



**LICENSING CHECKLIST FOR:  
PRE-LICENSE INSTRUCTOR**  
Appraiser

State of Utah  
Department of Commerce  
Division of Real Estate

All the following items are required and must be completed in order to obtain a license for an Appraiser Pre-License Instructor. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission. *Application must be made at least 30 days prior to the first class offering.*

For Pre-License Instructor complete the following:

1.  Evidence of at least five years of active real estate appraisal experience
2.  Evidence of current, active licensure as an appraiser
3.  Evidence of relevant college-level education related to the course subject; or other experience, education, or credentials specific to the course subject.
4.  Documentation for any “yes” answers as required.
5.  Completed Certification of Legal Presence form.
6.  Non-refundable \$75 application fee.

For USPAP course instruction also complete the following:

7.  Evidence of being an approved AQB Certified USPAP Instructor if instructing the 7 hour or 15 hour USPAP course.

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial.**

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Signature of Applicant

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Date of Application