

**WEST VIRGINIA  
SECRETARY OF STATE  
JOE MANCHIN, III  
ADMINISTRATIVE LAW DIVISION**

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OFFICE WEST VIRGINIA  
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Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: WV Real Estate Licensing & Certification Board TITLE NUMBER: 190

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 2

TITLE OF RULE BEING AMENDED: Requirements for Licensure & Certification

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

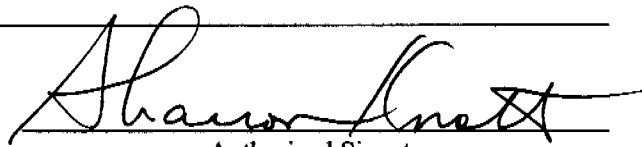
TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) SB 2014

SECTION 64-9-14(a), PASSED ON June 13, 2003

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE: June 25, 2003

  
Authorized Signature

**TITLE 190**  
**LEGISLATIVE RULE**  
**WEST VIRGINIA REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD**

**SERIES 2**  
**REQUIREMENTS FOR LICENSURE AND CERTIFICATION**

**§190-2-1. General.**

- 1.1. **Scope.** - This rule establishes the requirements for an applicant to become a licensed or certified real estate appraiser in the state of West Virginia.
- 1.2. **Authority.** - W.Va. Code §30-38-6; §30-38-7; §30-38-9.
- 1.3. **Filing Date.** - June 25, 2003
- 1.4. **Effective Date.** - June 25, 2003

**§190-2-2. Definitions.**

- 2.1. “Accredited colleges, universities and junior and community colleges” means those institutions of higher learning under the Higher Education Policy Commission or listed in the Transfer of Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers.
- 2.2. “Adult distributive or marketing education programs” means those programs offered at schools approved by the Higher Education Policy Commission or any other local, state or federal government agency, board or commission to teach adult education or marketing courses.
- 2.3. “Appraisal foundation” means the appraisal foundation established on the thirtieth day of November, one thousand nine hundred eighty-seven, as a not-for-profit corporation under the laws of Illinois.
- 2.4. “Appraiser qualifications board” means the board created by the Appraisal Foundation to establish appropriate criteria for the licensure and certification of qualified appraisers by defining, issuing and promoting the qualification criteria; to disseminate the qualification criteria to states, governmental entities and others; and to develop or assist in the development of appropriate examinations for qualified appraisers.
- 2.5. “Classroom hour means 50 minutes out of each 60 minute segment of instruction in courses approved by the board.

**§190-2-4. General Qualifications for Licensure or Certification.**

- 4.1.** Every person who applies to be classified as a licensed or certified real estate appraiser shall:
- 4.1.a.** Have a good reputation for honesty, truthfulness, and fair dealing, and be competent to transact the business of a licensed or certified real estate appraiser in a manner that safeguards the interests of the public;
  - 4.1.b.** Except as provided for in subsection 2-11 of this rule, meet the current education and experience requirements and submit an application to the Board or its agent prior to the time the applicant is approved to sit for the licensing or certification examination. An applicant shall complete an application for license or certification within twelve months of the date of the receipt of the application and fee by the board;
  - 4.1.c.** Be in good standing as a real estate appraiser in every jurisdiction where he or she is licensed or certified. An applicant's occupational or professional license or certification shall not be suspended, revoked or surrendered in connection with a disciplinary action or an applicant may not be the subject of disciplinary action in any jurisdiction prior to applying for licensure or certification in West Virginia;
  - 4.1.d.** Not have been found guilty or pled guilty, regardless of adjudication, in any jurisdiction, of a misdemeanor involving moral turpitude or of any felony. Any plea of nolo contendere is considered a conviction for purposes of this subdivision. The record of a conviction authenticated in a form that is admissible in evidence under the laws of the jurisdiction where convicted is admissible as prima facie evidence of the conviction; and
  - 4.1.e.** Be at least 18 years of age.
- 4.2.** The Board may consider and approve for license or certification, applicants who do not meet the requirements set forth in subdivisions 4.1.c. and 4.1.d. of this section.
- 4.3.** At the time of filing an application for original or renewal of a license or certification, each applicant shall sign a pledge to comply with the standards of professional appraisal practice and the ethical rules that are established by the board. Each applicant shall also certify that he or she understands the types of misconduct as described in W. Va. Code §30-38-1 et seq. and that disciplinary proceedings may be initiated against him or her for that misconduct.

**§190-2-5. Additional Qualifications for Licensed Residential Real Estate Appraisers.**

July 1, 1990 and that the board is satisfied with the quality of the challenge examination that was administered by the course provider.

