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Document No. 5100

**DEPARTMENT OF LABOR, LICENSING AND REGULATION**

**REAL ESTATE APPRAISERS BOARD**

CHAPTER 137

Statutory Authority: 1976 Code Sections 40‑1‑70, 40‑60‑10(I), and 40‑60‑38

137‑100. Definitions.

137‑100.02. Qualifications.

137‑100.03. Appraisal Categories.

137‑100.04. Residential Experience Hours.

137‑100.05. Nonresidential Experience Hours.

137‑100.06. Co‑Appraiser Experience.

137‑200.02. Residential Mass Appraisals.

137‑200.03. Nonresidential Mass Appraisals.

137‑300.01. Responsibilities of an Apprentice Appraiser.

137‑400.01. Temporary Practice.

137‑500.01. Continuing Education.

137‑800.01. Payment of Fees.

137‑800.04. Permit, License, Certification and Registration Renewals.

137‑800.05. Expired Permit, License, Certificate, or Registration.

137‑900.05. Curriculum and Attendance.

137‑900.06. Provider, Instructor and Course Renewals.

**Synopsis:**

The South Carolina Real Estate Appraisers Board proposes to amend Chapter 137 as follows: to add definitions for “desk review” and “field review”, with necessary renumbering, in R.137‑100; to remove the word “Residential” from course names in R.137‑100.02(C)(1); to change the current experience requirement for the Licensed category to meet the Appraiser Qualifications Board (AQB) minimum requirements in R.137‑100.02(C)(3) and (4); to remove the word “Residential” from the course names in R.137‑100.02(D)(1); to change the current experience requirement for the Certified Residential category to meet the AQB minimum requirements in R.137‑100.02(D)(3) and (4); to change the current experience requirement for the Certified General category to meet the AQB minimum requirements in R.137‑100.02(E)(3) and (4); to remove definitions for “desk review” and “field review” from R.137‑100.03; to add a column for co‑appraiser hours assigned in R.137‑100.04 and R.137‑100.05; to restate the language in R.137‑100.06; to add a column for co‑appraiser hours assigned in R.137‑200.02(A) and R.137‑200.03(A) and to delete R.137‑200.02(B) and R.137‑200.03(B); to change “permit” to “license” in 137‑300.01(A) and (6); to delete R.137‑400.01; to clarify and restate certain language in R.137‑500.01(F); to delete R.137‑800.01; to restate and clarify certain language in R.137‑800.04(A) regarding appraiser renewals and R.137.800.04(B) regarding AMC renewals; to delete certain language in R.137‑800.05(B); to delete certain language in R.137‑900.05(B) and to remove the word “Residential” from the course names in R.137‑900.05(C) and (D); and to delete and clarify certain language in R.137‑900.06.

The Notice of Drafting was published in the *State Register* on September 24, 2021.

**Instructions:**

Replace regulation as shown below. All other items and sections remain unchanged.

**Text:**

CHAPTER 137

Department of Labor, Licensing and Regulation — South Carolina Real Estate Appraisers Board

(Statutory Authority: 1976 Code Sections 40‑60‑50(I) and 40‑60‑90)

137‑100. Definitions.

 (1) “Asynchronous” means communication that does not take place at the same time. It is characterized by as needed, intermittent communication.

 (2) “Co‑Appraiser” refers to appraisals in which more than one appraiser works as a team. Applicants must have performed at least fifty (50%) percent of the work on an appraisal.

 (3) “Desk Review” refers to an appraisal performed by another person (including a person under the applicant’s supervision) but does not include a physical inspection of the subject property. In order to qualify for experience credit in this category, an applicant must have thoroughly and critically reviewed all portions of the appraisal report and recommended the acceptance, revision, or rejection of the appraisal under review.

 (4) “Direct Supervision” means personally reviewing an appraisal report prepared by an apprentice and signing and certifying the report as being independently and impartially prepared and in compliance with the Uniform Standards of Professional Appraisal Practice, these regulations and applicable statutory requirements.

 (5) “Distance Education” means the process of delivering instruction when the instructors and the students are separated by distance.

