

**Illinois Department of Financial and Professional Regulation  
Division of Real Estate  
DO NOT RETURN THIS CHECKLIST WITH YOUR APPLICATION**

***Application Checklist for Real Estate Appraisers***

In order for your application to be processed without needless delay, all required documentation must be submitted with the application along with any required, non-refundable fees. Before submitting your application, make certain that you check the following:

<b>APPLICATION REVIEW</b>	<b>COMPLETED</b>
Statement of Purpose for Collection of Social Security Numbers	
Part 1. Applicant's Status	
Part 2. I am Applying for the following Credential	
Part 3. Applicant Identifying Information	
Part 4. Education	
Part 5. Required Education History	
<b>CLEP Equivalency Table (if you choose OPTION 4)</b>	
Part 6. Foreign Education Evaluation	
Part 7. Completed Real Estate Appraisal Education (QE not CE)	
Part 8. Record of Licensure	
Part 9. Record of Examination	
Part 10. Criminal Background Check	
Part 11. Personal History Information	
Part 12. Certifying Statement	
<b>SUPPORTING DOCUMENTS</b>	<b>ATTACHED</b>
Application Fee ( <i>Do NOT send cash</i> )	
High school diploma or G.E.D. transcript ( <i>only for Associate Real Estate Trainee Appraiser applicants when lacking a college or university degree</i> )	
Bachelor's Degree or better ( <i>official transcript – no screen shots</i> ) for individuals applying for any <b>Certified</b> credential if you select <b>OPTION 1</b>	
Any documentation regarding <b>OPTION 2</b> through <b>OPTION 6</b>	
<b>Qualifying Education</b> Certificate(s) ( <i>copies</i> ) for appropriate level of licensure	
Any documentation related to criminal convictions as outlined in Part 10 of the application	
A <b>copy</b> of the <b>Identity Verification Certifying Statement</b> form ( <i>with Sections 1 and 2 completed</i> )	
Any documentation related to personal history as outlined in Part 11 of the application	

Failure to provide complete answers and complete documentation will result in delays. You will be sent a deficiency letter outlining what is required.

## Statement of Purpose for Collection of Social Security Numbers

The **Identity Protection Act** (5 ILCS 179/1 *et seq.*) requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Illinois Department of Financial and Professional Regulation to provide your SSN or because you requested a copy of this statement.

### Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Application for licensure
- Complaint investigation
- Vendor services, such as executing contracts and/or billing
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services
- Other: \_\_\_\_\_

### What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected. We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or display your SSN
- Print your SSN on any card required for you to access our services
- Require you to transmit your SSN over the Internet, unless the connection is secure, or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN

Exceptions include, but are not limited to: disclosure pursuant to a court order, warrants, or subpoena; disclosure to ensure safety; disclosure for internal verification or administrative purposes; disclosure for collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud; and disclosure to investigate or prevent fraud, to conduct background checks, to collect debt, to obtain a credit report, as allowable under the federal Gramm-Leach-Bliley Act, and to locate missing persons who are due benefits, such as a pension or unclaimed property.

Exceptions include but are not limited to: material mailed in connection with the administration of the Unemployment Insurance Act; material mailed in connection with any tax administered by the Department of Revenue; and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN.



**REAL ESTATE APPRAISER APPLICATION FOR LICENSURE**

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
Division of Real Estate  
320 West Washington Street, 3<sup>rd</sup> Floor  
Springfield, Illinois 62786  
800-560-6420

PRIMARY DOCUMENT

**REA-1001**

REV. December 2018

**557 / 556 / 553**

**PURPOSE:** This application is to qualify for EXAMINATION to become a CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER (556) OR CERTIFIED GENERAL REAL ESTATE APPRAISER (553), and for ASSOCIATE REAL ESTATE TRAINEE APPRAISERS with NO exam.

**ENDORSEMENT:** If you are accepted by ENDORSEMENT, you will NOT have to sit for the Illinois exam. Trainees, interns, assistants, or apprentices from this or any other jurisdiction are ineligible to receive a credential through endorsement.

**DIRECTIONS:** Carefully follow the steps outlined within the instructions. Type or print legibly. The application must be completed in its entirety. You must complete all sections. If an area is not applicable, please indicate "N/A". Incomplete applications or applications completed that do not comply with the instructions will be returned to the applicant causing delays. All spaces requiring a signature must contain an **original ink signature**; copies or digital representations are not acceptable. **THE APPLICATION FEE MUST ACCOMPANY THE APPLICATION AND IS NOT REFUNDABLE.** This application expires three years from the date in which it is received.