**5.1.g.** The board may credit various appraisal courses toward the classroom hours required by subdivision 5.1.a. of this section, if the applicant can show that his or her education involved coverage of all of the following topics, with particular emphasis on the appraisal of one to four unit residential properties:

**5.1.g.1.** Influences on real estate value;

**5.1.g.2.** Legal considerations in appraisal;

**5.1.g.3.** Types of value;

**5.1.g.4.** Economic principles;

**5.1.g.5.** Real estate markets and analysis;

**5.1.g.6.** Valuation process;

**5.1.g.7.** Property description;

**5.1.g.8.** Highest and best use analysis;

**5.1.g.9.** Appraisal statistical concepts;

**5.1.g.10.** Sales comparison approach;

**5.1.g.11.** Site value;

**5.1.g.12.** Cost approach;

**5.1.g.13.** Income approach, which includes, but is not limited to:

**5.1.g.13.A.** Gross rent multiplier analysis;

**5.1.g.13.B.** Estimation of income and expenses; and

**5.1.g.13.C.** Operating expense ratios;

**5.1.g.14.** Valuation of partial interests; and

**5.1.g.15.** Appraisal standards and ethics;

- 2.6. "Direct supervision" means the supervisor shall personally view the exterior and interior of all properties with his or her respective apprentice or appraiser; personally review each appraisal report; assign work to the apprentice or appraiser only if he or she is competent to perform the work; accept full responsibility for the report; and approve and sign the report as being independently and impartially prepared in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) and applicable statutory requirements.
- 2.7. "Experience" as used in this rule includes, but is not limited to experience gained in the performance of traditional appraisal assignments, or in the performance of the following: fee and staff appraisals; ad valorem tax appraisal; condemnation appraisal; technical review appraisal; appraisal analysis; real estate consulting; highest and best use analysis; and, feasibility analysis or study.
- 2.8. "Licensee" means a person who holds a current valid license as a state licensed residential real estate appraiser, a certification as a state certified residential real estate appraiser or a certification as a state certified general real estate appraiser issued under the provisions of the W.Va. Code §30-38 et seq.
- 2.9. "Local, state or federal government agency, board or commission" means any entity established by any local, federal or state government to protect or promote the health, safety and welfare for the citizens of its domain.
- 2.10. "Non-residential" property is defined as all properties other than residential.
- 2.11. "Proprietary school" means a privately owned school, under the authority of a local, state or federal government agency, board or commission, offering appraisal or appraisal related courses.
- 2.12. "Residential" property is defined as one to four single family residential units and lots where the highest and best use is for one to four single family residential units.
- 2.13. "Uniform Standards of Professional Appraisal Practice" means the Uniform Standards of Professional Appraisal Practice (USPAP) published by the appraisal foundation.

**§190-2-3. Exceptions to License Requirement.**

- 3.1. In addition to the exceptions of the W.Va. Code §30-38-1(c), this rule does not apply to a person licensed to practice public accountancy as defined in W. Va. Code §30-9-3, including the performance of a business evaluation; Provided, that the exception does not apply to federally related transactions as defined in the "Financial Institutions Reform, Recovery and Enforcement Act of 1989", 12 U.S.C. §33331 et seq.

**5.1. Education.**

- 5.1.a.** An applicant shall have successfully completed ninety (90) classroom hours of courses in subjects related to real estate appraisal that are required under this subdivision, of which a minimum of fifteen (15) hours shall include coverage of the Uniform Standards of Professional Appraisal Practice. Effective January 1, 2003, fifteen (15) of the ninety (90) hours shall include the successful completion of the National Uniform Standards of Professional Appraisal Practice Course, or its equivalent. Equivalency shall be determined through the appraisal qualifications board course approval program or by an alternate method established by the appraisal qualifications board.
- 5.1.b.** The board shall grant credit towards classroom hours only where the length of the educational course is at least fifteen (15) hours and an applicant successfully completed an examination concerning that course.
- 5.1.c.** An applicant may obtain credit towards classroom hours from the following entities provided that, the courses have been registered with and approved by the board:
- 5.1.c.1.** Accredited colleges or universities;
  - 5.1.c.2.** Community or junior colleges;
  - 5.1.c.3.** Real estate appraisal or real estate related organizations;
  - 5.1.c.4.** Local, state or federal agencies, boards or commissions;
  - 5.1.c.5.** Proprietary schools;
  - 5.1.c.6.** Adult distributive or marketing educational programs; or
  - 5.1.c.7.** Any other entity which has received prior approval by the board.
- 5.1.d.** The board may award credit towards classroom hours to teachers of appraisal courses.
- 5.1.e.** There is no time limit for when an applicant must obtain qualifying education credit.
- 5.1.f.** The board may grant credit for courses where an applicant obtained credit from the course provider by challenge examination without attending the courses, provided, that the credit was granted by the course provider prior to

**5.1.h.** An applicant shall submit to the board a listing of courses, which he or she claims meet the education credit requirement, on a form approved by the board. An applicant shall submit proof of the completion of a course claimed for credit.

**5.2.** Experience.

**5.2.a.** An applicant shall have a minimum of two thousand (2000) hours of appraisal experience. The board or an applicant may treat hours as cumulative in order to achieve the required two thousand (2000) hours.

**5.2.b.** As a part of the application for licensure, an applicant shall execute an affidavit attesting to his or her experience in the field of real estate appraisal. This affidavit shall be on forms provided by the board with the application. In addition, an applicant shall provide, on forms provided by the board, a detailed list of the real estate appraisal reports or file memoranda for each year for which experience is claimed. Upon request, an applicant shall provide the board a sample of appraisal reports which the applicant has prepared. Experience obtained after January 1, 1991, shall comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

**5.3.** Examination.

**5.3.a.** Before the board issues an initial license, an applicant shall successfully complete a written national examination administered by the board or by a testing service acting on behalf of the board. The passing score shall be determined by the board based upon the recommendation of the testing service.

**5.3.b.** Before the board issues an initial license, an applicant shall successfully complete a written state examination covering the sections of the West Virginia Code that regulate the practice of real estate appraising. The passing score shall be determined by the board.

