

Real Estate Appraiser Licensure and Certification Board

Newsletter

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Chairman's Report

By John Newlin, Board Chair

Welcome to the first issue of the Real Estate Licensure and Certification Board (REAB) newsletter. Special thanks to Eric Felde, Compliance Director, and Jeanette Langford, Director, for putting this together. Without their efforts this newsletter would not exist.

It may come as a surprise to some of our licensees that the REAB, the Indiana Real Estate Commission (IREC) and the Home Inspectors Licensing Board are all administered by the same staff. The IREC, of course, has the most licensees but frequently the REAB has, as much, if not more, activity than the Real Estate Commission. Jeanette and her staff are responsible for administering all three agencies.

The purpose of this newsletter is to provide information to appraisers. We hope to address several items, including the following:

*New rules and changes to rules. The Board has several new rules (Supervisor Course, increased ASC fee) and others under consideration (USPAP required in first six months).

*Indiana Professional Licensing Agency (IPLA) policy concerning applications, education, etc. At some time during our careers all of us need to know how to apply for a new license, renew a license, use the web site, etc.

*Frequently asked questions. The staff often gets similar questions asked by many licensees. Addressing these questions in the newsletter should help all of us.

*Board Information. When the Board wants to get information directly to the licensees, we will use the newsletter.

If you have questions or comments please bring them to my attention or to the attention of the staff.

Director's Update

By Jeanette Langford, Director

To further our goal of incorporating proactive education and regulation into our mission, we bring to you the "very first" newsletter of the Real Estate Appraiser Licensure and Certification Board. In the newsletter you will find information about various subjects, including technical advice, continuing education

information, ASC updates, contact information, the Chairman's Report, and answers to some of our most frequently asked questions. I trust that you will find it educational and informative. We welcome and encourage feedback and suggestions.

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Newsletter Information

License Type	Total Active (as of 10/11/2012)
Trainee	164
Licensed Residential	330
Certified Residential	1056
Certified General	739



Work in Progress

The Board wants to ensure that licensees are informed of important subjects in the real estate appraisal industry, including changes to licensing laws, procedures, and requirements. This newsletter begins with this goal in mind, and will continue to improve as the Board receives feedback and thoughts from licensees. Feel free to offer your opinions on this issue, the newsletter in general, thoughts on subjects for upcoming articles, and anything else that you feel other licensees should know about. We look forward to improving communication between practitioners and the Board through this newsletter, and will continue to strive for consumer protection through licensee education and interaction.

We look forward to working with you.

-IPLA and the Appraiser Board

Contact Us

Have a question about appraiser licensing? Need to change information on file with the Board? Feel free to contact the real estate appraiser staff at IPLA by any of the following methods:

Phone: (317) 234-3009

E-mail: pla9@pla.in.gov

Fax: (317) 233-4236

E-Mail Addresses

We communicate with licensees by e-mail more than any other method. We send the official license renewal reminder, respond to licensee questions, alert applicants of mistakes or omissions on forms, and do many other tasks that would take days, or even weeks, without e-mail. Because of this, it is critically important that we have an e-mail address for every licensee in our system. Since you are reading this newsletter, you have probably already provided us your e-mail address. In order to improve our ability to serve all real estate licensees, we would greatly appreciate it if you could help pass the word to any of your colleagues who have not yet provided us an e-mail address. We do not send any messages that are not considered important to your practice and license.



Technical Issues

Introduction

Times have changed from the days when you could get through a day without needing to use a computer. Along with the private sector, the government (and specifically, the Indiana Professional Licensing Agency) has increased the use of computer-based resources to serve the public. What this means for you, as real estate licensees, is faster access to information, easier processing of certain forms, and significantly shorter time periods needed to complete many licensing transactions.

As with many good things, of course, there can be the potential for difficulties: changes to established procedures can take some time to adjust to; technical

issues may need to be addressed; unforeseen problems can occur. To address all of the above, this section will feature solutions to ongoing online licensing issues, alert users to new services as they become available electronically, and answer questions that come up in the course your use of our online system. We welcome any suggestions or comments, and hope this will provide useful information to all real estate licensees.



Links

If you see the symbol at left on a page it means there is a link that we believe you will find useful. Click away!

“Where’s My License Card?”

This is the most frequent question asked by licensees. Starting in November of 2009, IPLA discontinued the practice of sending out pocket cards upon renewal, reactivation, and issuance. There are still several ways for you to obtain a pocket card. For more information on how to order the blue stock card, visit the Board’s website and click through the “How do I...?” section. To print off a free paper copy of your license card, follow these directions...



How to Print a Free License Card

1. Visit <https://mylicense.in.gov/egov/>
2. Sign in to Online Licensing.
User name is your license number.
Password is the last four digits of your Social Security number.
3. On the left, click on “Order License Card.”
4. Click “Continue” next to the license you want.
5. On the drop-down menu, select “Free Paper Certificate Printout.”
6. Enter “1” in the quantity box.
7. Click “Add to Shopping Cart.”
8. The next page will display your license, allowing you to print the page.

