Regulatory Analysis Form

(Completed by Promulgating Agency)

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INDEPENDENT REGULATORY REVIEW COMMISSION

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Independent Regulatory Review Commission

November 2, 2026

IRRC Number**:** 3492

(1) Agency

Department of State, Bureau of Professional and Occupational Affairs, State Board of Certified Real Estate Appraisers

(2) Agency Number: 16A

Identification Number: 7025

(3) PA Code Cite:

49 Pa. Code §§ 36.6 and 36.405

(4) Short Title: Fees

(5) Agency Contacts (List Telephone Number and Email Address):

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(6) Type of Rulemaking (check applicable box):

- ☐ Proposed Regulation
- ☒ **FINAL REGULATION**
- ☐ Final Omitted Regulation
- ☐ Emergency Certification Regulation;
- ☐ Certification by the Governor
- ☐ Certification by the Attorney General

(7) Briefly explain the regulation in clear and nontechnical language. (100 words or less)

The State Board of Certified Real Estate Appraisers (board) amends §§ 36.6 and 36.405 (relating to fees) to provide for graduated application fee increases for all licensure classifications as well as application fees for temporary practice registration, continuing education provider approval and notice of change applications for appraisal management companies (AMC). The board also implements graduated increases to biennial renewal fees for certified real estate appraisers, certified broker/appraisers, licensed appraiser trainees, Certified Pennsylvania Evaluators (CPEs) and AMCs.

(8) State the statutory authority for the regulation. Include specific statutory citation.

Under section 5(6) of the Real Estate Appraisers Certification Act (act) (63 P.S. § 457.5(6)), the board is

empowered "[t]o establish fees for the operation of the board, including fees for the issuance and renewal of certificates and licenses and for examinations." Section 9(a) of the act (63 P.S. § 457.9 (a)) further provides that, "[a]ll fees established pursuant to this act shall be fixed by the board by regulation and shall be subject to the act of June 25, 1982 (P.L.633, No.181), known as the Regulatory Review Act. If the revenues raised by fees, fines and civil penalties imposed pursuant to this act are not sufficient to meet expenditures over a two-year period, the board shall increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures."

Regarding CPEs, under section 9 of the Assessors Certification Act (ACA) (63 P.S. § 458.9) "[t]he board shall establish by regulation such fees as it deems necessary for applications, examination, certifications and renewal authorized by this act or by regulations promulgated by the board." Regarding AMCs, under section 4(a) of the Appraisal Management Company Registration Act (AMCRA) (63 P. S. § 457.24(a)), "[t]he board shall have the powers necessary to implement, administer and enforce this act, including the power to adopt rules and regulations consistent with this act." Section 6(a) of the AMCRA (63 P. S. § 457.26(a)) states that "[t]he fee to file an application for registration or renewal of a registration under this act shall be $1,000 or such other amounts as are set by the rules and regulations of the board."

The Commissioner is appointed by the Governor and has a number of powers and duties. Specifically, under section 810(a)(7) of The Administrative Code of 1929 (71 P.S. § 279.1(a)(7)), the Commissioner of Professional and Occupational Affairs (commissioner) has the power and duty, "[u]nless otherwise provided by law, to fix the fees to be charged by the several professional and occupational examining boards within the department."

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (Pub.L. No. 101-73, 103 Stat. 183) (12 U.S.C. §§ 3331-3356) requires each state appraiser regulatory program to maintain sufficient funding, staffing, and procedures to carry out its regulatory responsibilities. *See*, 12. U.S.C. § 3347 (relating to monitoring of State appraiser certifying and licensing agencies). The Appraisal Subcommittee (ASC) was created as a result of Title XI of FIRREA. *See,* 12 U.S.C. § 3310 (relating to establishment of Appraisal Subcommittee). Under 12 U.S.C. § 3346 (relating to establishment of State appraiser certifying and licensing agencies), the ASC provides Federal oversight for all appraiser programs of every state appraiser regulatory agency in the United States. *See* also 12 U.S.C. §§ 3332 and 3347 (relating to functions of Appraisal Subcommittee; and monitoring of State appraiser certifying and licensing agencies).

(9) Is the regulation mandated by any federal or state law or court order, or federal regulation? Are there any relevant state or federal court decisions? If yes, cite the specific law, case or regulation, as well as any deadlines for action.

Yes. Section 9(a) of the act provides that, if "the revenues raised by fees, fines and civil penalties imposed pursuant to this act are not sufficient to meet expenditures over a two-year period, the board shall increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures."

Additionally, this regulation is necessary for compliance with Federal law. The Appraisal Subcommittee (ASC) was created as a result of Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 (Public Law 101-73, 103 Stat. 183). The ASC provides Federal oversight for the appraiser and AMC programs of all state appraiser regulatory agencies in the United States. The Dodd-Frank Act of 2010 (Public Law 111-203, 124 Stat. 1376) amended Title XI of FIRREA to require that the

ASC determine whether states have sufficient funding and staffing to meet their Title XI requirements for appraiser and AMC programming. The ASC can disapprove of a state regulatory agency's appraiser and AMC programming if it makes a written finding that "the State agency is not granted authority or sufficient funding by the State which is adequate to permit the agency to carry out its functions [under Title XI]." *See*, 12 U.S. Code § 3347(b)(2).

(10) State why the regulation is needed. Explain the compelling public interest that justifies the regulation. Describe who will benefit from the regulation. Quantify the benefits as completely as possible and approximate the number of people who will benefit.

Section 9(a) of the act requires the board to increase fees if the revenues generated by fees, fines and civil penalties imposed are not sufficient to meet the expenditures over a two-year period. The board raises approximately 93% of its revenue through initial application and renewal fees. The remaining 7% of its revenue comes from other fees, fines and civil penalties. The board last increased its application and registration fees in 2002, and biennial renewals in 2003. In 2017, the board created AMC fees and has never increased those fees.

The board receives an annual report from the Department of State's Bureau of Finance and Procurement (BFP) regarding the board's income and expenses. On January 15, 2026, the BFP presented the board's annual budget regarding the board's income and expenses and recommended a fee increase. *See*, Attachment "A." In fiscal years (FY) 2022-2023 and 2023-2024 (a fiscal year begins on July 1st of the year and ends on June 30th of the following year), the board incurred expenses of $1,596,357.11 and generated revenue in the amount of $1,228,752.47, with a remaining available balance of only $365,997.19. For FYs 2024-2025 and 2025-2026, BFP projected that the board would incur $1,665,000 in expenditures and generate $1,153,000 in revenue, with a remaining negative balance of ($146,002.81). For FYs 2026-2027 and 2027-2028, BFP projected to incur $1,649,000 in expenditures and generate $1,153,000 in revenue, with a remaining negative balance of ($642,002.81). In FYs 2028-2029 and 2029-2030, BFP projected that the board will incur $1,695,000 in expenditures and generate $1,153,000 in revenue, with a remaining negative balance of ($1,184,002.81). Finally, in FYs 2030-2032 and 2031-2032, the board is projected to incur $1,746,000 in expenditures and generate $1,153,000 in revenue, with a remaining negative balance of ($1,777,002.81). Consequently, the BFP recommended that the board raise fees.

On February 19, 2026, BFP advised the board of the necessity to raise certain application fees for: certified real estate appraisers (residential or general)—nonreciprocity; certified real estate appraisers (residential or general)— reciprocity; CPEs; licensed appraiser trainees; temporary practice registration; application for continuing education provider approval; AMC; notice of change (in corporate organization; and in key person or compliance person) applications. It was also recommended that the board raise biennial renewal fees for: certified real estate appraisers (residential and general); certified broker appraisers; CPEs; licensed appraiser trainees; and AMCs. BFP has informed the board that the licensee population is trending downward, which is having a negative effect on revenue. Consequently, expenses were outpacing revenues and the board's surplus funds were projected to be depleted, with a negative balance in FY 2025.

The appraisal profession is aging, with a potential for a 10 % reduction in the licensee population Statewide and Nationally due to retirements. In an article on fanniemae.com, it was noted that 49% of appraisers are between the ages of 51 – 65, and 13% are 66 years old or older. *See,* Fannie Mae Perspectives Blog, *Intriguing Future of Appraisal Careers* by Jacob Williamson, VP, Single-Family Credit Risk Collateral Management, Federal National Mortgage Association (FNMA aka Fannie Mae),

June 3, 2019.

At the February 19, 2026 board meeting, BFP presented a proposed fee increase which called for graduated fee increases over three biennial renewal periods. The proposal took into account a 5 % decrease in the licensee population per biennium, which translates into a 15% decrease in the licensee population over three bienniums. After discussion and taking into account a 5% decrease in the licensee population per biennium, the board voted to increase biennial renewal fees for AMCs by 100% in the first biennium after implementation, by 10% in the second biennium, by 10% in the third biennium; to increase biennial renewal fees for all other license types by 50% in the first biennium after implementation, by 10% in the second biennium, by 10% in the third biennium; and for initial and miscellaneous application fees to reflect the actual cost of processing applications.

As a part of the board's proposed rulemaking, the board reviewed the fees charged for licensure applications and determined that many of the current application fees do not accurately reflect the actual cost of processing applications. Accordingly, the board adopted increases in application fees so that those application fees more accurately reflect the cost of processing applications. Increasing the application fees, however, does not produce sufficient revenue to meet or exceed the board's projected expenditures. The final rulemaking will increase licensure application fees to reflect updated costs of processing applications. The following graduated application fee increases will be implemented under this rulemaking: certified real estate appraisers (residential or general)—nonreciprocity; certified real estate appraisers (residential or general)— reciprocity; CPEs; licensed appraiser trainees; temporary practice registration; application for continuing education provider approval; AMC; notice of change (in corporate organization; and in key person or compliance person) applications.

Approximately 4,708 applicants and licensees may be impacted by this regulation (765 applications annually and 3,943 renewals biennially). While applicants will be impacted economically, the increases will be made on a graduated basis instead of as a flat fee increase in order to ensure that fees charged to applicants are reflective board expenditures in each biennium and costs of processing applications.

Taking into account the forecasted 5% reduction in the licensee population, the new application and biennial renewal fee structure is projected to produce sufficient biennial revenues of $1,726,000 in FYs 2026-2027 and 2027-2028 to meet its projected expenditures of $1,649,000. The biennial revenues of $1,806,000 in FYs 2028-2029 and 2029-2030, will allow the board to meet its projected expenditures of $1,695,000. This will result in a positive remaining balance of $41,997.19 carried into FYs 2030-2031 and 2031-2032. The biennial revenues of $1,914,000 in FYs 2030 and 2031 will also provide the board with sufficient revenue to cover its projected expenditures of $1,746,000.

The fee increases for application and biennial renewal fees will enable the board to continue to create a small surplus in funds. This rulemaking will benefit every citizen of the Commonwealth in that it ensures the fiscal integrity of the board so that it can carry out its mission. The costs to applicants and licensees are outweighed by the board's duty to license and regulate the appraisal and assessing profession in the public interest.

Additionally, the fee increases are also necessary to ensure the board remains in compliance with Title XI of FIRREA, which requires state appraiser regulatory programs to maintain sufficient funding, staffing and procedures to carry out their regulatory responsibilities. The ASC evaluates these factors during compliance reviews. Without adequate funding, the Commonwealth's appraiser program could face ASC enforcement action, potentially affecting the recognition of appraiser credentials for Federally related transactions and disrupting mortgage lending and other real estate transactions. Accordingly, the fee

increases are necessary to satisfy both the board's statutory responsibilities under the act and its Federal obligations under Title XI.

(11) Are there any provisions that are more stringent than federal standards? If yes, identify the specific provisions and the compelling Pennsylvania interest that demands stronger regulations.

No. There are no provisions of this regulation that are more stringent than Federal standards.

(12) How does this regulation compare with those of the other states? How will this affect Pennsylvania's ability to compete with other states?

A comparison of application fees and renewal fees of surrounding states reveals that, even by comparing the highest of the board's fee increases, which will not become effective until June 1, 2031, Pennsylvania's application fees and renewal fees are still among the lowest and/or are in line with fees charged in many of the same or similar classifications in the six surrounding states in the Northeast Region: Delaware, Maryland, New Jersey, New York, Ohio, and West Virginia). Thus, the board does not believe this rulemaking will put Pennsylvania at a competitive disadvantage with other states.

Certified Real Estate Appraisers (residential or general)-- nonreciprocity

The current application fee for certified residential and general real estate appraisers (nonreciprocity) in Pennsylvania is $235. Under the new fee structure, the Pennsylvania certified residential and general real estate appraiser application fee would increase from $235 to $348 upon publication of the final-form rulemaking and $348 to $365 as of June 1, 2029. Subsequently, the application fee would increase from $365 to $383 as of June 1, 2031. In the surrounding states, initial applicants for certified residential and general real estate appraiser pay fees as follows: Delaware: $333; Maryland: $250; New Jersey: $100 for certified residential real estate appraiser applicants (does not include initial certification fee for biennial period of $550) and $125 for certified general real estate appraiser applicants (does not include initial certification fee for biennial period of $550); New York: $275; Ohio: $225 (includes $50 recovery fund fee); West Virginia: $120 for certified residential real estate appraisers and for certified general real estate appraisers (does not include $250 residential or $375 general annual licensing fee).

The current biennial renewal fee for certified residential and general real estate appraisers in Pennsylvania is $225. Under the new fee structure, the Pennsylvania certified real estate appraiser biennial renewal fee would increase from $225 to $340 for July 1, 2027 – June 30, 2029, from $340 to $370 for July 1, 2029 -- June 30, 2031 and from $370 to $410 for July 1, 2031 -- June 30, 2033 and thereafter. In the surrounding states, certified residential and general real estate appraisers pay license renewal fees as follows: Delaware: $275; Maryland: $250 (triennial renewal); New Jersey: $550 (biennial renewal); New York: $330 (biennial renewal); Ohio: $330 (after transition to biennial renewal); West Virginia: $250 (annual renewal for certified residential real estate appraisers) and $375 (annual renewal for certified general real estate appraisers).

In summary, certified real estate appraiser application fees and/or initial licensure fees in surrounding states range from a low of $100 in New Jersey to a high of $333 in Delaware. Pennsylvania's graduated fee increases to $348, $365 and $383 for certified real estate appraiser applications are slightly higher than the other six states. In addition, certified real estate appraiser renewal of licensure fees in surrounding states range from a low of $250 every three years in Maryland to a high of $375 every year in West Virginia. Pennsylvania's graduated increases to $340, $370 and $410 for biennial renewal fees, would

place Pennsylvania in the middle of the range of licensure renewal fees when compared to the surrounding states. Two of the six surrounding states have licensure renewal fees that are higher than Pennsylvania's increase of $410 biennial renewal fee for July 1, 2031.

Certified Real Estate Appraiser (residential or general)-- reciprocity

The current application fee for certified residential and general real estate appraisers by reciprocity in Pennsylvania is $40. Under the new fee structure, the Pennsylvania certified residential and general real estate appraiser by reciprocity application fee would increase from $40 to $110 upon publication of the final-form rulemaking and from $110 to $116 as of June 1, 2029. Subsequently, the application fee would increase from $116 to $122 as of June 1, 2031. In the surrounding states, initial applicants for certified residential and general real estate appraiser by reciprocity pay fees as follows: Delaware: $333; Maryland: $250; New Jersey: $75; New York: $330; Ohio: $225 (includes $50 recovery fund fee); West Virginia: $120 for certified residential real estate appraisers and for certified general real estate appraisers (does not include $250 residential or $375 general annual licensing fee).

The current biennial renewal fee for certified residential and general real estate appraisers by reciprocity in Pennsylvania is $225. Under the new fee structure, the Pennsylvania certified real estate appraiser biennial renewal fee would increase from $225 to $340 for the July 1, 2027 – June 30, 2029 renewal period, from $340 to $370 for the July 1, 2029 -- June 30, 2031 renewal period and from $370 to $410 for the July 1, 2031 -- June 30, 2033 and thereafter. In the surrounding states, certified residential and general real estate appraisers pay license renewal fees as indicated under nonreciprocity.

In summary, certified real estate appraiser by reciprocity application and/or initial licensure fees in surrounding states range from a low of $75 in New Jersey to a high of $333 in Delaware. Pennsylvania's graduated fee increases to $110, $116 and $122 for certified real estate appraiser by reciprocity applications, would place Pennsylvania on the low end of the range of application fees when compared to the surrounding states.

Certified Pennsylvania Evaluator

The current application fee for CPE in Pennsylvania is $55. Under the new fee structure, the CPE application fee would increase from $55 to $110 upon publication of the final-form rulemakings and $110 to $116 as of June 1, 2029. Subsequently, the application fee would increase from $116 to $122 as of June 1, 2031. While Pennsylvania's licensure category is termed "Certified Pennsylvania Evaluator," in other states the licensure category is termed "certified assessor," "certified tax assessor," or "certified assessment administrator." In the surrounding states, initial applicants for certified assessor pay fees as follows: Delaware: $220; Maryland: certification is voluntary; New Jersey: $10; New York: certification does not require application fees; Ohio: state does not certify assessors; West Virginia: state does not certify assessors.

The current biennial renewal fee for CPEs in Pennsylvania is $225. Under the new fee structure, the CPE biennial renewal fee would increase from $225 to $340 for July 1, 2027 – June 30, 2029, from $340 to $370 for July 1, 2029 -- June 30, 2031 and from $370 to $410 for July 1, 2031 -- June 30, 2033 and thereafter. In the surrounding states, certified assessors pay license renewal fees as follows: New Jersey: $50 every three years after 5 years of initial licensure; New York: renewal fees are not required; Ohio: state does not certify assessors; West Virginia: state does not certify assessors.

In summary, certified assessor application fees in the surrounding states range from a low of $10 in New Jersey to a high of $220 in Delaware. Pennsylvania's graduated increases to $110, $116 and $122 for CPE application fees would keep fees comparable with other states. In addition, certified assessor renewal

fees in surrounding states a low of $50 every five years in New Jersey–of the states that certify evaluators/assessors and have their fees accessible online. Pennsylvania's graduated increases to $340, $370 and $410 for CPE biennial renewal fees, therefore, would place Pennsylvania at the high end of the range of licensure renewal fees when compared to the surrounding states.

Licensed Appraiser Trainee -

The current application fee for a licensed appraiser trainee in Pennsylvania is $75. Under the new fee structure, the Pennsylvania licensed appraiser trainee application fee would increase from $75 to $78 upon publication of the final-form rulemaking and $78 to $82 as of June 1, 2029. Subsequently, the application fee would increase from $82 to $86 as of June 1, 2031. In the surrounding states, initial applicants for licensed appraiser trainee pay fees as follows: Delaware: $282; Maryland: $150; New Jersey: $100 annually; New York: $250; Ohio: $150 (includes $50 recovery fund fee); West Virginia: $120 (does not include $150 annual permit fee).

The current biennial renewal fee for licensed appraiser trainee in Pennsylvania is $150. Under the new fee structure, the Pennsylvania licensed appraiser trainee biennial renewal fee would increase from $150 to $230 for July 1, 2027 – June 30, 2029, from $230 to $250 for July 1, 2029 -- June 30, 2031 and from $250 to $280 for July 1, 2031 -- June 30, 2033 and thereafter. In the surrounding states, licensed appraiser trainees pay license renewal fees as follows: Delaware: $282; Maryland: $150 (triennial renewal); New Jersey: $100 (annual renewal); New York: $250 (biennial renewal); Ohio: $100 (transitioning to biennial renewal; West Virginia: $150 (annual renewal).

In summary, licensed appraiser trainee application fees and/or initial licensure fees in surrounding states range from a low of $120 in West Virginia to a high of $282 in Delaware. Even with graduated increases to $78, $82 and $86 for licensed appraiser trainee application fees, Pennsylvania's application fees for licensed appraiser trainees would remain the lowest when compared to the surrounding states. In addition, licensed appraiser trainee license renewal fees in surrounding states range from a low of $50 every year in Ohio and Maryland to a high of $150 every year in West Virginia. Pennsylvania's graduated increases to $230, $250 and $280 for biennial renewal fees, therefore, would place Pennsylvania around the high end of the range of licensed appraiser trainee license renewal fees when compared to the surrounding states. There is one state (West Virginia) that has licensed appraiser trainee renewal fees that are higher than $280 biennially.

Temporary practice registration –

The current application fee for a temporary practice registration in Pennsylvania is $30; there is no renewal fee for this licensure classification. Under the new fee structure, the temporary practice registration application fee would increase from $30 to $63 upon publication of the final-form rulemaking and from $63 to $66 as of June 1, 2029. Subsequently, the application fee would increase from $66 to $69 as of June 1, 2031. In the surrounding states, applicants for temporary practice registration pay fees as follows: Delaware: $40; Maryland: $75; New Jersey: $150; New York: $125; Ohio: $100 (which includes $50 application fee and $50 recovery fund fee); West Virginia: $200.

In summary, temporary practice registration application fees in surrounding states range from a low of $40 in Delaware to a high of $200 in West Virginia. Pennsylvania's graduated increases to $63, $66 and $69 for temporary practice registration fees, therefore, would place Pennsylvania in the low end of the range of application fees when compared to the surrounding states. As a result, the fee increase would not violate the Appraisal Subcommittee's prohibition against excessive fees for temporary practice.

Application for continuing education provider approval

The current application fee for continuing education provider approval in Pennsylvania is $85. Under the new fee structure, Pennsylvania's continuing education provider approval application fee would increase from $85 to $112 upon publication of the final-form rulemaking and from $112 to $118 as of June 1, 2029. Subsequently, the application fee would increase from $118 to $124 as of June 1, 2031. In the surrounding states, applicants for continuing education provider approval pay fees as follows: Delaware: $45; Maryland: no fee; New Jersey: no fee; New York: $25 and $25 for each additional location; Ohio: $50 synchronous, $200 asynchronous; West Virginia: $60 per course, per education course provider.

In summary, continuing education provider approval application fees in surrounding states range from a low of $0 in Maryland to a high of $200 asynchronous in Ohio. Pennsylvania's graduated fee increases to $112, $118 and $124 for continuing education provider approval applications, would place Pennsylvania's continuing education provider approval application fees in the middle of surrounding states.

Certified Broker/Appraiser

Certified broker/appraisers are licensees who were licensed real estate brokers under the Real Estate Licensing and Registration Act (RELRA), 63 P.S. §§ 455.101-455.902, as of September 3, 1996, who made application to the board for a broker/appraiser certificate without examination by September 3, 1998 and were granted a certificate. There is no initial application or fee for certified/broker appraiser as the board discontinued receiving applications for this licensure category on September 3, 1998. Although no new licenses have been issued since then, there are still licensees who currently maintain licensure as a certified broker/appraiser.

The current biennial renewal fee for certified broker/appraisers in Pennsylvania is $225. Under the new fee structure, the certified broker/appraiser biennial renewal fee would increase from $225 to $340 for July 1, 2027 – June 30, 2029, from $340 to $370 for July 1, 2029 -- June 30, 2031 and from $370 to $410 for July 1, 2031 -- June 30, 2033 and thereafter. Because the certified broker/appraiser licensure category is unique to Pennsylvania, the biennial renewal fee cannot be compared with the surrounding states.

Appraisal Management Company

The current application fee for AMCs in Pennsylvania is $2,000. Under the new fee structure, the Pennsylvania AMC application fee would increase from $2,000 to $2,325 upon publication as a final-form rulemaking and from $2,325 to $2,441 as of June 1, 2029. Subsequently, the application fee would increase from $2,441 to $2,563 as of June 1, 2031. In the surrounding states, initial applicants for AMC pay fees as follows: Delaware: $1,200; Maryland: $2,000 (includes application review $250 and registration fee $1,750); New Jersey: $2,750 (which includes $250 application fee, $2,500 initial registration fee); New York: $250; Ohio: $1,000; West Virginia: $2,500 (which includes $500 application fee and $2,000 registration fee).

The current biennial renewal fee for AMCs in Pennsylvania is $1,000. Under the new fee structure, the Pennsylvania AMC biennial renewal fee would increase from $1,000 to $2,000 for July 1, 2027 – June 30, 2029, from $2,000 to $2,200 for July 1, 2029 -- June 30, 2031 and from $2,200 to $2,420 for July 1, 2031 -- June 30, 2033 and thereafter. In the surrounding states, AMCs pay license renewal fees as follows: Delaware: $1,200; Maryland: $2,000 (annual renewal); New Jersey: $2,500 (biennial renewal); New York: $250 (biennial renewal); Ohio: $750 (annual renewal); West Virginia: $2,000 (annual renewal).

In summary, AMC application fees in surrounding states range from a low of $250 in New York to a high of $2,750 in New Jersey. Pennsylvania's graduated fee increases to $2,325, $2,441 and $2,563 for AMC applications, would keep fees comparable with other states as there are three other states (New Jersey,

Maryland, West Virginia) with AMC application fees that are $2,000 or higher. In addition, AMC renewal of licensure fees in surrounding states range from a low of $250 every two years in New York to a high of $2,000 every year in Maryland and West Virginia. Pennsylvania's graduated increases to $2,000, $2,200 and $2,420 for AMC biennial renewal fees, therefore, would keep fees comparable with other states as there are three other states (Maryland, New Jersey, West Virginia) with higher AMC license renewal fees.

Notice of change in corporate organization

The current application fee for notice of change in corporate organization in Pennsylvania is $35. Under the new fee structure, Pennsylvania's notice of change in corporate organization application fee would increase from $35 to $64 upon publication of final-form rulemaking and $64 to $67 as of June 1, 2029. Subsequently, the application fee would increase from $67 to $70 as of June 1, 2031. There were only three surrounding states that posted fees online for notice of change in corporate organization applications; those fees were as follows: New York: $10; Ohio: $25; West Virginia: $200 (of 50% ownership or more, less than 50% no charge).

In summary, notice of change in corporate organization application fees in the three surrounding states that display fees online range from a low of $10 in New York to a high of $200 in West Virginia. Pennsylvania's graduated fee increases to $64, $67 and $70 for notice of change in corporate organization applications, would keep fees comparable with other states.

Notification of change in key person or compliance person

The current application fee for notification of change in key person or compliance person in Pennsylvania is $35. Under the new fee structure, Pennsylvania's notification of change in key person or compliance person fee would increase from $35 to $64 upon publication of final-form rulemaking and $64 to $67 as of June 1, 2029. Subsequently, the application fee would increase from $67 to $70 as of June 1, 2031. There were only two surrounding states that posted fees online for notification of change in key person or compliance person applications; those fees were as follows: Ohio: $25; West Virginia: $100.

Notification of change in key person or compliance person application fees in the two surrounding states that display fees online range from a low of $25 in Ohio to a high of $100 in West Virginia. Pennsylvania's graduated fee increases to $64, $67 and $70 for notification of change in key person or compliance person applications, would keep fees comparable with other states.

In conclusion, the graduated fee increases for applications and biennial license renewals will not impair Pennsylvania's ability to compete because Pennsylvania's fee increases will remain in line with the fees of the surrounding states. Pennsylvania is an appealing state for real property appraisal and assessing professionals to work and earn an income because of the large population of existing and potential real property owners available. According to the 2020 U.S. Census, Pennsylvania is the 5th largest state in the United States of America. Of the six states that surround Pennsylvania, only New York ranks higher in population. The ranking of the six surrounding states by population is as follows: Delaware, 45th; Maryland, 18th; New Jersey, 11th; New York, 4th; Ohio, 7th; and West Virginia, 39th.

(13) Will the regulation affect any other regulations of the promulgating agency or other state agencies? If yes, explain and provide specific citations.

No, this rulemaking will not affect any other regulations of the promulgating agency or other state agencies.

(14) Describe the communications with and solicitation of input from the public, any advisory council/group, small businesses and groups representing small businesses in the development and drafting of the regulation. List the specific persons and/or groups who were involved. ("Small business" is defined in Section 3 of the Regulatory Review Act, Act 76 of 2012.)

At its January 20, 2022 public meeting, the board approved the proposed annex and voted to release it as an exposure draft. On January 21, 2022, the board released an exposure draft of the proposed annex reflecting fee increases. The exposure draft was released to solicit written public comment from stakeholders, interested parties and representatives of the licensed professions, including the Appraisal Subcommittee (ASC), the Appraisal Institute, the Pennsylvania Association of Realtors, the Real Estate Valuation Advocacy Association (REVAA), the Assessors Association of Pennsylvania (AAP), individual appraisers, and the county assessor for each county in the Commonwealth of Pennsylvania. The comment period was open from January 21, 2022, through February 25, 2022. No responses were received from the public. The proposed regulation was discussed at the March 2, 2022 public meeting, at which time the board voted to re-release the exposure draft and extend the public comment period. The second comment period was open from March 2, 2022 through April 11, 2022. No responses were received from the public. On July 7, 2022, the board voted to adopt the proposed annex. The board discussed the proposed rulemaking on April 14, 2022, May 26, 2022, and July 7, 2022 during the board's regularly scheduled meetings. Board meetings are routinely attended by representatives of the regulated community.

On July 29, 2024, an exposure draft of the proposed fee schedule was released to stakeholders, with a public comment period open through September 9, 2024. No comments were received. A list of stakeholders is provided in Attachment "B." At the January 15, 2026 public board meeting, the BFP presented the board's fiscal budget. During this meeting, the board continued its ongoing discussions regarding the decline in licensee population and the resulting impact on revenue, as well as increasing expenditures. Based on these considerations, the BFP recommended adjustments to the fee schedule increases. These adjustments were subsequently presented to and adopted by the board at its February 19, 2026 meeting.