**§190-2-6. Additional Qualifications for Certified General and Certified Residential Real Estate Appraisers.**

**6.1.** Education.

**6.1.a.** An applicant for the Certified General real estate appraiser certification shall have successfully completed one hundred eighty (180) classroom hours in subjects related to real estate appraisal that are required under this subdivision of which a minimum of fifteen (15) hours shall have included coverage of the Uniform Standards of Professional Appraisal Practice. Effective January 1,

2003, fifteen (15) of the one hundred eighty (180) hours shall include the successful completion of the National Uniform Standards of Professional Appraisal Practice Course, or its equivalent. Equivalency shall be determined through the appraisal qualifications board course approval program or by an alternate method established by the appraisal qualifications board.

- 6.1.b.** An applicant for the Certified Residential real estate appraiser certification shall have successfully completed one hundred thirty-five (135) classroom hours of courses in subjects related to real estate appraisal that are required under this subdivision of which a minimum of fifteen (15) hours shall have included coverage of the Uniform Standards of Professional Appraisal Practice. Effective January 1, 2003, fifteen (15) of the one hundred thirty-five (135) hours shall include the successful completion of the National Uniform Standards of Professional Appraisal Practice Course, or its equivalent. Equivalency shall be determined through the appraisal qualifications board course approval program or by an alternate method established by the appraisal qualifications board.
- 6.1.c.** The board shall grant credit towards classroom hours only where the length of the educational course was at least fifteen (15) hours and an applicant successfully completed an examination concerning the course.
- 6.1.d.** An applicant may obtain credit towards classroom hours from the following entities, provided that the courses have been registered with and approved by the board:
  - 6.1.d.1.** Accredited colleges or universities;
  - 6.1.d.2.** Community or junior colleges;
  - 6.1.d.3.** Real estate appraisal or real estate related organizations;
  - 6.1.d.4.** Local, state or federal agencies, boards or commissions;
  - 6.1.d.5.** Proprietary schools;
  - 6.1.d.6.** Adult distributive or marketing educational programs; or
  - 6.1.d.7.** Any other entity which has received prior approval by the board.
- 6.1.e.** The board may award credit toward classroom hours to teachers of appraisal courses.

- 6.1.f.** There is no time limit for when an applicant must obtain qualifying education credit.
- 6.1.g.** The board may grant credit for courses where an applicant obtained credit from the course provider by challenge without attending the courses, provided that the credit was granted by the course provider prior to July 1, 1990, and that the board is satisfied with the quality of the challenge examination that was administered by the course provider.
- 6.1.h.** For the state certified general classification, the board may credit various appraisal courses toward the classroom hours required by subdivision 6.1.a. of this section if an applicant can show that his or her education involved coverage of all of the following topics, with particular emphasis on the appraisal of non-residential properties:
  - 6.1.h.1.** Influences on real estate value, including but not limited to:
    - 6.1.h.1.A.** Physical and environmental;
    - 6.1.h.1.B.** Economic;
    - 6.1.h.1.C.** Governmental and legal; and
    - 6.1.h.1.D.** Social;
  - 6.1.h.2.** Legal considerations in appraisal, including but not limited to:
    - 6.1.h.2.A.** Real estate vs. real property;
    - 6.1.h.2.B.** Real property vs. personal property;
    - 6.1.h.2.C.** Limitations on real estate ownership;
    - 6.1.h.2.D.** Legal rights and interests;
    - 6.1.h.2.E.** Forms of property ownership;
    - 6.1.h.2.F.** Legal descriptions; and
    - 6.1.h.2.G.** Transfer of title;
  - 6.1.h.3.** Types of value, including but not limited to:

- 6.1.h.3.A.** Market Value or Value in Exchange;
- 6.1.h.3.B.** Price;
- 6.1.h.3.C.** Cost;
- 6.1.h.3.D.** Investment Value;
- 6.1.h.3.E.** Value in Use;
- 6.1.h.3.F.** Assessed Value;
- 6.1.h.3.G.** Insurable Value; and
- 6.1.h.3.H.** Going Concern Value;
- 6.1.h.4.** Economic principles, including but not limited to:
  - 6.1.h.4.A.** Anticipation;
  - 6.1.h.4.B.** Balance;
  - 6.1.h.4.C.** Change;
  - 6.1.h.4.D.** Competition;
  - 6.1.h.4.E.** Conformity;
  - 6.1.h.4.F.** Contribution;
  - 6.1.h.4.G.** Increasing and decreasing returns;
  - 6.1.h.4.H.** Opportunity Cost;
  - 6.1.h.4.I.** Substitution;
  - 6.1.h.4.J.** Supply and demand; and
  - 6.1.h.4.K.** Surplus productivity;
- 6.1.h.5.** Real estate markets and analysis, including but not limited to:
  - 6.1.h.5.A.** Characteristics of real estate markets;

