

IDAHO REAL ESTATE APPRAISER BOARD
Division of Occupational and Professional Licenses
11341 W. Chinden Blvd., Boise ID 83714 or
P.O. Box 83720, Boise ID 83720-0063
Phone: (208) 334-3233 Website: <https://dopl.idaho.gov>
E-mail: rea@dopl.idaho.gov

APPLICATION INSTRUCTIONS FOR REGISTRATION AS A REAL ESTATE APPRAISER TRAINEE

Application Checklist for a Real Estate Appraiser Registered Trainee:

- _____ Complete the application. Processing will be delayed for applications that do not include a social security number or other documentation required under Idaho Code § 73-122. **Incomplete applications that do not include all the items required (excluding those items that must be sent directly to our office from an issuing authority) will delay licensure.**

- _____ Include a Certificate of Completion for the four- hour courses on the role of a supervisor.

- _____ Read and sign the trainee Affidavit and have your signature notarized.

- _____ Supervisor must read and sign the supervisor Affidavit and have the signature notarized. **Each appraiser who provides you with supervision during your trainee period must complete a Supervising Appraiser Affidavit before you may begin accruing experience hours with that appraiser. The affidavit page may be copied as necessary if you have more than one supervisor.**

Other Instructions:

- If you answer Yes to question 9 or 10, regarding discipline or previous criminal charges, you must provide additional information, as indicated below each question on the application.

- All applicants must review the Idaho Laws and Rules prior to licensure. Please note that according to Idaho Code §§ 54-4103 and 54-4119, you must be licensed or certified prior to any practice or solicitation of real estate appraising in Idaho. The Laws and Rules governing Real Estate Appraiser licensure can be viewed at <https://dopl.idaho.gov> under the Real Estate Appraisers link.

- Please be sure to keep a copy of this application for your records.

ATTENTION MEMBERS AND SPOUSES OF MEMBERS OF THE ARMED SERVICES

If you are a member of the armed forces, an honorably discharged veteran or the spouse of an active member or veteran of the military, you are entitled to certain benefits because of your service. Those benefits may include expedited processing of your application and credit for military training that is relevant to the occupational license/registration for which you are applying. For a full explanation of eligibility and a comprehensive description of benefits available, see [Idaho Code §§ 67-9401-9407](#). Additionally, active members of the military may be eligible for a waiver of renewal fees and other renewal requirements, see [Idaho Code § 67-2602A](#).

Note: The applicant's signature must be notarized. The applicants must declare the answers provided are true in front of a notary (jurat). The language "subscribed and sworn" must appear before the applicant's signature. An "acknowledgement" where the notary only verifies the identity of the applicant is not acceptable.

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AMENDED APPLICATION FOR REGISTERED TRAINEE

I hereby make application to amend my Real Estate Appraiser Trainee registration.

1. Full Name (Mr., Mrs., or Ms.) _____

2. Mailing Address _____
Street/PO Box City State Zip

3. Date of Birth ____/____/____ **Social Security No.** ____/____/____
mm dd yyyy (Not a public record; required by I.C. § 73-122.)

4. Business Name _____

5. Business Address _____
Street/PO Box City State Zip

7. Business Phone (____) _____ **Other Phone** (____) _____ **E-mail** _____
(The above phone number is a public record.) (The above number is not a public record.) (This is not a public record; required by I.C. § 67-2609.)

8. Have you ever held an appraiser license, certification, or registration in any other state? Yes No

If Yes, please list the other state(s) and license number(s) _____

9. Have you ever had a license or other registration revoked, suspended or otherwise sanctioned? Yes No
(If Yes, a copy of the charges and the final order must be received before your application will be processed.)

10. Have you ever been convicted of any State or Federal felony? Yes No
(If yes, the Criminal Conviction Disclosure Form, official court documents, and probation and parole documents along with any other relevant information must be received with this application.)

AFFIDAVIT

Upon oath I certify each of the following: (1) the responses and information provided in this application and in the attached addendum(s) and documentation are true and correct to the best of my knowledge; (2) I am the applicant named in and who has signed this application; (3) I am a United States citizen or a legal permanent resident or I am otherwise lawfully present in the United States; (4) I have read and will conform to the Laws and Rules governing the profession for which I am seeking a license or authority to practice; (5) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws or Rules governing the profession for which I am seeking a license or authority to practice shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted to me; (6) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate or incomplete; (7) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Division of Occupational and Professional Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on my eligibility for or maintenance of the license or authority for which I am applying and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; and (8) I authorize the Division of Occupational and Professional Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority issued or applied for in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof.

Signature of Applicant

State of _____, County of _____, ss.
Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public Official Signature
My Commission Expires _____

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AMENDED APPLICATION FOR REGISTERED TRAINEE

(continued)

Trainee Name _____

SUPERVISING APPRAISER INFORMATION AND AFFIDAVIT

Supervisor's Business Name _____

Supervisor's Business Address _____
Street/PO Box City State Zip

Business Phone (____) _____ Other(____) _____ E-mail _____
(The above phone number is public record) (The above number is not public record) (This is not a public record; required by I.C. § 67-2609.)

I hereby certify under penalty of perjury that I hold an Idaho Certified Real Estate Appraiser license in good standing and that I have not been the subject of discipline by the Idaho Real Estate Appraiser Board within the previous four (4) years. I further certify that I am not supervising more than three (3) appraiser trainees, including the applicant. Additionally, I have completed an approved four (4) hour course regarding the role of the supervising appraiser. **(Proof of attendance must be submitted with this application).**

I further certify that I have reviewed and will comply with USPAP and the Idaho Laws and Rules governing the practice of Real Estate Appraisal and Real Estate Appraiser Trainees. I understand the responsibilities and requirements for the training and direct supervision of the applicant.

Print Supervisor's Name & License Number

Signature of Supervising Appraiser

State of _____, County of _____, ss.

Subscribed and sworn before me this _____ day of _____, 20 _____.

(seal)

Notary Public Official Signature
My Commission Expires _____