**PART 1. APPLICANT'S STATUS (Check the ONE box that best describes your status)**

- This is the first time I have made application for this profession in Illinois.
- My application for this profession had previously been **denied** in Illinois. I am reapplying since I have fulfilled additional requirements.
- I have previously made application for this profession in Illinois; however, my previous application has **expired** and I am now reapplying.
- Other:

**PART 2. I AM APPLYING FOR THE FOLLOWING CREDENTIAL (Check only ONE)**

Associate Real Estate Trainee Appraiser

\$ 225

Certified Residential Real Estate Appraiser

\$ 315

Certified General Real Estate Appraiser

\$ 315

**Licensure Method – Check only one**

- Associate Real Estate Trainee Appraiser – NO EXAM
- Applicant for **Certified** Appraiser – Examination Required
- Endorsement (If licensed in another jurisdiction)

**PART 3. APPLICANT IDENTIFYING INFORMATION**

Name (Last, First, MI)			Social Security Number		
Permanent Mailing Address (P.O. boxes and retail postal facilities are not permitted as an official address of record)					
City		State	Zip Code	County	
Maiden, Given Surname, or other name(s) under which supporting documents will be submitted					
Date of Birth (MM/DD/YYYY)					
Telephone where you can be reached					
Daytime (Required)		Cell		Home	
E-Mail (Required)					

**PART 4. EDUCATION**

**PLEASE NOTE:**

Every person who desires to obtain an **Associate Real Estate Trainee Appraiser, State Certified Residential Real Estate Appraiser** or a **State Certified General Real Estate Appraiser** credential must be no less than **eighteen (18)** years of age at the time of application.

**HIGH SCHOOL EDUCATION OR G.E.D.**

**It is mandatory that an applicant has obtained either a high school diploma, the equivalent of a high school diploma or a G.E.D. in order to qualify for any Appraiser license.**

**FORMAL EDUCATION OPTIONS**

As of *November 26, 2018*, the Administrative Rules (1455.150) were amended to reflect recommended changes in the AQB's formal education requirement for obtaining a **State Certified Residential Real Estate Appraiser** or a **State Certified General Real Estate Appraiser** credential.

Please indicate which **Option** you are choosing (*choose ONLY one*):

<p><b>Option 1</b> <input type="checkbox"/></p>	<p>Bachelor's Degree or higher or equivalent from an accredited college, community college or university</p>
<p><b>Option 2</b> <input type="checkbox"/></p>	<p>Associates Degree in a field of study related to:</p> <ul style="list-style-type: none"> <li>• Business Administration; or</li> <li>• Accounting; or</li> <li>• Finance; or</li> <li>• Economics; or</li> <li>• Real Estate</li> </ul>
<p><b>Option 3</b> <input type="checkbox"/></p>	<p>Successful completion of 30 semester hours of college-level courses in each of the following topic areas:</p> <ul style="list-style-type: none"> <li>• English Composition – 3 hours;</li> <li>• Microeconomics – 3 hours</li> <li>• Macroeconomics – 3 hours</li> <li>• Finance – 3 hours</li> <li>• Algebra, Geometry, or Higher Math – 3 hours</li> <li>• Statistics – 3 hours</li> <li>• Computer Science – 3 hours</li> <li>• Business Law or Real Estate Law – 3 hours</li> <li>• Two elective courses in any of the previous topics in <b>Option 3</b> or in: Accounting, Geography, Agricultural, Economics, Business Management, or Real Estate - 3 hours each</li> </ul>
<p><b>Option 4</b> <input type="checkbox"/></p>	<p>Successful completion of at least 30 semester hours of <b>College Level Examination Program (CLEP)</b> examinations that cover each of the following <b>CLEP</b> Equivalency (<i>see CLEP table</i>)</p>
<p><b>Option 5</b> <input type="checkbox"/></p>	<p>Any combination of <b>Option 3</b> and <b>Option 4</b> that includes all the topics identified</p>
<p><b>Option 6</b> <input type="checkbox"/></p>	<p>No college-level education provided that the applicant held an ACTIVE license as a Licensed Residential credential (<i>in Illinois a 154 or 554 prefix</i>) for a minimum of five (5) years and have no record of any adverse, final, and non-appealable enforcement action affecting the Licensed Residential Appraiser's legal eligibility to engage in appraisal practice within the five years immediately preceding the date of application for a Certified Residential credential.</p>

## CLEP EQUIVALENCY TABLE

CLEP Exams	CLEP Semester Hours Granted	Applicable College Courses
College Algebra	3	Algebra, Geometry, Statistics, or Higher Mathematics
College Composition	6	English Composition
College Composition Modular	3	English Composition
College Mathematics	6	Algebra, Geometry, Statistics, or Higher Mathematics
Principles of Macroeconomics	3	Macroeconomics or Finance
Principles of Microeconomics	3	Microeconomics or Finance
Introductory Business Law	3	Business Law or Real Estate Law
Computer Science	3	Information Systems

