



BUREAU OF REAL ESTATE APPRAISERS

1102 Q Street, Suite 4100, Sacramento, CA 95811
P 916.552.9000 F 916.552.9007 | www.orea.ca.gov



Licensing Division Administrative Manual

Revised 2015

The Licensing Division of the Bureau is responsible for applicant compliance with the minimum requirements for licensure in accordance with criteria established by the federally mandated Appraisal Foundation and California law. The Licensing Division also registers Appraisal Management Companies (AMC) in compliance with California law.

Application Processing

- (a) *Background*. Below is a list of license applications and the Bureau's review process. In addition to the review process below, all applicants will undergo and pass a background investigation before the license or registration can be issued. See the Enforcement Division's administrative manual for a description of the process.
- (b) *Military Service*. If an applicant checks either military related boxes on the top of any application, the military service must be validated and then the application must be expedited.
- (c) *Initial Trainee (AT)*. The trainee license is the entry level license and thus does not require the experience requirement of other applications. The following information must be verified by the Bureau.¹
 - (1) All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
 - (2) The education documented meets the education requirement to obtain a trainee license. If the applicant does not have sufficient education, a deficiency letter is issued.
 - (3) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the examination admittance letter is issued.
 - (4) If the applicant passes the examination and timely submits a request for issuance, the license is ready to be issued pending background approval.
- (d) *Initial Residential (AL), Certified Residential (AR) & Certified General (AG)*. The AL, AR, and AG licenses will require the same process as above plus an additional experience review that is conducted by the Enforcement Division. The following information must be verified by the Bureau.
 - (1) All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
 - (2) The education documented meets the education requirement to obtain a license. If the applicant does not have sufficient education, a deficiency letter is issued.
 - (3) Verify with the Enforcement Division the experience requirement has been satisfied. If the applicant does not have sufficient experience, a deficiency letter is issued.
 - (4) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the examination admittance letter is issued.

¹ For abnormal cases, refer to Article 3-5 in BREA's regulations or a manager.

- (5) If the applicant passes the examination and timely submits a request for issuance, the license is ready to be issued pending background approval.
- (e) *Reciprocal Licenses*. Reciprocal licenses are granted to appraisers licensed in good standing by another state. Per federal guidelines the Bureau accepts the appraiser's education, experience, and examination results as long as the appraiser satisfied these requirements in a home state with requirements which meet or exceed those of California. The following information must be verified by the Bureau.
- (1) All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
 - (2) An out-of-state license is active and in good standing confirmed by a letter of license history and the National Appraisal Registry.
 - (3) If there are no deficiencies or if the deficiencies have been remedied and the applicant has an active out-of-state license in good standing, the license is ready to be issued pending background approval.
- (f) *Temporary Practice Permits (Paper and Online)*. These permits do not constitute a license. Per federal guidelines out-of-state appraisers in good standing must be allowed to complete a single appraisal assignment in another state by obtaining a temporary permit. The following information must be verified by the Bureau.
- (1) All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
 - (2) An out-of-state license is active and in good standing confirmed by letter of license history and National Appraisal Registry.
 - (3) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion and the applicant has an active out-of-state license in good standing, the permit is issued.
- (g) *Renewal – Paper*. The following information must be verified by the Bureau.
- (1) All forms are completed correctly.² If the forms are not completed correctly, a deficiency letter is issued.
 - (2) Correct amount of continuing education is documented. If the applicant did not document the correct amount of continuing education, a deficiency letter is issued.
 - (3) The licensee has paid all fines and completed all ordered education if the licensee was subject to past discipline. The license cannot be renewed until the ordered education is complete and fines are paid.
 - (4) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the renewal license is issued.
- (h) *Renewal – Online*. Online renewals are only available to licensees who reside in California, have no criminal history or subsequent arrest reports during last license term, have no outstanding dishonored payments to the Bureau and are in full

² Late renewals are subject to the requirements and limitations of CCR section 3682 and a \$125 late renewal fee.

compliance with any current child support order. The following information must be verified by the Bureau.

- (1) Correct amount of continuing education is documented. If the applicant did not document the correct amount of continuing education, a deficiency letter is issued.
- (2) The licensee has paid all fines and completed all ordered education if the license was subject to discipline. The license cannot be renewed until the ordered education is complete and fines are paid.
- (3) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the renewal license is issued.

(i) *License Upgrade.* The following information must be verified by the Bureau.

- (1) All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
- (2) The education documented meets the education requirement to obtain a license. If the applicant did not have document sufficient education, a deficiency letter is issued.
- (3) The Enforcement Division experience requirement has been satisfied. If the applicant does not have sufficient experience, a deficiency letter is issued.
- (4) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the examination admittance letter is issued.
- (5) If the applicant passes the examination and timely submits a request for issuance, the license is ready to be issued pending background approval.

(j) *Initial AMC Registration and Renewal.* The following information must be verified by the Bureau.

- (1) All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
- (2) If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the registration is ready to be issued pending background approval.

Education Approval Process

(a) *Education Approval Process.* The Bureau accredits both Course Providers and the individual courses offered. Initial and upgrading applicants must complete accredited basic education and renewing applicants must complete accredited continuing education.

- (1) *Course Provider Accreditation Process.* Acceptable course provider documentation is required before the Bureau can issue a course provider approval number. The following information must be verified by the Bureau.

- a. All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
 - b. The Course Provider policies comply with the Bureau's requirements: attendance; grading; instructor hiring; refund and re-examination; final examination; record management and retention; and subcontracting.
 - c. The sample course completion certificates are in compliance with Bureau requirements.
 - d. If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the accreditation is ready to be issued.
- (2) *Course Accreditation Process.* Once the course provider has been accredited to provide courses, the Bureau reviews the courses to determine if the courses meet the following requirements. (Online-IDECA required)
- a. All forms are completed correctly. If the forms are not completed correctly, a deficiency letter is issued.
 - b. The course textbooks, proposed advertising, syllabus, final examinations, and reading assignment listings are in compliance with Bureau standards.
 - c. If there are no deficiencies or if the deficiencies have been remedied in a timely fashion, the accreditation is ready to be issued.

Licensing Suspension

(a) *Licensing Suspension.* The licensing manager will suspend a license or registration for the following reasons:

- (1) A license or registration will be automatically suspended if payment of any fees is dishonored by the issuing institution for any reason.³
- (2) Licensees not in compliance with a child support order are subject to suspension and denial of renewal.⁴

:

³ California Code of Regulations section 3582(c)

⁴ Family Code section 17520