Frequently Asked Questions



Have a question, but want to see if we’ve answered it already? Try our new frequently asked question area on the Board website. Either click the button below, or find it on the Board site, by clicking [here](#).

How do I...

Technical Issues

Forms, Forms, and More Forms

It sometimes feels like you spend our lives filling out form after form. Whether its personal or business, every entity you deal with has mountains of forms ready for you to fill out to accomplish any task. It is no different when it comes to your real estate practices. There are application forms, forms to transfer from company to company, and forms to open and close a company. All of these forms, however, make it easier for the Board to process your transactions in a more efficient manner, and let you get to the work you need to get done.

If you haven't already, now is a good time to check out the forms that the Board keeps on its

website (see link below). Here you will find applications for all kinds of licenses, instructions on how to complete them, and many other forms for use in your day to day real estate business.

It is important that you use forms found on this site, because they are regularly updated. Using an old form can lead to delays in the processing of your transactions.

Board Website

If you have been watching closely over the past several months, you may have noticed the website for the Appraiser Board changing in many ways. Some changes are cosmetic, others more substantive. All these changes have been made in order to make your interactions with the Board easier and to improve access to necessary information. There is a new and improved FAQ area, forms and instructions have been improved and updated, additional links have been added, and alerts have been added to the top of the page. If you haven't already, please take some time to review the information found on our site, as we believe it can prove very useful in your everyday business. If you notice something that is missing, or you believe would be helpful, please feel free to let us know. We are always working to improve the way the Board does its business, and to help you conduct your own.

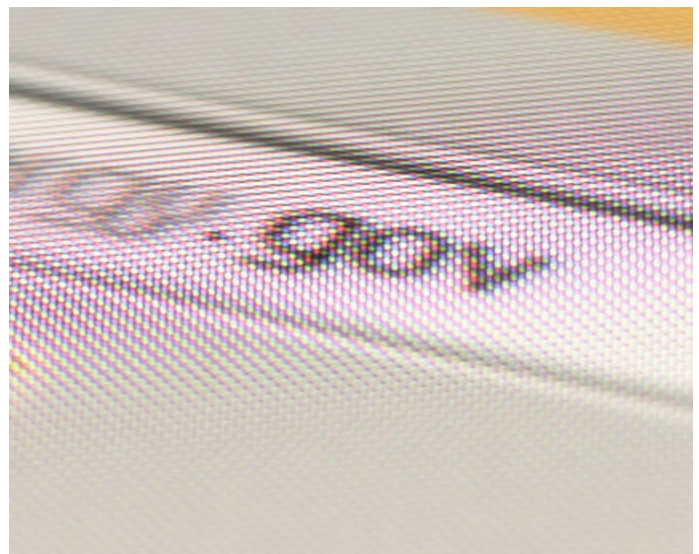
Forms



For any Board forms, please visit the Applications and Instructions page, found here: <http://www.in.gov/pla/2788.htm>

An Apple a Day?

During previous license renewals, several users have had difficulty accessing the online system for renewal. It was discovered that a common cause of the issue was that licensees were attempting to access the site from Apple brand computers, and/or from browsers other than Internet Explorer. All programming for the IPLA site occurs in an Internet Explorer environment, and this is currently the best way to access the services of our online licensing system. If you are using an Apple computer, or accessing from a different browser, and you encounter difficulties, please try another computer or browser to address this issue. If you continue to encounter difficulty after this, please contact Board staff at pla9@pla.in.gov.



Federal Affairs

ASC, AQB, APB, etc.

For all the latest on federal requirements made on state appraiser regulatory authorities, keep an eye on this section of the newsletter. When changes are proposed, discussed, or adopted, we will update you on when and how they will affect your license or the regulatory process. We recommend that you also keep our website in your list of “favorites” as we post immediate updates in our Announcements section.

2015 Appraisal Qualification Board Criteria

The Appraisal Qualifications Board (AQB) recently adopted changes to the Real Property Appraiser Qualifications that will go into effect January 1, 2015. These changes will likely require the Board to adopt changes to their rules before that time.

The changes reflect the national minimum requirements for applicants and licensees. For specific requirements in Indiana, please stay up to date with the laws and rules of the Board. Any rule changes before 2015 will require noticed public hearings. Not all rules will reflect the exact language of the AQB.

Notable changes include the following:

National Licensing and Certification Examinations

Education and experience must be completed prior to taking the AQB-approved National Uniform Licensing and Certification Examination.

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.

Continuing Education Course Offering Restriction

Aside from complying with the requirements to complete the 7-Hour National USPAP Update Course (or its AQBapproved 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 written, proctored examination is required for all qualifying education distance course offerings. The term written refers to an examination that might be written on paper or administered electronically on a computer workstation or other device.

College Education Course Requirements

Changes to required college education will be in effect for licenses issued after January 1, 2015. This may affect some current licensees who are currently working towards a license upgrade. Please carefully review the changes below, and contact Board staff at IPLA with any questions about these changes.

