



**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.**

Signature of Applicant

Date of Application



APPRAISAL PRE-LICENSE INSTRUCTOR APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Complete and submit this **form**, the **items listed below**, and the **\$75 non-refundable fee** to the Division by fax, email, mail, or in person.

****APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE DATE OF THE FIRST CLASS****

OFFICE USE ONLY	
Date Reviewed _____	By _____
() Denied () Approved	
Certification _____	Exp. _____

-Do not provide credit card information on this form-
Please call the Division to make a credit card payment.

If paying by check,
mail check payment with application to:
160 E. 300 S., 2nd Floor, SLC, UT 84111
or PO Box 146711, SLC, UT 84114-6711
Make checks payable to: Utah Division of Real Estate.

Name: _____ SS#: _____

Address: _____ Email: _____

Pre-license School(s): _____ Ph: _____

School Director Signature: _____ Ph: _____

() Appraisal Prelicense Courses – Provide evidence of at least five years of active real estate appraisal experience OR relevant college-level education related to the course subject OR other experience, education, or credentials specific to the course subject AND evidence of successfully passing an exam designed to test knowledge of the course subject.

() USPAP Course – Provide evidence of at least seven years of active real estate appraisal experience within the past 15 years AND be a licensed or certified appraiser AND evidence of successful completion of a USPAP course within the last two years.

Yes No

- 1. Are you at least 18 years of age?
- 2. Do you attest that you have a high school diploma or GED?
- 3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
- 4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
- 5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
- 6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
- 7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
- 8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?



APPRAISAL PRE-LICENSE INSTRUCTOR APPLICATION

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Yes No

- 9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
- 10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
- 11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
- 12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
- 13. Have you EVER been required to register as a sex offender?
- 14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?
- 15. Have you EVER been found in contempt of court?

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.

Signature _____ Date _____

CERTIFICATION OF LEGAL PRESENCE
FOR UTAH REAL ESTATE, MORTGAGE, APPRAISER, AND TIMESHARE
APPLICANTS

APPLICANTS PLEASE NOTE:

This document must be completed, signed, and submitted with your application to the Utah Department of Commerce in order to obtain your license. For each section, check the statement that applies to you and enter the data on the line provided before sending it to the Utah Department of Commerce.

Industry/Type: **Appraiser** **Appraiser Trainee** **Mortgage** **Real Estate**
 Timeshare **License or NMLS number:** _____

Social Security Number: _____

I certify under penalty of perjury that:

- I am a citizen of the United States and I have a valid US Drivers License or US State ID.
License/State ID Number: _____ State: _____

- I am a citizen of the United States and do not have a valid US Drivers License or US State ID. *Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.*

- I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Drivers License or US State ID.
License/State ID Number: _____ State: _____

- I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Driver License or US State ID. *Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.*

I hereby certify that I have read and understood this document, and that the information I have provided is true and accurate.

Name: _____

Signature: _____

Date: _____