Notice of the proposed rulemaking was published at 56 *Pa.B*. 3858 (July 4, 2026). Publication was followed by a 30-day public comment period during which the board received one public comment from the Appraisal Institute. *See* Attachment "C." The Appraisal Institute acknowledged the board's statutory obligation to establish fees sufficient to support its operations but opposed the increases, citing their potential financial impact on licensees, recruitment and retention concerns and the risk of future fee increases. It also recommended that the board evaluate its financial condition periodically and adjust fees only as necessary based on actual fiscal data. As detailed in the preamble, the board took into consideration the impact on licensees, applicants and the profession and has taken steps to ensure that the board is meeting its fiscal mandates while also limiting, to the extent possible, the fiscal impact.

The House Professional Licensure Committee (HPLC) and the Senate Consumer Protection and Professional Licensure Committee (SCP/PLC) did not submit comments. The Independent Regulatory Review Commission (IRRC) submitted comments on September 2, 2026. As a part of the comment, IRRC asked the board to include an updated financial report containing the most recent fiscal data available to support the reasonableness of the fees in the final-form rulemaking. As reflected in Attachment "F," the updated budget report demonstrates that the board's revenues from fees, fines and civil penalties for FYs 2024-2025 and 2025-2026 ($1,163,000) remain insufficient to meet the board's expenditures for the same two-year period ($1,427,034.85). The updated financial reports also show that without the fee increase, the board's expenditures will continue to outpace its revenue in FYs 2026-2027 and 2027-2028 with revenue at $ 1,153,000 and expenditures at $1,649,000; FYs 2028-2029 and 2029-2030 with revenue at $ 1,153,000 and expenditures at $1,693,000; FYs 2030-2031 and 2031-2032 with revenue at $ 1,153,000

and expenditures at $1,746,000; and FYs 2032-2033 and 2033-2034 with revenue at $ 1,153,000 and expenditures at $1,798,000. Accordingly, the updated financial information continues to support the board's determination that the fee increases are reasonable and necessary to maintain a financially sustainable regulatory program.

As part of the board's continuing efforts to engage stakeholders in the regulatory process, the board contacted the Appraisal Institute to discuss the concerns raised in its public comment and provide an opportunity for further dialogue regarding the proposed fee increases. During this discussion, the board explained the fiscal circumstances necessitating the proposed increases and addressed the Appraisal Institute's questions and concerns.

The board considered the final-form rulemaking at its public meeting on October 16, 2026. At that meeting, a representative of the Appraisal Institute provided an update regarding the organization's position on the proposed fee increases. The representative acknowledged that, although the Appraisal Institute generally opposes fee increases that impose additional financial burdens on appraisers, particularly during challenging economic conditions, it recognized the necessity of the proposed increases in light of the board's fiscal condition, the length of time since the last fee increase and the time required to complete the Commonwealth's regulatory review process. The representative further indicated that the dialogue with the board had provided a better understanding of the need for the proposed increases and that the Appraisal Institute would no longer oppose the rulemaking. The representative also expressed appreciation for the board's willingness to engage with stakeholders and respond to their concerns. Following discussion, the board voted to adopt the final-form rulemaking.

(15) Identify the types and number of persons, businesses, small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012) and organizations which will be affected by the regulation. How are they affected?

On an annual basis, approximately 765 applicants will be affected by the following increased application fees: 63 certified real estate appraisers—nonreciprocity 38 residential and 25 general); 80 certified real estate appraisers— reciprocity (20 residential and 60 general); 80 CPEs; 45 licensed appraiser trainees; 200 temporary practice registration; 250 application for continuing education provider approval; 13 AMC; 35 notice of change in corporate organization, in key person and in compliance person.

In the FY 2024-2025 through FY 2025-2026 biennial renewal period, there are approximately 3,943 licensees that may be affected by the following increased renewal fees: 1,475 certified real estate residential appraisers (reciprocity and nonreciprocity); 1,344 certified real estate general appraiser (reciprocity and nonreciprocity); 184 certified broker/appraisers; 597 CPEs; 208 licensed appraiser trainees; 135 AMCs. In consideration of a 5 % reduction in the licensee population per biennial renewal period (except for AMCs), the licensees that will be affected by the graduated biennial fee increases will total approximately 3,753 in FY 2026-2027 through FY 2027-2028; 3,572 in FY 2028-2029 through FY 2029-2030; and 3,400 in FY 2030-2031 through FY 2031–2032.

According to the Small Business Administration (SBA), there are approximately 1,169,008 small businesses in Pennsylvania, which is 99.6% of all Pennsylvania businesses. Of the 1,169,008 small businesses, 230,244 are small employers (those with fewer than 500 employees) and the remaining 938,764 are non-employers. Thus, the vast majority of businesses in Pennsylvania are considered small businesses.

According to the Pennsylvania Department of Labor and Industry (PA L&I) in 2020 (the most recent year for which data is available), property appraisers and assessors provide their services for a variety of private and public sector employers. The largest employers of appraisers and assessors Nationally were: local government, excluding education and hospitals (30%), self-employed workers (27%), real estate (25%), finance and insurance (8%). In the public sector, licensees are often employed in county tax assessor offices in government positions, such as county tax assessor, property assessor or appraiser, or real property assessor or appraiser. In the private sector, licensees are employed in revaluation companies, AMCs, and offices of real estate appraisers in positions, such as property appraiser or assessor, or real property appraiser or assessor.

The PA L&I report handles companies like AMCs and Continuing Education Providers under broader categories of industry where licensees may be employed but does not give reports for these specific types of businesses. Both of these types of businesses would be impacted by the fee increases but the board does not track the size of businesses.

Small businesses are defined in Section 3 of the Regulatory Review Act, (71 P.S. § 745.3) which provides that a small business is defined by the SBA's Small Business Size Regulations under 13 CFR Ch. 1 Part 121. These size standards have been established for types of businesses under the North American Industry Classification System (NAICS). In applying the NAICS standards to the types of businesses where many real estate appraisers and assessors work, small businesses in the category of "offices of real estate appraisers" (NAICS code 531320) are considered small businesses if they have $9.5 million or less in average annual receipts, which also includes self-employed professionals who obviously work in small businesses. Other activities related to real estate (NAICS code 531390) have a small business threshold of $19.5 million. Under Sector 52 "Finance and Insurance" (NAICS codes 522110—525990) have a small business threshold range of 1,500 employees or $15.0 million to $850 million in assets. In considering all of these small business thresholds set by NAICS for the businesses in which real estate appraisers and assessors work, it is probable that, outside of public sector positions with governmental entities, the majority of licensed real estate assessors and appraisers work in small businesses.

In applying the NAICS standards to the types of businesses under which AMCs might be categorized, outside of those listed above for appraisers, small businesses in the category of "other activities related to real estate" (NAICS code 531390) are considered small businesses if they have $19.5 million or less in average annual receipts, and "other management consulting services" (NAICS code 541618) are considered small businesses if they have $19.0 million or less in average annual receipts.

In applying the NAICS standards to the types of businesses under which continuing education providers might be categorized, small businesses in the category of "professional and management development training" (NAICS code 611430) are considered small businesses if they have $15.0 million or less in average annual receipts, and "all other miscellaneous schools and instruction" (NAICS code 611699) are considered small businesses if they have $16.5 million or less in average annual receipts.

Based on this variety of employers, the board believes that most property appraisers and assessors in Pennsylvania who do not work for a governmental entity are working in small businesses. The board does not collect information on the size of the businesses where its licensees are employed. However, for purposes of determining the economic impact on small businesses, the board must assume that a large number of its licensees (appraisers and assessors), who do not work in government, either are or work for small businesses as that term is defined by the SBA and Pennsylvania's Regulatory Review Act. Additionally, for purposes of this analysis, the board assumes that the majority of continuing education providers would be categorized as small businesses. For AMCs, however, the board estimates that at least

50 percent of the AMCs licensed in Pennsylvania do not qualify as small businesses. This estimate reflects the substantial number of AMCs operating on a Nationwide or near-National scale.

The regulation should not have an impact on the small businesses related to the appraisers or assessors who work there because there are no direct costs that would be passed on to the licensee's employer, unless the employer voluntarily assumes those costs. It would, therefore, be up to the business to determine the benefit of paying employee licensing fees. Although the board does license AMCs, the board does not believe the increased fees for applications and biennial renewals will have a significant impact on these licensees. There has been no fee increase for AMCs since 2017, thus the increase in application and biennial renewal fees aligns with the natural flow of economic inflation that any business would expect over a 5-year period. Also, the fee increases are graduated over time, allowing such licensees to make adjustments, if needed, such as increasing the cost of services. The board registers continuing education providers, who are presumptively small businesses. The increased application fees for education provider registration and course approval are minimal as the total graduated increase is $39; from $85 to $112 to $118 to $124.

(16) List the persons, groups or entities, including small businesses, that will be required to comply with the regulation. Approximate the number that will be required to comply.

The amendments will increase the application and biennial renewal fees for applicants as well as licensees under the board's purview. Specifically, those affected are:

APPLICANTS - Approximately765 applicants will be impacted annually by the increased application fees, including approximately: 63 certified real estate appraisers—nonreciprocity 38 residential and 25 general); 80 certified real estate appraisers— reciprocity (20 residential and 60 general); 80 CPEs; 45 licensed appraiser trainees; 200 temporary practice registration; 250 application for continuing education provider approval; 13 AMC; 35 notice of change in corporate organization, in key person and in compliance person.

LICENSEES (Biennial Renewal) - There are approximately 3,943 individuals who will be required to pay more to renew their licenses, including approximately: 1,475 certified real estate residential appraisers (reciprocity and nonreciprocity); 1,344 certified real estate general appraisers (reciprocity and nonreciprocity); 184 certified broker/appraisers; 597 CPEs; 208 licensed appraiser trainees; 135 AMCs. In consideration of a 5% reduction in the population (except AMCs) per biennium, there are approximately 3,753 individuals who will be required to pay more to renew their licenses as of June 1, 2027, including: 2,678 certified real estate appraisers (1,401 residential and 1,277 general); 175 certified broker/appraisers; 567 CPEs; 198 licensed appraiser trainees; and 135 AMCs. Similarly, in consideration of a 5% reduction in the population (except for AMCs) per biennium, there are approximately 3,572 individuals who will be required to pay more to renew their licenses as of June 1, 2029, including: 2,544 certified real estate appraisers (1,331 residential and 1,213 general); 166 certified broker/appraisers; 539 CPEs; 188 licensed appraiser trainees; and 135 AMCs. Finally, in consideration of a 5% reduction in the population (except for AMCs) per biennium, there are approximately 3,400 individuals who will be required to pay more to renew their licenses as of June 1, 2031, including: 2,417 certified real estate appraisers (1,265 residential and 1,152 general); 158 certified broker/appraisers; 512 CPEs; 178 licensed appraiser trainees; and 135 AMCs.

The fees may be paid by applicants, licensees, permit holders, registrants or employers, if employers choose to pay these fees. While the board does not track the sizes of AMCs registered in this

Commonwealth, the board assumes that some AMCs would meet the definition of "small business." To the extent that AMC's are small businesses, they will be impacted as they will have to pay the increased fees for applications and biennial license renewal. The board registers continuing education providers, who are presumptively small businesses. The increased application fees for education provider registration and course approval are minimal as the total graduated increase is thirty-nine dollars; from $85 to $112 to $118 to $124. The regulation should have no other fiscal impact on the private sector, the general public or political subdivisions of the Commonwealth.

The rulemaking will require the board to revise its online applications to reflect the new fees, which is a nominal cost. The revisions, however, will not create additional paperwork for the regulated community.

(17) Identify the financial, economic and social impact of the regulation on individuals, small businesses, businesses and labor communities and other public and private organizations. Evaluate the benefits expected as a result of the regulation.

This regulation will increase the biennial renewal fee, the initial application fee and other miscellaneous fees in graduated steps over 3 consecutive bienniums as detailed below. The main benefits are that the board will be satisfying its statutory obligations to generate sufficient revenue to cover its expenditures. This, in turn, will ultimately keep the board in business, thereby benefiting licensees and the public who will continue to have a functioning board to oversee the practice of licensed appraisers, CPEs and AMCs in this Commonwealth.

Increases: Initial Application Fee

Approximately 765 applicants will be impacted annually by the increased application fees.

	Current	***Effective upon publication of the final rulemaking***	***Effective July 1, 2029***	***Effective July 1, 2031***
Certified Real Estate Appraiser (residential and general)—nonreciprocity	$235	**$348**	**$365**	**$383**
Certified Real Estate Appraiser (residential and general)—reciprocity	$40	**$110**	**$116**	**$122**
Temporary practice registration	$30	**$63**	**$66**	**$69**
Certified Pennsylvania Evaluator	$55	**$110**	**$116**	**$122**
Continuing Education Providers	$85	**$112**	**$118**	**$124**

Licensed Appraiser Trainee	$75	**$78**	**$82**	**$86**
Appraisal Management Company (AMC)	$2,000	**$2,325**	**$2,441**	**$2,563**

Certified Real Estate Appraiser (residential and general)—nonreciprocity

The board receives approximately 63 Certified Real Estate Appraiser—nonreciprocity applications per year; 38 are certified residential appraiser applications and 25 are certified general appraiser applications. The graduated application fee increases will take effect beginning FY 2026-2027 ($235 to $348) with a 48% increase, followed by 5% increases in FY 2029-2030 ($348 to $365) and FY 2031-2032 ($365 to $383).

Certified Real Estate Appraiser (residential and general)—reciprocity

The board receives approximately 80 Certified Real Estate Appraiser—reciprocity applications per year; 20 are certified residential appraiser applications and 60 are certified general appraiser applications. The graduated application fee increases will take effect beginning FY 2026-2027 ($40 to $110) with a 175% increase, followed by 5% increases in FY 2029-2030 ($110 to $116) and FY 2031-2032 ($116 to $122).

Temporary practice registration

The board receives approximately 200 temporary practice registration applications per year. The graduated application fee increases will take effect beginning FY 2026-2027 ($30 to $63) with a 110% increase, followed by 5% increases in FY 2028-2029 ($63 to $66) and FY 2031-2032 ($66 to $69).

Certified Pennsylvania Evaluator

The board receives approximately 80 CPE applications per year, including by endorsement and by application. The graduated application fee increases will take effect beginning FY 2026-2027 ($55 to $110) with a 100% increase, followed by 5% increases in FY 2029-2030 ($110 to $116) and FY 2031-2032 ($116 to $122).

Continuing Education Providers

The board receives approximately 250 continuing education provider approval applications per year. The graduated application fee increases will take effect beginning FY 2026-2027 ($85 to $112) with a 32% increase, followed by 5% increases in FY 2029-2030 ($112 to $118) and FY 2031-2032 ($118 to $124).

Licensed Appraiser Trainee

The board receives approximately 45 Licensed Appraiser Trainee applications per year (reciprocity and nonreciprocity). The graduated application fee increases will take effect beginning FY 2026-2027 ($75 to $78) with a 4% increase, followed by 5% increases in FY 2029-2030 ($78 to $82) and FY 2031-2032 ($82 to $86).

Appraisal Management Company (AMC)

The board receives approximately 13 AMC applications per year. The graduated application fee increases will take effect beginning FY 2026-2027 ($2,000 to $2,325) with a 16% increase, followed by 5% increases in FY 2029-2030 ($2,325 to $2,441) and FY 2031-2032 ($2,441 to $2,563).

Increases: Miscellaneous Fees

	Current	***Effective upon publication of the final rulemaking***	***Effective July 1, 2029***	***Effective July 1, 2031***
AMC-Notice of change (in corporate organization, in key person or compliance person)	$35	**$64**	**$67**	**$70**

AMC-Notice of change (in corporate organization, in key person or compliance person)

The board receives approximately 35 notice of change applications per year. The graduated application fee increases will take effect beginning FY 2026-2027 ($35 to $64) with an 83% increase, followed by 5% increases in FY 2029-2030 ($64 to $67) and FY 2031-2032 ($67 to $70).

Increases: Biennial Renewal Fee

Approximately 3,943 licensees will be impacted by the graduated biennial fee structure.

	Current	***July 1, 2027 -- June 30, 2029 Biennial Renewal Period***	***July 1, 2029 -- June 30, 2031 Biennial Renewal Period***	***July 1, 2031 – June 30, 2033 Biennial Renewal Period and Thereafter***
Certified Real Estate Appraisers (residential or general)	$225	**$340**	**$370**	**$410**
Certified Broker/Appraisers	$225	**$340**	**$370**	**$410**
Certified Pennsylvania Evaluators	$225	**$340**	**$370**	**$410**
Licensed Appraiser Trainees	$150	**$230**	**$250**	**$280**
Appraisal Management Company (AMC)	$1,000	**$2,000**	**$2,200**	**$2,420**

Certified Real Estate Appraisers (residential or general)

There are approximately 2,819 Certified Real Estate Appraisers who will be impacted by the biennial renewal fee increases; 1,475 are certified residential appraisers and 1,344 are certified general appraisers. The board anticipates a 5% decrease in certified real estate appraisers per biennium, resulting in 2,678

certified real estate appraisers (1,401 residential and 1,277 general) in FYs 2026-2027 and 2027-2028, 2,544 certified real estate appraisers (1,331 residential and 1,213 general) in FYs 2028-2029 and 2029-2030, and 2,417 certified real estate appraisers (1,265 residential and 1,152 general) in FYs 2030-2031 and 2031-2032. The graduated biennial renewal fee increases will take effect beginning with the July 1, 2027—June 30, 2029, biennial renewal period with a 50% increase ($225 to $340). Thereafter, the subsequent graduated increases of 10% increases will be implemented with the biennial renewal for July 1, 2029—June 30, 2031($340 to $370), and July 1, 2031—June 30, 2033 ($370 to $410).

Certified Broker/Appraisers

There are approximately 184 Certified Broker/Appraisers who will be impacted by the biennial renewal fee increases. The board anticipates a 5% decrease in certified broker/appraisers per biennium, resulting in 175 certified broker/appraisers in FYs 2026-2027 and 2027-2028, 166 certified broker/appraisers in FYs 2028-2029 and 2029-2030, and 158 certified broker/appraisers in FYs 2030-2031 and 2031-2032.

The graduated biennial renewal fee increases will take effect beginning with the July 1, 2027—June 30, 2029, biennial renewal period with a 50% increase ($225 to $340). Thereafter, the subsequent graduated increases of 10% increases will be implemented with the biennial renewal for July 1, 2029—June 30, 2031($340 to $370), and July 1, 2031—June 30, 2033 ($370 to $410).

Certified Pennsylvania Evaluators

There are approximately 597 CPEs who will be impacted by the biennial renewal fee increases. The board anticipates a 5% decrease in certified Pennsylvania evaluators per biennium, resulting in 567 CPEs in FYs 2026-2027 and 2027-2028, and 539 CPEs in FYs 2028-2029 and 2029-2030, and 512 CPEs in FYs 2030-2031 and 2031-2032. The graduated biennial renewal fee increases will take effect beginning with the July 1, 2027—June 30, 2029, biennial renewal period with a 50% increase ($225 to $340). Thereafter, the subsequent graduated increases of 10% increases will be implemented with the biennial renewal for July 1, 2029—June 30, 2031 ($340 to $370), and July 1, 2031—June 30, 2033 ($370 to $410).

Licensed Appraiser Trainees

There are approximately 208 Licensed Appraiser Trainees who will be impacted by the biennial renewal fee increases. With the anticipated implementation of Practical Applications for Real Estate Appraisal (PAREA), the board projects a 5% decrease in Licensed Appraiser Trainees per biennium, resulting in 198 Licensed Appraiser Trainees in FYs 2026-2027 and 2027-2028, 188 Licensed Appraiser Trainees in FYs 2028-2029 and 2029-2030, and 178 Licensed Appraiser Trainees in FYs 2030-2031 and 2031-2032. The graduated biennial renewal fee increases will take effect beginning with the July 1, 2027—June 30, 2029, biennial renewal period with a 50% increase ($150 to $230). Thereafter, the subsequent graduated increases of 10% increases will be implemented with the biennial renewal for July 1, 2029—June 30, 2031 ($230 to $250), and July 1, 2031—June 30, 2033 ($250 to $280).

Appraisal Management Company (AMC)

There are approximately 135 AMCs that will be impacted by the biennial renewal fee increases. This licensee category is not expected to suffer from population reduction. The graduated biennial renewal fee increases will take effect beginning with the July 1, 2027—June 30, 2029, biennial renewal period with a 100 % increase ($1,000 to $2,000). Thereafter, the subsequent graduated increases of 10% will be

implemented with the biennial renewal for July 1, 2029—June 30, 2031 ($2000 to $2,200), and July 1, 2031—June 30, 2033 ($2,200 to $2,420).

Impact of Increases

Based upon projections in the February 2026 Fee Increase Proposal report, the fee increases would improve the board's fiscal outlook by bringing revenues into alignment with expenses. By the end of the FY 2027-2028, revenues would begin to meet expenses and are projected to result in a modest surplus of $77,000 and an upward financial trend.

The above application and renewal fees may be paid by applicants, licensees, registrants or employers, if employers choose to pay these fees on behalf of their employees. The board does not expect this rulemaking to have any other financial, economic or social impact on individuals, small businesses, business or labor communities, or other public or private organizations.

As detailed in the preamble, the Appraisal Institute expressed financial and economic concerns about workforce challenges, barriers to entry and the effect of fee increases on licensure trends. The board is mindful of the need to avoid unnecessary financial burdens on applicants and licensees and of the importance of supporting recruitment and retention within the profession. However, its statutory and Federal responsibilities remain unchanged regardless of fluctuations in the number of licensees. The board must continue to administer the licensure and certification program, process applications, investigate complaints and conduct disciplinary proceedings with sufficient staffing and resources. At the same time, declining licensee numbers reduce renewal revenue while personnel and operating costs continue to increase. The board's expenditures are outpacing revenues, resulting in current projected deficits absent a fee increase. Accordingly, this increase is necessary to ensure the fiscal integrity of the board and to ensure that the board's mandate to protect the health, safety and welfare of the public is carried out. The new fee structure for application fees is beneficial for licensees generally as the costs associated with each application will be paid by the applicant rather than distributed among the board's licensees. Additionally, the board's graduated fee approach is beneficial because the application fee increases are reflective of actual costs during each biennium and biennial renewal fees coincide more closely with the projected expenses for each biennium.

(18) Explain how the benefits of the regulation outweigh any cost and adverse effects.

The board is a statutorily-created board with powers and duties set forth in the act, including the authority to determine the qualifications and fitness of applicants, adopt and revise regulations, refuse, revoke, suspend or otherwise limit licenses, establish fees for the operation of the board and conduct hearings.

The board's expenses include bureau administration, Commissioner's and Revenue office services, Departmental services, legal office services, hearing expenses, enforcement and investigation costs, Professional Compliance Office (PCO) costs, and board member expenses. Under section 9(a) of the act, if the revenues raised by fees, fines and civil penalties are insufficient to meet expenditures over a 2-year period, the board must increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures. The licensee population is trending downward, which is negatively affecting revenue. Real estate appraisal is an aging profession Statewide and Nationally, as it is anticipated that 10 % of the licensee population will leave the profession due to retirement within the next 2 to 5 years. As a result, expenses are outpacing revenues and the board's current fee schedule is no longer sufficient to

support its operations. Accordingly, the board must increase its fees to ensure projected revenues meet or exceed projected expenditures, as required by section 9(a) of the act, and to continue fulfilling its statutory and Federal regulatory responsibilities.

As discussed in Question 17, the board is mindful of the need to avoid unnecessary financial burdens on applicants and licensees and of the importance of supporting recruitment and retention within the profession. As detailed in the preamble, the board has taken steps to support workforce development, reduce barriers to entry and ensure that the fee increases closely correlate with expenditures during each biennium. The graduated fee increases represent the most reasonable means of maintaining a financially sustainable regulatory program while continuing to minimize the impact on applicants and licensees to the extent practicable. This rulemaking will benefit every citizen of the Commonwealth in that it will ensure the fiscal integrity of the board, allowing the board to carry out its mission to protect the health, safety and welfare of the public. The costs to applicants and licensees are outweighed by the board's duty to license and regulate the real estate appraisal profession. Additionally, application fees will more accurately address the actual cost of resources devoted to processing applications.

The regulatory amendment is mandated by Section 9(a) of the act (63 P.S. § 457.9(a)) and is necessary to ensure the fiscal integrity of the board so that it may continue to carry out its mission. It is also necessary to maintain compliance with Title XI of FIRREA.

(19) Provide a specific estimate of the costs and/or savings to the **regulated community** associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

As reflected in the board's response to Question 17, the regulated community will incur additional costs as a result of the graduated application, biennial renewal and miscellaneous fee increases. The total economic impact attributable to the graduated fee increases is as follows:

	July 1, 2027 to June 30, 2029 Biennial Renewal Period (1st increase)	*July 1, 2029 to June 30, 2031 Biennial Renewal Period (2nd increase)*	*July 1, 2031 to June 30, 2033 Biennial Renewal Period (3rd increase)*
Increased revenue attributable to increases, **biennial renewal fee** (to be borne by licensees)	$502,048	$569,860	$665,919
Increased revenue attributable to increases, **application for initial licensure fees** and **miscellaneous fees** (to be borne by applicants for initial license and recipients of ancillary services from the board)	$71,250	$82,965	$94,955
TOTAL INCREASED	$573,298	$652,825	$760,874

REVENUE (per biennium):						
PER FISCAL YEAR (these figures are reproduced in the Table at Question 23)	**$518,503** (FY27-28)	**$54,795** (FY28-29)	**$589,661** (FY29-30)	**$63,164** (FY30-31)	**$687,986** (FY31-32)	**$72,888** (FY32-33)

The board does not anticipate additional administrative, legal, accounting or consulting costs to the board, applicants or licensees by implementing this rulemaking. There are no other costs or savings to the regulated community that will result from compliance with the rulemaking. The regulatory amendment will permit the board to continue to fund the costs of its operations and protect the health, safety and welfare of the public.

(20) Provide a specific estimate of the costs and/or savings to the **local governments** associated with compliance, including any legal, accounting or consulting procedures which may be required. Explain how the dollar estimates were derived.

To the extent that counties chose to pay application and renewal fees for CPEs, those counties would be impacted by the fee increase. Otherwise, there are no costs or savings to local governments associated with compliance with this rulemaking.

(21) Provide a specific estimate of the costs and/or savings to the **state government** associated with the implementation of the regulation, including any legal, accounting, or consulting procedures which may be required. Explain how the dollar estimates were derived.

The board will incur nominal costs to revise its print and online application forms and online renewal platform to indicate the increased fees. Paper documents will be revised by board administrative staff, who will change the fee amounts on an electronic copy of the paper document. The board would incur no other increase in administrative costs by implementing this rulemaking. There are no other costs or savings to State government associated with implementation of this rulemaking.

(22) For each of the groups and entities identified in items (19)-(21) above, submit a statement of legal, accounting or consulting procedures and additional reporting, recordkeeping or other paperwork, including copies of forms or reports, which will be required for implementation of the regulation and an explanation of measures which have been taken to minimize these requirements.

This rulemaking will not require any additional record keeping nor will there be any legal, accounting or consulting procedures required for implementation of this rulemaking. The new fees will require no additional paperwork, as these fees are being imposed to cover the board's costs associated with services that are already being provided and paperwork that is already required.

(22a) Are forms required for implementation of the regulation?

Yes, the board will have to revise its print and online application forms and online renewal platform to indicate the increased fees.

(22b) If forms are required for implementation of the regulation, **attach copies of the forms here.** If your agency uses electronic forms, provide links to each form or a detailed description of the

information required to be reported. **Failure to attach forms, provide links, or provide a detailed description of the information to be reported will constitute a faulty delivery of the regulation.**

The Bureau of Professional and Occupational Affairs' online licensing system (Pennsylvania Licensing System (PALS)) provides for an online application and biennial renewal system. Most of the board's applications and biennial renewals are in PALS. Applicants and licensees must apply for initial licensure and license renewal through PALS. Online PALS applications and renewal applications will have to be modified to reflect the fee increases in the annex. As examples, the board is providing copies of applications and online "checklists" that correlate with applications. *See*, Attachment "D."

(23) In the table below, provide an estimate of the fiscal savings and costs associated with implementation and compliance for the regulated community, local government, and state government for the current year and five subsequent years.

	Current FY 26–27	FY +1 27–28	FY +2 28–29	FY +3 29–30	FY +4 30–31	FY +5 31–32
SAVINGS:						
Regulated Community	N/A	N/A	N/A	N/A	N/A	N/A
Local Government	N/A	N/A	N/A	N/A	N/A	N/A
State Government	N/A	N/A	N/A	N/A	N/A	N/A
Total Savings	N/A	N/A	N/A	N/A	N/A	N/A
COSTS:						
Regulated Community	$518,503	$54,795	$589,661	$63,164	$687,986	$72,888
Local Government	N/A	N/A	N/A	N/A	N/A	N/A
State Government	N/A	N/A	N/A	N/A	N/A	N/A
Total Costs	**$518,503**	**$54,795**	**$589,661**	**$63,164**	**$687,986**	**$72,888**
REVENUE LOSSES:						
Regulated Community	N/A	N/A	N/A	N/A	N/A	N/A
Local Government	N/A	N/A	N/A	N/A	N/A	N/A
State Government	N/A	N/A	N/A	N/A	N/A	N/A
Total Revenue Losses	N/A	N/A	N/A	N/A	N/A	N/A

(23a) Provide the past three-year expenditure history for programs affected by the regulation.

