



# Trainee Appraiser Application Instructions

Review the following paths to determine which path to apply under. Applications are submitted through the [Online Services System](#). Official documentation can be sent by postal mail or by email to [SOS.OPRLicensing2@vermont.gov](mailto: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 75 hours of qualifying education
  - Basic Appraisal Principles – 30 hours
  - Basic Appraisal Procedures – 30 hours
  - 15 Hour National USPAP course – 15 hours
- ▶ Trainee/Supervisor orientation course. Courses must comply with course content established by the AQB
- ▶ Supervising Appraiser. The supervising appraiser must be subject to direct control and supervision by a supervisory appraiser in good standing, who shall be state certified. A trainee appraiser is permitted to have more than one supervising appraiser. A list of appraisers can be downloaded from our website under Find a Professional and Roster generate/download.