



State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION  
Division of Commercial Licensing and Racing and Athletics  
REAL ESTATE APPRAISERS SECTION  
John O. Pastore Center, Bldg. 69-1  
1511 Pontiac Avenue  
Cranston, RI 02920-0942  
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www.dbr.state.ri.us

## INFORMATION TO TRAINEE, LICENSED OR CERTIFIED APPRAISERS

All Licenses/Certificates are valid for two (2) years from the date of issue.

### ABOUT THE CERTIFICATION NUMBER:

The letter "A" before the number denotes you are a state licensed or certified appraiser.

The letter at the end of the number designates the class of certification, i.e.

- G** General Real Estate Appraiser
- R** Certified Residential Real Estate Appraiser
- L** Licensed Residential Real Estate Appraiser
- TL** Trainee Appraiser License

Your certificate number will never change. If you upgrade the classification of your certification, only the letter at the end of the number will change i.e., TL to L or L to R or R to G.

### ABOUT YOUR CLASS OR CERTIFICATION:

If you hold a General Real Estate Appraiser Certification, you can appraise all types of Real Estate.

If you hold a Residential Real Estate Appraiser Certification you can appraise non-complex 1-4 family residential real estate only, having no minimum transaction value. If you hold a Residential Real Estate Appraiser License you can appraise non-complex 1-4 family residential real estate up to a value of \$1,000,000 only and complex 1-4 residential units with a transaction value less than \$250,000.

### TRAINEE APPRAISER LICENSE:

You will be allowed **two (2) years** from the date of issue of a Trainee License to complete the experience requirement, providing that you work directly under the supervision of a certified appraiser. Violators will be prosecuted in accordance with 5-20.7-21 of the Rhode Island General Laws.

### UPGRADING A TRAINEE LICENSE TO LICENSED RESIDENTIAL APPRAISER

If you wish to upgrade your trainee license to a license, it is necessary that you send a **letter of request** to the Board along with a log of your experience (**Appendix A**), a minimum of **2,000 hours and** two years experience, and evidence of **150 classroom hours of education\***. The Board may request samples of your work prior to approving your request. Upon the Board's approval, no further examination is required and a new license certificate will be issued for the remainder of the term of your license.

### **UPGRADING TO CERTIFIED RESIDENTIAL APPRAISER:**

If you wish to become a Certified Residential Appraiser, you must submit a **letter of request**, and evidence of a minimum of **200 classroom hours of education\*** and **2,500 hours of experience (Appendix A)**, to the Real Estate Appraisers Board. Upon review, if the Board determines that you have met the education and experience requirement, you will be upgraded to a Certified Residential Real Estate Appraiser **after passing the residential examination and submitting a passing grade report to the Board**. A new certificate will be issued for the remainder of the term of your license.

### **UPGRADING TO GENERAL CERTIFICATION:**

If you wish to upgrade a Residential Certification to General Real Estate Appraiser Certification, you are required to submit a **new application** with a \$200 dollar application fee to the Board. **You will be required to pass the Certified General Appraiser examination**. A minimum of **300 classroom hours\*** is required along with **3,000 hours** of experience obtained during no fewer than **30 months** (2 ½ years).

### **CHANGE OF BUSINESS ADDRESS:**

If you change your business address, you are required by law to give **10 days** advance written notice to the Department of Business Regulation, Real Estate - Appraiser Section, along with a **\$10.00** fee. **Make check payable to Rhode Island General Treasurer**.

### **CERTIFICATE OF LICENSE HISTORY/LICENSURE:**

If you are applying for licensure/certification in another state, they may require proof of your Rhode Island Certification or License. If you are in need of such a document, you may notify the Real Estate Appraisers Section of the Department of Business Regulation in writing and request a Certification of Licensure for a fee of **\$10.00**, payable to **Rhode Island General Treasurer**.

### **DUPLICATE LICENSE/CERTIFICATION:**

If your license certificate is lost or destroyed, you may request a duplicate by contacting the Real Estate Appraiser Section of the Department of Business Regulation in writing. A fee of **\$25.00** is required, payable to **Rhode Island General Treasurer**.

### **CONTINUING EDUCATION:**

Prior to renewal of a license or certification a minimum of **28 classroom hours\*** of appraisal related continuing education, including a 7-hour National USPAP update course or its equivalent - approved by the Appraiser Qualifications Board, is required before a license/certification can be renewed. **No Extensions to complete continuing education can be granted. Original documentation from the course provider** must be submitted with your license/certification renewal. Only those courses approved by the Real Estate Appraisers Board will be granted for continuing education credit. A list of approved courses can be obtained from the Department of Business Regulation's website: [www.dbr.state.ri.us](http://www.dbr.state.ri.us), or the Real Estate Appraisers Section at the Department of Business Regulation, John O. Pastore Center, Bldg. 69-1, 1511 Pontiac Avenue, Cranston, Rhode Island 02920.

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***\* Courses submitted for pre-licensing or upgrading a license/certification cannot be used for continuing education credit. In the same respect, courses submitted for continuing education cannot be used for upgrading a license/certification.***