Program	**FY −3 2023–2024 (actual)**	**FY −2 2024–2025 (actual)**	**FY −1 2025–2026 (actual)**	**Current FY 2026–2027 (budget)**
State Board of Certified Real Estate Appraisers	$881,160.90	$747,809.53	$679,225.32	$805,000.00

(24) For any regulation that may have an adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), provide an economic impact statement that includes the following:

(a) An identification and estimate of the number of small businesses subject to the regulation.
(b) The projected reporting, recordkeeping and other administrative costs required for compliance with the proposed regulation, including the type of professional skills necessary for preparation of the report or record.
(c) A statement of probable effect on impacted small businesses.
(d) A description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation.

Responses:

(a) The board does not track whether AMCs or educational providers are small businesses, but the board assumes that some meet the definition of "small business." AMCs will be impacted as they will have to pay the increased fees for applications and biennial license renewal. There are 135 AMCs licensed in Pennsylvania. In addition, there are initial applications for approximately 13 AMCs submitted to the board annually. Many education providers are likely small businesses and will be impacted by the increased application fee for approval of each continuing education course they wish to provide in Pennsylvania. There are approximately 250 education provider applications per year. Besides AMC license and biennial renewal fees as well education provider application fees, this rulemaking will not have an additional impact on small businesses unless small businesses voluntarily pay for their employees' application or license renewal fees. Because application and license renewal fees are often incurred by individuals, any business (small or otherwise) could avoid these costs by requiring employees to pay for them.

(b) There are no projected reporting or recordkeeping costs required for compliance.

(c) The probable effect on impacted small businesses may include an increase in application and biennial renewal fees for applicants or licensees employed by those businesses, particularly if the businesses elect to cover these costs on behalf of their employees. Regarding AMCs and educational providers categorized as small businesses, they will be directly affected by the increased licensure fees; however, these fees are comparable to those in surrounding states and as indicated in the response to Question 17, are not expected to have a significant negative impact on either small or large businesses.

(d) The board has evaluated and considered increasing fees since 2021. As previously stated, the board's expenses are outpacing revenues and the licensee population is decreasing due to the aging of the profession. Section 9(a) of the act (63 P.S. § 457.9 (a)) mandates a fee increase when expenditures outpace revenue. Thus, based upon the insufficient revenue and continuing decline of the licensee population, the board determined that fee increases are the only way to sustain operations, ensuring public health and safety.

(25) List any special provisions which have been developed to meet the particular needs of affected groups or persons including, but not limited to, minorities, the elderly, small businesses, and farmers.

No special provisions have been developed for any affected groups or persons.

(26) Include a description of any alternative regulatory provisions which have been considered and rejected and a statement that the least burdensome acceptable alternative has been selected.

The board considers the regulation to be the least burdensome and acceptable alternative. This increase is necessary to ensure the fiscal integrity of the board and to ensure that the board's mandate to protect the health, safety and welfare of the public is carried out. As detailed in the preamble, the board and the Bureau of Professional and Occupational Affairs continuously evaluate opportunities to improve operational efficiency and modernize the administration of the licensure and certification program. The new fee structure for application fees is beneficial for licensees generally as the costs associated with each application will be paid by the applicant rather than distributed among the board's licensees. The board considered an alternative fee increase that did not include a graduated fee schedule as well as alternative fee structures which considered either a 0% or 5% reduction in the licensee population. The board believes the graduated increases of application and biennial renewal fees are appropriate because the increases for application fees are reflective of actual costs to process applications and the increases for biennial renewal fees coincide more closely with the projected expenses for each biennium while considering an anticipated 5 % decrease in the appraisal and assessing population.

(27) In conducting a regulatory flexibility analysis, explain whether regulatory methods were considered that will minimize any adverse impact on small businesses (as defined in Section 3 of the Regulatory Review Act, Act 76 of 2012), including:

a) The establishment of less stringent compliance or reporting requirements for small businesses;
b) The establishment of less stringent schedules or deadlines for compliance or reporting requirements for small businesses;
c) The consolidation or simplification of compliance or reporting requirements for small businesses;
d) The establishment of performing standards for small businesses to replace design or operational standards required in the regulation; and
e) The exemption of small businesses from all or any part of the requirements contained in the regulation.

Responses:

a) & b) All applicants pay the application fees at the time the application is submitted, and all licenses are renewed biennially. The board did not consider less stringent reporting requirements or deadlines for small businesses or for licensees who work for small businesses as there are no other feasible alternatives. All applicants for licensure are treated equally.

c) There are no compliance or reporting requirements that could be consolidated or simplified. The application and biennial renewal processes are the same whether a particular licensee or applicant is, or is employed by, a small or large business.

d) The regulation does not contain design or operational standards that need to be altered for small businesses.

e) To exclude any applicants or licensees from the requirements contained in this rulemaking based on the size of the business would not be consistent with public health and welfare because it would prevent the board from obtaining adequate revenue to meet projected expenditures, thus, the board would not be able to carry out its statutory mandate.

(28) If data is the basis for this regulation, please provide a description of the data, explain in detail how the data was obtained, and how it meets the acceptability standard for empirical, replicable and testable data that is supported by documentation, statistics, reports, studies or research. Please submit data or supporting materials with the regulatory package. If the material exceeds 50 pages, please provide it in a searchable electronic format or provide a list of citations and internet links that, where possible, can be accessed in a searchable format in lieu of the actual material. If other data was considered but not used, please explain why that data was determined not to be acceptable.

The board relied on financial records of the board presented by the BFP, including the BFP fee increase report and fee report forms that provide the breakdown of costs for application fees. *See*, Attachments "A" and "E." The board also relied on fee information contained in the statutes, regulations, application forms, and other data contained on the webpages of the surrounding states in the Northeast Region. The board also relied on information reported in the "Appraisal Subcommittee 2025 Annual Report."

(29) Include a schedule for review of the regulation including:

A. The length of the public comment period:	30 days from publication in the *PA Bulletin*
B. The date or dates on which any public meetings or hearings will be held:	No public hearings are scheduled. The proposed rulemaking was discussed at public board meetings on January 21, March 2, April 14, May 26, July 7 and December 22, 2022. And more recently on January 18, April 11, May 23, December 5 of 2024, and January 23, July 17, October 9 and November 20 of 2025. The proposed rulemaking was discussed and adopted at the public board meeting on February 19, 2026. The final rulemaking was discussed and adopted at the board's public board meeting on October 16, 2026.
C. The expected date of delivery of the final-form regulation:	Winter 2027

D. The expected effective date of the final-form regulation:	Upon publication as final.
E. The expected date by which compliance with the final-form regulation will be required:	Upon publication as final.
F. The expected date by which required permits, licenses or other approvals must be obtained:	N/A

(30) Describe the plan developed for evaluating the continuing effectiveness of the regulations after its implementation.

The board regularly evaluates the effectiveness of its regulations. Additionally, the board regularly reviews requests by licensees and members of the public to amend its regulations causing the board to evaluate the regulations' impact and necessity. The board reviews all regulatory proposals at regularly scheduled meetings. The board is scheduled to meet on December 3, 2026, and on the following dates in 2027: January 21, March 4, April 15, May 27, July 15, August 26, October 7, and December 2.

ATTACHMENT A

COMMONWEALTH OF PENNSYLVANIA

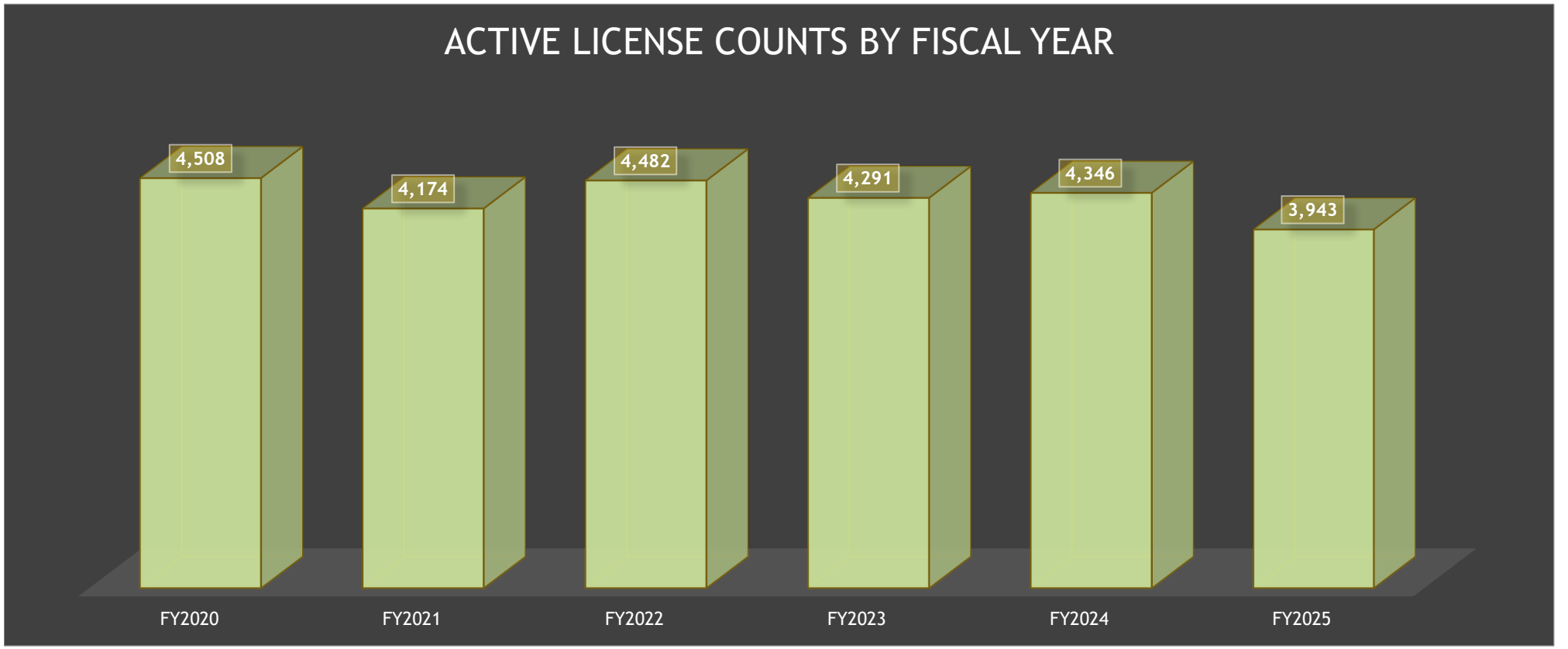
DEPARTMENT OF STATE

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

PROPOSED RENEWAL & APPLICATION FEE CHANGES

FEBRUARY 2026

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS



LICENSEES BY CLASS	FY2020	FY2021	AVG BIENNIAL LICENSEES	FY2022	FY2023	AVG BIENNIAL LICENSEES	FY2024	FY2025	AVG BIENNIAL LICENSEES	+/-	
Certified Residential Appraiser	1,722	1,617	**1,670**	1,683	1,612	**1,648**	1,625	1,475	**1,550**	**-98**	**-5.9%**
Certified General Appraiser	1,412	1,324	**1,368**	1,412	1,411	**1,412**	1,440	1,344	**1,392**	**-20**	**-1.4%**
Certified Broker/Appraiser	576	534	**555**	249	218	**234**	218	184	**201**	**-33**	**-13.9%**
Certified Pennsylvania Evaluator	299	248	**274**	582	613	**598**	618	597	**608**	**10**	**1.7%**
Licensed Appraiser Trainee	153	149	**151**	409	305	**357**	310	208	**259**	**-98**	**-27.5%**
Appraisal Management Company	346	302	**324**	147	132	**140**	135	135	**135**	**-5**	**-3.2%**
TOTAL ACTIVE LICENSEES:	4,508	4,174	**4,341**	4,482	4,291	**4,387**	4,346	3,943	**4,145**	**-242**	**-5.5%**

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REVENUE HISTORY AND CURRENT FEE PROJECTIONS BY SOURCE

REVENUE BY SOURCE	ACTUAL FY2020	ACTUAL FY2021	ACTUAL FY2022	ACTUAL FY2023	ACTUAL FY2024	ANTICIPATED FY2025	%
Renewals	$941,050.00	$54,165.00	$942,655.00	$42,825.00	$819,450.00	$97,425.00	79.5%
Applications	$76,070.00	$92,960.00	$79,160.00	$68,210.00	$73,065.00	$85,000.00	13.7%
Letters of Good Standing/Certifications	$730.00	$765.00	$852.71	$835.00	$840.00	$835.00	0.1%
Civil Penalties	$26,450.00	$39,600.00	$22,900.00	$32,445.79	$29,350.00	$23,000.00	4.5%
Act 48	$0.00	$500.00	$1,000.00	$3,100.00	$0.00	$3,100.00	0.3%
Investigations	$14,000.00	$9,127.75	$9,000.00	$22,000.00	$9,000.00	$9,000.00	1.6%
Licensee List Sales	$6,874.09	$2,413.50	$1,227.70	$614.27	$1,357.82	$1,000.00	0.2%
Miscellaneous	$0.00	$0.00	$1,300.00	$627.00	$105.00	$640.00	0.1%
TOTAL REVENUE BY FISCAL YEAR:	**$1,065,174.09**	**$199,531.25**	**$1,058,095.41**	**$170,657.06**	**$933,167.82**	**$220,000.00**	**100.0%**
TOTAL REVENUE BY BIENNIAL RENEWAL:	**$1,264,705.34**		**$1,228,752.47**		**$1,153,167.82**		**-6.2%**

CURRENT ANTICIPATED RENEWAL REVENUE:

LICENSEES BY CLASS	CURRENT RENEWAL FEE	CURRENT LICENSE COUNT	ANTICIPATED RENEWAL REVENUE
Certified Residential Appraiser	$225.00	1,475	$331,875.00
Certified General Appraiser	$225.00	1,344	$302,400.00
Certified Broker/Appraiser	$225.00	184	$41,400.00
Certified Pennsylvania Evaluator	$225.00	597	$134,325.00
Licensed Appraiser Trainee	$150.00	208	$31,200.00
Appraisal Management Company	$1,000.00	135	$135,000.00
TOTAL CURRENT ANTICIPATED BIENNIAL RENEWAL REVENUE:			**$976,200.00**

SOURCE	AVERAGE BIENNIAL MISC. NON-RENEWAL REVENUE
LOGS/Certs.	$1,675.00
Civil Penalties	$52,350.00
Act 48	$3,100.00
Investigations	$18,000.00
List Sales	$2,357.82
Miscellaneous	$745.00
TOTAL	**$78,227.82**

CURRENT ANTICIPATED APPLICATION REVENUE:

APPLICATION BY TYPE	CURRENT APPLICATION FEE	CURRENT BIENNIAL APPLICATION COUNT	ANTICIPATED APPLICATION REVENUE
Appraisal Management Company	$2,000.00	25	$50,000.00
Appraisal Management Company - Change in information	$35.00	70	$2,450.00
Certified Pennsylvania Evaluator by Endorsement	$55.00	10	$550.00
Certified Pennsylvania Evaluator by Application	$55.00	150	$8,250.00
Certified General Appraiser by Examination	$235.00	50	$11,750.00
Certified General Appraiser by Reciprocity	$40.00	120	$4,800.00
Licensed Appraiser Trainee by Application	$75.00	80	$6,000.00
Licensed Appraiser Trainee by Reciprocity	$75.00	10	$750.00
Education Provider and Course Application	$85.00	500	$42,500.00
Certified Residential Appraiser by Examination	$235.00	75	$17,625.00
Certified Residential Appraiser by Reciprocity	$40.00	40	$1,600.00
Appraiser Temporary Auth to Practice Permit Applicatio	$30.00	400	$12,000.00
TOTAL CURRENT ANTICIPATED BIENNIAL APPLICATION REVENUE:			**$158,275.00**

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
EXPENDITURE HISTORY AND PROJECTIONS BY COST CATEGORY

EXPENDITURES BY COST CATEGORY	ACTUAL FY2020	ACTUAL FY2021	ACTUAL FY2022	ACTUAL FY2023	ACTUAL FY2024	ANTICIPATED FY2025
ADMINISTRATIVE COSTS:						
Board Administration	$226,940.10	$225,806.86	$214,816.43	$289,583.17	$307,441.75	$402,000.00
Departmental Services	$21,189.40	$19,990.00	$20,350.90	$21,918.19	$24,769.33	$18,000.00
Board Member Expenses	$5,293.66	$16,442.50	$25,377.12	$26,155.61	$17,153.64	$24,000.00
LEGAL COSTS:						
Legal Office						
Legal Administration	$15,605.40	$12,251.80	$12,724.05	$5,589.89	$13,536.36	$36,000.00
Prosecution	$134,405.04	$269,136.40	$255,430.76	$334,612.09	$220,557.60	$239,000.00
Counsel	$76,502.80	$83,022.74	$112,427.67	$118,409.39	$94,234.30	$110,000.00
Hearing Expenses	$1,109.61	$1,020.34	$1,483.39	$793.51	$1,861.22	$23,000.00
Enforcement and Investigation						
BEI Administration	$9,786.14	$7,679.10	$16,798.63	$15,373.75	$16,326.47	$19,000.00
Investigations	$16,904.35	$43,102.89	$55,787.26	$68,725.30	$51,928.86	$46,000.00
TOTAL EXPENDITURES BY FISCAL YEAR:	**$507,736.50**	**$678,452.63**	**$715,196.21**	**$881,160.90**	**$747,809.53**	**$917,000.00**
TOTAL EXPENDITURES BY BIENNIAL RENEWAL:	**$1,186,189.13**		**$1,596,357.11**		**$1,664,809.53**	

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
CURRENT FINANCIAL STATUS

BOARD FINANCIAL STATUS	ACTUAL FY2022 & FY2023	ESTIMATED FY2024 & FY2025	ESTIMATED FY2026 & FY2027	ESTIMATED FY2028 & FY2029	ESTIMATED FY2030 & FY2031
REVENUE ACCOUNT STARTING BALANCE:	$733,601.83	$365,997.19	-$146,002.81	-$642,002.81	-$1,184,002.81
BOARD BIENNIAL REVENUE:	$1,228,752.47	$1,153,000.00	$1,153,000.00	$1,153,000.00	$1,153,000.00
BOARD BIENNIAL EXPENDITURES:	($1,596,357.11)	($1,665,000.00)	($1,649,000.00)	($1,695,000.00)	($1,746,000.00)
BIENNIAL BALANCE:	($367,604.64)	($512,000.00)	($496,000.00)	($542,000.00)	($593,000.00)
	ACTUAL	ESTIMATED			
AVAILABLE REVENUE BALANCE:	**$365,997.19**	**($146,002.81)**	**($642,002.81)**	**($1,184,002.81)**	**($1,777,002.81)**

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REVENUE BY SOURCE - PROJECTED REVENUES WITH INCREASED APPLICATION FEES ONLY

PROJECTED APPLICATION REVENUE:

	FY2024 & FY2025: July 2025			FY2026 & FY2027: July 2027			FY2028 & FY2029: July 2029			FY2030 & FY2031: July 2031		
APPLICATION BY TYPE	**CURRENT BIENNIAL APPLICATION COUNT**	**CURRENT APPLICATION FEE**	**ANTICIPATED APPLICATION REVENUE**	**% INCREASE**	**PROPOSED APPLICATION FEE**	**ANTICIPATED APPLICATION REVENUE**	**% INCREASE**	**PROPOSED APPLICATION FEE**	**ANTICIPATED APPLICATION REVENUE**	**% INCREASE**	**PROPOSED APPLICATION FEE**	**ANTICIPATED APPLICATION REVENUE**
Appraisal Management Company	25	$2,000.00	$50,000.00	16%	$2,325.00	$58,125.00	5%	$2,441.00	$61,025.00	5%	$2,563.00	$64,075.00
Appraisal Management Company - Change in information	70	$35.00	$2,450.00	83%	$64.00	$4,480.00	5%	$67.00	$4,690.00	5%	$70.00	$4,900.00
Certified Pennsylvania Evaluator by Endorsement	10	$55.00	$550.00	100%	$110.00	$1,100.00	5%	$116.00	$1,160.00	5%	$122.00	$1,220.00
Certified Pennsylvania Evaluator by Application	150	$55.00	$8,250.00	100%	$110.00	$16,500.00	5%	$116.00	$17,400.00	5%	$122.00	$18,300.00
Certified General Appraiser by Examination	50	$235.00	$11,750.00	48%	$348.00	$17,400.00	5%	$365.00	$18,250.00	5%	$383.00	$19,150.00
Certified General Appraiser by Reciprocity	120	$40.00	$4,800.00	175%	$110.00	$13,200.00	5%	$116.00	$13,920.00	5%	$122.00	$14,640.00
Licensed Appraiser Trainee by Application	80	$75.00	$6,000.00	4%	$78.00	$6,240.00	5%	$82.00	$6,560.00	5%	$86.00	$6,880.00
Licensed Appraiser Trainee by Reciprocity	10	$75.00	$750.00	4%	$78.00	$780.00	5%	$82.00	$820.00	5%	$86.00	$860.00
Education Provider and Course Application	500	$85.00	$42,500.00	32%	$112.00	$56,000.00	5%	$118.00	$59,000.00	5%	$124.00	$62,000.00
Certified Residential Appraiser by Examination	75	$235.00	$17,625.00	48%	$348.00	$26,100.00	5%	$365.00	$27,375.00	5%	$383.00	$28,725.00
Certified Residential Appraiser by Reciprocity	40	$40.00	$1,600.00	175%	$110.00	$4,400.00	5%	$116.00	$4,640.00	5%	$122.00	$4,880.00
Appraiser Temporary Auth to Practice Permit Application	400	$30.00	$12,000.00	110%	$63.00	$25,200.00	5%	$66.00	$26,400.00	5%	$69.00	$27,600.00
TOTAL ANTICIPATED BIENNIAL APPLICATION REVENUE:			**$158,275.00**			**$229,525.00**			**$241,240.00**			**$253,230.00**
TOTAL ANTICIPATED INCREASED BIENNIAL APPLICATION REVENUE:			**$0.00**			**$71,250.00**			**$11,715.00**			**$11,990.00**

BOARD FINANCIAL STATUS	**ACTUAL FY2022 & FY2023**	**ESTIMATED FY2024 & FY2025**	**ESTIMATED FY2026 & FY2027**	**ESTIMATED FY2028 & FY2029**	**ESTIMATED FY2030 & FY2031**
REVENUE ACCOUNT STARTING BALANCE:	$733,601.83	$365,997.19	($146,002.81)	($571,002.81)	($1,030,002.81)
BOARD BIENNIAL REVENUE:	$1,228,752.47	$1,153,000.00	$1,224,000.00	$1,236,000.00	$1,248,000.00
BOARD BIENNIAL EXPENDITURES:	($1,596,357.11)	($1,665,000.00)	($1,649,000.00)	($1,695,000.00)	($1,746,000.00)
BIENNIAL BALANCE:	($367,604.64)	($512,000.00)	($425,000.00)	($459,000.00)	($498,000.00)
AVAILABLE REVENUE FUNDS:	**$365,997.19**	**($146,002.81)**	**($571,002.81)**	**($1,030,002.81)**	**($1,528,002.81)**

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REVENUE BY SOURCE - PROJECTED REVENUES WITH INCREASED RENEWAL AND APPLICATION FEES

PROJECTED APPLICATION REVENUE:

	FY2024 & FY2025: July 2025			FY2026 & FY2027: July 2027			FY2028 & FY2029: July 2029			FY2030 & FY2031: July 2031		
APPLICATION BY TYPE	CURRENT BIENNIAL APPLICATION COUNT	CURRENT APPLICATION FEE	ANTICIPATED APPLICATION REVENUE	% INCREASE	PROPOSED APPLICATION FEE	ANTICIPATED APPLICATION REVENUE	% INCREASE	PROPOSED APPLICATION FEE	ANTICIPATED APPLICATION REVENUE	% INCREASE	PROPOSED APPLICATION FEE	ANTICIPATED APPLICATION REVENUE
Appraisal Management Company	25	$2,000.00	$50,000.00	16%	$2,325.00	$58,125.00	5%	$2,441.00	$61,025.00	5%	$2,563.00	$64,075.00
Appraisal Management Company - Change in information	70	$35.00	$2,450.00	83%	$64.00	$4,480.00	5%	$67.00	$4,690.00	5%	$70.00	$4,900.00
Certified Pennsylvania Evaluator by Endorsement	10	$55.00	$550.00	100%	$110.00	$1,100.00	5%	$116.00	$1,160.00	5%	$122.00	$1,220.00
Certified Pennsylvania Evaluator by Application	150	$55.00	$8,250.00	100%	$110.00	$16,500.00	5%	$116.00	$17,400.00	5%	$122.00	$18,300.00
Certified General Appraiser by Examination	50	$235.00	$11,750.00	48%	$348.00	$17,400.00	5%	$365.00	$18,250.00	5%	$383.00	$19,150.00
Certified General Appraiser by Reciprocity	120	$40.00	$4,800.00	175%	$110.00	$13,200.00	5%	$116.00	$13,920.00	5%	$122.00	$14,640.00
Licensed Appraiser Trainee by Application	80	$75.00	$6,000.00	4%	$78.00	$6,240.00	5%	$82.00	$6,560.00	5%	$86.00	$6,880.00
Licensed Appraiser Trainee by Reciprocity	10	$75.00	$750.00	4%	$78.00	$780.00	5%	$82.00	$820.00	5%	$86.00	$860.00
Education Provider and Course Application	500	$85.00	$42,500.00	32%	$112.00	$56,000.00	5%	$118.00	$59,000.00	5%	$124.00	$62,000.00
Certified Residential Appraiser by Examination	75	$235.00	$17,625.00	48%	$348.00	$26,100.00	5%	$365.00	$27,375.00	5%	$383.00	$28,725.00
Certified Residential Appraiser by Reciprocity	40	$40.00	$1,600.00	175%	$110.00	$4,400.00	5%	$116.00	$4,640.00	5%	$122.00	$4,880.00
Appraiser Temporary Auth to Practice Permit Applicatio	400	$30.00	$12,000.00	110%	$63.00	$25,200.00	5%	$66.00	$26,400.00	5%	$69.00	$27,600.00
TOTAL ANTICIPATED BIENNIAL APPLICATION REVENUE:			**$158,275.00**			**$229,525.00**			**$241,240.00**			**$253,230.00**
TOTAL ANTICIPATED INCREASED BIENNIAL APPLICATION REVENUE:			**$0.00**			**$71,250.00**			**$11,715.00**			**$11,990.00**

PROJECTED RENEWAL REVENUE:

	FY2024 & FY2025: July 2025			FY2026 & FY2027: July 2027				FY2028 & FY2029: July 2029				FY2030 & FY2031: July 2031		
LICENSEES BY CLASS	CURRENT LICENSE COUNT	CURRENT RENEWAL FEE	ANTICIPATED RENEWAL REVENUE	PROJECTED LICENSE COUNT	% INCREASE	PROPOSED RENEWAL FEE	ANTICIPATED RENEWAL REVENUE	PROJECTED LICENSE COUNT	% INCREASE	PROPOSED RENEWAL FEE	ANTICIPATED RENEWAL REVENUE	PROJECTED LICENSE COUNT	% INCREASE	PROPOSED RENEWAL FEE	ANTICIPATED RENEWAL REVENUE
Certified Residential Appraiser	1,475	$225.00	$331,875.00	1,401	50%	$340.00	$476,425.00	1,331	10%	$370.00	$492,539.38	1,265	10%	$410.00	$518,497.53
Certified General Appraiser	1,344	$225.00	$302,400.00	1,277	50%	$340.00	$434,112.00	1,213	10%	$370.00	$448,795.20	1,152	10%	$410.00	$472,447.92
Certified Broker/Appraiser	184	$225.00	$41,400.00	175	50%	$340.00	$59,432.00	166	10%	$370.00	$61,442.20	158	10%	$410.00	$64,680.37
Certified Pennsylvania Evaluator	597	$225.00	$134,325.00	567	50%	$340.00	$192,831.00	539	10%	$370.00	$199,353.23	512	10%	$410.00	$209,859.68
Licensed Appraiser Trainee	208	$150.00	$31,200.00	198	50%	$230.00	$45,448.00	188	10%	$250.00	$46,930.00	178	10%	$280.00	$49,933.52
Appraisal Management Company	135	$1,000.00	$135,000.00	135	100%	$2,000.00	$270,000.00	135	10%	$2,200.00	$297,000.00	135	10%	$2,420.00	$326,700.00
TOTAL ANTICIPATED BIENNIAL RENEWAL REVENUE:			**$976,200.00**				**$1,478,248.00**				**$1,546,060.00**				**$1,642,119.02**
TOTAL ANTICIPATED INCREASED BIENNIAL RENEWAL REVENUE:			**$0.00**				**$502,048.00**				**$67,812.00**				**$96,059.02**