 (6) “Field Review” refers to an appraisal performed by another person who has conducted a physical inspection of the property, as well as verified the data and checked the calculations contained in the appraisal under review. In addition, in order to qualify for experience credit in this category, an applicant must have prepared a written report recommending the acceptance, revision, or rejection of the appraisal under review.

 (7) “Lister” refers to duties individuals perform in mass appraisals that are typically limited to the location of real property, measurement of improvements relative to such things as number of bedrooms and bathrooms, siding, decks, or other miscellaneous information.

 (8) “Sole Appraiser” refers to appraisals that are completed by only one person.

 (9) “Synchronous” means communication in which the interaction is simultaneous. It is characterized by live two‑way communication.

137‑100.02. Qualifications.

 (A) In order to qualify as a state apprentice, licensed or certified appraiser, an applicant must meet the requirements set forth below, as well as any requirements established by the Appraiser Qualifications Board (AQB) and the Appraisal Standards Board (ASB) of the Appraisal Foundation, as subsequently endorsed by the Appraisal Subcommittee pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989.

 (B) In order to qualify as an apprentice appraiser, an applicant:

 (1) must have received 75 hours of Core Curriculum prescribed by the AQB in qualifying education covering thirty (30) hours in Basic Appraisal Principles, thirty (30) hours in Basic Appraisal Procedures, and fifteen (15) hours in National Uniform Standards of Professional Appraisal Practice or its equivalent as determined by the AQB;

 (2) must attend a trainee/supervisor orientation conducted in compliance with AQB requirements.

 (C) In order to qualify to become a state licensed real estate appraiser, an applicant:

 (1) must have received one hundred fifty (150) hours of Core Curriculum prescribed by the AQB in qualifying education covering thirty (30) hours in Basic Appraisal Principles, thirty (30) hours in Basic Appraisal Procedures, fifteen (15) hour National Uniform Standards of Professional Appraisal Practice or its equivalent as determined by the AQB, fifteen (15) hours in Market Analysis and Highest and Best Use, fifteen (15) hours in Appraiser Site Valuation and Cost Approach, thirty (30) hours in Sales Comparison and Income Approaches, and fifteen (15) hours in Report Writing and Case Studies.

 (2) Applicants for the Licensed appraiser classification must hold a high school diploma or certificate of equivalency.

 (3) must have earned a minimum of one thousand (1,000) hours of appraisal experience in appraising either residential or nonresidential properties. However, the maximum number of hours which an applicant can earn in review (field, documentary, or desk) appraisal experience is limited to five hundred (500) hours. Qualifying experience must be obtained after January 1, 1992, be in appraisal work conforming to USPAP Standards where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), reporting conclusions, sufficient to demonstrate competency in all USPAP requirements; and

 (4) must have at least six (6) months of real estate appraisal experience commencing as of the date that the first assignment is completed after the initial license is issued; and

 (5) must stand for and pass an exam administered or approved by the Board. An applicant who does not become licensed within two years after passing the examination must retake the examination.

 (D) In order to qualify to become a state certified residential real estate appraiser, an applicant:

 (1) must have received two hundred (200) hours of Core Curriculum prescribed by the AQB in qualifying education covering thirty hours in Basic Appraisal Principles, thirty (30) hours in Basic Appraisal Procedures, fifteen (15) hour National Uniform Standards of Professional Appraisal Practice or its equivalent as determined by the AQB, fifteen (15) hours in Market Analysis and Highest and Best Use, fifteen (15) hours in Appraiser Site Valuation and Cost Approach, thirty (30) hours in Sales Comparison and Income Approaches, fifteen (15) hours in Report Writing and Case Studies, fifteen (15) hours in Statistics, Modeling, and Finance, fifteen (15) hours in Advanced Applications and Case Studies, and twenty (20) hours in appraisal subject matter electives;

 (2) must have maintained a Licensed Appraiser credential for a minimum of five (5) years and have no record of any disciplinary action affecting the Licensed Appraiser’s legal eligibility to engage in appraisal practice within the previous five (5) years, or must hold a Bachelor’s degree or higher, or an Associate’s degree in a field of study related to Business Administration, Accounting, Finance, Economics or Real Estate from an accredited college, community college, or university. In lieu of the degree requirement, an applicant for the certified residential appraiser credential shall successfully complete thirty (30) semester hours of college‑level education from an accredited college, junior college, community college or university in the following topic areas:

