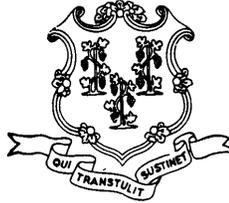


**STATE OF CONNECTICUT**  
**DEPARTMENT OF CONSUMER PROTECTION**  
165 CAPITOL AVENUE  
HARTFORD, CT 06106  
Email: [real.estate@ct.gov](mailto:real.estate@ct.gov)  
Web site: [www.ct.gov/dcp](http://www.ct.gov/dcp)



## **INSTRUCTIONS FOR REAL ESTATE APPRAISER APPLICANTS**

### **Applicants for State Certified General Appraiser and State Certified Residential Appraiser**

- Complete Applicant Information
- Educational Qualifications, applicant must use the Course Tracking Sheet located on the Appraisal Foundations web site at:  
[www.appraisalfoundation.org/sappraisal/bin.asp?CID=277&DID=717&DOC=FILE.PDF](http://www.appraisalfoundation.org/sappraisal/bin.asp?CID=277&DID=717&DOC=FILE.PDF)
- Appraisal Employment History
- Appraisal Experience Log (Applicant must use attached sample.)
- Applicants must sign the Attestation, include \$45.00 application fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.
- Please note: The testing vendor for the Department of Consumer Protection is PSI Examination Services. **You will be notified by PSI when you have been approved to take the required exams.** Refer to PSI's website at [www.psiexams.com](http://www.psiexams.com). The Candidate Information Bulletin will give you additional information on the exam.

### **Reciprocal Applicants for State Certified General Appraiser or State Certified Residential Appraiser**

(You may only apply for a reciprocal license for the same type you currently hold)

- Complete Applicant Information
- Sign Consent for Service of Process
- Applicants must sign the Attestation, include \$460.00 application and initial license fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.

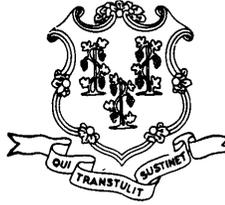
### **State Provisional Licensed Appraiser**

- Complete Applicant Information
- Have sponsoring appraiser complete and sign application
- Attach course completed certificates of the 15 hours of USPAP, 30 hours of Appraisal Principals and 30 hours of Appraisal Procedures courses. Certificates must be original.
- Applicants must sign the Attestation, include \$140.00 application and initial license fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.

### **Reciprocal Provisional Licensed Appraiser**

- Complete Applicant Information
- Have sponsoring appraiser complete and sign application
- Out of state applicants must sign the Consent for Service of Process
- Attach course completed certificates of the 15 hours of USPAP, 30 hours of Appraisal Principals and 30 hours of Appraisal Procedures courses.
- Applicants must sign the Attestation, include \$140.00 application and initial license fee (checks made payable to the "Treasurer, State of Connecticut") and return completed application to the above address.

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For Official Use Only

**REAL ESTATE APPRAISER APPLICATION**

Please check (✓) the license type for which you are applying:

- State Certified General Appraiser, \$45.00 Application Fee
- Reciprocal State Certified General Appraiser, \$460.00 Application and Initial License Fee
- State Certified Residential Appraiser, \$45.00 Application Fee
- Reciprocal State Certified Residential Appraiser, \$460.00 Application and Initial License
- State or Reciprocal Provisional Licensed Appraiser, \$140.00 Application and Initial License Fee

This application must be accompanied by a check or money order in the amount noted above. Checks should be made payable to "Treasurer, State of Connecticut." Please return completed application and fee to the above address.

**Applicant Information**

First Name		Middle Initial	Last Name	
Residence Street Address		Residence City		State
				Zip Code
Telephone Number	Email Address		Social Security Number	Date of Birth
Mailing Address (if different than above)				
Street Address		City		State
				Zip Code
Have you ever had an appraisal license, certification or temporary permit refused, suspended or revoked in any State? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please submit explanation on additional sheet.				
Have you ever been convicted of a felony or a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud or other like offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide additional information including nature of crime and disposition.				
Has applicant previously applied for a Real Estate Appraiser or Temporary certification or license in Connecticut? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please include previous license or certification number: _____				
Has applicant previously applied for or held a Real Estate Appraiser license in another jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please complete: State: _____ License Number: _____ Type: _____				

**Applicants for Provisional and Reciprocal Provisional Licenses**

**Applicants must have his/her sponsoring appraiser provide their Connecticut certification information and sign below.**

- All Provisional applicants MUST include course completion certificates of their 15 hours of USPAP, 30 hours of Appraisal Principals and 30 hours of Appraisal Procedures courses.

Sponsor's Name		Sponsor's Classification	Sponsor's CT Certification or License Number
Sponsor's Signature		Date Signed	Sponsor's Email

**Educational Qualification Instructions**

1. Complete the course tracking sheet located on the Appraisal Foundation’s web-site at <http://www.appraisalfoundation.org/sappraisal/bin.asp?CID=277&DID=717&DOC=FILE.PDF> . Complete this and attach to your application.
2. Attach course completion certificates

**Appraisal Employment History**

Appraisal Employment Name and Addresses	Number of Appraisals Completed	Total Time Years/Months	Total Hours of Appraisal Work

**Appraisal Experience Log**

Complete the attached Appraisal Experience Log and enclose documentation relative to all appraisal experience. Total the hours on each page of your log. Include a grand total on the last page of your log. The Appraisal Commission will review your Appraisal Experience Logs and will select a certain number of reports to review. Upon request the applicant shall submit the contents of each report chosen for review. Please do not send in Reports in with your application.

**Consent for Service of Process for Reciprocal Applicants Only**

The undersigned \_\_\_\_\_ county of \_\_\_\_\_

State of \_\_\_\_\_ I, applicant hereby file irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Appraisal Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Appraisal Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut. In accordance with Section 20-515(b) CGS.

*I certify, under penalty of law (Section 53a-157b, a Class A Misdemeanor) that the information provided in this application is the truth to the best of my knowledge.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Attestation of this Application (All applicants must sign)**

*I certify, under penalty of law (Section 53a-157b, a Class A Misdemeanor) that the information provided in this application is the truth to the best of my knowledge.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