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
PROJECTED FINANCIAL STATUS - RECOMMENDED FEE INCREASE IMPACT

BOARD FINANCIAL STATUS	ACTUAL FY2022 & FY2023	ESTIMATED FY2024 & FY2025	ESTIMATED FY2026 & FY2027	ESTIMATED FY2028 & FY2029	ESTIMATED FY2030 & FY2031
REVENUE ACCOUNT STARTING BALANCE:	$733,601.83	$365,997.19	($146,002.81)	($69,002.81)	$41,997.19
BOARD BIENNIAL REVENUE:	$1,228,752.47	$1,153,000.00	$1,726,000.00	$1,806,000.00	$1,914,000.00
BOARD BIENNIAL EXPENDITURES:	($1,596,357.11)	($1,665,000.00)	($1,649,000.00)	($1,695,000.00)	($1,746,000.00)
BIENNIAL BALANCE:	($367,604.64)	($512,000.00)	$77,000.00	$111,000.00	$168,000.00
	ACTUAL	ESTIMATED			
AVAILABLE REVENUE FUNDS:	**$365,997.19**	**($146,002.81)**	**($69,002.81)**	**$41,997.19**	**$209,997.19**

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
FINANCIAL IMPACTS OF THE INCREASE

RENEWAL FEE INCREASE IMPACTS:

		CURRENT STATE		RENEWAL PERIOD 1: July 2027		RENEWAL PERIOD 2: July 2029		RENEWAL PERIOD 3: July 2031	
LICENSEES BY CLASS	CURRENT LICENSE COUNT	CURRENT RENEWAL FEE	ANTICIPATED RENEWAL REVENUE	PROPOSED RENEWAL FEE	ADDITIONAL FEES GENERATED	PROPOSED RENEWAL FEE	ADDITIONAL FEES GENERATED	PROPOSED RENEWAL FEE	ADDITIONAL FEES GENERATED
Certified Residential Appraiser	1,475	$225.00	$331,875.00	$340.00	$144,550.00	$370.00	$160,664.38	$410.00	$186,622.53
Certified General Appraiser	1,344	$225.00	$302,400.00	$340.00	$131,712.00	$370.00	$146,395.20	$410.00	$170,047.92
Certified Broker/Appraiser	184	$225.00	$41,400.00	$340.00	$18,032.00	$370.00	$20,042.20	$410.00	$23,280.37
Certified Pennsylvania Evaluator	597	$225.00	$134,325.00	$340.00	$58,506.00	$370.00	$65,028.23	$410.00	$75,534.68
Licensed Appraiser Trainee	208	$150.00	$31,200.00	$230.00	$14,248.00	$250.00	$15,730.00	$280.00	$18,733.52
Appraisal Management Company	135	$1,000.00	$135,000.00	$2,000.00	$135,000.00	$2,200.00	$162,000.00	$2,420.00	$191,700.00
				RENEWAL 1:	**$502,048.00**	**RENEWAL 2:**	**$569,860.00**	**RENEWAL 3:**	**$665,919.02**
								TOTAL RENEWAL REVENUE:	**$1,737,827.02**

APPLICATION FEE INCREASE IMPACTS:

		CURRENT STATE		RENEWAL PERIOD 1: July 2027		RENEWAL PERIOD 2: July 2029		RENEWAL PERIOD 3: July 2031	
APPLICATION BY TYPE	CURRENT APPLICATION COUNT	CURRENT APPLICATION FEE	ANTICIPATED APPLICATION REVENUE	PROPOSED APPLICATION FEE	ADDITIONAL FEES GENERATED	PROPOSED APPLICATION FEE	ADDITIONAL FEES GENERATED	PROPOSED APPLICATION FEE	ADDITIONAL FEES GENERATED
Appraisal Management Company	25	$2,000.00	$50,000.00	$2,325.00	$8,125.00	$2,441.00	$11,025.00	$2,563.00	$14,075.00
Appraisal Management Company - Change in information	70	$35.00	$2,450.00	$64.00	$2,030.00	$67.00	$2,240.00	$70.00	$2,450.00
Certified Pennsylvania Evaluator by Endorsement	10	$55.00	$550.00	$110.00	$550.00	$116.00	$610.00	$122.00	$670.00
Certified Pennsylvania Evaluator by Application	150	$55.00	$8,250.00	$110.00	$8,250.00	$116.00	$9,150.00	$122.00	$10,050.00
Certified General Appraiser by Examination	50	$235.00	$11,750.00	$348.00	$5,650.00	$365.00	$6,500.00	$383.00	$7,400.00
Certified General Appraiser by Reciprocity	120	$40.00	$4,800.00	$110.00	$8,400.00	$116.00	$9,120.00	$122.00	$9,840.00
Licensed Appraiser Trainee by Application	80	$75.00	$6,000.00	$78.00	$240.00	$82.00	$560.00	$86.00	$880.00
Licensed Appraiser Trainee by Reciprocity	10	$75.00	$750.00	$78.00	$30.00	$82.00	$70.00	$86.00	$110.00
Education Provider and Course Application	500	$85.00	$42,500.00	$112.00	$13,500.00	$118.00	$16,500.00	$124.00	$19,500.00
Certified Residential Appraiser by Examination	75	$235.00	$17,625.00	$348.00	$8,475.00	$365.00	$9,750.00	$383.00	$11,100.00
Certified Residential Appraiser by Reciprocity	40	$40.00	$1,600.00	$110.00	$2,800.00	$116.00	$3,040.00	$122.00	$3,280.00
Appraiser Temporary Auth to Practice Permit Application	400	$30.00	$12,000.00	$63.00	$13,200.00	$66.00	$14,400.00	$69.00	$15,600.00
				RENEWAL 1:	**$71,250.00**	**RENEWAL 2:**	**$82,965.00**	**RENEWAL 3:**	**$94,955.00**
								TOTAL APPLICATION REVENUE:	**$249,170.00**

TOTAL IMPACT BY FISCAL YEAR:

YEAR	RENEWAL REVENUE	APPLICATION REVENUE	TOTAL
FY2027	$480,231.01	$38,272.04	**$518,503.05**
FY2028	$21,816.99	$32,977.96	**$54,794.95**
FY2029	$545,096.17	$44,564.76	**$589,660.94**
FY2030	$24,763.83	$38,400.24	**$63,164.06**
FY2031	$636,980.86	$51,005.21	**$687,986.07**
FY2032	$28,938.16	$43,949.79	**$72,887.95**
OVERALL TOTAL:	**$1,737,827.02**	**$249,170.00**	**$1,986,997.02**

ATTACHMENT B

16A-7025 Exposure Stakeholder List 07/29/2024

Name	Company
Aaron Miller	
Amy Doyl	
Angelia Tennies	McKean Co.
B. McGettigan	MAA-McGettigan Appraisal Associates
Beth Riedel	Maryland Association of Appraisers
Brian Bull	Warren Co.
Brooke Wright	Lycoming Co.
C. Jane Rizzo	Somerset Co.
Carolyn Griebel	Clarion Co.
Catherine Voda	Wyoming Co.
Cathy Herriott	Mercer Co.
Cathy Waters	Cumberland Co.
Charles Hardester	Lawrence Co.
Cheryl Davies	Wayne Co.
Cindy Treible	Monroe Co.
Craig Haertter	Lancaster Co.
D. Huber	
Daniel Seaman	Lebanon Co.
Danielle Bradley	
Darrell Crum	Adams Co.
Deanna Heichel	Blair Co.
Deborah Crawford	Tioga Co.
Deidre Hennon	Allegheny Co.
Donna Roof	Bradford Co.
Duncan Campbell, Pres.	
E. Reiser	PA Realtors
Eugene Porterfield	Pike Co.
Eugene Rosky	Certified Real Estate Appraisers
Frank Sisko	Indiana Co.
Gary Carmosino	
Gary Heiland	
Greg Daylor	Dauphin Co.
Greg Snyder	Snyder Appraisal Associates
Jacob Ostrom	Potter Co.
James Hercik	Fayette Co.
James Kutz	
Jennifer Shockley	Pennsylvania Association of Realtors
Jerry Livingston	
Joan Duncheskie	Union Co.
Jodi Martin	Franklin Co.
John Noonan	Community Bank Real Estate App.
John Van Zelst	Delaware Co.

Joseph Galbo	Crawford Co.
Joshua Eckelberger	Beaver Co.
Joyce Hillegass	Bedford Co.
Julie Azalina	Northampton Co.
Justin Reis	Coalition of PA Realtors
Kathe Stanislaw	Berks Co.
Keith Yearick	Clinton Co.
Kenneth Tucker	Huntingdon Co.
Kent Hatter	Schuylkill Co.
Kim Steigerwalt	Carbon Co.
Kristi Klamet	ASC
LCassessment	Luzerne Co.
Lisa Desmarais	Appraisal Foundation
Louise Jeffers	Reape Jeffers & Assoc.
M. Huertas	PA Realtors
Mark Kellerman	Centre Co.
Mark Schiffman	REVAA
Mark Smeltzer	
Marlene Tremmel	PA House of Rep.
Mary Ann Lewis	Greene Co.
Matthew Wilson	PA House of Rep.
McGettogam	
Merry Bratton	Mifflin Co.
Miariam D'Elia	United One Resources
Michael Curtis Kiefer	Forest Co.
Michael Mignogna	
Michael Palermo	Montgomery Co.
Michale Mccauley	
Michele Reed	Cameron Co.
Michele Sharrow	Montour Co.
Michelle Bradley	
Michelle Sowers	Fulton Co.
Neal Fenochietti	
Nicholas Colombo	
Nicole Sidle	PA House of Rep.
Paul Kaufman	
Rachael White	York Co.
Raffaele Casale	Washington Co.
Randy Waggoner	Perry Co.
Robert Foley	Lackawanna Co.
Robert Walter	Venango Co.
S. Toliman	
Sarah Proof	Susquehanna Co.
Scott DiBiasio	Appraisal Institute
Scott Hartman	Wm. A. Bigham Inc.

Scott Maas	Erie Co.
Sean Monighan	M&T
Susan Caldwell	Chester Co.
Susan K. McCarthy	Sullivan Co.
Tamra Forgan	Cambria Co.
Terry Cochran	AAP
Tiffany Kaseman	Northumberland Co.
Todd Murphy	
Tom	
Troy Straitiff	Armstrong Co.
Tyler Daniels	Elk Co.
Wayne Crawford	PA Assoc. of Realtors
Wendy Cook	Snyder Co.
William Ferraro	Westmoreland Co.

ATTACHMENT C

CREA	Comments from Public on Rulemaking		Proposed 16A-7025	
#	Name	Title	Company	Email
1	Scott DiBiasio	Director of Government Relations	Appraisal Institute	sdibiasio@appraisalinstitute.org

Pursuant to 1 Pa. Code § 307.2, these commentators did not request additional information on the final-form regulation.

ATTACHMENT D

Evaluation results:
Board/Commission: Certified Real Est. Appraisers
License Type: Appraisal Management Company
Obtained By: Application

CheckList Name	Instructions
Application	* Application consists of five parts - AMC application, Owner Application, Key Person Application, Compliance Person Application and National Registry Application. * You will be notified of application discrepancies by email. * Application must be completed in its entirety with all required associated documents uploaded. If this application is not completed within six months, updates of certain sections and supporting documents will be required. If this application is not completed within one year, you will be required to complete a new application and resubmit an additional the application fee, along with applicable required documents. You may not conduct business in PA until the Board approves your Application for Registration.
Application Fee	Non-Refundable fee of $2,000.00 must be paid at the time of submitting an application.
Articles of Incorporation	If you are not an individual and are incorporated or otherwise formed under the laws of a jurisdiction other than this Commonwealth, you must obtain documentation from the Corporation Bureau authorizing you to transact business in this Commonwealth.
Bond/Letter of Credit	Must submit a bond or letter of credit in the amount of $40,000.
Corporation Bureau Documents	If you are not an individual and are incorporated or otherwise formed under the laws of a jurisdiction other than this Commonwealth, you must obtain documentation from the Bureau of Corporations and Charitable Organizations Corporation Bureau authorizing you to transact business in this Commonwealth. See www.dos.pa.gov/BusinessCharities/Business
Fictitious Name Registration	Applicant must upload the Bureau of Corporations and Charitable Organizations approval of the Ficticious Name. See www.dos.pa.gov/BusinessCharities/Business
Letter of Good Standing (LOGS)	Provide a Letter of Good Standing (LOGS), also called a Verification of Licensure, from each state and jurisdiction where you hold or have ever held a license, certificate, permit, registration or other authorization to practice any profession or occupation whether active or inactive, current or expired. A LOGS/Verification of Licensure is an attestation from a licensing body that includes the name of the licensee, the dates of licensure, the profession/occupation and type(s) of license(s), the method(s) by which the license(s) was obtained, the current status of the license, whether any discipline has ever been imposed, and the education and exam information required to obtain the license (if applicable). Additional information may be requested if disciplinary action exists. If discipline exists, all relevant orders/documents surrounding the disciplinary action(s) are also required. You will be notified at the time your application is reviewed if additional details are needed.
National Registry	Only those AMCs that meet the Federal definition of an AMC are required for registration on the AMC National Registry, which is maintained by the Appraisal Subcommittee of the Federal Financial Institutions Examination Council. For the purposes of determining whether an AMC meets the federal definition of an AMC, please review the applicable federal laws and regulations. In general, an AMC meets the federal definition if it is a person (natural person or an organization, including a corporation) that: • Provides appraisal management services to creditors or to secondary mortgage market participants, including affiliates; • Provides such services in connection with valuing a consumer's principal dwelling as security for a consumer credit transaction or incorporating such transactions into

CheckList Name	Instructions
	securitizations; and • Within a given 12-month period oversees an appraiser panel of more than 15 State-certified or State-licensed appraisers in a State or 25 or more State-certified or State-licensed appraisers in two or more States. An AMC does not include a department or division of an entity that provides appraisal management services only to that entity. **All AMCs, including Federally regulated AMCs (Exempt Companies) and AMCs that do not meet the Federal definition of an AMC, must submit this application annually.** For clarification of federal requirements and definitions, AMCs should review Title XI, The AMC Final Rule (80 FR 32658, June 9, 2015), and The Final Rule on the Collection and Transmission of Annual AMC Registry Fees (82 FR 44493, September 25, 2017), which can be accessed at: https://www.federalregister.gov/. The Appraisal Management Company Registration Act and Board regulations regarding AMC National Registry and reporting (49 Pa. Code § 36.438) may be accessed on the Board's website at: www.dos.pa.gov/real
National Registry Fee	Multiply the total number of state certified or state licensed appraisers that performed an appraisal for the AMC in connection with a covered transaction in Pennsylvania during the period of April 1, 2024 through March 31, 2025 by $25.00

Evaluation results:
Board/Commission: Certified Real Est. Appraisers
License Type: Certified General Appraiser
Obtained By: Examination

CheckList Name	Instructions
Affidavit	**SUPERVISING APPRAISER:** 1. Shall be State-Certified for a period of at least five(5) years; 2. Must be in good standing in Pennsylvania for a period of at least three (3) years immediately preceding this application; 3. May only Supervise three (3) Licensed Appraiser Trainees at one time; 4. May not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser's legal eligibility to engage in appraisal practice, including: a. Any limitation preventing or restricting an appraiser from engaging in appraisal practice until a specified condition has been met; b. Any limitation preventing or restricting an appraiser from engaging in appraisal practice of specific property types for any duration of time; c. Suspension of a Certified General or Certified Residential Credential in any jurisdiction; and d. Revocation of a Certified General or Certified Residential Credential in any jurisdiction. 5. Disciplinary sanctions in any jurisdiction within the last three (3) years that would not affect the Supervisory Appraiser's legal ability to engage in appraisal practice include: a. A monetary fine or penalty (without additional sanctions limiting the Appraiser's legal eligibility to engage in appraisal practice); b. A letter of warning or reprimand; and c. An educational requirement. **Each Supervisor Appraiser who supervised you on any assignment listed on your Experience Log must complete a Supervisor's Affidavit.** **The Blank form is available for download on your Dashboard, after the submission of your application. On your Dashboard, locate the 'Activities' banner, click on the '+' sign located in front of your Application/Reference number (AA000). Click on the wording 'Affidavit'. Click on the green icon to download the document.** **Once completed by your Supervisor(s), you may upload the document directly to your application in PALS**.
Application	*(Experience LOGS and/or PAREA or Practicum Course completion certificate can be uploaded after the online application has been submitted).* *Only complete this application if you have completed your education and experience requirements. In Pennsylvania, your education and experience must be approved by the board prior to receiving permission to take the national examination. *You will be notified of application discrepancies by email. *Application must be completed in its entirety with all required associated documents uploaded. If this application is not completed within six months, updates of certain sections and supporting documents will be required. If this application is not completed within one year, you will be required to complete a new application and resubmit the application fee, along with applicable required documents. **After your application is submitted and all the required documents have been received, your application will be reviewed to determine your eligibility to sit for the examination. Once approved, you will receive an 'Eligibility Letter' via email with further instructions on how to schedule your exam**. You may not perform appraisal related transactions in PA until your certification has been issued. **Application Fee** - Paid by credit card when submitting your online PALS application. **Initial Certification Fee** - After you successfully pass the exam, you must upload your score sheet directly to the 'Exam Results' checklist area, click on the 'shopping cart' on your PALS Dashboard to pay this fee with a credit card.

CheckList Name	Instructions
	National Registry Fee - After you successfully pass the exam, you must upload your score sheet directly to the 'Exam Results' checklist area, click on the 'shopping cart' on your PALS Dashboard to pay this fee with a credit card. **(The fee schedule for the amounts can be found in the Initial Certification Fee Checklist area)**
Application Fee	NON-REFUNDABLE fee of $235.00 must be paid at the time of submitting an application.
Criminal History Check	List all states you have lived, worked, or completed professional training/studies in during the last 5 years. Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked, or completed professional training/studies for the past five (5) years. The report(s) must be dated within 90 days of the date the application is submitted. To obtain a Pennsylvania record check, please visit https://epatch.pa.gov. A volunteer record check will not be accepted. For a list of other state identification agency websites, please visit https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks/state-identification-bureau-listing. **Please note**: For applicants currently living, working, or completing training/studies in Arizona or California: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. You must complete and submit the required affidavit form in lieu of a CHRC from these states. Please click here to download the AZ Affidavit in Lieu of Criminal History Record Check. Please click here to download the CA Affidavit in Lieu of Criminal History Record Check.
Educational Transcripts	All Applicants must meet the Education Requirements with the following: Bachelor's degree in any field Contact your university and request the EMAIL an official transcript to ra-appraise@pa.gov. Transcripts received by the applicant are not acceptable.
Exam Results	Once you have successfully passed the CERTIFIED REAL ESTATE APPRAISER EXAMINATION, **you must upload your exam score sheet directly to the 'Exam Results' checklist area** on your application and your application will be queued for re-evaluation. **To complete the final process of your application, click on the 'shopping cart' icon on your PALS Dashboard** (located in the upper right corner). You will be able to pay the 'Initial Certification Fee' and the 'National Registry Fee' with a credit/debit card. After submitting your payment, you will receive a receipt through your PALS email. Your application will then be queued for re-evaluation and certification issuance. The fee schedule is located under the 'Initial Certification Fee' checklist area for your review.
Experience	All Applicants must have 300 hours of appraisal education (outline in 36.12) and successfully completed the required educational courses from a Pennsylvania Approved Provider. The 15-hour National USPAP course or equivalent is required. All required Qualifying Education courses must be listed separately on the online application: (15-Hour USPAP or Equivalent; 30-Hour Basic Appraiser Procedures; 30-Hour Basic Appraiser Principles; 30-Hour General Market Analysis and Highest and Best Use; 30-Hour General Appraiser Site Valuation & Cost Approach; 30-Hour General Sales Comparison Approach; 30-Hour General Report Writing and Case Studies; 15-Hour Statistics, Modeling, and Finance; 60-Hour General Appraiser Income Approach Part 1 & 2; and, 30-Hour Appraisal Subject Matter Electives). Certificates of completion must be uploaded to the 'Qualifying Education' area on your application for each line item.
Experience Logs	*(If you have successfully passed the Certified Residential PAREA course or an AQB Approved Practicum Course, your completion certificate will count for 50% of your 3,000 hours of earned appraisal experience covering the Residential appraisals. A total of 1,500 hours in non-residential appraisal work must be submitted for review).* Experience LOGS and PAREA/Practicum Course Certificate can be uploaded to this checklist area after the application has been submitted. After review of your education and experience logs, the Board will request experience samples. Do not submit samples until requested by the Board. General real estate appraiser applicants must be able to demonstrate 3,000 hours of acceptable appraisal experience within not less than 18 months of which 1,500 hours must be in non-residential appraisal work that included interior and exterior inspections. (36.12).
Initial Cert Fee	This fee is separate from the application fee. The fee will be $45.00 or $90.00 depending on the time frame when you apply during the renewal cycle.

CheckList Name	Instructions

***INITIAL* CERTIFICATION FEE SCHEDULE & CONTINUING EDUCATION INFORMATION FOR RESIDENTIAL AND GENERAL APPRAISERS**
ALL FEES AND CONTINUING EDUCATION HOURS LISTED ARE SUBJECT TO CHANGE

IF INITIAL DATE OF CERTIFICATION IS BETWEEN	FEES	
1/1/2025 TO 3/31/2025	45.00	Initial Certification Fee (2nd Half of Biennium)
	40.00	National Registry Fee to Appraisal Subcommittee (1 Year)
	85.00	TOTAL • Certificate will Expire June 30, 2025. • CONTINUING EDUCATION IS WAIVED FOR THIS PERIOD. MUST RENEW CERTIFICATION BY 6/30/2025
4/1/2025 TO 6/30/2025	90.00	Initial Certification Fee (1st Half of Biennium)
	120.00	National Registry Fee to Appraisal Subcommittee (3 Years)
	210.00	TOTAL • CERTIFICATE WILL EXPIRE June 30, 2027. • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2025 AND ENDING 6/30/2027. • 28-Hours of CE must include the 7-Hour National USPAP Update Course, 2-Hours on the Pennsylvania Law and Rules and Regulations, **and 7-Hours on Valuation Bias/Fair Housing.**
7/1/2025 TO 6/30/2026	90.00	Initial Certification Fee (1ST Half of Biennium)
	80.00	National Registry Fee to Appraisal Subcommittee (2 Years)
	170.00	TOTAL • CERTIFICATE WILL EXPIRE June 30, 2027. • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2025 AND ENDING 6/30/2027. • 28-Hours of CE must include the 7-Hour National USPAP Update Course, 2-Hours on the Pennsylvania Law and Rules and Regulations, **and 7-Hours on Valuation Bias/Fair Housing.**
7/1/2026 TO 12/31/2026	45.00	Initial Certification Fee (2nd Half of Biennium)
	40.00	National Registry Fee to Appraisal Subcommittee (1 Year)
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Evaluation results:
Board/Commission: Certified Real Est. Appraisers
License Type: Certified General Appraiser
Obtained By: Reciprocity

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Evaluation results:
Board/Commission: Certified Real Est. Appraisers
License Type: Certified Pennsylvania Evaluator
Obtained By: Examination

CheckList Name	Instructions
Application	Applicant must have a high school diploma or its equivalent, or 2 years of assessing experience; be at least 18 years of age and a resident of this Commonwealth for at least 6 months.
Application Fee	NON-REFUNDABLE fee of $55.00 must be paid at the time of submitting an application.
Criminal History Check	List all states you have lived, worked, or completed professional training/studies in during the last 5 years. Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked, or completed professional training/studies for the past five (5) years. The report(s) must be dated within 180 days of the date the application is submitted. To obtain a Pennsylvania record check, please visit https://epatch.pa.gov. A volunteer record check will not be accepted. For a list of other state identification agency websites, please visit https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks/state-identification-bureau-listing. **Please note**: For applicants currently living, working, or completing training/studies in Arizona or California: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. You must complete and submit the required affidavit form in lieu of a CHRC from these states. Please click here to download the AZ Affidavit in Lieu of Criminal History Record Check. Please click here to download the CA Affidavit in Lieu of Criminal History Record Check.
Educational Transcripts	You must have successfully completed a minimum of 90 classroom hours covering the appraisal assessing profession, including coverage of the topics in §36.222
Employment Verification	You must list all employment for the past 3 years.
Exam Results	Once you have successfully passed the CERTIFIED EVALUATOR EXAMINATION, you must upload your exam score sheet directly to the 'Exam Results' checklist area on your application and your application will be queued for re-evaluation. To complete the final process of your application, click on the 'shopping cart' icon on your PALS Dashboard (located in the upper right corner). You will be able to pay the 'Initial Certification Fee' with a credit/debit card. After submitting your payment, you will receive a receipt through your PALS email. Your application will then be queued for re-evaluation and certification issuance. The fee schedule is located under the 'Initial Certification Fee' checklist area for your review.
Experience	Applies only to applicants who do not have a high school diploma or its equivalent. Two years assessing experience will be demonstrated by one of the following: • Submission of official county forms showing market value change for assessment purposes on a property or groups of properties with your signature or initials thereon indicating your responsibility at the time of the action. property records card, appraisals,

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<tr><td></td><td>electronic record information must show your direct responsibility for the work product. You must provide 4 property documents per year for the past three years; OR
• Submission of documentation indicating you are responsible for defending an assessment valuation on a property or group of properties before the assessment board or similar entity. Your signature or initials must be present indicating your responsibility; OR
• Submission of documentation indicating your responsibility in defending an assessment appeal in litigation. This can take the form of an appraisal or other documents.</td></tr>
<tr><td>HS Diploma/GED</td><td>Upload a copy of your high school diploma, or its equivalent, unless qualifying under the two-year working experience requirement.</td></tr>
<tr><td>Initial Cert Fee</td><td>This fee is separate from the application fee and is collected after passing the exam. After uploading your exam results to the 'Exam Results' checklist area, you must go to the 'shopping cart', in the upper right-hand corner to pay the Initial Certification Fee. See below for the most recent fee schedule

INITIAL CERTIFICATION FEE SCHEDULE & CONTINUING EDUCATION INFORMATION FOR CERTIFIED PENNSYLVANIA EVALUATORS.

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CheckList Name	Instructions		
			CONTINUING EDUCATION INCLUDES THE 7-HOUR NATIONAL USPAP UPDATE COURSE AND 2-HOURS ON THE PENNSYLVANIA LAW AND RULES AND REGULATIONS

Evaluation results:
Board/Commission: Certified Real Est. Appraisers
License Type: Certified Residential Appraiser
Obtained By: Examination

CheckList Name	Instructions
Affidavit	*(If you have successfully passed the Certified Residential PAREA course or an AQB Approved Practicum Module, you can disregard this checklist area).* **SUPERVISING APPRAISER:** 1. Shall be State-Certified for a period of at least five(5) years; 2. Must be in good standing in Pennsylvania for a period of at least three (3) years immediately preceding this application; 3. May only Supervise three (3) Licensed Appraiser Trainee at one time; 4. May not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser's legal eligibility to engage in appraisal practice, including: a. Any limitation preventing or restricting an appraiser from engaging in appraisal practice until a specified condition has been met; b. Any limitation preventing or restricting an appraiser from engaging in appraisal practice of specific property types for any duration of time; c. Suspension of a Certified General or Certified Residential Credential in any jurisdiction; and d. Revocation of a Certified General or Certified Residential Credential in any jurisdiction. 5. Disciplinary sanctions in any jurisdiction within the last three (3) years that would not affect the Supervisory Appraiser's legal ability to engage in appraisa practice include: a. A monetary fine or penalty (without additional sanctions limiting the Appraiser's legal eligibility to engage in appraisal practice); b. A letter of warning or reprimand; and c. An educational requirement. **Each Supervisor Appraiser who supervised you on any assignment listed on your Experience Log must complete a Supervisor's Affidavit.** **The Blank form is available for download on your Dashboard, after the submission of your application. On your Dashboard, locate the 'Activities' banner, click on the '+' sign located in front of your Application/Reference number (AA000). Click on the wording 'Affidavit'. Click on the green ic download the document.** **Once completed by your Supervisor(s), you may upload the document directly to your application in PALS**.
Application	*(Experience LOGS and/or PAREA or Practicum Course completion certificate can be uploaded after the online application has been submitted).* * Only complete this application if you after you have completed your education and experience requirements. In Pennsylvania your education and experienc must be approved by the board prior to receiving permission to take the national examination. *You will be notified of application discrepancies by email. *Application must be completed in its entirety with all required associated documents uploaded. If this application is not completed within six months, update certain sections and supporting documents will be required. If this application is not completed within one year, you will be required to complete a new appli and resubmit the application fee, along with applicable required documents. *After your application is submitted and all the required documents have been received, your application will be reviewed to determine your eligibility to sit f examination. Once approved, you will receive an 'Eligibility Letter' via email with further instructions on how to schedule your exam. You may not perform appraisal related transactions in PA until your certification has been issued. Application Fee - Paid by credit card when submitting your online PALS application Initial Certification Fee - After you successfully pass the exam, you must upload your score sheet directly to the 'Exam Results' checklist area, click on the 'shopping cart' on your PALS Dashboard to pay this fee with a credit card National Registry Fee - After you successfully pass the exam, you must upload your score sheet directly to the 'Exam Results' checklist area, click on the 'shoj cart' on your PALS Dashboard to pay this fee with a credit card (The fee schedule for the amounts can be found in the Initial Certification Fee Checklist area)
Application Fee	NON-REFUNDABLE fee of $235.00 must be paid at the time of submitting an application.
Criminal History Check	List all states you have lived, worked, or completed professional training/studies in during the last 5 years. Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked, or com professional training/studies for the past five (5) years. The report(s) must be dated within 90 days of the date the application is submitted. To obtain a Pennsylvania record check, please visit https://epatch.pa.gov. A volunteer record check will not be accepted. For a list of other state identification agency websites, please visit https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-hist summary-checks/state-identification-bureau-listing. **Please note**: For applicants currently living, working, or completing training/studies in Arizona or California: Due to the laws of these states, the Board is not eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. You must complete and submit the required affidavit form in lie CHRC from these states.