English Composition (3 hours)

Microeconomics (3 hours)

Macroeconomics (3 hours)

Finance (3 hours)

Algebra, Geometry or Higher Math (3 hours)

Statistics (3 hours)

Computer Science (3 hours)

Business or Real Estate Law (3 hours)

Two elective courses in any of the above topics, or in Accounting, Geography, Agricultural Economics, Business Management or Real Estate (3 hours each)

The college or university must be a degree‑granting institution accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. If an accredited college or university accepts the College‑Level Examination Program (CLEP) examination(s) and issues a transcript for the exam, showing its approval, it will be considered as credit for the college course.

 (3) must have earned a minimum of one thousand five hundred (1,500) hours of appraisal experience in appraising either residential or nonresidential properties. However, the maximum number of hours which an applicant can earn in review (field, documentary, or desk) appraisal experience is limited to seven hundred fifty (750) hours. Qualifying experience must be obtained after January 1, 1992, be in appraisal work conforming to USPAP Standards where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), reporting conclusions, and be of a variety sufficient to demonstrate competency in all USPAP requirements;

 (4) must have at least twelve (12) months of real estate appraisal experience commencing as of the date that the first assignment is completed after the initial license is issued; and

 (5) must stand for and pass an exam administered or approved by the Board. An applicant who does not become certified within two years after passing the examination must retake the examination to qualify for residential certification.

 (E) In order to qualify to become a state certified general real estate appraiser, an applicant:

 (1) must have received three hundred (300) hours of Core Curriculum prescribed by the AQB in qualifying education covering thirty (30) hours in Basic Appraisal Principles, thirty (30) hours in Basic Appraisal Procedures, fifteen (15) hour National Uniform Standards of Professional Appraisal Practice or its equivalent as determined by the AQB, thirty (30) hours in General Appraiser Market Analysis and Highest and Best Use, fifteen (15) hours in Statistics, Modeling, and Finance, thirty (30) hours in General Appraiser Sales Comparison Approach, at least thirty (30) hours in General Appraiser Site Valuation and Cost Approach, sixty (60) hours in General Appraiser Income Approach, thirty (30) hours in General Appraiser Report Writing and Case Studies, and thirty (30) hours in appraisal subject matter electives;

 (2) must hold a Bachelors degree or higher from an accredited college or university;

 (3) must have earned a minimum of three thousand hours of appraisal experience, fifty (50%) percent of which must come from appraising nonresidential properties. The maximum number of hours which an applicant can earn in review (field, documentary, or desk) appraisal experience is limited to one thousand five hundred (1,500) hours. Qualifying experience must be obtained after January 1, 1992, be in appraisal work conforming to USPAP Standards where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), reporting conclusions, sufficient to demonstrate competency in all USPAP requirements;

 (4) must have at least eighteen (18) months of real estate appraisal experience commencing as of the date that the first assignment is completed after the initial license is issued; and

 (5) must stand for and pass an exam administered or approved by the Board. An applicant who does not become certified within two years after passing the examination must retake the examination to qualify for general certification.

 (F) Courses taken in satisfying the qualifying education requirements should not be repetitive in nature. Each course credited toward the required number of qualifying education hours should represent a progression in which the appraiser’s knowledge is increased.

 (G) The Board may waive the examination requirements for those applicants who are currently licensed or certified in another state upon proof that the applicant has successfully passed an Appraisal Qualifications Board approved exam which served as a requirement for licensure or certification in the state where he is currently licensed or certified.

137‑100.03. Appraisal Categories.

 The following categories pertain to various forms of appraiser involvement and the percentage which may be awarded by the Board when evaluating appraisal experience:

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | Category | Percentages Assigned |
|   |   |   |   |
|   | (A) | Sole Appraiser ‑ | 100% |
|   | (B) | Co‑Appraiser ‑ | 75% |
|   | (C) | Field Review ‑ | 50% |
|   | (D) | Desk Review ‑  | 25% |

137‑100.04. Residential Experience Hours.

