gov under the "Rules/Laws" menu or directly at dor.wa.gov/wac/45810.htm.

Return to:
Department of Revenue
Property Tax Division
PO Box 47471
Olympia WA 98504-7471
Phone: (360) 534-1361 or 534-1360
Email: DORPropertyTaxEducation@dor.wa.gov

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.