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<tr><td>Educational Transcripts</td><td>There are six options one can meet the education requirement for all Applicants:

Option 1: Bachelor's degree in any field; OR,

Option 2: Associate's degree in business administration, accounting, finance, economics, or real estate; OR,

Option 3: Completion of 30 semester hours of college level courses to cover a. English Composition (3 semester hours), b. Microeconomics (3 semester hours Macroeconomics (3 semester hours, d. Finance (3 semester hours), e. Algebra, Geometry, or high math course (3 semester hours), f. Statistics (3 semester hou Computer Science (3 semester hours), h. Business or Real Estate Law (3 semester hours), and i. Two elective courses in any topic listed above or Account, Geography, Agricultural economics, Business Management, or Real Estate (3 semester hours of each); OR,

Option 4: Completion of 30 semester hours of college level examination program (CLEP) exams in each of the following: a. College Algebra (3 semester hou College Composition (6 semester hours); c. College Composition Modular (3 semester hours); d. College Mathematics (6 semester hours); e. Principles of Macroeconomics (3 semester hours); f. Principles of Microeconomics (3 semester hours); g. Introductory Business Law (3 semester hours); and h. Informatio Systems (3 semester hours); OR,

Option 5: A combination of options 3 & 4 that ensures coverage in all topics and hours identified in Option 3; OR,

Option 6: A Licensed Real Estate Appraiser for at least five (5) years in another state.

Contact your university and request they EMAIL an official transcript to ra-appraise@pa.gov. Transcripts received by the applicant are not acceptable. If you applying by Option 6, please contact the state where you currently hold an active Real Estate Appraiser license and request they email a letter of good standin ra-appraise@pa.gov.</td></tr>
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<tr><td>Experience</td><td>All Applicants must have 200 hours of appraisal education (outline in 36.11) and successfully completed the required educational courses from a Pennsylvani Approved Provider. The 15-hour National USPAP course or equivalent is required.

All required Qualifying Education courses must be listed separately on the online application: (15-Hour USPAP or Equivalent; 30-Hour Basic Appraiser Procedures; 30-Hour Basic Appraiser Principles; 15-Hour Residential Market Analysis and Highest and Best Use; 15-Hour Residential Appraiser Site Valuati Cost Approach; 30-Hour Residential Sales Comparison and Income Approach; 15-Hour Residential Report Writing and Case Studies; 15-Hour Statistics, Modeling, and Finance; 15-Hour Advanced Residential Applications & Case Studies; and 20-Hour Appraisal Subject Matter Electives). Certificates of compl must be uploaded to the ‘Qualifying Education’ area on your application for each line item.</td></tr>
<tr><td>Experience Logs</td><td>(If you have successfully passed the Certified Residential PAREA course or an AQB Approved Practicum Module, you will upload a copy of your completion certificate to this area after your application has been submitted).

Experience LOGS can be uploaded after the application has been submitted.

After review of your education and experience logs, the Board will request experience samples. Do not submit samples until requested by the Board. Experien must be acquired after 1/30/89 and must comply with USPAP experience acquired after 8/2/93. Residential real estate appraiser applicants must be able to demonstrate 1,500 hours of acceptable appraisal experience within not less than 12 months (§ 36.11).

Note: There are four different experience log forms. You can access these forms at https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/CertifiedRealEstateAppraisers/Documents/EXPERIENCE%20LOGS%20LAT%200420 Please complete the appropriate form for the type of experience you are documenting. Your application will be delayed if you complete improper experience l forms.

Separate experience logs must be kept for experience supervised by different certified appraisers.

Each experience log must be completed in date order of appraisal assignments per supervisor.

After your experience log has been reviewed and approved, you will be notified to submit specific 'sample' appraisals from your log for review. *Do not subm samples until you receive a letter of request. Samples must be provided on an 8.5x11 sheet of paper only - you must reduce your ledgers.

After completion of your experience logs, please upload them directly to the 'experience logs' checklist area on your PALS application.</td></tr>
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License Type: Certified Residential Appraiser
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		40.00	National Registry Fee to Appraisal Subcommittee (1 Year)

CheckList Name	Instructions		
		85.00	TOTAL • CERTIFICATE WILL EXPIRE June 30, 2027. • 28 HOURS OF CONTINUING EDUCATION MUST BE EARNED DURING THE BIENNIAL PERIOD BEGINNING 7/1/2025 AND ENDING 6/30/2027. • 28-Hours of CE must include the 7-Hour National USPAP Update Course, 2-Hours on the Pennsylvania Law and Rules and Regulations, **and7-Hours on Valuation Bias/Fair Housing.**
National Registry Fee	National Registry Fee is a fee set by the Appraisal Subcommittee for State certified appraisers to be listed on the National Registry. This fee is separate from the application fee and Initial Certification Fee and is collected at the time of application submission.		

EDUC 6/2025

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg, PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

CONTINUING EDUCATION AND INITIAL EDUCATION PROGAM APPROVAL APPLICATION

INSTRUCTIONS:

a. Submit one application for each continuing education program. Please print or type.

b. **Submit $85.00 application fee**. Make check or money order payable to "Commonwealth of PA." **Application fees are not refundable.** If you do not receive the Board's approval of the continuing education program within one year from the date the application is received, you will be required to submit another application fee. A processing fee of $20.00 will be charged for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

c. If your course has been approved by AQB, please attach your approval letter.

d. Program Schedule: Attach detailed time schedule, hour by hour, of subject matter.

e. Certificate of Attendance: Providers must provide a Certificate of Attendance sample form. An example is attached. **The approval number and the number of approved credit hours must be listed on certificates of attendance given to attendees of your program.**

f. Submit applications for approval of programs to this Board 30 days in advance of presentation.

g. Your continuing education course for appraisers must fall under the subject matter in accordance with the Board's regulations. *See* 49 Pa. Code § 36.42. You may access the Board's regulations at www.dos.pa.gov/real

h. Your continuing education course for evaluators must fall under the subject matter in accordance with the Board's regulations. *See* 49 Pa. Code § 36.262.

i. The Continuing Education Committee will review your application for continuing education approval. **If the program was previously approved, please note the continuing education approval number, the number of approved credit hours, and the expiration date when you received your approval letter.**

j. For information regarding distance education requirements, please review the Board's regulations at 49 Pa. Code 36.43.

k. Identify type of course application and delivery method.

l. Submit a course outline and summary of faculty qualifications for each appraisal course proposed to be offered.

EDUC 6/2025

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CONTINUING EDUCATION AND INITIAL EDUCATION PROGAM APPROVAL APPLICATION

SUBMIT APPLICATION AT LEAST 30 DAYS PRIOR TO COURSE PRESENTATION
COURSE MAY NOT BE PRESENTED PRIOR TO RECEIPT OF BOARD APPROVAL

FEES: $85.00 NON-REFUNDABLE APPLICATION FEE. MAKE CHECK OR MONEY ORDER PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." FEE IS NON-REFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE. APPLICANTS WILL BE CHARGED $20.00 FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE BOARD SHALL REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

PLEASE NOTE: BOARD APPROVED COURSES EXPIRE THREE (3) YEARS FROM DATE OF APPROVAL. AQB OR IDECC APPROVED COURSES HAVE A SET EXPIRATION DATE. YOUR BOARD APPROVAL LETTER WILL STATE THE EXPIRATION DATE OF THIS COURSE. IN ORDER TO CONTINUE OFFERING THE COURSE AFTER THE EXPIRATION DATE, YOU MUST SUBMIT A NEW APPLICATION AND FEE.

INDICATE WHICH TYPE OF APPROVAL YOU ARE REQUESTING:

Existing Provider Number: _____

☐ New Education Provider

☐ Secondary Provider (must attach letter from original provider granting permission to offer their course.

☐ Changes to Existing Course (Highlight Changes)

☐ New Course

☐ Resubmission of course previously approved; Expiration date_____

SECTION 1 – Provider Information

	PRINT OR TYPE	
PROVIDER NAME:		
PROVIDER PA LICENSE NUMBER, IF APPLICABLE:		
MAILING ADDRESS:		
TELEPHONE:	**Office:**	**Fax:**
WEBSITE ADDRESS:		
CONTACT PERSON:		
ADDRESS:		
TELEPHONE:	**Office:**	**Fax:**
E-MAIL ADDRESS:		
TYPE OF PROVIDER:	☐ **GOVERNMENT AGENCY (STATE, LOCAL, OR FEDERAL)** ☐ **APPRAISAL ORGANIZATION** ☐ **REAL ESTATE ORGANIZATION** ☐ **OTHER:** _____	

TYPE OF COURSE AND DELIVERY METHOD:

Distance education courses may be provided in the form of synchronous, asynchronous, or hybrid educational course offerings as defined below:

• **Synchronous**—A distance education offering where the instructor and students are in separate locations but interact simultaneously using an online platform, similar to a phone call, video chat, live webinar, or other live, web-based meeting. The student can see, hear and communicate with the teacher and the teacher can simultaneously see, hear and communicate with the student. Synchronous courses provide for instruction and interaction substantially the same as in-person classroom courses.

• **Asynchronous**— A distance education offering where the instructor and students are in separate locations and their interaction is not simultaneous. Using pre-recorded lectures, webinars or videos for instruction, students progress at their own pace and follow a structured course content and quiz/exam schedule. Include asynchronous approval letter.

• **Hybrid**—An educational offering that uses both in-person and distance education (synchronous and/or asynchronous) instruction. Hybrid courses are also known as “blended courses.”

Type of Course and Delivery Method:

☐ Initial/Qualifying Education

MUST be at least 15 hours in length.

Check all that apply:

☐ **In-Person**
MUST be at least 15 hours in length.
Examination REQUIRED

☐ **Synchronous Distance Education**
MUST be at least 15 hours in length.
Examination REQUIRED

☐ **Asynchronous Distance Education**
MUST be at least 15 hours in length.
Examination REQUIRED

☐ **Hybrid Distance Education**
MUST be at least 15 hours in length.
Examination REQUIRED

☐ Continuing Education

MUST be at least 2 hours in length.

Check all that apply:

☐ **In-Person**
MUST be at least 2 hours in length.
No Examination required

☐ **Synchronous Distance Education**
MUST be at least 2 hours in length.
No Examination required

☐ **Asynchronous Distance Education**
MUST be at least 2 hours in length.
Examination REQUIRED

☐ **Hybrid Distance Education**
MUST be at least 2 hours in length.
Examination REQUIRED only if providing asynchronous distance education

SECTION 2

CERTIFIED RESIDENTIAL AND GENERAL APPRAISERS AND LICENSED APPRAISER TRAINEES:

Submit the following information:

INITIAL EDUCATION:

1. **ATTACH A SAMPLE EXAMINATION that will be used to evaluate attendee performance.**

INITIAL EDUCATION AND CONTINUING EDUCATION:

1. **Course description, objectives, and course content outline**
2. **Detailed time schedule, hour by hour, of subject matter. Classroom hour is defined as 50 minutes for each 60-minute segment.**
3. **Attach a description of the method to be used to verify attendance and satisfactory completion of the course/seminar.**
4. **Instructor AQB certification or recertification course.**
5. **Faculty (Instructor) qualifications for each course proposed to be offered.**
6. **For USPAP Courses: Provide the AQB letter granting permission to use their course (or AQB approval, if equivalent course)**
7. **If course is approved by AQB, the expiration date of the AQB approval will be reflected on the Board's records. To continue offering the course after the expiration date, the provider must submit an approval letter from AQB indicating a current expiration date.**

Courses offered to CERTIFIED RESIDENTIAL, GENERAL APPRAISERS AND LICENSED APPRAISER TRAINEES:

TITLE OF COURSE/SEMINAR: _____

TOTAL NUMBER OF HOURS: _____ **NUMBER OF EXAM HOURS (if applicable)** _____

INSERT NUMBER OF HOURS COVERED IN EACH OF THE FOLLOWING SUBJECTS

	INITIAL EDUCATION		CONTINUING EDUCATION
	BASIC APPRAISAL PRINCIPLES		AD VALOREM TAXATION
	BASIC APPRAISAL PROCEDURES		ARBITRATION, DISPUTE RESOLUTION
	NATIONAL 15 HOUR USPAP OR EQUIVALENT		COURSES RELATED TO THE PRACTICE OF REAL ESTATE APPRAISAL OR CONSULTING
	RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE		DEVELOPMENT COST-ESTIMATING
	RESIDENTIAL APPRAISAL SITE VALUATION AND COST APPROACH		ETHICS & STANDARDS OF PROFESSIONAL PRACTICE, USPAP
	VALUATION BIAS, FAIR HOUSING, AND/OR EQUAL OPPORTUNITY		VALUATION BIAS, FAIR HOUSING, AND/OR EQUAL OPPORTUNITY
	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES		LAND USE PLANNING, ZONING
	RESIDENTIAL REPORT WRITING AND CASE STUDIES		MANAGEMENT, LEASING, TIMESHARING
	STATISTICS, MODELING, AND FINANCE		PROPERTY DEVELOPMENT, PARTIAL INTERESTS
	ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES		REAL ESTATE LAW, EASEMENTS AND LEGAL INTERESTS
	GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE		REAL ESTATE LITIGATION, DAMAGES, CONDEMNATION
	GENERAL APPRAISER SALES COMPARISON APPROACH		REAL ESTATE FINANCING AND INVESTMENT
	GENERAL APPRAISER SITE VALUATION AND COST APPROACH		REAL ESTATE APPRAISAL RELATED COMPUTER APPLICATIONS
	GENERAL APPRAISER INCOME APPROACH		REAL ESTATE SECURITIES AND SYNDICATION
	GENERAL APPRAISER REPORT WRITING AND CASE STUDIES		DEVELOPING OPINIONS OF REAL PROPERTY VALUE IN APPRAISALS THAT ALSO INCLUDE PERSONAL PROPERTY AND/OR BUSINESS VALUE
	APPRAISAL SUBJECT MATTER ELECTIVES		SELLER CONCESSIONS AND IMPACT ON VALUE
	PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA)		ENERGY EFFICIENT ITEMS AND “GREEN BUILDING” APPRAISALS
	PRACTICUM COURSE		

SECTION 2

CERTIFIED PENNSYLVANIA EVALUATORS

INITIAL EDUCATION:

1. **Attach a sample examination that will be used to evaluate attendee performance.**

INITIAL EDUCATION AND CONTINUING EDUCATION:

1. **Course description, objectives, and course content outline**
2. **Faculty (Instructor) qualifications for each course proposed to be offered.**
3. **Detailed time schedule, hour by hour, of subject matter. Classroom hour is defined as 50 minutes for each 60-minute segment.**
4. **Attach a description of the method to be used to verify attendance and satisfactory completion of the course/seminar.**

Courses offered to CERTIFIED PENNSYLVANIA EVALUATORS:

TITLE OF COURSE/SEMINAR: _____

TOTAL NUMBER OF HOURS: _____ **NUMBER OF EXAM HOURS (if applicable)** _____

INSERT THE NUMBER OF HOURS COVERED IN EACH OF THE FOLLOWING CORE SUBJECTS:

	INITIAL EDUCATION		CONTINUING EDUCATION
	INFLUENCES IN REAL ESTATE VALUE		AD VALOREM TAXATION
	LEGAL CONSIDERATION IN APPRAISAL		ARBITRATION
	TYPES OF VALUE		BUSINESS COURSES RELATED TO THE PRACTICE OF REAL ESTATE APPRAISAL
	ECONOMIC PRINCIPLES		DEVELOPMENT COST-ESTIMATING
	REAL ESTATE MARKET AND ANALYSIS		NATIONAL 7 HOUR USPAP OR EQUIVALENT
	VALUATION PROCESS		ETHICS AND STANDARDS OF PROFESSIONAL PRACTICE
			VALUATION BIAS, FAIR HOUSING, AND/OR EQUAL OPPORTUNITY
	PROPERTY DESCRIPTION		LAND USE PLANNING, ZONING AND TAXATION
	HIGHEST AND BEST USE ANALYSIS		MANAGEMENT, LEASING, BROKERAGE TIMESHARING
	APPRAISAL STATISTICAL CONCEPTS		PROPERTY DEVELOPMENT
	SALES COMPARISON APPROACH		REAL ESTATE APPRAISAL
	SITE VALUE		REAL ESTATE FINANCE AND INVESTMENT
	COST APPROACH		REAL ESTATE LAW
	INCOME APPROACH, INCLUDING DIRECT & YIELD CAPITALIZATION TECHNIQUES		REAL ESTATE LITIGATION
	VALUATION OF PARTIAL INTERESTS		REAL ESTATE APPRAISAL RELATED COMPUTER APPLICATIONS
	USPAP		REAL ESTATE SECURITIES AND SYNDICATION
	NARRATIVE REPORT WRITING		REAL PROPERTY EXCHANGE
	ASSESSMENT LAW AND PRACTICE		MASS APPRAISAL MODEL BUILDING
	MASS APPRAISAL SYSTEMS		MASS APPRAISAL MODEL CALIBRATION
	MAPPING		ASSESSMENT ADMINISTRATION
			MAPPING
			PENNSYLVANIA ASSESSORS' CERTIFICATION LAW AND RULES AND REGULATIONS

SECTION 3 – Standards for Providers

By signing this application, I certify that:

1. **The provider has established a mechanism for measuring the quality of the course/continuing education program being offered.**
2. **The provider has established criteria for selecting and evaluating faculty.**
3. **The provider has established criteria for the evaluation of each course/continuing education program upon completion.**
4. **The provider shall provide adequate facilities and appropriate instructional materials to carry out the courses/continuing education programs.**
5. **The provider shall ensure that the instructors have suitable qualifications and are of good reputation and character.**
6. **The provider will not present the course until official approval has been received from the Board office.**
7. **Any transcripts/completion certificates provided to students will reflect the correct course title and provider as listed on this application.**

SECTION 4 – Certification Statement

BY SIGNING BELOW, I VERIFY THAT THIS FORM IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C.S. § 49.11.

ADDITIONALLY, I CERTIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENT MADE IS SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND MAY RESULT IN THE SUSPENSION OR REVOCATION OF MY LICENSE OR CERTIFICATE.

PROVIDER REPRESENTATIVE SIGNATURE_____ **DATE** _____

EDUC 6/2025

Commonwealth of Pennsylvania
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
PO Box 2649
HARRISBURG, PA 17105-2649

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
CERTIFICATE OF COMPLETION

THIS FORM IS FOR USE IN REPORTING CONTINUING EDUCATION CREDITS.

***CERTIFICATE HOLDER*: This form must be completed properly. YOU MUST RETAIN A COPY OF THIS FORM FOR SUBMISSION TO THE BOARD. You must submit a separate form for each program attended. Continuing education hours shall be applied to ONLY one renewal period. The same continuing education hours cannot be applied to a subsequent renewal.**

SECTION A – To be completed by Program Provider

Name of Participant & Certificate # →	
Number of Program Hours →	
Provider →	
Provider # →	
Title of Program →	
Date(s) of Program →	
Instructor(s) /Presenter(s) →	

SIGNATURE OF INSTRUCTOR/PRESENTER: _____DATE:_____

SECTION B – TO BE COMPLETED BY CERTIFICATE HOLDER

I certify that I have read and understand the information contained in the instructions and completed the program described in Section A. I am aware that any misrepresentations by me may be subject to appropriate disciplinary action. I further understand that any false statement made is subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsification to authorities and may result to the suspension or revocation of my license or certificate.

Signature:_____ Date:_____

Printed Name:_____ PA Certificate#_____

Evaluation results:
Board/Commission: Certified Real Est. Appraisers
License Type: Temporary Authority to Practice
Obtained By: Application

CheckList Name	Instructions
Application	The Board will recognize on a temporary basis the certification or license of an appraiser issued by another state if the following exist: (1) The property to be appraised is part of a Federally-related transaction. (2) The appraiser's business is of a temporary nature. (3) The appraiser registers with the Board and pays the required fees. Temporary means no more than three specific appraiser assignments during a period not to exceed 12 consecutive calendar months.
Application Fee	NON-REFUNDABLE fee of $30.00 must be paid at the time of submitting an application

STATE BOARD OF CERTIFIED REAL ESTATE

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E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

LICENSED APPRAISER TRAINEE RECIPROCAL APPLICATION

FOLLOW INSTRUCTIONS BELOW AND SUBMIT ALL REQUIRED DOCUMENTS
If a pending application is older than **one year** from the date submitted and the applicant wishes to continue the application process, the board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

BACKGROUND CHECK:
Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state **"No Record**" or **"Record Exists."** Background checks that reflect **"Pending" "Under Review,"** or **"Under Request"** will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If **"Record Exists"**— applicant must submit true and correct copies of the following for EACH criminal matter:

A. The conviction summary information provided by the State Police or equivalent agency;
B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

**If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: https://epatch.pa.gov or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California and/or Arizona. **Please contact the PA Board Office at** ra-appraise@pa.gov **and request an Affidavit to complete for the States of California and Arizona**.

APPLICANT CHECKLIST

	APPLICATION FEE $75.00
	APPLICATION SIGNED AND DATED
	SOCIAL SECURITY CERTIFICATE SIGNED AND DATED
	REQUIRED EDUCATIONAL DOCUMENTATION ATTACHED
	COPY OF SUPERVISOR'S COMPLETION OF TRAINEE/SUPERVISOR COURSE
	SUBMIT REQUIRED CRIMINAL BACKGROUND CHECK FROM THE STATE POLICE OR EQUIVALENT LAW ENFORCEMENT AGENCY IN THE STATE OR JURISDICTION IN WHICH THE INDIVIDUAL HAS RESIDED FOR THE FIVE-YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF APPLICATION.
	COMPLETION OF THE REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE FORM
	LETTERS OF GOOD STANDING FROM STATE WHERE APPLICANT IS ACTIVELY LICENSED AS AN LAT
	KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS

INSTRUCTIONS:

EVALUATION OF APPLICATION
PLEASE ALLOW 3 WEEKS FOR EVALUATION OF YOUR APPLICATION. IF YOUR APPLICATION IS INCOMPLETE OR INCORRECT YOU WILL BE NOTIFIED IN WRITING OF THE DISCREPANCY. IN ORDER TO ELIMINATE UNNECESSARY DELAYS – ***PLEASE READ AND FOLLOW ALL INSTRUCTIONS.***

TRAINEE LICENSURE
LICENSES EXPIRE JUNE 30TH OF ODD-NUMBERED YEARS. YOU WILL RECEIVE RENEWAL INFORMATION PRIOR TO THE EXPIRATION DATE OF YOUR LICENSE. YOU MUST KEEP THIS OFFICE INFORMED (**IN WRITING**) OF ANY NAME/ADDRESS CHANGES IN ORDER TO RECEIVE INFORMATION RELEVANT TO THE RENEWAL OF YOUR LICENSE. YOU MAY NOT RENEW YOUR LICENSE MORE THAN 4 TIMES UNLESS THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS DETERMINES THAT YOU HAVE SHOWN GOOD CAUSE FOR 1 OR MORE ADDITIONAL RENEWALS.
REQUIRED COURSES:

- **30 HOURS BASIC APPRAISAL PRINCIPLES**
- **30 HOURS BASIC APPRAISAL PROCEDURES**
- **15 HOURS NATIONAL USPAP OR EQUIVALENT**
- **8 HOURS VALUATION BIAS/FAIR HOUSING**
- **4 HOURS TRAINEE/SUPERVISOR APPRAISER COURSE** *NOTE* SUPERVISORY APPRAISERS MUST ALSO COMPLETE THIS COURSE. SUBMIT A COPY OF YOUR SUPERVISOR'S CERTIFICATE OF COMPLETION.

APPLICANTS SHOULD REVIEW THE REAL ESTATE APPRAISERS CERTIFICATION ACT AND THE BOARD'S REGULATIONS, WHICH MAY BE FOUND ON THE BOARD'S WEBSITE AT WWW.DOS.PA.GOV/REAL**. APPLICANTS SHOULD ALSO REVIEW THE FEDERAL REQUIREMENTS FOR CERTIFICATION. THE APPRAISER QUALIFICATIONS BOARD (AQB) ESTABLISHES THE FEDERAL MINIMUM EDUCATION, EXPERIENCE AND EXAMINATION REQUIREMENTS FOR REAL PROPERTY APPRAISERS AND SUPERVISORY APPRAISERS. YOU MAY REVIEW THE AQB REAL PROPERTY APPRAISER QUALIFICATION CRITERIA AT** WWW.APPRAISALFOUNDATION.ORG

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS, with at least 3 of the most recent in Pennsylvania;
- SUPERVISORY APPRAISER MUST BE IN GOOD STANDING IN PENNSYLVANIA;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
    - CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING: ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
    - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
    - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
    - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT **WOULD NOT** AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
    - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
    - A LETTER OF WARNING OR REPRIMAND; AND
    - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE
THE ATTACHED "*REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE*" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE MAY NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

STATE BOARD OF CERTIFIED REAL ESTATE

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LICENSED APPRAISER TRAINEE RECIPROCAL APPLICATION

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FEES: $75.00 NON-REFUNDABLE APPLICATION FEE.

CHECK OR MONEY ORDER MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." $20.00 CHARGE FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE BOARD SHALL REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

SECTION 1: APPLICANT INFORMATION *PLEASE PRINT OR TYPE*

LEGAL NAME		
	LAST NAME	**MAIDEN NAME**
	FIRST NAME	**MIDDLE NAME**
MAILING ADDRESS		
	STREET	
	CITY **STATE** **ZIP**	
STREET ADDRESS, IF DIFFERENT FROM MAILING ADDRESS		
	STREET	
	CITY **STATE** **ZIP**	
PERSONAL INFORMATION	**DATE OF BIRTH**	**SOCIAL SECURITY NUMBER**
CONTACT NUMBER (BETWEEN 9 AM – 5 PM)	**FAX:** **EMAIL:**	**TELEPHONE:**
INITIAL STATE OF LICENSURE OF TRAINEE		

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

If you answer "yes" to any criminal or disciplinary question, **provide a full written explanation AND a certified copy of any and all relevant state licensing boards, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of *any and all* of the sentencing requirements that may have been imposed.**

	ANSWER THE FOLLOWING	YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL?		

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 PA. C.S. § 4911.

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

SOCIAL SECURITY ACT CERTIFICATION

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 PA. C.S. §4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

APPLICANT'S SIGNATURE_____ DATE _____

PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)

The Board Requires this Checklist be used when a Licensed Appraisal Trainee is utilized in the performance of an appraisal. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE.

The intent of this Checklist is to ensure compliance with applicable USPAP requirements for acknowledgement and disclosure of significant real property appraisal assistance. THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: _____

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes	No	N/A	
__	__	__	**Assisted in the preparation of the workfile with all forms and general information for the appraisal.**
__	__	__	**Assisted in determining the scope of work of the appraisal.**
__	__	__	**Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.**
__	__	__	**Inspected the subject property.** **If yes, accompanied by supervisor? _____ (yes/no)** **Type of inspection: _____ interior _____ exterior**
__	__	__	**Assisted in analyzing the highest and best use of the subject property.**
__	__	__	**Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.**
__	__	__	**Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.**
__	__	__	**Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.**
__	__	__	**Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.**
__	__	__	**Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.**
__	__	__	**Assisted in sketch drawing.**
__	__	__	**Assisted in entering subject and comparable data on the form and in the comment areas.**
__	__	__	**Assisted in reconciliation and final opinion of value for the subject property.**
__	__	__	**Assisted in the final review of this report.**

_____ **Number of Hours Licensed Appraiser Trainee Spent on Appraisal**

Signature of Licensed Appraiser Trainee: _____

PRINT/TYPE NAME: _____

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee and certifies the amount of hours the trainee spent on the appraisal. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

Signature of Supervising Certified Appraiser: _____

Date: _____

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE INSTRUCTIONS

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB *Real Property Appraiser Qualification Criteria* at www.appraisalfoundation.org.

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS, with at least 3 of the most recent in Pennsylvania;
- **MUST BE IN GOOD STANDING IN PENNSYLVANIA;**
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY ACTION WITHIN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
    - CANNOT HAVE ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
    - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
    - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
    - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;

- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT **WOULD NOT** AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
    - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
    - A LETTER OF WARNING OR REPRIMAND; AND
    - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "*REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE*" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE MAY NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS.

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

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E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

LICENSED APPRAISER TRAINEE EXPERIENCE WILL NOT BE ACCEPTED IF YOU HAVE NOT SUBMITTED THIS FORM.