 The following hours may be awarded by the Board concerning property types when evaluating residential appraisal experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | Type of Appraisal | Sole AppraiserHours Assigned | Co‑AppraiserHours Assigned |
|   | 1. | Appraisal of Single‑Family | 8 | 6 |
|   |   | (one unit dwelling) |   |  |
|   | 2. | Appraisal of Multi‑Family | 16 | 12 |
|   |   | (two‑four units) |   |  |
|   | 3. | Appraisal of Vacant Residential Lot | 6 | 4.5 |
|   | 4. | Appraisal of Rural Residential Land | 16 | 12 |
|   |   | (10‑50 acres) |   |  |
|   | 5. | All other residential properties, larger or more complex than typical properties. | Hours to be determined by the Board upon submission. |  |

137‑100.05. Nonresidential Experience Hours.

 The following hours may be awarded by the Board concerning property types when evaluating nonresidential appraisal experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | Type of Appraisal | Sole AppraiserHours Assigned | Co‑AppraiserHours Assigned |
|   | A. | Vacant Land: | 20 | 15 |
|   |   | (Undeveloped nonresidential tracts, residential multifamily sites, commercial sites, industrial sites, lands in transition, etc.) |   |  |
|   |   |   |   |  |
|   | B. | Rural/Agricultural: |   |  |
|   |   | (51 to 250 acres) | 20 | 15 |
|   |   | (more than 250 acres) | 32 | 24 |
|   |   |   |   |  |
|   | C. | Residential Multi‑Family (5‑12 units): | 40 | 30 |
|   |   |   |   |  |
|   | D. | Residential Multi‑Family (13 units or more): | 56 | 42 |
|   |   | (apartments, condominiums, townhouses, mobile home parks, etc.) |   |  |
|   |   | (Apartments, condominiums, townhouses, mobile home parks, etc.) |   |  |
|   |   |   |   |  |
|   | E. | Commercial Single‑Tenant: | 40 | 30 |
|   |   | (Office building, retail store, restaurant, service station, bank, day‑care center, etc.) |   |  |
|   |   |   |   |  |
|   | F. | Commercial Multi‑Tenant: | 64 | 48 |
|   |   | (Office building, shopping center, hotel/motel, etc.) |   |  |
|   |   |   |   |  |
|   | G. | Industrial: |   |  |
|   |   | (Warehouse, manufacturing plant, etc.) |   |  |
|   |   | Under 20,000 square feet | 40 | 30 |
|   |   | 20,000 square feet or more | 72 | 54 |
|   |   |   |   |  |
|   | H. | Institutional: | 72 | 54 |
|   |   | (Nursing home, hospital, school, church, government building, etc.) |   |  |
|   |   |   |   |  |
|   | I. | Specialized or more complex properties | Hours to be determined by Board upon submission. |  |

137‑100.06. Co‑Appraiser Experience

 An appraiser with any credential, licensed under this chapter, can assist in any appraisal assignment, as long as the appraiser signs the report or is stated in the report for providing professional assistance. A co‑appraiser can claim experience credit using seventy‑five (75%) of the experience hours as allowed in 137‑100.04 and 137‑100.05.

137‑200.02. Residential Mass Appraisals.

The following categories pertain to various forms of appraiser involvement and the hourly values which may be awarded by the Board when evaluating residential mass appraisal experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Type of Appraisal |   | Sole AppraiserHours Assigned | Co‑AppraiserHours Assigned |
|   | 1. | Single‑Family | New | 2 | 1 |
|   |   | (one‑unit dwelling) | Update | 1 | .50 |
|   | 2. | Multi‑Family | New | 2 | 1 |
|   |   | (two‑four units) | Update | 1 | .50 |
|   | 3. | Residential Lots | New | 2 | 1 |
|   |   | (4 lots or less) | Update | 1 | .50 |
|   | 4. | Rural Residential Land | New | 2 | 1 |
|   |   | (50 acres or less) | Update | 1 | .50 |

137‑200.03. Nonresidential Mass Appraisals.

