

**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](mailto: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 Certificates of Completion for the qualifying education courses completed, along with the supervisor and trainee four- hour courses on the role of a supervisor and the role of a trainee.
  
- \_\_\_\_\_ Proof of age – a clear and readable color copy of a government-issued photo ID such as a passport, military ID, or valid driver’s license is acceptable.
  
- \_\_\_\_\_ 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.**
  
- \_\_\_\_\_ Review the Idaho Real Estate Appraiser Laws and Rules and complete the open book Idaho Jurisprudence Examination. The current laws and rules are on the web at <https://dopl.idaho.gov>.
  
- \_\_\_\_\_ Enclose the application fee or \$200.00 and the registration fee of \$50.00, for a total of \$250.00. Please make checks and money orders payable to Idaho Division of Occupational and Professional Licenses (DOPL). All returned checks are subject to a \$20.00 fee and the application will be invalid. FEES ARE NOT REFUNDABLE.

Your application will not be processed until all requested information is provided, and the Idaho Jurisprudence Examination and the required fees (\$250.00) are attached.

**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.**

**If the name on your application does not match the proof of age document or the transcripts, please provide proof of the name change in the form of a marriage certificate, divorce decree or court order.**

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**APPLICATION FOR REGISTERED TRAINEE**

I hereby make application for Real Estate Appraiser Trainee registration under Chapter 41, Title 54, Idaho Code, also known as the Idaho Real Estate Appraisers Act.

**1. Full Name** (Mr., Mrs., or Ms.) \_\_\_\_\_

**2. Mailing Address** \_\_\_\_\_  
Street/PO Box City State Zip

**3. Date of Birth** \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
mm dd yyyy  
(Proof of age – a clear and readable color copy of a government-issued photo ID such as a passport, military ID, or valid driver’s license must be attached.)

**4. Social Security No.** \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(This is not a public record; required by I.C. § 73-122) **E-mail** \_\_\_\_\_  
(This is not a public record; required by I.C. § 67-2609.)

**5. Business Name** \_\_\_\_\_

**6. Business Address** \_\_\_\_\_  
Street/PO Box City State Zip

**7. Business Phone** (\_\_\_\_) \_\_\_\_\_ **Other Phone** (\_\_\_\_) \_\_\_\_\_  
(The above phone number is a public record.) (The above number is not a public record.)

**8. Are you or your spouse an active member or honorably discharged veteran of the United States Armed Services?**  
(To utilize experience or education gained in the military to qualify you for this license/registration, please attach a copy of your DD-214.)  Yes  No

**9. 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) \_\_\_\_\_

**10. 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.)

**11. 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.)

**12. Have you completed at least 75 classroom hours of real estate appraisal courses?**  Yes  No  
The list of approved subjects is provided in Rule 275. USPAP training is required. **Proof of attendance documentation must be submitted with this application.**

-Continued-

**APPLICATION FOR REGISTERED TRAINEE**

(continued)

**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 \_\_\_\_\_

**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 phone 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 \_\_\_\_\_

**IDAHO REAL ESTATE APPRAISER BOARD**  
**STATE JURISPRUDENCE EXAMINATION**  
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**CAREFULLY READ EACH NUMBERED STATEMENT. BELOW EACH STATEMENT CHOOSE THE WORD OR PHRASE THAT MOST CORRECTLY COMPLETES THE MEANING OF THE STATEMENT. FOR EACH STATEMENT, SHADE IN BETWEEN THE BRACKETS IN FRONT OF THE WORD OR PHRASE YOU CHOOSE.**

1. An Idaho Licensed Residential Appraiser may appraise:
  - a. any residence having a transaction value less than \$1,500,000.
  - b. any residential real property consisting of 1 to 6 residential units.
  - c. any single unit residence regardless of cost or complexity.
  - d. any single family residential real property having a transaction value less than \$250,000.
  