### PART 5. FORMAL EDUCATION

Identify the schools you've attended beginning with the most recent:

<b>University or College</b>		<b>Location (City, State or City, Country)</b>	
<b>Attended From:</b>	<b>Until:</b>	<b>Type of Degree Earned</b>	<b>Field of Study</b>
<b>University or College</b>		<b>Location (City, State or City, Country)</b>	
<b>Attended From:</b>	<b>Until:</b>	<b>Type of Degree Earned</b>	<b>Field of Study</b>
<b>University or College</b>		<b>Location (City, State or City, Country)</b>	
<b>Attended From:</b>	<b>Until:</b>	<b>Type of Degree Earned</b>	<b>Field of Study</b>
<b>High School</b>		<b>Location (City, State or City, Country)</b>	
<b>Attended From:</b>	<b>Until:</b>	<b>Graduated – Month and Year</b>	

### PART 6. FOREIGN EDUCATION EVALUATION

In order to become licensed in Illinois, foreign applicants must have been prepared outside of the United States, meet all coursework and testing requirements, be legally eligible for employment in the United States, and meet all other requirements detailed in Illinois statute and rules.

If you have foreign credentials, you will need to obtain an evaluation of them that converts the foreign educational credentials to equivalent American semester credits and courses. The evaluation will need to specify the grade level for which you prepared. It will also need to indicate the American degree equivalence of your foreign credentials.

We require the original foreign credential evaluation report and copies of your foreign documents made from originals. The following organizations have met the requirements of the Illinois Administrative Code to qualify as evaluation sources.

<https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf#search=foreign>

**PART 7. COMPLETED REAL ESTATE APPRAISAL EDUCATION – CE Does Not Substitute for QE**

To receive credit, courses must be documented by the approved course provider. List each course by provider, course name (and course number, if any), month and year attended, credit hours and course license number; then, attach course provider documentation (*original sealed transcripts*). No screen shots. Copies of course certificates are acceptable. Education is subject to verification by the Division.

**Total Qualifying Education Hour Requirements for Each Credential:**

<b>Associate Real Estate Appraiser Trainee</b> 75 hours of appraisal education* Plus 3 hours – <b>AQB Supervisor/Trainee Course</b> prior to issue of credential**	<b>Certified Residential Real Estate Appraiser</b> 200 hours of appraisal education	<b>Certified General Real Estate Appraiser</b> 300 hours of appraisal education
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Education Provider	Course Name & Number	Month/Year	Course License No. (if any)	State	Hours
	Basic Appraisal Principles				30
	Basic Appraisal Procedures				30
	15-Hour National USPAP				15

\* For Associate Real Estate Trainee Appraiser applicants **ONLY** – the three core courses that comprise the required 75 hours **CANNOT** be more than five years old from the date of application.

\*\* For Associate Real Estate Trainee Appraiser applicants **ONLY** – you will NOT be issued your *first* trainee credential until you provide evidence that you've completed either the **6-Hour Illinois Supervisor-Trainee Course** or at a minimum, the **3-Hour AQB** portion of the **Supervisor-Trainee Course** followed by the **Illinois 3-Hour** portion within one-year of issue.

**PART 8. RECORD OF LICENSURE**

If you have ever been licensed to practice Real Estate Appraisal in Illinois or any other jurisdiction, you must complete the information requested below. This also applies to temporary practice, trainee, real estate appraisal course provider, appraisal management company registrations, apprenticeship licenses, or permits. Failure to disclose all (*active, inactive or expired*) licenses and/or permits may result in the denial of this application or revocation of an issued license and a fine of up to \$25,000.

**If this Section does not apply, please indicate below as "N/A" in the STATE field.**

STATE	PROFESSION NAME	LICENSE or REGISTRATION NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Expired, etc)

(If additional space is needed, attach a separate sheet.)

**PART 9. RECORD OF EXAMINATION**

If you have ever taken an examination in Illinois or any other state for the appraisal profession, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or revocation of an issued license and a fine of up to \$25,000. **If this Section is not applicable, please indicate below as "N/A."**

STATE	NAME OF EXAMINATION	MONTH/YEAR	EXAM RESULTS (Passed, Failed)

## PART 10. Criminal Background Check

Individuals applying for licensure for professions that require fingerprints must submit to a criminal background check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department. **Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor.**

Applicants may contact a licensed fingerprint vendor to schedule an appointment for fingerprinting by going to <https://www.idfpr.com/FPVendor.asp>. The **ISP** will transmit electronic results of fingerprint processing to the Department. A receipt issued by a licensed fingerprint vendor agency must be submitted with the application fee. The receipt shall be issued by the fingerprint vendor at the time that the fingerprints are obtained.