- 6.1.h.5.B.** Absorption analysis;
- 6.1.h.5.C.** Role of money and capital markets; and
- 6.1.h.5.D.** Real estate financing;
- 6.1.h.6.** Valuation process, including but not limited to:
  - 6.1.h.6.A.** Definition of the problem;
  - 6.1.h.6.B.** Collection and analysis of data;
  - 6.1.h.6.C.** Analysis of highest and best use;
  - 6.1.h.6.D.** Anticipation and limitations of each approach to value;
  - 6.1.h.6.E.** Reconciliation and final value estimate; and
  - 6.1.h.6.F.** The appraisal report;
- 6.1.h.7.** Property description, including but not limited to:
  - 6.1.h.7.A.** Site description;
  - 6.1.h.7.B.** Improvement description; and
  - 6.1.h.7.C.** Basic construction and design;
- 6.1.h.8.** Highest and best use analysis, including but not limited to:
  - 6.1.h.8.A.** Four tests;
  - 6.1.h.8.B.** Vacant site or as if vacant;
  - 6.1.h.8.C.** As improved; and
  - 6.1.h.8.D.** Interim use;
- 6.1.h.9.** Appraisal math and statistics, including but not limited to:
  - 6.1.h.9.A.** Compound interest concepts; and
  - 6.1.h.9.B.** Statistical concepts used in appraisal;

**6.1.h.10.** Sales comparison approach, including but not limited to:

**6.1.h.10.A.** Research and selection of comparables;

**6.1.h.10.B.** Elements of comparison;

**6.1.h.10.C.** Adjustment process; and

**6.1.h.10.D.** Application of sales comparison approach;

**6.1.h.11.** Site value, including but not limited to:

**6.1.h.11.A.** Sales comparison;

**6.1.h.11.B.** Land residual;

**6.1.h.11.C.** Allocation;

**6.1.h.11.D.** Extraction;

**6.1.h.11.E.** Ground rent capitalization;

**6.1.h.11.F.** Subdivision analysis; and

**6.1.h.11.G.** Plottage and assemblage;

**6.1.h.12.** Cost approach, including but not limited to:

**6.1.h.12.A.** Steps in Cost Approach; and

**6.1.h.12.B.** Application of the Cost Approach;

**6.1.h.13.** Income approach, including but not limited to:

**6.1.h.13.A.** Estimation of income and expenses;

**6.1.h.13.B.** Operating statement ratios;

**6.1.h.13.C.** Direct capitalization;

**6.1.h.13.D.** Cash flow estimates;

**6.1.h.13.E.** Measures of cash flow; and

- 6.1.h.13.F.** Discounted cash flow analysis (DCF);
- 6.1.h.14.** Valuation of partial interests, including but not limited to:
  - 6.1.h.14.A.** Interests created by a lease;
  - 6.1.h.14.B.** Lease provisions;
  - 6.1.h.14.C.** Valuation considerations; and
  - 6.1.h.14.D.** Other partial interests;
- 6.1.h.15.** Appraisal standards and ethics; and
- 6.1.h.16.** Narrative report writing.
- 6.1.i.** For the state certified residential classification, the board may credit various appraisal courses toward the classroom hours required by subdivision 6.1.b. of this section if an applicant can show that his or her education involved coverage of all topics listed below with particular emphasis on the appraisal of one to four unit residential properties:
  - 6.1.i.1.** Influences on real estate value, including but not limited to:
    - 6.1.i.1.A.** Physical and environmental;
    - 6.1.i.1.B.** Economic;
    - 6.1.i.1.C.** Governmental and legal; and
    - 6.1.i.1.D.** Social;
  - 6.1.i.2.** Legal considerations in appraisal, including but not limited to:
    - 6.1.i.2.A.** Real estate vs. real property;
    - 6.1.i.2.B.** Real estate vs. personal property;
    - 6.1.i.2.C.** Limitations on real estate ownership;
    - 6.1.i.2.D.** Legal rights and interests;
    - 6.1.i.2.E.** Forms of property ownership;

- 6.1.i.2.F.** Legal descriptions; and
- 6.1.i.2.G.** Transfer of title;
- 6.1.i.3.** Types of value, including but not limited to:
  - 6.1.i.3.A.** Market Value or Value in Exchange;
  - 6.1.i.3.B.** Price;
  - 6.1.i.3.C.** Cost;
  - 6.1.i.3.D.** Investment Value;
  - 6.1.i.3.E.** Value in Use;
  - 6.1.i.3.F.** Assessed Value; and
  - 6.1.i.3.G.** Insurable Value;
- 6.1.i.4.** Economic principles, including but not limited to:
  - 6.1.i.4.A.** Anticipation;
  - 6.1.i.4.B.** Balance;
  - 6.1.i.4.C.** Change;
  - 6.1.i.4.D.** Competition;
  - 6.1.i.4.E.** Conformity;
  - 6.1.i.4.F.** Contribution;
  - 6.1.i.4.G.** Increasing and decreasing returns;
  - 6.1.i.4.H.** Opportunity Cost;
  - 6.1.i.4.I.** Substitution;
  - 6.1.i.4.J.** Supply and demand; and
  - 6.1.i.4.K.** Surplus productivity;

- 6.1.i.5.** Real estate markets and analysis, including but not limited to:
  - 6.1.i.5.A.** Characteristics of real estate markets;
  - 6.1.i.5.B.** Absorption analysis;
  - 6.1.i.5.C.** Role of money and capital markets; and
  - 6.1.i.5.D.** Real estate financing;
  
- 6.1.i.6.** Valuation process, including but not limited to:
  - 6.1.i.6.A.** Definition of the problem;
  - 6.1.i.6.B.** Collection and analysis of data;
  - 6.1.i.6.C.** Analysis of highest and best use;
  - 6.1.i.6.D.** Application and limitations of each approach to value;
  - 6.1.i.6.E.** Reconciliation and final value estimate; and
  - 6.1.i.6.F.** The appraisal report;
  
