



OFFICE OF PROFESSIONAL REGULATION

VERMONT SECRETARY OF STATE

89 Main Street, 3rd Floor, Montpelier, VT 05620
802-828-1505 | sos.vermont.gov/opr

Certified Residential Appraiser Application Instructions

Applications are submitted through the [Online Services System](#). Official documentation can be sent by postal mail or by email to SOS.OPRLicensing2@vermont.gov. Application updates will be sent to the email address on file. Please allow 3-5 business days for processing.

Complete the Criminal Background Check- Required for all applicants:

- After you receive the signed Fingerprint Authorization Certificate, you will make an appointment to have your fingerprints taken.
- Print the Fingerprint Authorization Certificate and bring it with you to your fingerprint appointment. The Fingerprint Authorization form must be sent with your prints to VCIC. Some centers do this for you, and some will require you to send. Please visit the Office of Professional Regulation [Criminal Background Checks for Licensure page](#) for more information.
- Be sure to keep your receipt. You may be asked to provide it.

To have fingerprints taken in Vermont: You may view the list of [Vermont Identification Centers](#) or contact your local law enforcement agency to inquire if they provide fingerprinting services.

To have fingerprints taken outside of Vermont: Contact a local law enforcement agency.

Once VCIC receives your information, it can take 12 weeks for OPR to receive results. We will make every effort to process the results quickly. Due to the high volume, we expect increased processing time.



Apply by Registration

- ▶ Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.

- ▶ Copies of course completion certificates for 200 hours of qualifying education.
 - Basic Appraisal Principles – 30 hours – completed as a trainee
 - Basic Appraisal Procedures – 30 hours – completed as a trainee
 - 15 Hour National USPAP course – 15 hours – completed as a trainee
 - Residential Marketing Analysis and Highest and Best Use – 15 hours
 - Residential Appraiser Site Valuation and cost Approach – 15 hours
 - Residential Sales Comparison and Income Approaches – 30 hours
 - Residential Report Writing and Case Studies – 15 hours
 - Statistics, Modeling and Finance – 15 hours
 - Advanced Residential Applications and Case Studies – 15 hours
 - Appraisal Subject matter Electives – 20 hours

- ▶ Submit 1500 hours of experience in no fewer than 12 months to be completed on the following forms.
 - Statement of Appraiser form
 - Experience Narrative form
 - Vermont Appraiser Experience Log

- ▶ In addition to the above requirements you may select one of the following options:
 - Option 1 – proof of a bachelor’s degree in any field of study. Official transcripts must be submitted directly to the office by US mail or email.
 - Option 2 – Associate’s degree in a field of study related to Business Administration, Accounting, Finance, Economics or Real Estate
 - Option 3 – Successful completion of 30 semester hours of college-level courses that cover each of the following specific topic areas and hours
 - 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 Law or Real Estate Law – 3 hours
 - Two elective courses in any of the following topics
 - Accounting – 3 hours
 - Geography – 3 hours
 - Agricultural Economics – 3 hours
 - Business Management – 3 hours
 - Real Estate – 3 hours

- Option 4 – Successful completion of at least 30 semester hours of College Level Examination Program (CLEP)

Examinations equivalencies below

CLEP Exam	CLEP Semester Hours Granted	Acceptable College Courses
College Algebra	3	Algebra, Geometry, Statistics or higher mathematics
College Composition	6	English Composition
College Composition Modular	3	English Composition
College Mathematics	6	Algebra, Geometry, Statistics or higher mathematics
Principles of Macroeconomics	3	Macroeconomics or Finance
Principles of Microeconomics	3	Microeconomics or Finance
Introductory Business Law	3	Business Law or Real Estate Law
Information Systems	3	Computer Science

- Option 5 – Any combination of Option 3 and Option 4 that includes all of the topics identified Option 3
- Option 6 – no college level education required.
 - This option applies only to appraisers who have held a Licensed Residential credential for a minimum of 5 years and have no record of any adverse, final, and no appealable disciplinary action affecting the Licensed Residential appraiser’s legal eligibility to engage in appraisal practice within the 5 years immediately preceding the date of application for a Certified Residential credential
 - ▶ Submit 2-3 Appraiser reports for UPAP compliance review. These reports will be picked by the office once we receive the experience logs.
 - ▶ Successful completion of the Certified Residential Real Property Appraiser Examination taken through AMP.