2. A Broker's Price Opinion is defined in part as:
  - a. a conclusion of a property's value that is prepared by a real estate associate.
  - b. a written analysis of real property value that is prepared by a real estate broker.
  - c. a written price opinion of the estimated price for a property that is prepared by a licensed real estate sales associate.
  - d. the estimated written market price of a residential property prepared by a real estate broker.
  
3. The purpose of the Idaho Real Estate Appraisal Law is to:
  - a. ensure that all appraisals are correct and lawful by requiring a license to practice.
  - b. allow those wishing to perform appraisals the opportunity to be professionally licensed.
  - c. provide licensure for those persons who regularly perform complex property appraisals.
  - d. safeguard life, health and property and to promote the public welfare.
  
4. An Appraisal is defined in part as:
  - a. a written and notarized statement of minimum value which meets U.S. guidelines.
  - b. a conclusion relating to value of identified real estate.
  - c. any document which references cost, value, quality, or utility.
  - d. the act of assuming qualifying conditions relating to the minimum acquisition price of any commodity.
  
5. An Idaho Certified Residential Appraiser may appraise:
  - a. any 1 to 4 family residence regardless of cost or complexity.
  - b. any multi-unit residence having a transaction value less \$1,500,000.
  - c. any 1 to 6 family residence having a transaction value less \$1,500,000.
  - d. any residential real property having a transaction value less than \$1,000,000.

6. All real estate appraisals completed in Idaho MUST:
- a. be in writing.
  - b. be in compliance with USPAP.
  - c. have all three approaches to value applied.
  - d. be physically inspected by the signing appraiser.
7. An Idaho licensed or certified Appraiser MUST:
- a. renew their license to practice as an appraiser biennially.
  - b. obtain and document continuing education as a condition of licensure.
  - c. retake the exam for licensure if a license is not renewed prior to the renewal date.
  - d. complete and submit an Experience Log to the Idaho Real Estate Appraiser Board every 5 years.
8. A Uniform Standards of Professional Appraisal Practice update course must be completed:
- a. every year.
  - b. every 2 years.
  - c. every 7 years.
  - d. only prior to receiving initial licensure or certification.
9. An Idaho Certified General Appraiser may appraise:
- a. all types of real property in Idaho.
  - b. only commercial or industrial real property.
  - c. all types of real property in any state, territory or possession of the United States.
  - d. only real property having a transaction value more than \$10,000,000.
10. The Board of Real Estate Appraisers may suspend or revoke a license or certificate for:
- a. completing the required hours of continuing education in a licensing period.
  - b. revising a completed appraisal for mistakes.
  - c. accepting an appraisal assignment contingent upon a predetermined value.
  - d. documenting that there is an agreement in place to perform specialized services for a contingent fee.

IDAHO REAL ESTATE APPRAISER BOARD  
STATE JURISPRUDENCE EXAMINATION  
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Depreciation Analysis by Extraction Method

	Comp. 1	Comp. 2	Comp. 3
Sale Price:	\$205,000	\$215,000	\$217,000
Land Value:	48,000	50,000	54,500
Improv. Contributory Value:	157,000	165,000	162,500
Sale Date:	Feb-07	Mar-07	Feb-07
Est. Reconstruction Value:	\$179,000	\$182,500	\$184,000
Improvements:			
Less Contributory Value:	_____	<u>-165,000</u>	_____
Improvements:			
Accrued Depreciation:	<u>22,000</u>	_____	_____
Percent Depreciation:	_____	_____	<u>11.68%</u>
Effective Age (years):	9	8	9
Est. Depreciation per Year:	_____%	<u>1.20%</u>	_____%
Reconciled Annual Depreciation:	_____%		

Subject Property:

Effective Age: 8 years

Subject Land Value: \$52,000

Est. Cost New, Improvements: \$183,000

Depreciation: - \$ \_\_\_\_\_

Value from Cost Approach: \$ \_\_\_\_\_

**AFFIDAVIT**

**I hereby certify under oath that the responses provided above are my own, based on my personal review of the Idaho Laws and Rules governing the practice of real estate appraising.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
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 \_\_\_\_\_

**Submit all pages of this completed examination with your application.**