- 6.1.i.7.** Property description, including but not limited to:
  - 6.1.i.7.A.** Site description;
  - 6.1.i.7.B.** Improvement description; and
  - 6.1.i.7.C.** Basic construction and design;
  
- 6.1.i.8.** Highest and best use analysis, including but not limited to:
  - 6.1.i.8.A.** Four tests;
  - 6.1.i.8.B.** Vacant site or as if vacant;
  - 6.1.i.8.C.** As improved; and
  - 6.1.i.8.D.** Interim use;

- 6.1.i.9.** Appraisal math and statistics, including but not limited to:
  - 6.1.i.9.A.** Compound interest concepts; and
  - 6.1.i.9.B.** Statistical concepts used in appraisal;
- 6.1.i.10.** Sales comparison approach, including but not limited to:
  - 6.1.i.10.A.** Research and selection of comparables;
  - 6.1.i.10.B.** Elements of comparison;
  - 6.1.i.10.C.** Adjustment process; and
  - 6.1.i.10.D.** Application of sales comparison approach;
- 6.1.i.11.** Site Value, including but not limited to:
  - 6.1.i.11.A.** Sales comparison;
  - 6.1.i.11.B.** Land residual;
  - 6.1.i.11.C.** Allocation;
  - 6.1.i.11.D.** Extraction; and
  - 6.1.i.11.E.** Plottage and assemblage;
- 6.1.i.12.** Cost approach, including but not limited to:
  - 6.1.i.12.A.** Steps in Cost Approach; and
  - 6.1.i.12.B.** Application of the Cost Approach;
- 6.1.i.13.** Income approach, including but not limited to:
  - 6.1.i.13.A.** Gross rent multiplier analysis;
  - 6.1.i.13.B.** Estimation of income and expenses;
  - 6.1.i.13.C.** Operating expense ratios; and
  - 6.1.i.13.D.** Direct capitalization;

**6.1.i.14.** Valuation of partial interests, including but not limited to:

**6.1.i.14.A.** Life estates;

**6.1.i.14.B.** Undivided interest in commonly held property;

**6.1.i.14.C.** Easements;

**6.1.i.14.D.** Timeshares;

**6.1.i.14.E.** Cooperatives;

**6.1.i.14.F.** Leased fee estate; and

**6.1.i.14.G.** Leasehold estate;

**6.1.i.15.** Appraisal standards and ethics; and

**6.1.i.16.** Narrative Report writing.

**6.1.j.** An applicant shall submit to the board a listing of courses, which he or she claims meet the education credit requirement, on a form approved by the board. An applicant shall submit proof of the completion of a course claimed for credit.

**6.2. Experience.**

**6.2.a.** An applicant for the state certified residential classification shall have two thousand five hundred (2,500) hours of appraisal experience over a period of not less than 24 months.

**6.2.b.** An applicant for the state certified general classification shall have a minimum of three thousand (3,000) hours of appraisal experience over a period of not less than 30 months. At least one-half (1,500) of the hours of the required experience shall be in non-residential assignments.

**6.2.c.** As a part of the application for license or certification, an applicant shall execute an affidavit attesting to his or her experience in the field of real estate appraisal. In addition, an applicant shall provide, on forms provided by the board, a detailed list of the real estate appraisal reports or file memoranda for each year for which experience is claimed. Upon request, an applicant shall provide the board a sample of appraisal reports which the applicant has prepared. Experience obtained after January 1, 1991, shall comply with the

Uniform Standards of Professional Appraisal Practice (USPAP).

**6.2.d.** A licensed or certified residential real estate appraiser may assist a certified general real estate appraiser in the appraisal of non-residential property valued over one hundred thousand dollars (\$100,000) and accumulate the experience hours required in subdivision 6.2.b. of this rule. He or she shall work under the direct supervision of a state certified general real estate appraiser and view the property and participate in the appraisal process in order to sign the report and receive credit for the experience hours.

**6.3. Examination.**

**6.3.a.** Before the board issues an initial certification, an applicant shall successfully complete a written national examination administered by the board or by a testing service acting on behalf of the board. The passing score shall be determined by the board based upon the recommendation of the testing service.

**6.3.b.** Before the board issues an initial certification, an applicant shall successfully complete a written state examination covering the sections of the West Virginia Code that regulate the practice of real estate appraising. The passing score shall be determined by the board.

**§190-2-7. Procedure for Calculation of Experience by the Board.**

**7.1.** As provided for in Sections 5 and 6 of this rule, an applicant for residential real estate appraiser licensing or certification shall provide evidence satisfactory to the board that the applicant possesses the required amount of appraisal experience. The board may award maximum experience hours for residential real estate appraisals as follows:

**7.1.a.** A maximum of twelve hours of credit for a complex residential appraisal;

**7.1.b.** A maximum of four hours of credit for a complex residential field review;

**7.1.c.** A maximum of two hours of credit for a complex residential desk review;

**7.1.d.** A maximum of six hours of credit for a non-complex residential appraisal;

**7.1.e.** A maximum of two hours of credit for a non-complex residential field review;  
and

**7.1.f.** A maximum of one hour of credit for a non-complex residential desk review.

**7.2.** As provided for in subdivision 6.2.b. of this rule, an applicant for general real estate

appraiser certification shall provide evidence satisfactory to the board that the applicant possesses the required amount of appraisal experience. At least one-half of the hours of the required experience shall be in non-residential appraisal assignments. The board may award maximum experience credits for non-residential real estate appraisals as follows:

