

Frequently Asked Questions

IN ORDER TO SUCCESSFULLY COMPLETE THE APPRAISAL LICENSE PREPARATION COURSE AND RECEIVE A COMPLETION CERTIFICATE EACH STUDENT MUST:

Attend all lectures. This includes all classes in each of the modules.

Pay the tuition in full.

Pass each final examination given at the end of each module.

WILL I GET A CERTIFICATE OF COMPLETION?

The Certificate of Completion must be signed by a school official, certifying successful completion of the Hogan School licensing program. The affidavit will not be issued to a student until he or she has completed all the modules, passed the final examinations and paid the tuition in full.

DO I HAVE TO TAKE THE HOGAN SCHOOL FINAL EXAMINATION?

Students must attend all class sessions to take the examinations. The exams are given at the completion of each course module. The passing grade for each exam is 75%. If you fail any module's final, you may retest the next business day.

Testing Hours: Monday thru Friday between 8:30am and 12:00pm.

WILL I HAVE TO STUDY OUTSIDE OF CLASS?

We feel that attending all the classes and taking good notes in class is not sufficient to pass the examination. Set aside time after each class to study.

DO I HAVE TO PURCHASE ADDITIONAL STUDY AIDES?

No, But there are lots of materials to add to your success. See front office bookstore.

Computer software

Calculators

Study aid textbooks

DOES HOGAN SCHOOL OFFER PLACEMENT?

Hogan School of Real Estate, Inc. cannot guarantee employment or placement.

CAN I BRING A LAPTOP TO CLASS?

Computers/Laptops are not allowed in the classroom.

HOW DO I OBTAIN A FINGERPRINT CARD?

To obtain a fingerprint card, pick one up in the AZ Board of Appraisal office or send a 9" x 12" self-addressed envelope to the Board office.

Arizona Board of Appraisal
15 South 15th Ave., Suite 103A
Phoenix, AZ 85007
(602) 542-1539

The fingerprint card received from the Board office must be the card used for fingerprints because it has specific agency data preprinted on it.

Fingerprinting agencies are listed in the local phone directory or at www.hoganschool.com

Submit a fingerprint card completed by a fingerprint technician, along with a CASHIER'S CHECK, CERTIFIED CHECK or MONEY ORDER in the amount of \$22.00 payable to DPS. Cash will not be accepted. **This will be submitted with your application to AZ Board of Appraisal**

Do not fold or staple the fingerprint card.

The Department of Public Safety will submit your background check directly to the Arizona Board of Appraisal.

It can take 4-6 weeks to receive fingerprint results from the FBI.

WHAT IF I CAN NOT FINISH THE COURSE I ENROLL IN?

1. A student who must interrupt his or her training may, upon notice to the school, opt to be held in a pending file for up to six months from the start date, without loss of credit for fees or sessions attended. Upon resumption of class, a returning student must purchase a new set of materials at the retail rate if materials have been revised. Due to seating limitations, returning students must make reservations with the school.
2. A student returning after a hiatus of more than six months but less than one year may repeat the course, or any portion thereof, for half the cost of tuition at the time of reentry.
3. If more than a year has elapsed in attendance, the cost of tuition at the time of reentry must be paid in full.
4. No refunds or tuition credit will be given after 12 months from the date of this agreement. Any unused tuition will apply to the restart fee for a period of one year.

APPRAISAL CLASSIFICATIONS

Category	1/1/08 Requirements	1/1/08 College-Level Course Requirements
License	150 hours	None
Certified Residential	200 hours	Associate degree or higher. In lieu of the required degree, Twenty-one (21) semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law.
Certified General	300 hours	Associate degree or higher. In lieu of the required degree, Thirty (30) semester credit hours covering the following subject matter courses: English Composition; Principles of Economics (Micro or Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; and Business or Real Estate Law; and two (2) elective courses in accounting, geography, ag-economics, business management or real estate.

LICENSED REAL PROPERTY APPRAISER

The licensed residential appraiser classification applies to the appraisal or appraisal review of noncomplex one to four residential units having a value of less than one million dollars and complex one to four residential units having a value of less than two hundred fifty thousand dollars. "Complex one to four residential units" means property that is atypical for the marketplace.