Trainee Appraiser	
<i>Current</i>	<i>January 1, 2015</i>
None	None
Certified Residential Appraiser	
<i>Current</i>	<i>January 1, 2015</i>
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	
<i>Current</i>	<i>January 1, 2015</i>
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.

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Education

Continuing Education

While most professions require education to be completed in order to demonstrate proficiency, real estate appraising standards change so frequently that it becomes even more important than in some professions. The Board recognizes this importance by requiring compliance with its continuing education requirements, and also working to ensure compliance by performing an audit after each renewal.



Important Note

If you find that you are unable to locate certificates from your completed continuing education courses, please contact the course provider as they maintain records of your attendance.

Audits

When you renew your real estate appraiser license, you are required to attest that you have completed your required continuing education. After renewals are completed, state law (IC 25-1-4-3) requires that IPLA audit a certain percentage of those individuals who renewed their licenses. This audit, in the context of continuing education, is to determine if those answering that they had completed their continuing education answered correctly. IPLA selects a list of around 1-3 percent of renewed licenses at random, and sends a message to these individuals. The message asks for these licensees to submit copies of their continuing education certificates for the prior renewal period.

If an individual demonstrates that they have successfully completed the required coursework, their participation in the audit is completed. Those who fail to respond, or are unable to produce certificates confirming their attendance at continuing education, can be fined and/or have their license suspended.

For more information about the continuing education audit process, please review the law compilation available on the Board website.



Continuing Education Certificates

What does the audit mean to you? Whenever you complete your continuing education, always be sure to save any completion certificates which show the course names, course hours, your name and license number, and the date the courses were completed. If you happen to be selected in a random audit, you will be asked to submit copies of these certificates. If you attend a course and do not receive a certificate, please be sure to contact the course provider to obtain this documentation.

Continuing Education Providers

Continuing education must be completed through an approved provider for it to count towards your license renewal. A provider can be approved in two ways: by the Appraiser Board, or through the AQB. If you are unsure if a course will qualify, please review the lists of approved providers maintained on the Board website. The site has a list of Board-approved courses, and a link to the list kept by the AQB of courses approved through them. For more information, please [click here](#).

In Practice

Supervisor's Course

Recently the Appraiser Board put in place a new requirement for those appraisers who supervise trainee appraisers. As of May 16, 2012, any certified appraiser who wishes to act as a supervisor for a trainee must have completed a Board-approved supervising appraiser course, or complete the course within six months of associating with a trainee.

Supervising Appraiser

When assuming the role of supervisor for a trainee appraiser applicant, you are required to complete a small section on the trainee application form. This section asks your name, license number, business address, and whether you have completed the supervising appraiser course. You may act as supervisor if you have completed the course, or if you complete the course within six (6) months of association with the trainee.



Looking for the supervisor's course?



To find providers of the required supervisor's course, please visit the following link at the Board's website:
<http://www.in.gov/pla/3392.htm>

Trainee Appraiser

When applying for a trainee license, you must list a supervisor who has either already completed the supervisor's course, or does complete it within six (6) months of your application. This course requirement is upon the supervisor, but your continued work depends on being associated with a qualified supervisor. If your supervisor has not previously completed the course, and does not complete the course within six (6) months of your association, he or she will be removed as your supervisor. Your license will be placed in an inactive status until you once again associate with a supervisor who is properly qualified.

Important Note

To qualify as a supervisor, you must complete the supervisor's course either before association or within six (6) months of association with the trainee. Failure to do so will result in a removal as the supervising appraiser.

2012-2013 USPAP

Please note that the Board formally adopted the new Uniform Standards of Professional Appraisal Practice for 2012-2013. To read more about the specific adoption, please review 876 IAC 3-6-2. Please also be sure to read 876 IAC 3-6-3, as it contains changes to USPAP in the adoption by the Appraiser Board. The Board makes available a free readable version of USPAP on its website, but if you would like to order hard copy please visit the [Appraisal Foundation website](#).

Board

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2015 AQB Criteria

Supervisor and Trainee Requirements

There are several changes to both trainee and supervising appraiser requirements.

Trainee 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 Trainee Appraiser is permitted to have more than one Supervisory Appraiser.

Supervisory 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.
- 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.

Both Trainee and Supervisory Appraisers

- 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.

Members of the Board

<u>Member</u>	<u>Position</u>
Lowell Griffin	Appraiser
Joseph Traynor	Appraiser
Wayne Johnson	Appraiser
Terry Watson	Appraiser
Elizabeth Stoll	Consumer
Ronald Kohart	Appraiser

Board Meetings

Board meetings are open to the public, and attendance by licensees is always encouraged. Meetings begin at 9:00 a.m., and are held in the Indiana Government Center South building. Below is the remaining date for 2012, and the scheduled dates for 2013.

2012

November 1
December 17

2013

February 25
April 29
June 24
August 26
October 28
December 16