SECTION 1: LICENSED APPRAISER TRAINEE INFORMATION

(*COMPLETED BY TRAINEE AND REVIEWED BY SUPERVISOR*)

Name of Licensed Appraiser Trainee/Applicant:	
License number of Licensed Appraiser Trainee (If previously issued a license):	
Mailing Address of Licensed Appraiser Trainee/Applicant:	**STREET** **CITY** **STATE** **ZIP**
Mailing Address of Supervisory Appraiser:	**STREET** **CITY** **STATE** **ZIP**
Personal Information:	**EMAIL ADDRESS:** _____ **TELEPHONE NUMBER:** _____

VERIFICATION OF LICENSED APPRAISER TRAINEE

I verify that the contents of Section 1 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature _____ **Date** _____

SECTION 2: SUPERVISOR INFORMATION
(*TO BE COMPLETED BY SUPERVISOR*)

Name of Supervising Appraiser: (Certified General or Certified Residential Appraiser Only)	
Certificate Number of Supervisory Appraiser:	
List state(s) of certification for the previous five (5) years	
Have you been a Pennsylvania certified real estate appraiser for at least five years immediately preceding this application?	**YES_____ NO_____**
Are you currently in good standing in Pennsylvania?	**YES_____ NO_____**
Have you received from the Board or any jurisdiction any disciplinary action that affects or affected your legal eligibility to engage in appraisal practice within three years immediately preceding this application?	**YES_____ NO_____**
Mailing Address of Supervisory Appraiser:	**STREET** **CITY STATE ZIP**
Street Address, if different from mailing address:	**STREET** **CITY STATE ZIP**
Personal Information:	**Email address:_____** **Telephone Number:_____**
Commencement Date of Supervision of Licensed Appraiser Trainee registered in Section 1 (*If previously licensed in Pennsylvania*):	
Will Licensed Appraiser Trainee be located in your office?	**YES_____ NO_____** **If no, list distance between yourself and trainee:** **If distance is further than 50 miles, describe how you intend to supervisor the work of the trainee:**

SECTION 2 CONTINUED: SUPERVISOR INFORMATION
(*TO BE COMPLETED BY SUPERVISOR*)

Have you taken the Supervisory Appraisers and Trainee Appraisers course? **You must submit a copy of the course certification.**	**YES_____ NO_____**	
Name and license number of All Trainees Currently Supervised by Supervisory Appraiser:	**NAME:** **1.**	**LICENSE NUMBER:**
	2.	
	3.	

CERTIFICATION OF SUPERVISORY APPRAISER

I acknowledge and certify that each of the following statements is true and correct regarding the information supplied in Sections 1 and 2 of this registration form:

1. I consent to supervise the licensed appraiser trainee identified in Section 1 of this registration form.	**Initials of Supervisory Appraiser**
2. I acknowledge and accept the duties of a supervisory appraiser more fully set forth in the Real Estate Appraiser Certification Act, the regulations of the State Board of Certified Real Estate Appraisers, the Uniform Standards of Professional Appraisal Practice, and the Real Property Appraiser Qualification Criteria of the Appraiser Qualifications Board.	**Initials of Supervisory Appraiser**
3. I am a certified general or residential real estate appraiser who holds a valid and current certification, and no agency has restricted, suspended, cancelled, withdrawn, revoked or otherwise limited my authority to practice real estate appraising.	**Initials of Supervisory Appraiser**
4. I have been certified general or residential as a real estate appraiser for a period of at least 5 years immediately preceding the date of this registration form.	**Initials of Supervisory Appraiser**
5. I will notify the Board, in writing, if I terminate supervision of a licensed appraiser trainee registered with the Board as subject to my supervision.	**Initials of Supervisory Appraiser**
6. This form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I acknowledge that any unauthorized change to this form is subject to the penalties of 18 Pa. C.S. § 4911, relating to tampering with public records or information.	**Initials of Supervisory Appraiser**
7. I certify that I am currently in good standing in Pennsylvania.	**Initials of Supervisory Appraiser**
8. I certify that I have not been subject to any disciplinary action in any jurisdiction within the last three (3) years that effects my legal ability to engage in appraisal practice. ***See instruction page for sanctions that would or would not affect an appraiser's legal eligibility to supervise.**	**Initials of Supervisory Appraiser**
9. I certify that as part of my supervision of the Trainee, I shall jointly maintain an appraisal experience log with the Trainee. I understand that the experience hours claimed on the log must be directly related to the time spent on the appraisal assignment. I further certify that I will ensure that the experience log is accurate, current, and complies with the requirements of the laws and regulations of the Pennsylvania State Board of Certified Real Estate Appraisers.	**Initials of Supervisory Appraiser**

VERIFICATION OF SUPERVISORY APPRAISER

I verify that the contents of Section 1 and 2 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature: _____ **Date:** _____

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Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov

LICENSED APPRAISER TRAINEE APPLICATION

FOLLOW INSTRUCTIONS BELOW AND SUBMIT ALL REQUIRED DOCUMENTS

If a pending application is older than **one year** from the date submitted and the applicant wishes to continue the application process, the board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

BACKGROUND CHECK:

Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state **"No Record**" or **"Record Exists."** Background checks that reflect **"Pending" "Under Review,"** or **"Under Request"** will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If **"Record Exists"**— applicant must submit true and correct copies of the following for EACH criminal matter:

A. The conviction summary information provided by the State Police or equivalent agency;
B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

**If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: https://epatch.pa.gov or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California and/or Arizona. Please contact the Board at ra-appraise@pa.gov and request an affidavit to complete in lieu of a California or Arizona background check.

INSTRUCTIONS:

EVALUATION OF APPLICATION

PLEASE ALLOW 3 WEEKS FOR EVALUATION OF YOUR APPLICATION. IF YOUR APPLICATION IS INCOMPLETE OR INCORRECT YOU WILL BE NOTIFIED IN WRITING OF THE DISCREPANCY. IN ORDER TO ELIMINATE UNNECESSARY DELAYS – ***PLEASE READ AND FOLLOW ALL INSTRUCTIONS.***

TRAINEE LICENSURE

LICENSES EXPIRE JUNE 30TH OF ODD-NUMBERED YEARS. YOU WILL RECEIVE RENEWAL INFORMATION PRIOR TO THE EXPIRATION DATE OF YOUR LICENSE. YOU MUST KEEP THIS OFFICE INFORMED (**IN WRITING**) OF ANY NAME/ADDRESS CHANGES IN ORDER TO RECEIVE INFORMATION RELEVANT TO THE RENEWAL OF YOUR LICENSE. YOU MAY NOT RENEW YOUR LICENSE MORE THAN 4 TIMES UNLESS THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS DETERMINES THAT YOU HAVE SHOWN GOOD CAUSE FOR 1 OR MORE ADDITIONAL RENEWALS.

REQUIRED COURSES MUST BE COMPLETED WITHIN THE FIVE (5) YEAR PERIOD PRIOR TO THE DATE OF SUBMISSION OF A TRAINEE APPRAISER APPLICATION:

- **30 HOURS BASIC APPRAISAL PRINCIPLES**
- **30 HOURS BASIC APPRAISAL PROCEDURES**
- **15 HOURS NATIONAL USPAP OR EQUIVALENT**
- **8 HOURS VALUATION BIAS/FAIR HOUSING**
- **4 HOURS TRAINEE/SUPERVISOR APPRAISER COURSE** *NOTE* SUPERVISORY APPRAISERS MUST ALSO COMPLETE THIS COURSE. SUBMIT A COPY OF YOUR SUPERVISOR'S CERTIFICATE OF COMPLETION.

APPLICANTS SHOULD REVIEW THE REAL ESTATE APPRAISERS CERTIFICATION ACT AND THE BOARD'S REGULATIONS, WHICH MAY BE FOUND ON THE BOARD'S WEBSITE AT WWW.DOS.PA.GOV/REAL**. APPLICANTS SHOULD ALSO REVIEW THE FEDERAL REQUIREMENTS FOR CERTIFICATION. THE APPRAISER QUALIFICATIONS BOARD (AQB) ESTABLISHES THE FEDERAL MINIMUM EDUCATION, EXPERIENCE AND EXAMINATION REQUIREMENTS FOR REAL PROPERTY APPRAISERS AND SUPERVISORY APPRAISERS. YOU MAY REVIEW THE AQB REAL PROPERTY APPRAISER QUALIFICATION CRITERIA AT** WWW.APPRAISALFOUNDATION.ORG

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS, with at least 3 of the most recent in Pennsylvania;
- SUPERVISORY APPRAISER MUST BE IN GOOD STANDING IN PENNSYLVANIA;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS IMMEDIATELY PRECEDING THIS APPLICATION THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
    - CANNOT HAVE ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER OF ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
    - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
    - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
    - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT **WOULD NOT** AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
    - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
    - A LETTER OF WARNING OR REPRIMAND; AND
    - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "*REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE*" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE WILL NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

APPLICANT CHECKLIST

	APPLICATION FEE $75.00
	APPLICATION SIGNED AND DATED
	SOCIAL SECURITY CERTIFICATE SIGNED AND DATED
	EDUCATION WORKSHEET COMPLETED
	REQUIRED EDUCATIONAL DOCUMENTATION ATTACHED
	COPY OF SUPERVISOR'S COMPLETION OF TRAINEE/SUPERVISOR COURSE
	SUBMIT REQUIRED CRIMINAL BACKGROUND CHECK FROM THE STATE POLICE OR EQUIVALENT LAW ENFORCEMENT AGENCY IN THE STATE OR JURISDICTION IN WHICH THE INDIVIDUAL HAS RESIDED FOR THE FIVE YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF APPLICATION.
	COMPLETION OF THE REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE FORM
	KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

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LICENSED APPRAISER TRAINEE APPLICATION

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at www.appraisalfoundation.org.

FEES: $75.00 APPLICATION FEE

You must submit a check or money order made payable to the "Commonwealth of Pennsylvania." The fee is nonrefundable, non-transferable and subject to change. The board will charge $20.00 for all checks returned "not paid," regardless of the reason for non-payment. If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the applicant will be required to submit a new application, including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

SECTION 1: APPLICANT INFORMATION *PLEASE PRINT OR TYPE*

LEGAL NAME		
	LAST NAME	**MAIDEN NAME**
	FIRST NAME	**MIDDLE NAME**
MAILING ADDRESS		
	STREET	
	CITY **STATE** **ZIP**	
STREET ADDRESS, IF DIFFERENT FROM MAILING ADDRESS		
	STREET	
	CITY **STATE** **ZIP**	
PERSONAL INFORMATION	**DATE OF BIRTH**	**SOCIAL SECURITY NUMBER**
CONTACT NUMBER (BETWEEN 9 AM – 5 PM)	**FAX:** **TELEPHONE:** **EMAIL:**	

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

If you answered "yes" to any criminal or disciplinary question, **provide a full written explanation AND a certified copy of any and all relevant Board, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of *any and all* of the sentencing requirements that may have been imposed.**

	ANSWER THE FOLLOWING	YES	NO
1.	DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION?		
2.	IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION.		
3.	HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE?		
4.	DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
5.	HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION?		
6.	HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT.		
7.	DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION?		
8.	HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL?		

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 PA. C.S. § 4911.

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

SOCIAL SECURITY ACT CERTIFICATION

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 PA. C.S. §4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

APPLICANT'S SIGNATURE_____ **DATE** _____

LIST ALL COURSES FOR WHICH YOU ARE REQUESTING CREDIT

REQUIRED COURSES MUST BE COMPLETED WITHIN THE FIVE (5) YEAR PERIOD PRIOR TO THE DATE OF SUBMISSION OF A TRAINEE APPRAISER APPLICATION:

LIST IN THE SECTION BELOW A MINIMUM 87 HOURS OF THE APPRAISAL CURRICULUM SPECIFICALLY:

- **30 HOURS BASIC APPRAISAL PRINCIPLES**
- **30 HOURS BASIC APPRAISAL PROCEDURES**
- **15 HOURS NATIONAL USPAP OR EQUIVALENT**
- **8 HOURS VALUATION BIAS/FAIR HOUSING**
- **4 HOURS TRAINEE/SUPERVISOR APPRAISER COURSE** *NOTE* SUPERVISORY APPRAISERS MUST ALSO COMPLETE THIS COURSE

SUBMIT CERTIFICATE, TRANSCRIPT OR NOTARIZED LETTER ISSUED BY THE COURSE PROVIDER SHOWING THE COURSE TITLE, NUMBER OF CLASSROOM HOURS, DATES OF COMPLETION AND DOCUMENTATION SHOWING COURSES WERE PASSED. *NO OTHER DOCUMENTS WILL BE ACCEPTED AS PROOF OF SUCCESSFUL COMPLETION OF COURSE.*

ONE (1) SEMESTER HOUR OF COLLEGE CREDIT IS EQUAL TO 15 CLASSROOM HOURS. HOWEVER, IF THE TRANSCRIPT INDICATES THAT EACH CREDIT IS EQUIVALENT TO A LESSER NUMBER OF HOURS, THE LESSER AMOUNT WILL BE USED IN THE CALCULATION OF CLASSROOM HOURS.

The following courses are NOT accepted:

- **COURSES THAT DO NOT MEET THE REQUIREMENTS FOUND IN THE BOARD'S REGULATIONS AND THE APPRAISER QUALIFICATION BOARD (AQB)**
- **COURSES LESS THAN 15 HOURS IN LENGTH**
- **COURSES FOR WHICH NO EXAMINATION WAS PASSED**
- **COURSES THAT DO NOT RELATE TO THE MANDATORY COURSE TOPICS**
- **COURSES TAKEN TO MEET CONTINUING EDUCATION REQUIREMENTS**
- **15 HOUR NATIONAL USPAP COURSES THAT HAVE NOT BEEN TAUGHT BY AN AQB CERTIFIED INSTRUCTOR**

IF NOT PROPERLY COMPLETED – YOUR APPLICATION WILL NOT BE APPROVED

COURSE TITLE	PROVIDER	NUMBER OF HOURS	MONTH/YEAR COMPLETED

PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)

The Board Requires this Checklist be used when a Licensed Appraisal Trainee is utilized in the performance of an appraisal. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE.

The intent of this Checklist is to ensure compliance with applicable USPAP requirements for acknowledgement and disclosure of significant real property appraisal assistance. THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: _____

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes	No	N/A	
__	__	__	**Assisted in the preparation of the workfile with all forms and general information for the appraisal.**
__	__	__	**Assisted in determining the scope of work of the appraisal.**
__	__	__	**Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.**
__	__	__	**Inspected the subject property.** **If yes, accompanied by supervisor? _____ (yes/no)** **Type of inspection: _____ interior _____ exterior**
__	__	__	**Assisted in analyzing the highest and best use of the subject property.**
__	__	__	**Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.**
__	__	__	**Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.**
__	__	__	**Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.**
__	__	__	**Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.**
__	__	__	**Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.**
__	__	__	**Assisted in sketch drawing.**
__	__	__	**Assisted in entering subject and comparable data on the form and in the comment areas.**
__	__	__	**Assisted in reconciliation and final opinion of value for the subject property.**
__	__	__	**Assisted in the final review of this report.**

_____ **Number of Hours Licensed Appraiser Trainee Spent on Appraisal**

Signature of Licensed Appraiser Trainee: _____

PRINT/TYPE NAME: _____

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee and certifies the amount of hours the trainee spent on the appraisal. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

Signature of Supervising Certified Appraiser: _____

Date: _____

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE INSTRUCTIONS

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB *Real Property Appraiser Qualification Criteria* at www.appraisalfoundation.org.

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS, with at least 3 of the most recent in Pennsylvania;
- **MUST BE IN GOOD STANDING IN PENNSYLVANIA;**
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY ACTION WITHIN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
    - CANNOT HAVE ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
    - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
    - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
    - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;

- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT **WOULD NOT** AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
    - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
    - A LETTER OF WARNING OR REPRIMAND; AND
    - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "*REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE*" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE MAY NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS.

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

LICENSED APPRAISER TRAINEE EXPERIENCE WILL NOT BE ACCEPTED IF YOU HAVE NOT SUBMITTED THIS FORM.

SECTION 1: LICENSED APPRAISER TRAINEE INFORMATION

(*COMPLETED BY TRAINEE AND REVIEWED BY SUPERVISOR*)

Name of Licensed Appraiser Trainee/Applicant:	
License number of Licensed Appraiser Trainee (If previously issued a license):	
Mailing Address of Licensed Appraiser Trainee/Applicant:	**STREET** **CITY** **STATE** **ZIP**
Mailing Address of Supervisory Appraiser:	**STREET** **CITY** **STATE** **ZIP**
Personal Information:	**EMAIL ADDRESS:** _____ **TELEPHONE NUMBER:** _____

VERIFICATION OF LICENSED APPRAISER TRAINEE

I verify that the contents of Section 1 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature _____ **Date** _____

SECTION 2: SUPERVISOR INFORMATION
(*TO BE COMPLETED BY SUPERVISOR*)

Name of Supervising Appraiser: (Certified General or Certified Residential Appraiser <u>Only</u>)	
Certificate Number of Supervisory Appraiser:	
List state(s) of certification for the previous five (5) years	
Have you been a Pennsylvania certified real estate appraiser for at least five years immediately preceding this application?	**YES_____ NO_____**
Are you currently in good standing in Pennsylvania?	**YES_____ NO_____**
Have you received from the Board or any jurisdiction any disciplinary action that affects or affected your legal eligibility to engage in appraisal practice within three years immediately preceding this application?	**YES_____ NO_____**
Mailing Address of Supervisory Appraiser:	**STREET** **CITY STATE ZIP**
Street Address, if different from mailing address:	**STREET** **CITY STATE ZIP**
Personal Information:	**Email address:_____** **Telephone Number:_____**
Commencement Date of Supervision of Licensed Appraiser Trainee registered in Section 1 (*If previously licensed in Pennsylvania*):	
Will Licensed Appraiser Trainee be located in your office?	**YES_____ NO_____** **If no, list distance between yourself and trainee:** **If distance is further than 50 miles, describe how you intend to supervisor the work of the trainee:**

SECTION 2 CONTINUED: SUPERVISOR INFORMATION
(*TO BE COMPLETED BY SUPERVISOR*)

Have you taken the Supervisory Appraisers and Trainee Appraisers course? **You must submit a copy of the course certification.**	**YES_____ NO_____**	
Name and license number of All Trainees Currently Supervised by Supervisory Appraiser:	**NAME:** **1.**	**LICENSE NUMBER:**
	2.	
	3.	

CERTIFICATION OF SUPERVISORY APPRAISER

I acknowledge and certify that each of the following statements is true and correct regarding the information supplied in Sections 1 and 2 of this registration form:

1. I consent to supervise the licensed appraiser trainee identified in Section 1 of this registration form.	**Initials of Supervisory Appraiser**
2. I acknowledge and accept the duties of a supervisory appraiser more fully set forth in the Real Estate Appraiser Certification Act, the regulations of the State Board of Certified Real Estate Appraisers, the Uniform Standards of Professional Appraisal Practice, and the Real Property Appraiser Qualification Criteria of the Appraiser Qualifications Board.	**Initials of Supervisory Appraiser**
3. I am a certified general or residential real estate appraiser who holds a valid and current certification, and no agency has restricted, suspended, cancelled, withdrawn, revoked or otherwise limited my authority to practice real estate appraising.	**Initials of Supervisory Appraiser**
4. I have been certified general or residential as a real estate appraiser for a period of at least 5 years immediately preceding the date of this registration form.	**Initials of Supervisory Appraiser**
5. I will notify the Board, in writing, if I terminate supervision of a licensed appraiser trainee registered with the Board as subject to my supervision.	**Initials of Supervisory Appraiser**
6. This form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I acknowledge that any unauthorized change to this form is subject to the penalties of 18 Pa. C.S. § 4911, relating to tampering with public records or information.	**Initials of Supervisory Appraiser**
7. I certify that I am currently in good standing in Pennsylvania.	**Initials of Supervisory Appraiser**
8. I certify that I have not been subject to any disciplinary action in any jurisdiction within the last three (3) years that effects my legal ability to engage in appraisal practice. ***See instruction page for sanctions that would or would not affect an appraiser's legal eligibility to supervise.**	**Initials of Supervisory Appraiser**
9. I certify that as part of my supervision of the Trainee, I shall jointly maintain an appraisal experience log with the Trainee. I understand that the experience hours claimed on the log must be directly related to the time spent on the appraisal assignment. I further certify that I will ensure that the experience log is accurate, current, and complies with the requirements of the laws and regulations of the Pennsylvania State Board of Certified Real Estate Appraisers.	**Initials of Supervisory Appraiser**

VERIFICATION OF SUPERVISORY APPRAISER

I verify that the contents of Section 1 and 2 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature: _____ **Date:** _____

PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)

The Board Requires this Checklist be used when a Licensed Appraisal Trainee is utilized in the performance of an appraisal. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE. *(For the URAR forms, file as an Exhibit under 'Assignment Information')*

The intent of this Checklist is to ensure compliance with applicable USPAP requirements for acknowledgement and disclosure of significant real property appraisal assistance. THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.

SUBJECT PROPERTY ADDRESS: _____

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes	No	N/A	
__	__	__	**Assisted in the preparation of the workfile with all forms and general information for the appraisal.**
__	__	__	**Assisted in determining the scope of work of the appraisal.**
__	__	__	**Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.**
__	__	__	**Inspected the subject property.** **If yes, accompanied by supervisor? _____ (yes/no)** **Type of inspection: _____ interior _____ exterior**
__	__	__	**Assisted in analyzing the highest and best use of the subject property.**
__	__	__	**Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.**
__	__	__	**Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.**
__	__	__	**Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.**
__	__	__	**Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.**
__	__	__	**Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.**
__	__	__	**Assisted in sketch drawing.**
__	__	__	**Assisted in entering subject and comparable data on the form and in the comment areas.**
__	__	__	**Assisted in reconciliation and final opinion of value for the subject property.**
__	__	__	**Assisted in the final review of this report.**

_____ **Number of Hours Licensed Appraiser Trainee Spent on Appraisal**

Signature of Licensed Appraiser Trainee: _____

PRINT/TYPE NAME: _____

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee and certifies the amount of hours the trainee spent on the appraisal. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

Signature of Supervising Certified Appraiser: _____

Date: _____

ATTACHMENT E

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA

DATE: 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Certified General Appraiser by Examination

CURRENT FEE (if applicable): $235.00

NUMBER OF APPLICATIONS ANNUALLY: **20**

FEE DESCRIPTION:

The fee will be charged for every Certified General Appraiser by Examination application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Certified General Appraiser by Examination.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	4.00	$62.12	$248.48
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.50	$129.67	$64.84
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.50	$8.64	$25.92
			TOTAL ESTIMATED COST:	$339.24
			TRANSACTION FEE:	$9.03
			PROPOSED FEE:	**$348.27**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $348.00 be established for every application for a Certified General Appraiser by Examination.

CLERICAL REVIEW: Certified General Appraiser by Examination applications are submitted online via the licensing system and processed by Board Staff. Processing includes reviewing criminal history background checks for every state the applicant has lived, worked, or trained within the past 5 years ensuring the applicant has no known discipline action in any other state. Any criminal history or legal action will be sent to our Board Counsel for review. Staff will request a 'sample evaluation' from the applicant to review for compliance with Appraisal Qualifications Board (AQB) - federal guidelines. Once the review is complete, the staff will issue an Eligibility Letter which allows the applicant to sit for the examination. Once the applicant passes the examination and pays the initial certification fee and the Appraisal Subcommittee National Registry fees, staff will issue the Certification.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Any Certified General Appraiser by Examination application that has a disciplinary/legal holds on the application will be reviewed by our Board Counsel to determine if continued processing is acceptable.

BOARD MEMBER REVIEW: Any Certified General Appraiser by Examination application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA **DATE:** 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Certified General Appraiser by Reciprocity

CURRENT FEE (if applicable): $40.00

NUMBER OF APPLICATIONS ANNUALLY: **60**

FEE DESCRIPTION:

The fee will be charged for every Certified General Appraiser by Reciprocity application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Certified General Appraiser by Reciprocity.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	1.00	$62.12	$62.12
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$107.50
			TRANSACTION FEE:	$2.87
			PROPOSED FEE:	**$110.37**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of 110.00 be established for every application for a Certified General Appraiser by Reciprocity.

CLERICAL REVIEW: Certified General Appraiser by Reciprocity applications are submitted online via the licensing system and processed by Board Staff. Processing includes reviewing criminal history background checks for every state the applicant has lived, worked, or trained within the past 5 years, verifying all states where the applicant is certified on the Appraisal Subcommittee's National Registry, ensuring the applicant has no known discipline action in any other state, and making sure their certification matches the application type being submitted. Any disciplinary action will be sent to our Board Counsel for review.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Any Certified General Appraiser by Reciprocity application that has a disciplinary/legal holds on the application will be reviewed by our Board Counsel to determine if continued processing is acceptable.

BOARD MEMBER REVIEW: Any Certified General Appraiser by Reciprocity application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY:	State - BPOA	**DATE:**	3/11/2025
CONTACT:	Arion Clagget Bureau of Professional and Occupational Affairs		
PHONE:	717.783.7194		

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE:	Licensed Appraiser Trainee by Application
CURRENT FEE (if applicable):	$75.00
NUMBER OF APPLICATIONS ANNUALLY:	**40**

FEE DESCRIPTION:

The fee will be charged for every Licensed Appraiser Trainee application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Licensed Appraiser Trainee.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	0.50	$62.12	$31.06
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$76.44
			TRANSACTION FEE:	$2.04
			PROPOSED FEE:	**$78.48**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $78.00 be established for every application for a Licensed Appraiser Trainee.

CLERICAL REVIEW:CLERICAL REVIEW: These are paper applications and are manually input into the licensing system. Each applicant must submit a state background check for every state they have lived in for the preceding 5 years. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff creates and emails a discrepancy letter. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. Any background checks with rap sheet or disciplinary/legal issues reported will be forwarded to our Board Counsel for review.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Applications with disciplinary/legal matters may necessitate further review by Board Counsel. Once completely reviewed, board staff issues the license through the licensing system.

BOARD MEMBER REVIEW: Any Licensed Appraiser Trainee application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA **DATE:** 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Appraisal Management Company
CURRENT FEE (if applicable): $2,000.00
NUMBER OF APPLICATIONS ANNUALLY: 10

FEE DESCRIPTION:

The fee will be charged for every Appraisal Management Company application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for an Appraisal Management Company.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator			$0.00
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2	12.00	$69.17	$830.04
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	10.00	$129.67	$1,296.70
BOARD MEMBER REVIEW	6 Board Members (at this time)	4.00	$8.64	$138.24
			TOTAL ESTIMATED COST:	$2,264.98
			TRANSACTION FEE:	$60.26
			PROPOSED FEE:	**$2,325.24**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $2,325.00 be established for every application for an Appraissal Management Company.

CLERICAL REVIEW:

BOARD ADMINISTRATOR REVIEW: These are online applications through our licensing system. All Appraisal Management Company applications are reviewed by the Board Administrator. The applications consist of four applications components: Company, Owner, Compliance Person, and Key Person. Board Administrator must evaluate and review each application for completeness and compliance. The application requires each applicant submit a state background check for every state they have lived, worked, and/or trained in the past 10 years. Applications with any criminal records/legal issues and/or disciplinary actions must be referred to our Board Counsel for research and review. When all the components have been reviewed, the Board Administrator will process all applications and issue the license to the Appraisal Management Company. The Appraisal Management Company information must be reported onto the Appraisal Subcommittee's National Registry immediately.

BEI INSPECTION:

BOARD COUNSEL REVIEW: Board Counsel researches and reviews all criminal history/legal issues and disciplinary actions taken.

BOARD MEMBER REVIEW: Board Member review may be needed if criminal history/legal issues and disciplinary actions is recommended for review by Board Counsel. Review will be conducted at a regularly scheduled Board Meeting with all Board Members. Discussions can happen over many board meeting dates.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA

DATE: 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Change of Appraisal Management Company Information, Owners, Compliance Persons, Key Persons

CURRENT FEE (if applicable): $35.00

NUMBER OF APPLICATIONS ANNUALLY: **30**

FEE DESCRIPTION:

The fee will be charged for every Appraisal Management Company Change application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every Change application for an Appraisal Management Company.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator			$0.00
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2	0.25	$69.17	$17.29
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$62.67
			TRANSACTION FEE:	$1.68
			PROPOSED FEE:	**$64.35**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $64.00 be established for every change application for an Appraissal Management Company.

CLERICAL REVIEW:

BOARD ADMINISTRATOR REVIEW: These are online applications through our licensing system. All Appraisal Management Company Change applications are reviewed by the Board Administrator. The applications can consist of four applications components: Change in Company Name or Address, Owners, Compliance Persons, and Key Persons. Board Administrator must evaluate and review each application for completeness and compliance. The application requires each applicant submit a state background check for every state they have lived, worked, and/or trained in the past 10 years. Applications with any criminal records/legal issues and/or disciplinary actions must be referred to our Board Counsel for research and review. When all the components have been reviewed, the Board Administrator will process all applications and make the requested Changes to the license to the Appraisal Management Company. The Appraisal Management Company information must be reported onto the Appraisal Subcommittee's National Registry immediately.