150 hours classroom hours of appraisal education including 15 hours of USPAP.

2,000 hours work experience acquired over a period of no less than 18 months.

May appraise 1-4 residential units, valued less than \$1 million & complex 1-4 residential units less than \$250,000. Successful completion of State appraisal exam.

CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

The certified residential appraiser classification applies to the appraisal or appraisal review of one to four residential units without regard to value or complexity.

200 hours classroom hours of appraisal education including 15 hours of USPAP. Associate degree or higher is also required, or in lieu thereof, 21 college level semester hours in specified courses.

2,500 hours work experience acquired over a period of no less than 24 months.

CERTIFIED GENERAL REAL PROPERTY APPRAISER

The certified general appraiser classification applies to the appraisal or appraisal review of all types of real property.

300 hours classroom hours of appraisal education including 15 hours of USPAP. Bachelors degree or higher is also required, or in lieu thereof, 30 college level semester hours in specified courses.

3,000 hours work experience acquired over a period of no less than 30 months. Successful completion of State appraisal exam.

Please review the actual application to AZ Board of Appraisal regarding log book and training guidelines.



UPCOMING CHANGES TO REAL PROPERTY APPRAISER QUALIFICATIONS

On December 9, 2011, the Appraiser Qualifications Board of The Appraisal Foundation adopted changes to the *Real Property Appraiser Qualification Criteria* that will become effective January 1, 2015. These changes represent minimum national requirements that each state must implement no later than January 1, 2015.

OVERVIEW OF CHANGES	
National Uniform Licensing and Certification Examinations	Education <u>and</u> experience must be completed prior to taking the AQB-approved <i>National Uniform Licensing and Certification Examination</i> .
Background Checks	All candidates for a real property appraiser credential must undergo background screening. State appraiser regulatory agencies are <i>strongly</i> encouraged to perform background checks on <i>existing</i> credential holders as well.
College Degree Acceptance and Core Curriculum Requirements	Credit towards qualifying education requirements may be obtained via the completion of a degree program in Real Estate from an accredited degree-granting college or university provided the college or university has had its curriculum reviewed and approved by the AQB.
Deletion of the Segmented Approach to Criteria Implementation	States had the option to implement the 2008 <i>Real Property Appraiser Qualification Criteria</i> via the “segmented approach.” This implementation option will no longer be valid effective January 1, 2015.
Restriction on Continuing Education Course Offerings	Aside from complying with the requirements to complete the <i>7-Hour National USPAP Update Course</i> (or its AQB-approved equivalent), appraisers may not receive credit for completion of the same continuing education course offering within an appraiser’s continuing education cycle.
Distance Education Requirements	A <i>written, proctored</i> examination is required for all qualifying education distance course offerings. The term <i>written</i> refers to an examination that might be written on paper or administered electronically on a computer workstation or other device.
Revisions to Subtopics in Guide Note 1 (GN-1) and Continuing Education Topics	Added topics on green building (qualifying and continuing education), seller concessions (qualifying and continuing education) and developing opinions of real property value in appraisals that also include personal property and/or business value (continuing education only).

COLLEGE LEVEL EDUCATION REQUIREMENT CHANGES*

CLASSIFICATION	CURRENT REQUIREMENTS	1/1/15 REQUIREMENTS
Trainee Appraiser	None	None
Licensed Residential Appraiser	None	30 semester credit hours of college-level education from an accredited college, junior college, community college, or university OR an Associate's degree or higher (in any field).
Certified Residential Appraiser	21 semester credit hours in specified collegiate subject matter courses from an accredited college or university OR an Associate's degree or higher.	Bachelor's degree or higher (in any field) from an accredited college or university.
Certified General Appraiser	30 semester credit hours in specific collegiate subject matter courses from an accredited college or university OR a Bachelor's degree or higher.	Bachelor's degree or higher (in any field) from an accredited college or university.

