

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

Telephone: 717-783-4866
Fax: 717-705-5540
 Email: st-appraise@pa.gov
 Website: www.dos.pa.gov/real

Mailing Address:
 State Board of Certified Real
 Estate Appraisers
 PO Box 2649
 Harrisburg, PA 17105-2649

Courier Address:
 State Board of Certified Real
 Estate Appraisers
 2525 North 7th Street
 Harrisburg, PA 17110

STATE-CERTIFIED EVALUATOR BY ENDORSEMENT APPLICATION

COMPLETE THIS APPLICATION IF YOU ARE CERTIFIED OR LICENSED IN A STATE THAT MEETS OR EXCEEDS THE CERTIFICATION STANDARDS ESTABLISHED IN PENNSYLVANIA. IF NOT, YOU MUST COMPLETE THE ONLINE APPLICATION FOR CERTIFIED PENNSYLVANIA EVALUATORS APPLICATION ONLINE AT WWW.PALS.PA.GOV.

APPLICATION FEE: \$55

CHECK OR MONEY ORDER MADE PAYABLE TO THE 'COMMONWEALTH OF PENNSYLVANIA'. A \$20.00 CHARGE FOR ALL PAYMENTS RETURNED 'NOT PAID' REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE BOARD SHALL REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

SECTION 1: APPLICANT INFORMATION

PLEASE PRINT OR TYPE

LAST NAME:	
FIRST NAME:	
MAIDEN NAME: (IF APPLICABLE)	
It is necessary for you to submit an 8 ½ X 11 photocopy of the legal document that will verify your name change. Please note that a marriage certificate, divorce decree that indicates the retaking of a maiden name or other certified court order verifying a legal name change are the <u>only</u> documents that can be accepted. Copies of a driver's license or Social Security cards are <u>not</u> acceptable.	
MAILING ADDRESS:	STREET: _____ CITY: _____ STATE: _____ ZIP: _____
PERSONAL INFORMATION:	DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____
EMAIL ADDRESS:	
CONTACT PHONE NUMBER: (BETWEEN 9AM-5PM)	
LIST EACH STATE/JURISDICTION WHERE YOU ARE CURRENTLY CERTIFIED OR LICENSED AS AN ASSESSOR OR EVALUATOR:	
INITIAL STATE OF CERTIFICATION OR LICENSURE AS AN ASSESSOR OR EVALUATOR:	

PLEASE NOTE: FOR LICENSURE BY ENDORSEMENT AS A CERTIFIED PENNSYLVANIA EVALUATOR, YOU MUST PROVIDE THE FOLLOWING DOCUMENTATION:

1.) EVIDENCE OF CURRENT AND ACTIVE LICENSURE AS A LICENSED OR CERTIFIED ASSESSOR/EVALUATOR IN ANOTHER JURISDICTION. (Please contact the State where you are licensed and request they email verification of licensure to ra-appraise@pa.gov);

2.) A COPY OF THE LICENSING JURISDICTION’S CURRENT STATUTE AND REGULATIONS WHICH IDENTIFY THAT JURISDICTION’S LICENSING REQUIREMENTS;

3.) EVIDENCE THAT THE APPLICANT HAS BEEN ACTIVELY WORKING IN THE ASSESSOR/EVALUATOR PROFESSION FOR AT LEAST 2 OF THE LAST 5 YEARS PRIOR TO SUBMITTING THE ENDORSEMENT APPLICATION **OR** DOCUMENTATION THAT THE APPLICANT HAS COMPLETED 28 CONTINUING EDUCATION CREDITS THAT MEET THE REQUIREMENTS AS STATED IN THE REGULATIONS. (Please submit a Detailed Resume **OR** copies of your completed Continuing Education Certificates).

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

ANSWER THE FOLLOWING		YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE NAME OF THE PROFESSION AND STATE OR JURISDICTION OF LICENSURE, CERTIFICATION, PERMIT, OR REGISTRATION:		
IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, ATTACH A FULL EXPLANATION AND SUBMIT A COPY OF ALL RELEVANT COURT AND/OR LEGAL DOCUMENTS. NOTE: ANSWERING ‘YES’ TO ANY OF THE FOLLOWING QUESTIONS WILL NOT RESULT IN THE AUTOMATIC DENIAL OF YOUR APPLICATION.			
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS, AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT EVALUATION OR ASSESSMENT?		

CRIMINAL HISTORY BACKGROUND CHECK IS REQUIRED:

All applicants MUST provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived or worked for the past five (5) years. The report(s) must be dated within 90 days of the date the application is submitted. For applicants residing in Pennsylvania, request your CHRC from the Pennsylvania State Police at <https://epatch.pa.gov>.

For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of CHRC's from California and Arizona. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check at <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks> in lieu of obtaining a CHRC from California and Arizona.

If you are having difficulties finding the website to any state agency to request your CHRC, please visit our website at www.dos.pa.gov/real and click on the 'General Board Information' tab to locate 'A Listing of State Contacts for Criminal Background Checks'. **Once your background check(s) are obtained, attach a copy to this application for review.**

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C.S. § 49.11.

ADDITIONALLY, I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C.S. §4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH INFORMATION IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 Pa. C.S. §4304. 1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

Signature: _____ Date: _____

APPLICATION INSTRUCTIONS FOR CERTIFICATION AS A CERTIFIED PENNSYLVANIA EVALUATOR by ENDORSEMENT

Upon being granted certification in Pennsylvania, you will have to meet the continuing education requirements as set forth by the Pennsylvania Law and the Board's regulations (§§36.41, 36.42, 36.43, 36.44). Copies of the law and the rules and regulations can be obtained on the Board's website at www.dos.pa.gov/real.

Please contact the state or jurisdiction where you currently hold an Active Evaluator Certification and request a 'Letter of Good Standing' be emailed directly to the Pennsylvania State Board of Real Estate Appraisers at ra-appraise@pa.gov.

Attach a copy of the Licensing Jurisdiction's current statute and regulations which identify that Jurisdiction's Licensing Requirements.

There are two ways to apply, either by experience or by continuing education.

To apply by experience, you must provide evidence that you have been actively working in the Assessor/Evaluator Profession for at least two of the last 5 years prior to submitting this Endorsement application. (Please attach a detailed resume outlining your employment history).

To apply using Continuing Education, you must have completed 28 Continuing Education Credits that meet the Requirements as stated in the regulations, including the 7-Hour National USPAP Update Course and including a 2-hour course on the Pennsylvania Act/Law. Approved Education Provider Courses can be found at www.dos.pa.gov/real under the General Board Information tab. (Please attach your completed Certificates).

Out-of-state courses **may** be accepted by the Pennsylvania State Board of Real Estate Appraisers. It is the applicant's responsibility to provide proof to the Pennsylvania State Board of Real Estate Appraisers that the course is approved and accepted by the 'home' state for continuing education credit.

Approval of your application will allow you to sit for the Pennsylvania State Specific Evaluator Examination. An Eligibility Letter will be emailed to you with instructions on how to register and schedule your exam.

After successfully passing the examination, the testing organization will contact the Board with your exam results. Once received your Certification will be issued.