Out-of-State applicants who are unable to schedule an appointment for fingerprinting through a licensed fingerprint vendor need to complete the following steps:

- Obtain one (1) **Illinois State Police (ISP) Fee Applicant Card** for processing. Applicants may contact the Department at 1-800-560-6420 or send an email request on your profession page of the Department website at: [www.idfpr.com](http://www.idfpr.com). The ISP will transmit electronic results of the fingerprint processing to the Department.
- Complete Section 1 of the **Identity Verification Certifying Statement** form.
- The **Fee Applicant Card** shall be taken to a police department in another state to obtain classifiable prints.
- Section 2 of the **Identity Verification Certifying Statement** form shall be completed and signed by the police department.
- Go to <https://www.idfpr.com/licenselookup/fingerprintlist.asp> to select a licensed fingerprint vendor that has "**Card Scan**" capability. Contact the vendor to determine the fee for a "**Card Scan**".
- Mail the ORIGINAL **Identity Verification Certifying Statement** form (*with Sections 1 and 2 completed*), **Fee Applicant Card** and **fingerprint fee** to the licensed fingerprint vendor selected from the Division of Professional Regulation website.
- Mail the completed application, licensing fee and a **copy** of the **Identity Verification Certifying Statement** form (*with Sections 1 and 2 completed*) to the Division of Professional Regulation.

## PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.



Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### **Applicant Notification and Record Challenge**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

### **Acknowledgement**

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding myself from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or Federal Bureau of Investigation. I also understand that if my photo was taken, my photo may be shared only for employment of licensing purposes.

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Original Signature of Applicant

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Today's Date

PART 11. PERSONAL HISTORY INFORMATION (This must be completed by all applicants)	YES	NO
1. Have you been convicted of any criminal offense in any state or federal court (other than minor traffic violations)? If yes, submit documentation for each conviction that includes an official copy of the court docket, which shows the offense, the final disposition inclusive of the sentence, a statement from the probation/parole officer if probation was served and that all conditions of the sentence have been met. Submit a brief statement indication what you have been doing since your conviction/release.	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been denied a professional license or permit; or privilege of taking an examination; or had a professional license, certification, or permit disciplined in any way by any licensing authority? This includes disbarment. If yes, submit a copy of the denial letter and/or statement of discipline.	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, submit a <b>DD-214</b> . If discharged other than honorably from a city, county, state or federal position; submit all documentation regarding discipline.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you delinquent on a student loan, State taxes, or child support payments? If yes, submit a statement concerning your arrearage and an official document from the appropriate agency, the Illinois Student Assistance Commission, the Illinois Department of Revenue, or the Illinois Dept. of Healthcare and Family Services, concerning your arrearage and your payment agreement.	<input type="checkbox"/>	<input type="checkbox"/>

**PART 12. CERTIFYING STATEMENT**

I have made this application for the purpose of procuring an Illinois real estate appraiser's license. I hereby consent that the application, and statements made within it, may be used as evidence by the Agency in matters of Administrative Law; or, by any court where a violation of Law is alleged. I understand that false statements may be used as evidence to deny this application or, to revoke or otherwise discipline any license issued on the basis of this application. The statements and indications made on this application are true and correct to the best of my belief and knowledge. I have read and understand the Law and Administrative Rules pertinent to appraiser licensure and agree to comply with the standards as set forth in the Real Estate Appraiser Licensing Act and the Rules thereto.

**I understand that the fee included with this application is non-refundable.**

I hereby promise, as a licensed real estate appraiser, to conduct my practice according to the ethics, conduct and standards of practice of the Uniform Standards of Professional Appraisal Practice, the Illinois Real Estate Appraiser Licensing Act and the Administrative Rules thereto. I further promise that I will cooperate in any investigation against myself any other appraiser licensed as an Illinois real estate appraiser, a registered or unregistered appraisal management company, or an unlicensed appraiser for which the Agency has jurisdiction.

1. I have **read, understand and agree** to comply with the provisions set forth in the Illinois Real Estate Appraiser Licensing Act and the Rules of the Illinois Department of Financial and Professional Regulation implemented thereunder.
2. I authorize the Illinois Department of Financial and Professional Regulation to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application.
3. If an appraisal license is issued to me in error, I agree to return the license upon request after being given appropriate due process.

\_\_\_\_\_

(Original Signature) \_\_\_\_\_  
(Today's Date)