*These requirements are effective for individuals seeking a real property appraiser credential *after* January 1, 2015. However, in some cases, the requirements may also apply to *existing* real property appraisers (for example, a state may require a credentialed appraiser to meet the new Criteria if he or she moves from a state that does not have reciprocity with that state. Or some states may require appraisers seeking to change their credential level to meet all of the 2015 Criteria prior to obtaining the new credential). **Credentialed appraisers are urged to contact the applicable state appraiser regulatory agencies if they are contemplating relocation or changing credential levels.**

SUPERVISORY APPRAISER AND TRAINEE APPRAISER REQUIREMENT CHANGES

SUPERVISORY APPRAISER	TRAINEE APPRAISER
State-certified Supervisory Appraiser shall be in good standing with the training jurisdiction and not subject to any disciplinary action within the last three (3) years that affects the Supervisory Appraiser's legal ability to engage in appraisal practice. Shall have been state certified for a minimum of three (3) years prior to being eligible to become a Supervisory Appraiser.	All qualifying education must be completed within the five (5) year period prior to the date of submission of an application for a Trainee Appraiser credential.
A Supervisory Appraiser may not supervise more than three Trainee Appraisers at one time, unless a state program in the licensing jurisdiction provides to progress monitoring, supervising certified appraiser qualifications, and supervision oversight requirements for Supervisory Appraisers.	A Trainee Appraiser is permitted to have more than one Supervisory Appraiser.
Shared responsibility to ensure the appraisal experience log for the Trainee Appraiser is accurate, current, and complies with the requirements of the Trainee Appraiser's credentialing jurisdiction.	
Both the Trainee Appraiser and Supervisory Appraiser shall be required to complete a course that, at a minimum, complies with the specifications for course content established by the AQB. The course will be oriented toward the requirements and responsibilities of Supervisory Appraisers and expectations for Trainee Appraisers. The course must be completed by the Trainee Appraiser prior to obtaining a Trainee Appraiser credential, and completed by the Supervisory Appraiser prior to supervising a Trainee Appraiser.	

WHAT DO I DO TO TAKE ARIZONA APPRAISAL LICENSING EXAM?

The AZ Board of Appraisal must approve your application for licensing or certification **BEFORE** you can schedule your state examination.

Arizona Board of Appraisal
15 South 15th Ave., Suite 103A
Phoenix, AZ 85007
(602) 542-1539

The Board will review the application and determine eligibility to test. The Board will send eligible candidates an Arizona Appraisal Approval Form (green card) that must be presented at the testing site. You will not be allowed to test without presenting this form. See the following pages for more information regarding filing deadlines and the state exam.

Testing Company

Pearson Vue www.pearsonvue.com

Appointments can be made online at www.pearsonvue.com or by calling 800-274-7488

Cost of Exam \$100

APPRAISER QUALIFICATIONS BOARD EXAMINATIONS					
EXAM CODE	EXAM NAME	QUESTIONS	PRETEST QUESTIONS	TOTAL QUESTIONS	EXAM TIME
A	Licensed Residential	150	15	165	6 hours
B	Certified Residential	150	15	165	6 hours
C	Certified General	150	15	165	8 hours

WHAT TO BRING TO THE TEST:

Required Materials: All candidates must bring to the test center on examination day the following:

1. Identification that is deemed acceptable, as detailed under Acceptable Forms of Candidate Identification
2. The state approval form/green card, or approval letter from the state appraisal board, in addition to any other required materials*

Acceptable Forms of Candidate Identification:

Candidates must present two (2) forms of current signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

Primary ID (photograph and signature, not expired)

- Government-issued Driver's License
- U.S. Department of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature. Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

Suggested Materials

The following is recommended but not required:

Financial calculator that does not contain alpha characters and is nonprogrammable

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.



PROCEDURES TO FOLLOW AFTER YOU TAKE YOUR EXAM

Once the Board has notification **DIRECTLY FROM THE TESTING COMPANY (PEARSON VUE)** that an applicant has passed the examination, the applicant will be notified by the Board **IN WRITING** and payment of the National Registry fee will be requested. Upon request for payment of the National Registry fee, make certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send personal or business checks. Cash in the exact amount will be accepted if paid in person at the Board office. Upon receipt of payment of the National Registry fee, the license will be issued.

NOTIFICATION IN WRITING BY THE BOARD: Because each applicant must be provided notification in writing and to allow Board staff the opportunity to process all applications in a timely manner, please be patient and wait for your written notification.

Thank you for your cooperation.

Arizona Board of Appraisal
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Phoenix, Arizona 85007

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