BEI INSPECTION:

BOARD COUNSEL REVIEW: Board Counsel researches and reviews all criminal history/legal issues and disciplinary actions taken.

BOARD MEMBER REVIEW: Board Member review may be needed if criminal history/legal issues and disciplinary actions is recommended for review by Board Counsel. Review will be conducted at a regularly scheduled Board Meeting with all Board Members.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA

DATE: 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Certified Pennsylvania Evaluator by Endorsement

CURRENT FEE (if applicable): $55.00

NUMBER OF APPLICATIONS ANNUALLY: 5

FEE DESCRIPTION:

The fee will be charged for every Certified Pennsylvania Evaluator by Endorsement application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Certified Pennsylvania Evaluator by Endorsement.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	1.00	$62.12	$62.12
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$107.50
			TRANSACTION FEE:	$2.87
			PROPOSED FEE:	**$110.37**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $110.00 be established for every application for a Certified Pennsylvania Evaluator by Endoresement.

CLERICAL REVIEW: These are paper application which must be uploaded to the licensing system. Each applicant must submit a state background check for every state they have lived in for the preceding 5 years. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff creates and emails a discrepancy letter. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. Any background checks with rap sheet or disciplinary/legal issues reported will be forwarded to our Board Counsel for review. Once the review is finished and all paperwork is in order, Staff will issue the Certification.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Applications with disciplinary/legal matters may necessitate further review by Board Counsel. Once completely reviewed, board staff issues the license through the licensing system.

BOARD MEMBER REVIEW: Any Certified Pennsylvania Evaluator application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA **DATE:** 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Certified Pennsylvania Evaluator by Application

CURRENT FEE (if applicable): $55.00

NUMBER OF APPLICATIONS ANNUALLY: **70**

FEE DESCRIPTION:

The fee will be charged for every Certified Pennsylvania Evaluator by Application application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Certified Pennsylvania Evaluator by Application.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	1.00	$62.12	$62.12
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$107.50
			TRANSACTION FEE:	$2.87
			PROPOSED FEE:	**$110.37**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $110.00 be established for every application for a Certified Pennsylvania Evaluator by Application.

CLERICAL REVIEW: These are submitted online through the licensing system. Each applicant must submit a state background check for every state they have lived in for the preceding 5 years. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff creates and emails a discrepancy letter. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. Any background checks with rap sheet or disciplinary/legal issues reported will be forwarded to our Board Counsel for review. Once the review is finished and all paperwork is in order, Staff will issue an Eligibility Letter to the applicant, which allows them to sit for the examination. Once the applicant passes the examination and the initial certification fee is paid, staff will issue the Certification.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Applications with disciplinary/legal matters may necessitate further review by Board Counsel. Once completely reviewed, board staff issues the license through the licensing system.

BOARD MEMBER REVIEW: Any Certified Pennsylvania Evaluator application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA

DATE: 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Licensed Appraiser Trainee by Reciprocity

CURRENT FEE (if applicable): $75.00

NUMBER OF APPLICATIONS ANNUALLY: 5

FEE DESCRIPTION:

The fee will be charged for every Licensed Appraiser Trainee application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Licensed Appraiser Trainee.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	0.50	$62.12	$31.06
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$76.44
			TRANSACTION FEE:	$2.04
			PROPOSED FEE:	**$78.48**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $78.00 be established for every application for a Licensed Appraiser Trainee by Reciprocity.

CLERICAL REVIEW:CLERICAL REVIEW: These are paper applications and are manually input into the licensing system. Each applicant must submit a state background check for every state they have lived in for the preceding 5 years. Staff reviews the application by ensuring all documents are received, complete and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or are incorrect, staff creates and emails a discrepancy letter. In addition to evaluating the materials received, applications may require staff to complete additional research or clearance reports online. Any background checks with rap sheet or disciplinary/legal issues reported will be forwarded to our Board Counsel for review.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Applications with disciplinary/legal matters may necessitate further review by Board Counsel. Once completely reviewed, board staff issues the license through the licensing system.

BOARD MEMBER REVIEW: Any Licensed Appraiser Trainee application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA **DATE:** 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Education Provider and Course Application

CURRENT FEE (if applicable): $85.00

NUMBER OF APPLICATIONS ANNUALLY: **225**

FEE DESCRIPTION:

The fee will be charged for every Education Provider and Course Approval application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a new Education Provider or Course approval.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	0.50	$62.12	$31.06
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.50	$129.67	$64.84
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$108.86
			TRANSACTION FEE:	$2.90
			PROPOSED FEE:	**$111.76**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $112.00 be established for every application for an Education Provider and Course Approval.

CLERICAL REVIEW: Paper applications must be uploaded to the licensing system. This is a dual application for a new Education Provider and a Course approval. Staff reviews the application by ensuring all documents are received, complete, and correct. Staff makes appropriate notations in the applicant's file through the licensing system. If any documents are not received and/or incorrect, staff creates and emails a discrepancy letter. Applications may require staff to complete additional research or clearance reports online. A high percentage of the application review is completed by staff. Those course approval applications that are not already approved by the Appraisal Qualifications Board must be reviewed by the Board Member Applications Committee. The application will be emailed to the application committee member for content review. Once the review is complete, staff enters all information into the licensing database and issues the provider a license or the provider a course approval letter. All newly approved courses must be listed on a shared spreadsheet for Board Administrator to update the Approved Providers and Course listing monthly on the DOS website.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Applications with certain topics may be reviewed by the Board Counsel for accuracy of the program being offered.

BOARD MEMBER REVIEW: Applications Committee Members will review courses that are not currently approved by the Appraiser Qualifications Board.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA

DATE: 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Certified Residential Appraiser by Examination

CURRENT FEE (if applicable): $235.00

NUMBER OF APPLICATIONS ANNUALLY: 30

FEE DESCRIPTION:

The fee will be charged for every Certified Residential Appraiser by Examination application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Certified Residential Appraiser by Examination.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	4.00	$62.12	$248.48
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.50	$129.67	$64.84
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.50	$8.64	$25.92
			TOTAL ESTIMATED COST:	$339.24
			TRANSACTION FEE:	$9.03
			PROPOSED FEE:	**$348.27**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $348.00 be established for every application for a Certified Residential Appraiser by Examination.

CLERICAL REVIEW: Certified Residential Appraiser by Examination applications are submitted online via the licensing system and processed by Board Staff. Processing includes reviewing criminal history background checks for every state the applicant has lived, worked, or trained within the past 5 years ensuring the applicant has no known discipline action in any other state. Any criminal history or legal action will be sent to our Board Counsel for review. Staff will request a 'sample evaluation' from the applicant to review for compliance with Appraisal Qualifications Board (AQB) - federal guidelines. Once the review is complete, the staff will issue an Eligibility Letter which allows the applicant to sit for the examination. Once the applicant passes the examination and pays the initial certification fee and the Appraisal Subcommittee National Registry fees, staff will issue the Certification.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Any Certified Residential Appraiser by Examination application that has a disciplinary/legal holds on the application will be reviewed by our Board Counsel to determine if continued processing is acceptable.

BOARD MEMBER REVIEW: Any Certified Residential Appraiser by Examination application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA **DATE:** 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Certified Residential Appraiser by Reciprocity

CURRENT FEE (if applicable): $40.00

NUMBER OF APPLICATIONS ANNUALLY: **20**

FEE DESCRIPTION:

The fee will be charged for every Certified Residential by Reciprocity application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Certified Residential Appraiser by Reciprocity.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	1.00	$62.12	$62.12
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2			$0.00
BEI INSPECTION	N/A			$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$107.50
			TRANSACTION FEE:	$2.87
			PROPOSED FEE:	**$110.37**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $110.00 be established for every application for a Certified Residential Appraiser by Reciprocity.

CLERICAL REVIEW: Certified Residential Appraiser by Reciprocity applications are submitted online via the licensing system and processed by Board Staff. Processing includes reviewing criminal history background checks for every state the applicant has lived, worked, or trained within the past 5 years, verifying all states where the applicant is certified on the Appraisal Subcommittee's National Registry, ensuring the applicant has no known discipline action in any other state, and making sure their certification matches the application type being submitted. Any disciplinary action will be sent to our Board Counsel for review.

BOARD ADMINISTRATOR REVIEW:

BEI INSPECTION:

BOARD COUNSEL REVIEW: Any Certified Residential Appraiser by Reciprocity application that has a disciplinary/legal holds on the application will be reviewed by our Board Counsel to determine if continued processing is acceptable.

BOARD MEMBER REVIEW: Any Certified Residential Appraiser by Reciprocity application that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

PA DEPARTMENT OF STATE
FEE REPORT FORM

AGENCY: State - BPOA

DATE: 3/11/2025

CONTACT: Arion Clagget
Bureau of Professional and Occupational Affairs

PHONE: 717.783.7194

FEE TITLE, RATE, AND ESTIMATED COLLECTIONS:

TITLE: Appraiser Temporary Authority to Practice Permit Application

CURRENT FEE (if applicable): $30.00

NUMBER OF APPLICATIONS ANNUALLY: **200**

FEE DESCRIPTION:

The fee will be charged for every Temporary Authority to Practice application.

FEE OBJECTIVE:

The fee should (1) offset the identifiable costs incurred by the State Board of Certified Real Estate Appraisers for every application for a Temporary Authority to Practice.

FEE-RELATED ACTIVITIES AND COSTS:

JOB TYPE	JOB CLASSIFICATION	TIME SPENT	HOURLY RATE	TOTAL COST
CLERICAL REVIEW	Licensing and Certification Evaluator	0.25	$62.12	$15.53
BOARD ADMINISTRATOR REVIEW	Administrative Assistant 2		$69.17	$0.00
BEI INSPECTION				$0.00
BOARD COUNSEL REVIEW	Attorney IV	0.25	$129.67	$32.42
BOARD MEMBER REVIEW	6 Board Members (at this time)	0.25	$8.64	$12.96
			TOTAL ESTIMATED COST:	$60.91
			TRANSACTION FEE:	$1.63
			PROPOSED FEE:	**$62.54**

ANALYSIS, COMMENT, AND RECOMMENDATION:

RECOMMENDATION: It is recommended that a fee of $63.00 be established for every application for a Temporary Authority to Practice.

BOARD STAFF: Temporary Authority to Practice applications are submitted online via the licensing system and processed by Board Staff, and on the occasion Board Administrator, when Board Staff is not able to process in the required five business days from submission. Processing times are set by the Appraisal Subcommittee (ASC) and a requirement for all state regulatory agencies. Processing includes verifying all states where the applicant is certified on the Appraisal Subcommittee's National Registry, ensuring the applicant has no known discipline action in any other state, and making sure their certification matches the application type being submitted. Any disciplinary action will be sent to our Board Counsel for review.

BOARD ADMINISTRATOR: Board Administrator will process Temporary Authority to Practice applications as needed to ensure a timely review time. All TPP applications must be processed within the required five business days from the day of submission.

BEI INSPECTION: N/A

BOARD COUNSEL REVIEW: Any Temporary Authority to Practice that has a disciplinary hold on the application will be reviewed by our Board Counsel to determine if continued processing is acceptable.

BOARD MEMBER REVIEW: Any Temporary Practice Permit that has been reviewed by our Board Counsel and has been determined that Board Member Review is needed will be placed on the next Board Meeting agenda for Board Member review of the application and disciplinary/legal actions associated.

ATTACHMENT F

Commonwealth of Pennsylvania

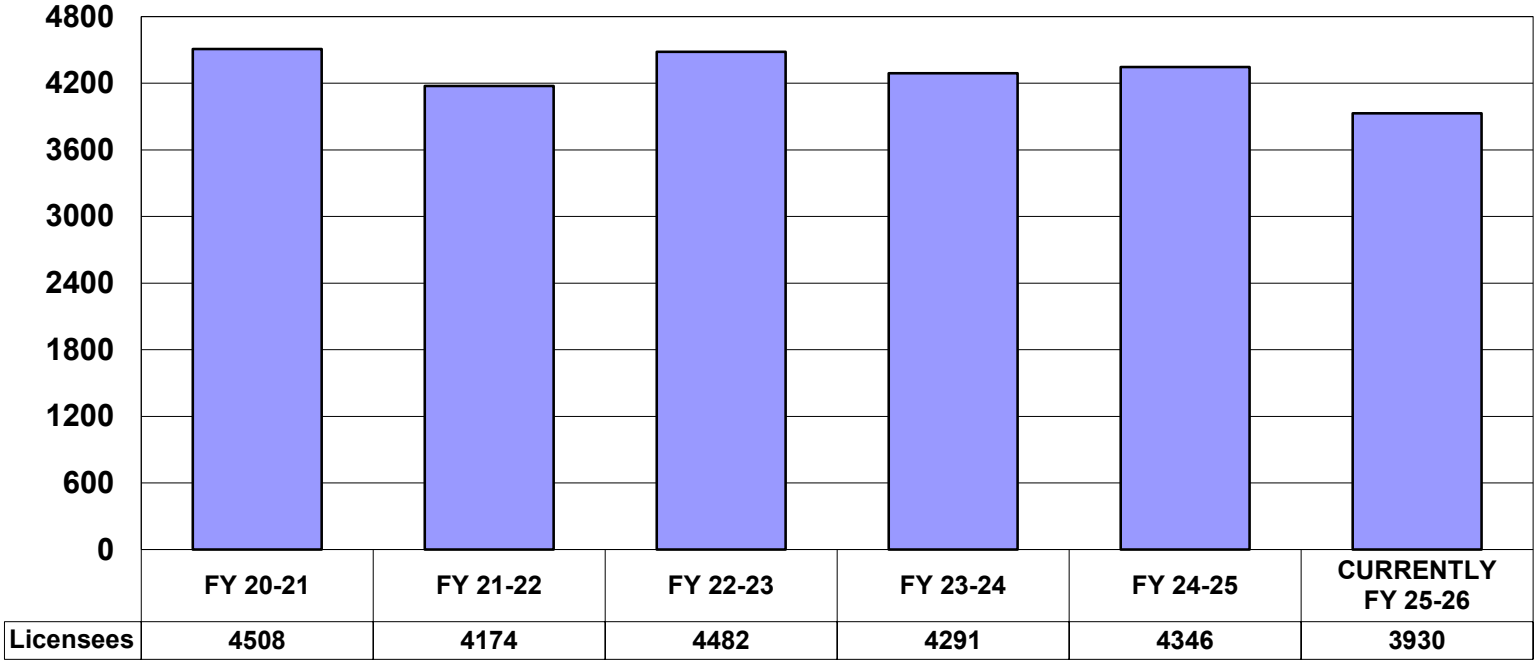
DEPARTMENT OF STATE

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

FISCAL YEAR 2025
ANNUAL FINANCIAL REPORT

Prepared by:
Bureau of Finance and Procurement
Division of Fiscal Management

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
RENEWABLE LICENSEE COUNTS



LICENSEES BY CLASS	FY22-23	FY23-24	AVG BIENNIAL POPULATION	FY24-25	FY25-26	AVG BIENNIAL POPULATION	+/-	
Certified Residential Appraiser	1,683	1,612	1,648	1,625	1,467	1,546	(102)	-6.2%
Certified General Appraiser	1,412	1,411	1,412	1,440	1,339	1,390	(22)	-1.6%
Certified Broker/Appraiser	249	218	234	218	184	201	(33)	-13.9%
Certified Pennsylvania Evaluator	582	613	598	618	596	607	10	1.6%
Licensed Appraiser Trainee	409	305	357	310	209	260	(98)	-27.3%
Appraisal Management Company	147	132	140	135	135	135	(5)	-3.2%
TOTAL	**4,482**	**4,291**	**4,387**	**4,346**	**3,930**	**4,138**	**(249)**	**-5.7%**

DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

LICENSURE RENEWAL FEES

LICENSURE CLASS	CURRENT RENEWAL FEE: JUNE 2025	RENEWAL FEE: JUNE 2027	RENEWAL FEE: JUNE 2029	RENEWAL FEE: JUNE 2031
	No Change	No Change	No Change	No Change
Certified Residential Appraiser	$225.00	$225.00	$225.00	$225.00
Certified General Appraiser	$225.00	$225.00	$225.00	$225.00
Certified Broker/Appraiser	$225.00	$225.00	$225.00	$225.00
Certified Pennsylvania Evaluator	$225.00	$225.00	$225.00	$225.00
Licensed Appraiser Trainee	$150.00	$150.00	$150.00	$150.00
Appraisal Management Company	$1,000.00	$1,000.00	$1,000.00	$1,000.00
LAST BOARD APPROVED FEE INCREASE: 2003				

REVENUE BY SOURCE DEFINITIONS

Renewals: Revenue collected from license and certificate renewal fees during the renewal period.

Applications: Revenue collected for applications received from candidates for new licensure, certification, and registration.

Letters of Good Standing/Certifications: Revenue collected for requests from licensees and certificate holders for Letters of Good Standing and Certifications. These letters and certifications are used by the licensees or certificate holders to send to other jurisdictions to verify that the holder of the license or certificate is in "good standing" with the Commonwealth of PA.

Civil Penalties: Revenue deposited as a result of penalties imposed for an offense that violates the Board or Commission's licensing laws and/or regulations.

Act 48: Revenue collected through penalties imposed in lieu of formal action for minor technical or administrative violations of professional practice regulations.

Investigations: Revenue collected for the reimbursement of investigations.

Licensee List Sales: Revenue collected for licensee list requests from the public through the Bureau of Professional and Occupational Affairs. The information provided on these lists include name, license number, city, county,state, certification and expiration date.

Miscellanous: Revenue collected for miscellanous items such as copies of duplicate licenses, late fees, returned check fees, or other uncategorized revenue.

DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

BIENNIAL REVENUE BY SOURCE

	PRIOR BIENNIUM				CURRENT BIENNIUM			
REVENUE BY SOURCE	FY22-23 ACTUAL REVENUE RENEWAL YEAR: JUNE ODD YEARS	FY23-24 ACTUAL REVENUE NON-RENEWAL YEAR	TOTAL ACTUAL REVENUE	%	FY24-25 ACTUAL REVENUE RENEWAL YEAR: JUNE ODD YEARS	FY25-26 ACTUAL REVENUE NON-RENEWAL YEAR	TOTAL PROJECTED REVENUE	%
Renewals	942,655.00	42,825.00	985,480.00	80.2%	819,450.00	95,800.00	915,250.00	78.7%
Applications	79,160.00	68,210.00	147,370.00	12.0%	73,065.00	104,385.00	177,450.00	15.3%
Letters of Good Standing/Certifications	852.71	835.00	1,687.71	0.1%	840.00	555.00	1,395.00	0.1%
Civil Penalties	22,900.00	32,445.79	55,345.79	4.5%	29,350.00	18,575.00	47,925.00	4.1%
Act 48	1,000.00	3,100.00	4,100.00	0.3%	0.00	500.00	500.00	0.0%
Investigations	9,000.00	22,000.00	31,000.00	2.5%	9,000.00	7,475.00	16,475.00	1.4%
Licensee List Sales	1,227.70	614.27	1,841.97	0.1%	1,357.82	2,327.82	3,685.64	0.3%
Miscellaneous	1,300.00	627.00	1,927.00	0.2%	105.00	285.00	390.00	0.0%
TOTAL BIENNIAL REVENUE	1,058,095.41	170,657.06	1,228,752.47	100.0%	933,167.82	229,902.82	1,163,070.64	100.0%

COST CATEGORY DEFINITIONS

Board Administration: Timesheet based staff expenses (personnel, operating and fixed assets) for the Commissioner's Office, Operational Support Division, and Licensing Divisions in the Bureau of Professional and Occupational Affairs. Direct charges, such as printing and mailing costs for board and commission renewal notices, informational handouts, Acts, Rules and Regulations are included in this cost category. Operating and fixed asset expenses that are distributed based on their benefit to the board using licensee population, such as PALS, copy paper, staff augmentations for BPOA, HUB lobby security, and interagency billings (i.e., Civil Service Commission, Comptroller's Office, etc.).

Departmental Services: Timesheet based charges for support provided by the various support offices within the agency. These include the Executive Office, which consists of offices of the Secretary of the Commonwealth, the Executive Deputy Secretary, the Deputy Secretary of Regulatory Programs, Office of Policy, Office of Chief Counsel, Office of Communications and Press, and Office of Legislative Affairs. In addition, costs are included for the Bureau of Finance and Procurement and the Human Resource/Information Technology Delivery Centers.

Board Member Expenses (direct charges): Board member per diem, conference registration fees, travel expenses and membership dues for national professional organizations.

Legal Office: Timesheet based staff expenses (personnel, operating and fixed assets) for board counsel, board prosecutors, legal review of policy and regulatory matters, and support staff. Examples of direct charges are expert witness services and advertising costs of license suspensions, revocations or fines assessed.

Hearing Expenses: Timesheet based staff expenses (personnel, operating and fixed assets) for staff assigned to the Hearing Examiners' Office. There are also direct charges for hearing related expenses such as court reporting services.

Enforcement and Investigation: Timesheet based staff expenses (personnel, operating and fixed assets) are captured for headquarters and the four regional offices.

DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

EXPENDITURES BY COST CATEGORY

COST CATEGORY	PRIOR BIENNIAL PERIOD		CURRENT BIENNIAL PERIOD		
				CURRENT FISCAL YEAR	
	FY 22-23 ACTUAL EXPENSES	FY 23-24 ACTUAL EXPENSES	FY 24-25 ACTUAL EXPENSES	FY 25-26 BUDGET	FY 25-26 ACTUAL EXPENSES
ADMINISTRATIVE COSTS:					
Board Administration	214,816.43	289,583.17	307,441.75	402,000.00	285,567.75
Departmental Services	20,350.90	21,918.19	24,769.33	18,000.00	18,397.60
Board Member Expenses	25,377.12	26,155.61	17,153.64	24,000.00	14,371.40
LEGAL COSTS:					
Legal Office					
Legal Administration	12,724.05	5,589.89	13,536.36	36,000.00	13,771.68
Prosecution	255,430.76	334,612.09	220,557.60	239,000.00	187,244.38
Counsel	112,427.67	118,409.39	94,234.30	110,000.00	97,496.76
Hearing Expenses	1,483.39	793.51	1,861.22	23,000.00	4,119.09
Enforcement and Investigation					
BEI Administration	16,798.63	15,373.75	16,326.47	19,000.00	12,123.74
Investigations	55,787.26	68,725.30	51,928.86	46,000.00	46,132.92
TOTAL BOARD COSTS:	**715,196.21**	**881,160.90**	**747,809.53**	**917,000.00**	**679,225.32**
ESTIMATED BIENNIAL COSTS:	**1,596,357.11**		**1,427,034.85**		

Prepared by:
Bureau of Finance and Procurement
Division of Fiscal Management

DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

CURRENT FINANCIAL STATUS

BOARD FINANCIAL STATUS	FY 22-23 & FY 23-24 ACTUAL	FY 24-25 & FY 25-26 ACTUAL	FY 26-27 & FY 27-28 ESTIMATED	FY 28-29 & FY 29-30 ESTIMATED	FY 30-31 & FY 31-32 ESTIMATED	FY 32-33 & FY 33-34 ESTIMATED
BOARD RESTRICTED ACCOUNT STARTING BALANCE:	733,601.83	365,997.19	101,962.34	(394,037.66)	(936,037.66)	(1,529,037.66)
BOARD BIENNIAL REVENUE:	1,228,752.47	1,163,000.00	1,153,000.00	1,153,000.00	1,153,000.00	1,153,000.00
BOARD BIENNIAL EXPENSES:	(1,596,357.11)	(1,427,034.85)	(1,649,000.00)	(1,695,000.00)	(1,746,000.00)	(1,798,000.00)
BIENNIAL BALANCE:	(367,604.64)	(264,034.85)	(496,000.00)	(542,000.00)	(593,000.00)	(645,000.00)
	ACTUAL	ESTIMATED				
AVAILABLE RESTRICTED FUNDS:	365,997.19	101,962.34	(394,037.66)	(936,037.66)	(1,529,037.66)	(2,174,037.66)

Prepared by:
Bureau of Finance and Procurement
Division of Fiscal Management

CDL-1

FACE SHEET
FOR FILING DOCUMENTS
WITH THE LEGISLATIVE REFERENCE BUREAU

(Pursuant to Commonwealth Documents Law)

RECEIVED

Independent Regulatory
Review Commission

November 2, 2026

DO NOT WRITE IN THIS SPACE

Copy below is hereby approved as to form and legality. Attorney General	Copy below is here by certified to be a true and correct copy of a document issued, prescribed or promulgated by:	Copy below is hereby approved as to form and legality. Executive or Independent Agencies.
BY: _____ (DEPUTY ATTORNEY GENERAL)	Bureau of Professional and Occupational Affairs and State Board of Certified Real Estate Appraisers (AGENCY)	BY: _____ (Deputy General Counsel, ~~Chief Counsel, Independent Agency~~) (Strike inapplicable title)
_____ DATE OF APPROVAL	DOCUMENT/FISCAL NOTE NO. 16A-7025 DATE OF ADOPTION: _____ BY: _____ Mark V. Smeltzer Sr.	October 29, 2026 DATE OF APPROVAL
☐ Check if applicable Copy not approved. Objections attached.	TITLE Chairperson (EXECUTIVE OFFICER, CHAIRMAN OR SECRETARY)	☐ Check if applicable. No Attorney General approval or objection within 30 days after submission.
	By: _____ Arion R. Claggett TITLE Acting Commissioner, BPOA (EXECUTIVE OFFICER, CHAIRMAN OR SECRETARY)	

FINAL RULEMAKING

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

TITLE 49 PA CODE CHAPTER 36

§§ 36.6 and 36.405

FEES

The State Board of Certified Real Estate Appraisers (board) and the Acting Commissioner of Professional and Occupational Affairs (Commissioner) amends §§ 36.6 and 36.405 (relating to fees) to read as set forth in Annex A.

Effective Date

This final-form rulemaking will be effective upon publication in the *Pennsylvania Bulletin*. The initial application fee increases will be effective upon the publication of the final-form rulemaking in the *Pennsylvania Bulletin*. Thereafter, the subsequent graduated increases will be implemented on a 2-fiscal-year basis—on July 1, 2029, and July 1, 2031. The increased biennial renewal fees will be implemented beginning with the July 1, 2027—June 30, 2029, biennial renewal period. Thereafter, the subsequent graduated increases will be implemented with the biennial renewal for July 1, 2029—June 30, 2031 and July 1, 2031—June 30, 2033.

Statutory Authority

Under section 5(6) of the Real Estate Appraisers Certification Act (act) (63 P.S. § 457.5(6)), the board is empowered "[t]o establish fees for the operation of the board, including fees for the issuance and renewal of certificates and licenses and for examinations." Section 9(a) of the act (63 P.S. § 457.9(a)) further provides that, "[a]ll fees established pursuant to this act shall be fixed by the board by regulation and shall be subject to the act of June 25, 1982 (P.L. 633, No. 181), known as the Regulatory Review Act. If the revenues raised by fees, fines and civil penalties imposed pursuant to this act are not sufficient to meet expenditures over a two-year period, the board shall increase those fees by regulation so that the projected revenues will meet or exceed projected expenditures."

Regarding Certified Pennsylvania Evaluators (CPE), under section 9 of the Assessors Certification Act (ACA) (63 P.S. § 458.9) "[t]he board shall establish by regulation such fees as it deems necessary for applications, examinations, certifications and renewals authorized by this act or by regulations promulgated by the board." Regarding Appraisal Management Companies (AMC), under section 4(a) of the Appraisal Management Company Registration Act (AMCRA) (63 P.S. § 457.24(a)), "[t]he board shall have the powers necessary to implement, administer and enforce this act, including the power to adopt rules and regulations consistent with this act." Additionally, under section (6)(a) of the AMCRA (63 P.S. § 457.26(a)), the "fee to file an application for registration or renewal of a registration under this act shall be $1,000 or such other amounts as are set by the rules and regulations of the board."

The Commissioner is appointed by the Governor and has a number of powers and duties. Specifically, under section 810(a)(7) of The Administrative Code of 1929 (71 P.S. § 279.1(a)(7)), the Commissioner has the power and duty, "[u]nless otherwise provided by law, to fix the fees to be charged by the several professional and occupational examining boards within the department."

Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (Pub.L. No. 101-73, 103 Stat. 183) (12 U.S.C. §§ 3331-3356) requires each state appraiser regulatory program to maintain sufficient funding, staffing, and procedures to carry out its regulatory responsibilities. *See*, 12. U.S.C. § 3347 (relating to monitoring of State appraiser certifying and licensing agencies). The Appraisal Subcommittee (ASC) was created as a result of Title XI of FIRREA. *See,* 12 U.S.C. § 3310 (relating to establishment of Appraisal Subcommittee). Under 12 U.S.C. § 3346 (relating to establishment of State appraiser certifying and licensing agencies), the ASC provides Federal oversight for all appraiser programs of every state appraiser

regulatory agency in the United States. *See also*, 12 U.S.C. § 3332 (relating to functions of Appraisal Subcommittee).

Background and Need for the Amendments

Section 9(a) of the act requires the board to increase fees if the revenues generated by fees, fines and civil penalties imposed are not sufficient to meet the expenditures over a 2-year period. The board raises approximately 93% of its revenue through initial application and renewal fees. The remaining 7% of its revenue comes from other fees, fines and civil penalties. The board last increased its application and registration fees in 2002 and biennial renewals in 2003. In 2017, the board created AMC fees and has never increased those fees.