- 7.2.a.** A maximum of thirty-two (32) hours of credit for a complex non-residential appraisal;
  - 7.2.b.** A maximum of six (6) hours of credit for a complex non-residential field review;
  - 7.2.c.** A maximum of three (3) hours of credit for a complex non-residential desk review;
  - 7.2.d.** A maximum of eight (8) hours of credit for a non-complex non-residential appraisal;
  - 7.2.e.** A maximum of four (4) hours of non-complex non-residential field review; and
  - 7.2.f.** A maximum of two (2) hours of credit for a non-complex non-residential desk review.
- 7.3.** If an applicant for licensure or certification feels that he or she has performed any real estate appraisals under unique circumstances, or that he or she has expended a greater amount of hours in the performance of an appraisal than the provisions of this section allow, the applicant may provide the board with a log detailing the amount of actual hours spent on the appraisals, with sufficient details of the hours of experience for which he or she is requesting experience credit.
- 7.4.** For the purpose of this section only: a non-complex appraisal is one having the following characteristics:
- 7.4.a.** There is an active market of essentially identical properties;
  - 7.4.b.** Adequate data is available to the appraiser;
  - 7.4.c.** Adjustments to comparable sales are not large in the aggregate, specifically not exceeding the trading range found in the market of essentially identical properties; and
  - 7.4.d.** For residential property, the contract price falls within the market norm

(median sales price) of homes in the neighborhood.

- 7.5.** For the purpose of this section only: a complex appraisal:
- 7.5.a.** For non-residential property is one that relies to any significant degree on all three approaches to value (cost, sales comparison and income) or does not have the characteristics of a non-complex appraisal; and
  - 7.5.b.** For residential property is one that relies to any significant degree on at least two of the three approaches to value, with one approach being the sales comparison approach, or does not have the characteristics of a non-complex appraisal.
- 7.6.** For each appraisal having three or more signers accepting responsibility, the board may award experience hour credit based upon the number of hours divided by the number of signers. For each appraisal having less than three signers who accept responsibility, the board may award each signer the maximum experience hour credit.
- 7.7.** All appraisals submitted or claimed for experience credit are subject to verification by the board. An applicant may not claim experience hours for appraisals which are not supported by written reports or file memoranda. On request, an applicant shall furnish the board copies of appraisal reports and file memoranda supporting the experience hours sought by the applicant. The board shall treat all appraisal reports and file memoranda submitted to the board as confidential to the extent permitted by law.
- 7.8.** Review appraisal experience shall be matched hour for hour by experience in preparing appraisal reports other than as a review appraisal. The board may award matching appraisal experience for appraisal reports prepared at any time in an applicant's career.

**§190-2-8. Qualifications for Licensure or Certification by Reciprocity.**

- 8.1.** An applicant who is currently licensed or certified as a real estate appraiser in another jurisdiction may obtain a West Virginia real estate appraiser license or certification by providing documentation that he or she has met educational, experience and examination requirements that are substantially equivalent to those required in West Virginia for the appropriate level of license or certification: Provided, that the other jurisdiction extends the same reciprocal consideration to all West Virginia licensed or certified real estate appraisers in good standing in this state. All reciprocal applicants shall pass the West Virginia appraiser law section of the licensing examination prior to license or certification and pay the appropriate fees provided for in Section 10 of this Rule.
- 8.2.** Each applicant for a license or certification by reciprocity shall:

- 8.1.a. Be at least 18 years of age;
  - 8.2.b. Sign, as part of the application, an affidavit certifying that the applicant has read and understands the West Virginia real estate appraiser license laws and the rules of the board;
  - 8.2.c. Be in good standing as a real estate appraiser in every jurisdiction where he or she is licensed or certified. The applicant's license or certification may not be suspended, revoked or surrendered in connection with a disciplinary action. The applicant may not have been or currently be the subject of disciplinary action in any jurisdiction;
  - 8.2.d. Have a good reputation for honesty, truthfulness, and fair dealing, and be competent to transact the business of a real estate appraiser in a manner that safeguards the interest of the public; and,
  - 8.2.e. Not have been convicted or pled guilty, regardless of adjudication, in any jurisdiction, of a misdemeanor involving moral turpitude or of any felony. Any plea of nolo contendere is considered a conviction for purposes of this subdivision. The record of a conviction authenticated in a form that is admissible in evidence under the laws of the jurisdiction where convicted is admissible as prima facie evidence of the conviction.
- 8.3. The Board may consider applicants for license or certification who do not meet the requirements set forth in subdivision 8.2.c. or subdivision 8.2.e. of this section.