The following categories pertain to various forms of appraiser involvement and the hourly values which may be awarded by the Board when evaluating nonresidential mass appraisal experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Type of Appraisal |   | Sole AppraiserHours Assigned | Co‑AppraiserHours Assigned |
|   | 1. | Vacant Land | New | 2 | 1 |
|   |   |   | Update | 1 | .50 |
|   | 2. | Rural Agricultural | New | 2 | 1 |
|   |   | (51 acres to 250 acres) | Update | 1 | .50 |
|   | 3. | Rural Agricultural | New | 2 | 1 |
|   |   | (more than 250 acres) | Update | 1 | .50 |
|   | 4. | Multi‑Family | New | 8 | 4 |
|   |   | (5‑12 units) | Update | 4 | 2 |
|   | 5. | Multi‑Family | New | 12 | 6 |
|   |   | (13 or more units) | Update | 6 | 3 |
|   | 6. | Commercial | New | 8 | 4 |
|   |   | (single tenant) | Update | 4 | 2 |
|   | 7. | Commercial | New | 16 | 8 |
|   |   | (multi‑tenant) | Update | 8 | 4 |
|   | 8. | Industrial | New | 8 | 4 |
|   |   | (under 20,000 square feet) | Update | 4 | 2 |
|   | 9. | Industrial | New | 12 | 6 |
|   |   | (more than 20,000 square feet) | Update | 6 | 3 |
|   | 10. | Institutional | New | 12 | 6 |
|   |   |   | Update | 6 |  |

137‑300.01. Responsibilities of an Apprentice Appraiser.

 (A) The holder of an apprentice appraiser license issued by the Board must comply with the following:

 (1) The apprentice shall perform appraisal assignments only under the direct supervision of a state certified residential or state certified general real estate appraiser.

 (2) The apprentice and supervisor are required to complete a course that is oriented toward the requirements and responsibilities of supervisory appraisers and expectations for trainee appraisers prior to obtaining an apprentice credential.

 (3) The apprentice shall maintain a log which shall contain the following for each appraisal assignment:

 (a) Date of appraisal.

 (b) Address of appraised property.

 (c) Description of work performed by the apprentice and scope of the review and supervision of the supervising appraiser.

 (d) Type of property.

 (e) Hours by the apprentice on the assignment.

 (f) Name, signature and certification number of supervising appraiser.

 (4) The apprentice shall maintain copies or have access to all appraisals.

 (5) The apprentice shall make the log and all appraisals available at all times for inspection by the Board.

 (6) When performing appraisal assignments, the apprentice shall have in his or her possession the license issued by the Board.

 (7) The apprentice is eligible to take the appraisal licensing or certification examinations after completing the requisite Board‑approved AQB Core Curriculum and experience required for the Licensed or Certified appraiser classification.

137‑400.01. [Deleted]

137‑500.01. Continuing Education.

 (A) All appraisers, including apprentice appraisers, prior to their first and all subsequent renewals of their authorization to engage in real estate appraisal activity, must complete the continuing education requirement of at least twenty‑eight (28) class hours of approved instruction biennially.

 (B) Continuing education is to be reported on a form approved by the Board and must have all supporting documentation attached. To ensure that it is recorded prior to the renewal deadline of June 30 and does not delay an appraiser’s renewal, it should be received by the Board no later than June 1. The Board cannot guarantee that a renewal will be processed prior to the expiration date of June 30 if forms are received after June 1.

 (C) Approved qualifying courses may be used to meet the continuing education requirement provided that the following conditions are met:

 (1) Qualifying courses must be on the Board’s approved list.

 (2) The level of the course must be above the appraiser’s current status [e.g. a licensed appraiser may receive continuing education credit for taking a Certified Residential or Certified General Level Course].

 (3) Credit will not be given for the same category course taken within a two (2) year period.

 (4) The current 7‑hour National Uniform Standards of Professional Appraiser Practice Update Course must be taken by all appraisers prior to each renewal.

 (D) Appraisers may request that they receive credit for continuing education for a course taken that has not been approved by the Board. Appraisers may use qualifying courses for continuing education credit provided that the content is substantially different from their previously completed qualifying courses. Credit will be granted only if the appraiser provides satisfactory proof of course completion and the Board finds that the course meets the criteria set for continuing education courses with regard to subject matter, course length, instructor qualification and student attendance. Requests for continuing education credit for non‑approved courses must be made on a form approved by the Board and must be submitted along with a nonrefundable fee.