**§190-2-9. Qualifications for Temporary Permit as a Licensed Residential Real Estate Appraiser, Certified Residential or Certified General Real Estate Appraiser.**

- 9.1. An individual who is currently licensed or certified as a real estate appraiser in another jurisdiction may apply for a temporary permit as provided for in Title XI of the United States Code entitled "Financial Institutions Reform, Recovery and Enforcement Act of 1989". Each applicant shall sign an irrevocable consent to service form consenting to the service of process by means of delivery to the Secretary of State if, in the event of an action which results from his or her activities as a real estate appraiser in the State, a Plaintiff, in the exercise of due diligence, cannot effect personal service upon the temporary permit holder.
- 9.2. The board shall recognize the appraiser's certification or license issued by another state as equivalent to a West Virginia license or certification provided that:
  - 9.2.a. The applicant's business is of a temporary nature, and is limited to one specific assignment;

- 9.2.b. The board considers the education, experience and general examination requirements completed in the jurisdiction of original licensure or certification to be substantially equivalent to those required for the appropriate level of licensure or certification in West Virginia;
- 9.2.c. The applicant signs, as part of the application, an affidavit certifying that the appraiser shall read and comply with the law and the rules of the West Virginia Real Estate Appraiser Board;
- 9.2.d. The applicant is in good standing as a licensed or certified real estate appraiser in every jurisdiction where he or she is licensed or certified. The applicant's license or certification may not have been suspended, revoked, or surrendered in connection with a disciplinary action. The applicant may not have been or currently be the subject of disciplinary action in any jurisdiction;
- 9.2.e. The applicant has a good reputation for honesty, truthfulness, and fair dealing, and is competent to transact business of a real estate appraiser in a manner that safeguards the interest of the public;
- 9.2.f. The applicant has not been found guilty or pled guilty, regardless of adjudication, in any jurisdiction, of a misdemeanor involving moral turpitude or of any felony. Any plea of nolo contendere is considered a conviction for purposes of this subdivision. The record of a conviction authenticated in a form that is admissible in evidence under the laws of the jurisdiction where convicted is admissible as prima facie evidence of the conviction; and
- 9.2.g. The applicant is at least 18 years of age.
- 9.3. The board may consider and approve for a temporary permit an applicant who does not meet the requirements set forth in subdivisions 9.2.d. and 9.2.f. of this section.
- 9.4. The temporary permit issued under the provisions of this section is expressly limited to the authority of the permit holder to perform the specific contract of appraising which is the basis for the temporary permit.
- 9.5. Each temporary permit expires upon the completion of the appraisal work which is the basis of the permit or after a period of six (6) months, whichever occurs first.

**§190-2-10. Licensure and Certification Fees.**

- 10.1. All licensure and certification fees for licenses and certifications are non-refundable.

- 11.7.c.** The supervisor shall make available to the apprentice, a copy of any appraisal report that the apprentice signed that is requested for review by the board; and
- 11.7.d.** After the apprentice successfully completes the licensing examinations required by subsection 5.3 of this rule and has obtained five hundred (500) hours of experience, the supervisor and the apprentice may jointly apply to the board for an exemption that would allow the supervisor to sign the appraisal report without viewing the property, provided the apprentice is competent to perform the inspection.
- 11.8.** An apprentice may take the licensing examination required by subsection 5.3. of this rule at any time during his or her apprenticeship.
- 11.9.** This section is not intended to prohibit a person who does not have an apprentice permit from assisting or helping a licensed or certified appraiser as long as that person does not sign the report. However, the licensed or certified appraiser who uses such an assistant or helper shall conform with the duties and responsibilities as required in subdivision 11.5.a. of this section.

**§190-2-12. Inactive Status.**

- 12.1.** Any licensed or certified real estate appraiser may place his or her license or certification on inactive status by completing a signed and sworn affidavit approved by the board and submitting the annual inactive status fee.
- 12.2.** A licensed or certified real estate appraiser on inactive status may not engage in the practice of real estate appraisal, but may still consider himself or herself as an appraiser.
- 12.3.** A licensed or certified real estate appraiser may remain on inactive status for an unlimited number of years as long as he or she submits the annual fee for inactive status to the board.
- 12.4.** To reactivate a license or certification from inactive status, a licensed or certified real estate appraiser shall pay the fee established by the board at that time for an active license or certificate in his or her classification and verify to the board that he or she completed the required amount of hours of continuing education as defined in the board's rule "Renewal of License or Certification" 190 CSR 3. Regardless of the number of consecutive years a licensed or certified real estate appraiser remains on inactive status, he or she shall only complete the required amount of hours of continuing education for the year prior to being reactivated.

**10.2.** The fees charged by the board are as follows:

- 10.2.a.** A license application fee of fifty dollars (\$50);
- 10.2.b.** An annual state licensed residential license fee of one hundred sixty-five dollars (\$165);
- 10.2.c.** A delinquent license fee of an additional one hundred dollars (\$100);
- 10.2.d.** A temporary permit fee of one hundred dollars (\$100) for a non-residential appraisal and fifty dollars (\$50) for a residential appraisal;
- 10.2.e.** A certification application fee of fifty dollars (\$50);
- 10.2.f.** An annual state certified general license fee of three hundred sixty-five dollars (\$365);
- 10.2.g.** An annual state certified residential license fee of two hundred fifteen dollars (\$215);
- 10.2.h.** A delinquent certification fee of an additional one hundred dollars (\$100);
- 10.2.i.** An annual inactive status fee of twenty-five dollars (\$25);
- 10.2.j.** An apprentice permit fee of one hundred forty dollars (\$140);
- 10.2.k.** A Certificate of Good Standing: twenty dollars (\$20);
- 10.2.l.** Copy fees: fifty cents (\$.50) per page;
- 10.2.m.** An Upgrade application fee: fifty dollars (\$50);
- 10.2.n.** An Exemption from Supervisory Accompaniment Application fee: fifty dollars (\$50);
- 10.2.o.** One roster: twenty-five dollars (\$25); Roster subscription fee: forty dollars (\$40) per year; previous issues of roster: ten dollars (\$10);
- 10.2.p.** A copy of current Uniform Standards of Professional Appraisal Practice (USPAP): twenty dollars (\$20);
- 10.2.q.** A duplicate wall certificate: twenty-five dollars (\$25);

**10.2.r.** A duplicate pocket card: twenty-five dollars (\$25).

**10.3.** The board shall collect from licensed and certified real estate appraisers an annual registry fee which is established by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council and shall submit the registry fees to the Federal Financial Institutions Examination Council on an annual basis.

**10.4.** The board shall deposit all fees and revenues collected pursuant to this rule in a special fund that the board shall use solely for the purposes of paying the expenses incurred in connection with the administration of W. Va. Code §30-38-1 et seq.

**§190-2-11. Apprentice Permits.**

**11.1.** This section establishes a real estate appraiser apprentice permit program for persons who desire to acquire the appraisal experience required by subdivisions 5.2.a., 6.2.a. and 6.2.b. of this rule in order to be licensed or certified.

**11.2.** Participation in the apprentice program is a prerequisite to licensure or certification except in cases of reciprocity or issuance of a temporary permit as required by §30-38-5.

**11.3.** Application for apprentice permit; requirements and qualifications. An applicant for an apprentice permit shall submit: a completed application form; the permit fee; and, the name and address of is or her supervising appraiser. An applicant shall:

**11.3.a.** Be at least eighteen (18) years of age;

**11.3.b.** Have a good reputation for honesty and truthfulness as required by subdivisions 4.1.a. and 4.1.d. of this rule;

**11.3.c.** Have a high school diploma or its equivalent; and

**11.3.d.** Have successfully completed the classroom hours required by subdivision 5.1.a. of this rule in subjects related to real estate appraisal in accordance with subsection 5.1. of this rule.

**11.4.** The apprentice shall attend, when offered by the board, an apprentice orientation program within sixty (60) days immediately following the issuance of the apprentice permit.

**11.5.** Annual Apprentice Permit Renewal.

An apprentice may renew his or her annual permit upon submission to the board of

a renewal application, the annual permit fee, and proof of fourteen (14) hours continuing education as defined in the Rule of the board entitled "Renewal of Licensure for Certification", 190 CSR 3.

**11.6. Responsibilities of Apprentice.**

- 11.6.a.** The apprentice shall work under the direct supervision of a state licensed or state certified real estate appraiser.
- 11.6.b.** The apprentice shall maintain an experience log on a form provided by the Board. Experience hours shall be calculated in accordance with Section 7 of this rule. Separate experience logs shall be maintained for each supervising appraiser.
- 11.6.c.** An apprentice shall view the property and participate in the appraisal process in order to sign the report and to receive credit for the hours spent. The report shall be signed by the apprentice as follows:  
Assisted by: \_\_\_\_\_  
Apprentice Number: \_\_\_\_\_
- 11.6.d.** The apprentice shall ensure that the experience log is available at all times for inspection by the board;
- 11.6.e.** When performing appraisal assignments, the apprentice shall carry on his or her person, the permit issued by the board;

**11.7. Responsibilities of Supervisor.**

A supervising appraiser shall be a state licensed or state certified real estate appraiser and has the following duties and responsibilities:

- 11.7.a.** The supervisor is at all times responsible for and shall provide direct supervision of the work performed by the apprentice in accordance with the Uniform Standards of Professional Appraisal Practice, and, when offered by the board, attend the apprentice orientation program within sixty (60) days immediately following the issuance of the apprentice permit and supervisor approval, required by subsection 11.4. of this rule;
- 11.7.b.** The supervisor shall, at least once a month, sign the experience log required to be kept by the apprentice and shall indicate his or her license or certification number;

**§190-2-13. Licenses and Certifications.**

- 13.1.** The board shall issue to each licensed or certified real estate appraiser a document stating that the license or certification has been issued pursuant to W. Va. Code §30-38-7(j) and specifying the expiration date. The board shall issue a pocket card with the name and license or certification number of the respective licensee on a size and form provided by the board. A licensee governed by this rule shall place his or her respective title and license or certification number on any and all statements of qualifications, contracts or other instruments, including advertising media. The pocket card remains the property of the board and the licensee shall surrender it at any time upon request by the board.
- 13.2.** Initial licenses and certifications expire on September 30 following the date of issue. Subsequent licenses and certifications are renewed for the period of October 1 to September 30 of the following year.

**§190-2-14. Standards of professional appraisal practice.**

- 14.1.** Each licensed or certified real estate appraiser shall comply with generally accepted standards of professional appraisal practice and generally accepted ethical rules to be observed by a real estate appraiser. Generally accepted standards of professional appraisal practice are currently evidenced by the 2003 edition of the Uniform Standards of Professional Appraisal Practice (USPAP) promulgated by the appraisal foundation, which are incorporated by reference and on file with the board and the office of the secretary of state for use by all appraisers in the preparation of appraisal reports. This incorporation by reference contains no future additions or amendments. A copy of the USPAP may be obtained from the appraisal foundation.