 (E) Appraisers who received their authority to engage in real estate appraisal activity in South Carolina through either a reciprocal agreement with their state of residence or as a non‑resident South Carolina appraiser may meet the continuing education requirements by providing evidence that they have met the continuing education requirements of their state of residence. Such real estate appraisal requirements must meet South Carolina’s minimum hour requirements and be approved by the regulatory agency in their state.

 (F) Submission of false or misleading information is grounds for immediate suspension of the appraiser’s authority to practice along with other possible disciplinary actions.

 (G) Approved instructors may receive up to one‑half of their continuing education credit for teaching continuing education courses, subject to Board approval. Credit will not be given for the same continuing education course more than once during a continuing education cycle.

137‑800.01. [Deleted]

137‑800.04. Permit, License, Certification and Registration Renewals.

 (A) All appraiser permits, licenses, and certifications expire biennially on June 30 (even years), except those appraisers who first become permitted, licensed or certified in the last quarter of the fiscal year (April 1 to June 30) are not required to renew until the following renewal period. If the initial license is issued in an odd‑numbered year, the license shall be renewed the following year and then biennially thereafter.

 (B) All appraisal management company registrations expire biennially on June 30 (odd years), except those registrations that are received in the last quarter of the renewal year (April 1 to June 30) are not required to renew until the following renewal period. If initial registration is issued in an even‑numbered year, the license shall be renewed the following year and then biennially thereafter.

137‑800.05. Expired Permit, License, Certificate, or Registration.

 (A) Permits, licenses and certificates expired for more than twelve (12) months will be cancelled. Such cancelled permits, licenses and certificates may be considered for reinstatement upon proper application, payment of the original license or certificate fee, and proof of having obtained continuing education equal to the total number of hours that would have been required had the permit, license or certificate been continuously renewed including the most recent 7‑hour National Uniform Standards of Professional Appraisal Practice Update Course. Such applications will be reviewed by the Board to determine whether an examination and/or additional real estate appraisal education will be required.

 (B) Registrations of an appraisal management company expired for more than twelve (12) months will be cancelled. Such cancelled registration may be considered for reinstatement upon proper application and payment of the original registration fee.

137‑900.05. Curriculum and Attendance.

 (A) Topics for qualifying courses referenced in the South Carolina Real Estate Appraisers and Appraisal Management Companies Act must be broad in scope and must cover various principles, concepts, standards, practices and/or methods that are applicable to the performance of a wide range of appraisal assignments that will commonly be encountered by licenses or certified appraisers in connection with appraisals in federally‑related transactions. The courses must be at least fifteen (15) hours and must include an examination pertinent to that educational offering. Prelicense appraisal courses must be in modules which require a specified number of education hours at each credential level as established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

 (B) The seventy‑five (75) hours required for qualifying as a real estate apprentice appraiser must include content on the following course modules:

 1. Basic Appraisal Principles (30 hours);

 2. Basic Appraisal Procedures (30 hours);

 3. National USPAP Course or its equivalent as determined by the AQB (15 hours).

 (C) The one hundred fifty (150) hours required for a state licensed real estate appraiser must include content from the Basic Appraisal Principles (30 hours), Basic Appraisal Procedures (30 hours) and the National USPAP Course or its equivalent as determined by the AQB (15 hours) in addition to the following course modules:

 1. Market Analysis And Highest And Best Use (15 hours);

 2. Appraiser Site Valuation And Cost Approach (15 hours);

 3. Sales Comparison And Income Approaches (30 hours);

 4. Report Writing And Case Studies (15 hours).

 (D) The two hundred (200) hours required for a state certified residential real estate appraiser must include content from the Basic Appraisal Principles (30 hours), Basic Appraisal Procedures (30 hours), National USPAP Course or its equivalent as determined by the AQB (15 hours), Market Analysis And Highest And Best Use (15 hours), Appraiser Site Valuation And Cost Approach (15 hours), Sales Comparison And Income Approaches (30 hours), and Report Writing And Case Studies (15 hours) in addition to the following course modules:

 1. Statistics, Modeling And Finance (15 hours);

 2. Advanced Applications And Case Studies (15 hours);

 3. Appraisal Subject Matter Electives (20 hours and may include hours over the minimum in other modules).

 (E) The three hundred (300) hours required for a state certified general real estate appraiser must include content from the Basic Appraisal Principles (30 hours), Basic Appraisal Procedures (30 hours), National USPAP Course or its equivalent as determined by the AQB (15 hours), Statistics, Modeling And Finance (15 hours) in addition to the following course modules:

 1. General Appraiser Market Analysis And Highest And Best Use (30 hours);

 2. General Appraiser Sales Comparison Approach (30 hours);

 3. General Appraiser Site Valuation And Cost Approach (30 hours);

 4. General Appraiser Income Approach (60 hours);

 5. General Appraiser Report Writing And Case Studies (30 hours);

 6. Appraisal Subject Matter Electives (30 hours and may include hours over the minimum in other modules).

 (F) Topics for continuing education courses must contribute to the goal of maintaining or increasing the knowledge, skill and competence of real estate appraisers with regard to the performance of real estate appraisals in a manner that best serves the public interest and must be a minimum of two (2) class hours in length.

 (G) Learning objectives and detailed lesson plans reflecting the course content with time allotments must be furnished to the Board at the time of application for approval, along with copies of all quizzes and examinations for qualifying courses. Examinations and the criteria for such examinations and final grade determination may be developed by each provider based on its individual concepts. The Board may, however, direct alterations in examinations procedures, criteria for passing, and administration whenever deemed necessary.

 (H) Providers must identify to the Board the texts to be used in any approved course of instruction. The Board may direct that the school withdraw texts and may require additional instructional materials.

 (I) For qualifying courses, providers must establish uniform testing and grading procedures for their quizzes and examinations and must use approved instructors for administering and monitoring all such tests. No proprietor, instructor or any other individual may arbitrarily alter a student’s grade or offer to students any re‑examination of the same test previously administered. Retake examinations must contain at least eighty percent (80%) new material.

 (J) Class meetings must be limited to a maximum of eight (8) hours in any given day. Students must be allowed one ten (10) minute break each hour and must be allowed at least one thirty minute break for classes that exceed four (4) hours. Providers must require strict attendance of all classroom hours required by law and must maintain records indicating all student absences.

 (K) Providers may offer students failing to meet the minimum‑hour requirement make‑up sessions as follows:

 1. a make‑up session offered by the provider consisting of the content covered in the session or hours missed; or

 2. a video tape of the class session missed, supervised by the instructor, if not more than twenty percent (20%) of the classroom hours are missed; or

 3. attendance of the same class session offered by the provider at a future date.

 (L) Each provider must prepare and submit to the Board reports verifying completion of a course for each licensee who satisfactorily completes the course. Such reports shall be transmitted electronically fourteen (14) calendar days following the course. The verified Course Completion Report shall list: the course identification number assigned by the Board, provider’s name, instructor’s name, title, location and dates of course; full legal name, address, phone number, permit/license/certificate number, if applicable, of each student, along with the number of hours in attendance and final grade, if applicable. The Course Completion Report must be verified by an authorized official of the provider.

 (M) A Certificate of Completion prescribed by the Board shall be awarded to each course graduate, signed and dated by the authorized official of the provider, and must contain the course identification number assigned by the Board, provider’s name and address, title, location, dates and number of hours of the course, full legal name, and license number, if applicable, of the student.

137‑900.06. Provider, Instructor and Course Renewals.

 All provider, course, and instructor approvals expire biennially on August 31 (even years). If issued in odd‑numbered years, they shall be renewed the following year and then biennially thereafter. Renewal forms will be mailed to all approved providers and instructors, and completed forms must be received in the Board’s office not later than August 15 to insure renewal by August 31. Renewal fees must accompany the form and a late fee will be charged if received after August 31.

**Fiscal Impact Statement:**

There will be no cost incurred by the State or any of its political subdivisions for these regulations.

**Statement of Rationale:**

The updated regulation will amend Chapter 137 to comply with changes required by Federal law. Under the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), the Appraiser Qualifications Board (AQB) establishes the Real Property Appraiser Qualification Criteria, or the minimum education, experience and examination requirements for real property appraisers to obtain a state certification. The Board regulations must be amended to achieve consistency with the aforementioned Federal law. In addition to the changes above, the proposed regulations will delete, restate and clarify certain language in the regulations as set forth hereinabove.