On January 15, 2026, the Department of State's Bureau of Finance and Procurement (BFP) provided its annual report regarding the board's income and expenses. That report reflected that, in fiscal years (FYs) 2022-2023 and 2023-2024, the board incurred expenses of $1,596,357.11 and generated revenue in the amount of $1,228,752.47, with a remaining available balance of only $365,997.19. For FYs 2024-2025 and 2025-2026, BFP projected that the board would incur $1.665 million in expenditures and generate $1.153 million in revenue, with a remaining negative balance of ($146,002.81). For FYs 2026-2027 and 2027-2028, the board was projected to incur $1.649 million in expenditures and generate $1.153 million in revenue, with a remaining negative balance of ($642,002.81). For FYs 2028-2029 and 2029-2030, BFP projected that the board would incur $1.695 million in expenditures and generate $1.153 million in revenue, with a remaining negative balance of ($1,184,002.81). Finally, in FYs 2030-2031 and 2031-2032, the board was projected to incur $1.746 million in expenditures and generate $1.153 million in revenue, with a remaining negative balance of ($1,777,002.81).

The BFP informed the board that the licensee population is trending downward, which is having a negative effect on revenue. Consequently, expenses are outpacing revenues, with an estimated negative balance in FY 2024-2025. Consequently, the BFP recommended that the board raise fees. This licensee population trend is not unique to this Commonwealth. In an article on fanniemae.com , it was noted that 49% of appraisers are between 51—65 years of age, and 13% are 66 years of age or older. See, Fannie Mae Perspectives Blog, *Intriguing Future of Appraisal Careers* by Jacob Williamson, VP, Single-Family Credit Risk Collateral Management, Federal National Mortgage Association (FNMA aka Fannie Mae), June 3, 2019. According to the "Appraisal Subcommittee 2025 Annual Report," the number of appraiser credentials on the National Appraiser Registry declined from 93,204 in 2020 to 89,618 in 2025, with the decline concentrated in the certified residential and licensed residential appraiser classifications.

The BFP advised the board of the necessity to raise certain application fees for: certified real estate appraisers (residential or general)—nonreciprocity, certified real estate appraisers (residential or general)—reciprocity, CPEs, licensed appraiser trainees, temporary practice registration, application for continuing education provider approval, AMC registration and notice of change applications. It was also recommended that the board raise biennial renewal fees for: certified real estate appraisers (residential and general), certified broker appraisers, CPEs, licensed appraiser trainees and AMCs.

At the February 19, 2026, board meeting, the BFP presented a proposed fee increase which called for graduated fee increases over 3 biennial renewal periods. The proposal took into account a 5% decrease in the licensee population per biennium, which translates into a 15% decrease in the licensee population over the graduated periods. After discussion and taking into account a 5%

decrease in the licensee population per biennium, the board voted to increase biennial renewal fees and to increase application fees to align with the cost of processing applications.

Summary and Response to Comments

Notice of the proposed rulemaking was published at 56 *Pa.B.* 3858 (July 4, 2026). Publication was followed by a 30-day public comment period during which the board received one public comment from the Appraisal Institute. Additionally, the Independent Regulatory Review Commission (IRRC) submitted comments on September 2, 2026. The Consumer Protection and Professional Licensure Committee of the Senate (SCP/PLC) and the Professional Licensure Committee of the House of Representatives (HPLC) did not submit comments.

Appraisal Institute Comment

The Appraisal Institute commented that, although it recognizes the board's statutory obligation to establish sufficient fees to support its operations, it opposed the fee increases because of the potential financial impact on licensees. Specifically, the Appraisal Institute expressed concern that the increases could impose additional financial burdens during a period of declining appraiser numbers and recruitment challenges, discourage new entrants to the profession, accelerate the loss of existing credential holders and contribute to further fee increases as the licensee population declines. The Appraisal Institute further commented that fee increases should be implemented only when necessary and after reasonable efforts have been made to improve operational efficiency. It also questioned the graduated fee schedule extending through 2031 and suggested that the board periodically evaluate its financial condition to determine whether additional adjustments are necessary based on actual fiscal data.

Financial Sustainability and State and Federal Compliance

The Appraisal Institute acknowledged the board's statutory obligation to establish fees sufficient to support its operations but urged the board to pursue a more measured approach that balances its fiscal responsibilities with the financial impact on applicants and licensees. The board believes that this fee increase achieves that balance. Although the fee increases will increase costs for applicants and licensees, after reviewing the board's projected revenues, expenditures and fund balance, the board determined that the increases are necessary to maintain a financially sustainable and compliant regulatory program. As explained in the proposed rulemaking, the board has not increased application fees since 2002 or renewal fees since 2003, while personnel and operating costs have continued to increase and the number of licensees has declined. As a result, expenditures have outpaced revenues, resulting in projected deficits absent fee increases.

Under section 9(a) of the act, the board is dutybound to increase fees when the revenues raised by fees, fines and civil penalties are not sufficient to meet expenditures over a 2-year period. The fee increases are also necessary to ensure the board remains in compliance with Title XI of FIRREA. Title XI requires each state appraiser regulatory program to maintain sufficient funding, staffing, and procedures to carry out its regulatory responsibilities, and the ASC evaluates those factors during its compliance reviews. Maintaining adequate funding is therefore not merely an operational concern, but a Federal compliance obligation. If the board were unable to maintain an effective regulatory program, the ASC could take enforcement action against the Commonwealth's appraiser program, potentially affecting the continued recognition of appraiser credentials in this Commonwealth for Federally related transactions, disrupting mortgage lending and other real estate transactions that rely on State-certified and licensed appraisers and diminishing public confidence in the board's regulatory oversight. Accordingly, the fee increases are necessary to

satisfy both the board's statutory responsibilities under the act and its Federal obligations under Title XI of FIRREA.

The board appreciates the Appraisal Institute's concerns and recognizes the importance of keeping licensure fees as low as practicable. In developing the proposed fee schedule, the board sought to balance that objective with its responsibility to maintain a financially self-supporting regulatory program by phasing the fee increases over three graduated periods. The board believes this approach appropriately balances the financial impact on applicants and licensees with its State statutory and Federal responsibilities.

Workforce challenges, barriers to entry and the effect of fee increases on licensure trends

The Appraisal Institute expressed concern that the fee increases would impose an additional financial burden on appraisers during a period of declining licensee numbers and recruitment challenges, discourage individuals from entering the profession and create additional financial barriers for experienced appraisers maintaining their credentials. The Appraisal Institute urged the board to consider the broader policy implications of increasing licensing costs while state and National policymakers are working to reduce barriers to entry into the appraisal profession.

The board recognizes the Appraisal Institute's concerns that increasing licensing fees during a period of workforce challenges may send the wrong message to individuals considering entering the appraisal profession and create additional financial barriers for both prospective applicants and experienced appraisers maintaining their credentials. The board considered workforce and licensure trends when evaluating and adopting the fee increases. The board licenses four appraiser classifications; however, because the certified broker/appraiser classification has been closed to new applicants since 1998, declines in that classification were anticipated and do

not reflect current workforce trends. The board's most recent license data indicates that the number of certified general appraisers has remained relatively stable, increasing from an average of 1,368 licensees during FYs 2020-2021 and 2021-2022 to 1,390 during FYs 2024-2025 and 2025-2026. By comparison, the average number of certified residential appraisers declined by approximately 7 % during the same period, which is consistent with the direction of the National trend but less pronounced than the National decline. Nationally, the certified residential credential declined by approximately 8.8% from 2020 to 2025. The average number of licensed appraiser trainees (LAT) increased from an average of 151 in FYs 2020-2021 and 2021-2022 to 259 in FYs 2024-2025 and 2025-2026. However, the most recent average of 260 represents a decline from 357 during the preceding two-fiscal-year period. The board recognizes that the recent decline in the number of LATs warrants particular attention because that credential represents the primary entry point into the profession.

The board has taken affirmative steps to support workforce development and reduce barriers to entry. These initiatives reflect the board's recognition that maintaining a strong pipeline of qualified appraisers is an important public policy objective and that unnecessary barriers to entry should be minimized whenever consistent with the board's statutory obligations. Consistent with that objective, the board has limited the proposed increase to the initial LAT application fee to a total of only $8 for the three graduated fee periods ranging from FY 2027-2028 to FY 2031-2032. The LAT application fee will remain lower than the corresponding fee charged by the six contiguous states of this Commonwealth. Additionally, in June of 2025, the board took steps to reduce barriers to entry by promulgating regulations recognizing Practical Applications of Real Estate Appraisal (PAREA) as an alternative pathway for satisfying the experience requirement for state certification. PAREA allows applicants to obtain qualifying experience through an Appraiser

Qualifications Board (AQB)-approved program rather than through a supervisory appraiser while providing structured mentoring. Additionally, National organizations have established scholarship programs to support participation in PAREA, further reducing financial barriers for prospective appraisers. The board also continues to participate in National discussions regarding strategies to address the aging appraiser workforce, including the development of standards for recognizing assessor experience as a pathway to state certification.

The Appraisal Institute also commented that the fee increases may contribute to further declines in the licensee population, creating the potential for a cycle in which declining licensee numbers necessitate additional fee increases. The board acknowledges that concern and carefully considered whether the fee increases could adversely affect future licensure levels. However, the board does not believe that postponing or foregoing necessary fee adjustments would avoid that outcome. Rather, delaying necessary fee increases while expenditures continue to exceed revenues would increase the magnitude of future fee increases required to restore the board's financial stability. The graduated fee schedule is intended to mitigate that risk by implementing incremental adjustments over time while allowing the BFP to continue monitoring the board's financial condition, revenues and licensee counts and recommend future adjustments if warranted.

The board is mindful of the need to avoid unnecessary financial burdens on applicants and licensees and of the importance of supporting recruitment and retention within the profession. However, its statutory and Federal responsibilities remain unchanged regardless of fluctuations in the number of licensees. The board must continue to administer the licensure and certification program, process applications, investigate complaints and conduct disciplinary proceedings with sufficient staffing and resources. At the same time, declining licensee numbers reduce renewal revenue while personnel and operating costs continue to increase. As explained in the proposed

rulemaking, expenditures have outpaced revenues, resulting in projected deficits absent a fee increase. Accordingly, the graduated fee increases represent the most reasonable means of maintaining a financially sustainable regulatory program while continuing to minimize the impact on applicants and licensees to the extent practicable.

Operational Efficiency

The Appraisal Institute encouraged the board to continue evaluating opportunities to improve operational efficiency and reduce administrative costs. The board and the Bureau of Professional and Occupational Affairs (bureau) continuously evaluate opportunities to improve operational efficiency and modernize the administration of the licensure and certification program. For example, the board, through the prosecution division, has implemented a number of measures over the past several years to improve the efficiency and cost-effectiveness of its enforcement processes while continuing to fulfill its statutory responsibility to protect the public. These measures include attorney screening of complaints at intake to promptly identify matters that are outside the board's jurisdiction, do not constitute violations or may be resolved without a formal investigation; the use of remedial diversion agreements and informal warning letters, when appropriate under the board's voluntary disciplinary action matrix to resolve eligible matters without formal disciplinary proceedings; and the use of expert prereview analysis of complaints and investigative materials to determine whether a full appraisal review is warranted, thereby substantially reducing investigative costs in many cases. In addition, the board is developing a schedule of civil penalties to facilitate the efficient resolution of certain minor violations through the citation process, which is expected to further reduce the time and expense associated with enforcement proceedings.

Additionally, the BFP recently reevaluated all application fees using detailed time studies

to ensure that application fees reflect only the actual personnel costs required to process an application, eliminating general administrative overhead from those calculations. This resulted in a more accurate allocation of costs by aligning application fees with the personnel costs associated with processing applications. Further, licensees may now print their licenses directly from their online licensing dashboard at no cost, eliminating the need to request duplicate licenses and pay duplicate license fees. These initiatives demonstrate the board's and bureau's ongoing efforts to improve operational efficiency and ensure that fees are appropriately aligned with the costs of providing regulatory services.

Graduated fee schedule; predetermined fee increases extending through 2031

The Appraisal Institute questioned the proposed graduated fee schedule extending through 2031 and suggested that the board periodically evaluate its financial condition to determine whether additional adjustments are truly necessary based on actual fiscal data.

Regarding the Appraisal Institute's suggestion that the board periodically evaluate its financial condition, the board already does so on an ongoing basis. The BFP is responsible for monitoring the board's financial condition, including its revenues, expenditures and projected fund balance and for advising the board regarding the need for fee adjustments to ensure the board remains financially self-supporting. Each year, the BFP presents a budget report to the board addressing the board's expenditures, revenues and overall financial condition and advises whether a fee adjustment is warranted. At the board's February 2026 meeting, when the board adopted this fee increase, the BFP advised that it would continue to monitor licensee counts and would return to the board with recommendations if the counts differed from projections.

The board believes that phasing the fee increases over three graduated periods is the most effective approach to restoring the board's long-term financial stability while minimizing the immediate financial impact on applicants and licensees. Spreading the increases over 6 years avoids imposing a single substantial increase and allows fees to be adjusted incrementally as costs increase. For the second and third graduated increases, **t**he application fee increases are based on projected increases in the personnel costs required to process applications, including anticipated salary, cost-of-living and employee benefit increases. Renewal fees, by contrast, are set at the levels necessary to ensure that the board generates sufficient revenue to fund its projected expenditures and maintain an appropriate operating balance. This graduated approach allows the board to remain financially self-supporting while avoiding a single substantial fee increase.

The board has made continuous efforts to minimize the financial burden on licensees and has not increased its application and registration fees since 2002 and biennial renewals since 2003. The fee increases will provide the revenue necessary for the board to remain fiscally sound and continue administering its licensing, regulatory and enforcement responsibilities in accordance with its statutory mandate.

IRRC's Comments

IRRC asked the board to address in the preamble and regulatory analysis form (RAF) the adverse economic or fiscal impacts cited by the Appraisal Institute. The board addressed the issues raised by the Appraisal Institute in this preamble and the RAF as well as the issues highlighted by IRRC.

IRRC also requested that the board provide an updated RAF and an updated financial report containing the most recent fiscal data available to support the reasonableness of the fees in the

final-form rulemaking. In response, the board updated the RAF and attached a current budget report. The updated budget report demonstrates that the board's revenues from fees, fines and civil penalties for FYs 2024-2025 and 2025-2026 of ($1,163,000) remain insufficient to meet the board's expenditures for the same 2-year period ($1,427,034.85).

The board notes that actual expenditures for FY 2025-2026 were lower than previously projected because planned information technology modernization projects were delayed. These projects are intended to improve the efficiency of operations across all licensing boards under the bureau. Because the costs of these projects are allocated proportionately among the boards, the board remains responsible for its share of those costs as the projects move forward. Accordingly, the temporary reduction in expenditures resulting from these delays does not eliminate the board's underlying funding imbalance or reduce its future financial obligations. Additionally, the updated financial reports show that without the fee increase, the board's expenditures will continue to outpace its revenue in FYs 2026-2027 and 2027-2028 with revenue at $ 1,153,000 and expenditures at $1,649,000; FYs 2028-2029 and 2029-2030 with revenue at $ 1,153,000 and expenditures at $1,695,000; FYs 2030-2031 and 2031-2032 with revenue at $ 1,153,000 and expenditures at $1,746,000; and FYs 2032-2033 and 2033-2034 with revenue at $ 1,153,000 and expenditures at $1,796,000. Accordingly, the updated financial information continues to support the board's determination that the fee increases are reasonable and necessary to maintain a financially sustainable regulatory program.

Fiscal Impact and Paperwork Requirements

The final-form rulemaking will increase application and biennial renewal fees on a graduated basis. Applicants, licensees and registrants will be required to comply with the

regulation. The fees may be paid by applicants, licensees or registrants or may be paid by their employers, should their employers choose to pay these fees. This final-form rulemaking should have no other fiscal impact on the private sector, the general public or political subdivisions of the Commonwealth.

On an annual basis, approximately 765 applicants will be affected by the following increased application fees: 63 certified real estate appraisers—nonreciprocity (38 residential and 25 general), 80 certified real estate appraisers—reciprocity (20 residential and 60 general), 80 CPEs, 45 licensed appraiser trainees, 200 temporary practice registrations, 250 applications for continuing education provider approval, 13 AMCs and 35 notice of change applications.

Based upon the graduated application and miscellaneous fee increases, the total economic impact per fiscal year is as follows:

FY 2027-2028: $38,272.04
FY 2028-2029: $32,977.96
FY 2029-2030: $44,564.76
FY 2030-2031: $38,400.24
FY 2031-2032: $51,005.21
FY 2032-2033: $43,949.79
Total: $249,170

There are approximately 3,943 individuals who possess current licenses and registrations issued by the board who will be required to pay more to renew their licenses and registrations. Factoring in an anticipated 5% reduction of licensees per biennium, except for AMCs, will result in 3,753 licensees who will be affected as follows:

FY 2027-2028: $480,231.01
FY 2028-2029: $21,816.99
FY 2029-2030: $545,096.17
FY 2030-2031: $24,763.83
FY 2031-2032: $636,980.86
FY 2032-2033: $28,938.16
Total: $1,737,827.02

Thus, the total economic impact to applicants, licensees, registrants or employers, if employers choose to pay application or licensing fees, is $1,986,997.02. This amount reflects the economic impact that will occur between FYs 2027-2028 and 2032-2033.

This final-form rulemaking will require the board to revise its printed and online application forms. The amendments will not create additional paperwork for the regulated community or for the private sector.

Sunset Date

The board continuously monitors the effectiveness of its regulations. Therefore, no sunset date has been assigned. Additionally, the BFP provides the board with an annual report detailing the board's financial condition. In this way, the board continuously monitors the adequacy of its fee schedule.

Regulatory Review

Under section 5(a) of the Regulatory Review Act (71 P.S. § 745.5(a)), on June 16, 2026, the board submitted a copy of the proposed rulemaking, published at 56 *Pa.B.* 3858 (July 4, 2026), and a copy of a RAF to IRRC and to the chairpersons of the SCP/PLC and the chairpersons of the HPLC for review and comment. A copy of this material is available to the public upon request.

Under section 5(c) of the Regulatory Review Act (71 P.S. § 745.5(c)), the board provided IRRC, SCP/PLC and HPLC with copies of the comment received on the regulation during the public comment period, as well as other documents when requested. In preparing this final-form

rulemaking, the board has considered all comments received from IRRC and the public. One public comment was received. The board also received no comments from the SCP/PLC or HPLC.

Under section 5.1(a) of the Regulatory Review Act (71 P.S. § 745.5a(a)), on November 2, 2026, the board delivered this final-form rulemaking to IRRC, the SCP/PLC and HPLC. Under section 5.1(j.2) of the Regulation Review Act, the final-form rulemaking was deemed approved by the SCP/PLC and HPLC on _____, 2026. Under section 5.1(e) of the Regulatory Review Act, IRRC met on _____, 2026, and approved the final-form rulemaking.

Contact Persons/Additional Information

Additional information may be obtained by writing to Ronald K. Rouse, Board Counsel, P.O. Box 69523, Harrisburg, PA 17106-9523 or RA-STRegulatoryCounsel@pa.gov.

Findings

The board finds that:

(1) Public notice of proposed rulemaking was given under sections 201 and 202 of the act of July 31, 1968 (P.L. 769, No. 240) (45 P.S. §§ 1201 and 1202), referred to as the Commonwealth Documents Law and the regulations promulgated thereunder, 1 Pa. Code §§ 7.1 and 7.2 (relating to notice of proposed rulemaking required; and adoption of regulations).

(2) A public comment period was provided as required by law, and all comments received were considered in drafting this final-form rulemaking.

(3) No amendments were made to this final-form rulemaking. Therefore, it does not enlarge the original purpose of the proposed rulemaking published at 56 *Pa.B.* 3858.

(4) This final-form rulemaking is necessary and appropriate for the administration of the Real Estate Appraisers Certification Act, the Assessors Certification Act and the Appraisal Management Company Registration Act.

Order

The board, therefore, orders that:

(a) The regulations of the board at 49 Pa. Code Chapter 36 are amended by amending §§ 36.6 and 36.405 to read as set forth in Annex A.

(b) The board shall submit this final-form rulemaking to the Office of Attorney General and the Office of General Counsel for approval as required by law.

(c) The board shall submit this final-form rulemaking to IRRC, the SCP/PLC and HPLC as required by law.

(d) The board shall certify this final-form rulemaking and deposit it with the Legislative Reference Bureau as required by law.

(e) This final-form rulemaking shall take effect upon publication in the *Pennsylvania Bulletin*. The initial application fee increases will be effective upon publication of this final-form rulemaking in the *Pennsylvania Bulletin*. Thereafter, the subsequent graduated increases will be implemented on a 2-fiscal-year basis—on July 1, 2029, and July 1, 2031.

The increased biennial renewal fees will be implemented beginning with the July 1, 2027—June 30, 2029, biennial renewal period. Thereafter, the subsequent graduated increases will be implemented with the biennial renewal for July 1, 2029—June 30, 2031, and July 1, 2031—June 30, 2033.

MARK V. SMELTZER, Sr.,
Chairperson
State Board of Certified Real Estate Appraisers

ARION R. CLAGGETT
Acting Commissioner
Bureau of Professional and Occupational Affairs

Annex A

TITLE 49. PROFESSIONAL AND VOCATIONAL STANDARDS

PART I. DEPARTMENT OF STATE

Subpart A. PROFESSIONAL AND OCCUPATIONAL AFFAIRS

CHAPTER 36. STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

Subchapter A. GENERAL PROVISIONS

GENERAL PROVISIONS

§ 36.6. Fees.

[The following is the schedule of fees charged by the Board:

Certification of scores $25

Verification of certification or registration $15

Certified Real Estate Appraisers

Application (nonreciprocity) $235

Application (reciprocity) $40

Temporary practice registration $30

Initial certification (if certified on or after 7/1 of odd-numbered years or on or before 6/30 of even-numbered years) $90

Initial certification (if certified between 7/1 of even-numbered years and 6/30 of odd-numbered years) $45

Biennial renewal $225

Certified Broker/Appraisers

Application (for application period of 9/3/96 to 9/3/98) $40

Initial certification (if certified between 7/1/97 and 6/30/98) $90

Initial certification (if certified between 9/3/96 and 6/30/97 or if certified on or after 7/1/98, if the application for initial certification was submitted by 9/3/98) $45

Biennial renewal $225

Certified Pennsylvania Evaluators

Application $55

Initial certification (if certified on or after 7/1 of odd-numbered years or on or before 6/30 of even-numbered years) $90

Initial certification (if certified between 7/1 of even-numbered years and 6/30 of odd-numbered years) $45

Biennial renewal $225

Continuing Education Providers

Application for continuing education provider approval $85

Licensed Appraiser Trainee

Application $75

Biennial renewal . . . . . $150]

(*Editor's Note*: The blank in the first column of effective dates refers to the date of publication of the final-form rulemaking in the *Pennsylvania Bulletin*. Proposed § 36.6 was printed in regular type to enhance readability.)

(a) The following chart includes the schedule of fees charged by the Board:

	Effective _____	Effective July 1, 2029	Effective July 1, 2031
(1) *Initial Application*			
Certified Real Estate Appraiser (residential or general)—nonreciprocity	$348	$365	$383
Certified Real Estate Appraiser (residential or general)—reciprocity	$110	$116	$122
Certified Pennsylvania Evaluator	$110	$116	$122
Licensed Appraiser Trainee	$78	$82	$86
(2) *Initial Certification*			

Certified Real Estate Appraisers (if certified on or after 7/1 of odd-numbered years or on or before 6/30 of even-numbered years)	$90	$90	$90
Certified Real Estate Appraisers (if certified between 7/1 of even-numbered years and 6/30 of odd-numbered years)	$45	$45	$45
Certified Pennsylvania Evaluators (if certified on or after 7/1 of odd-numbered years or on or before 6/30 of even-numbered years)	$90	$90	$90
Certified Pennsylvania Evaluators (if certified between 7/1 of even-numbered years and 6/30 of odd-numbered years)	$45	$45	$45
(3) *Miscellaneous*			
Certification of scores	$25	$25	$25
Verification of certification or registration	$15	$15	$15
Temporary practice registration	$63	$66	$69
Application for continuing education provider approval	$112	$118	$124

(b) An applicant for biennial renewal of a license, certificate or registration shall pay the following fees:

	July 1, 2027—June 30, 2029 biennial renewal	July 1, 2029—June 30, 2031 biennial renewal	July 1, 2031—June 30, 2033 biennial renewal and thereafter

Certified Real Estate Appraisers (residential or general)	$340	$370	$410
Certified Broker/Appraisers	$340	$370	$410
Certified Pennsylvania Evaluators	$340	$370	$410
Licensed Appraiser Trainees	$230	$250	$280

Subchapter E. APPRAISAL MANAGEMENT COMPANIES

GENERAL PROVISIONS

§ 36.405. Fees.

[(a) The following is the schedule of fees charged by the Board:

Application for initial registration as an appraisal management company $2,000

Biennial registration renewal fee $1,000

Notice of change in corporate organization $35

Letter of good standing/verification of registration $15

Notification of change in key person or compliance person $35

Late fee for reinstatement per month of delinquency $50

(b) The following is the schedule of fees collected by the Board:

AMC National Registry fee . . . . . As prescribed by ASC]

(*Editor's Note*: The blank in the first column of effective dates refers to the date of publication of the final-form rulemaking in the *Pennsylvania Bulletin*. Proposed § 36.405 was printed in regular type to enhance readability.)

(a) The following chart includes the schedule of fees charged by the Board:

	Effective _____	Effective July 1, 2029	Effective July 1, 2031
(1) *Initial Application*			
Appraisal Management Company (AMC)	$2,325	$2,441	$2,563
(2) *Miscellaneous*			
Notice of change in corporate organization	$64	$67	$70
Letter of good standing/verification of registration	$15	$15	$15
Notification of change in key person or compliance person	$64	$67	$70
Late fee for reinstatement per month of delinquency	$50	$50	$50

(b) An applicant for biennial renewal of a license, certificate or registration shall pay the following fees:

	July 1, 2027—June 30, 2029 biennial renewal	July 1, 2029—June 30, 2031 biennial renewal	July 1, 2031—June 30, 2033 biennial renewal and thereafter
Appraisal Management Company (AMC)	$2,000	$2,200	$2,420

(c) The following is the schedule of fees collected by the Board:

AMC National Registry fee	……. As prescribed by the ASC

Pennsylvania
Department of State

November 2, 2026

The Honorable George D. Bedwick., Chairman
INDEPENDENT REGULATORY REVIEW COMMISSION
Forum Place
555 Walnut Street, Suite 804
Harrisburg, PA 17101

Re: Final Rulemaking
State Board of Certified Real Estate Appraisers
16A-7025: Fees

Dear Chairman Bedwick:

Enclosed is a copy of a final rulemaking package of the State Board of Certified Real Estate Appraisers pertaining to 16A-7025: Fees.

The Board will be pleased to provide whatever information the Commission may require during the course of its review of the rulemaking.

Sincerely,

Mark V. Smeltzer Sr., Chairperson
State Board of Certified Real Estate Appraisers

MVS/RKR/ms
Enclosures

cc: Arion Claggett, Acting Commissioner of Professional and Occupational Affairs
K. Kalonji Johnson, Deputy Secretary for Regulatory Programs
Robert Beecher, Policy Director, Department of State
Andrew LaFratte, Deputy Policy Director, Department of State
Miguel Ruiz, Assistant Deputy Secretary of Policy and Planning
Jason C. Giurintano, Deputy Chief Counsel, Department of State
Jacqueline A. Wolfgang, Senior Regulatory Counsel, Department of State
Ronald K. Rouse, Board Counsel, State Board of Certified Real Estate Appraisers
State Board of Certified Real Estate Appraisers

Outlook

RECEIVED
Independent Regulatory Review Commission
November 2, 2026

Re: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)

From Monoski, Jesse <Jesse.Monoski@pasenate.com>
Date Mon 11/2/2026 11:17 AM
To Sheehe, Melanie <msheehe@pa.gov>; Dimm, Ian <ian.dimm@pasenate.com>; Kelly, Joseph <joseph.kelly@pasenate.com>; Vazquez, Enid <enid.vazquez@pasenate.com>

This notice has been received.

Thank you

Jesse Monoski

Get Outlook for Android

From: Sheehe, Melanie <msheehe@pa.gov>
Sent: Monday, 02 November 2026 10:30:26
To: Monoski, Jesse <jesse.monoski@pasenate.com>; Dimm, Ian <ian.dimm@pasenate.com>; Kelly, Joseph <joseph.kelly@pasenate.com>; Vazquez, Enid <enid.vazquez@pasenate.com>
Subject: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)

■ EXTERNAL EMAIL ■

Please be advised that the State Board of Certified Real Estate Appraisers (Board) is electronically delivering the below-identified final rulemaking today, Monday, November 2, 2026.

- **16A-7025** (Fees)
  The State Board of Certified Real Estate Appraisers (board) amends §§ 36.6 and 36.405 (relating to fees) to provide for graduated application fee increases for all licensure classifications as well as application fees for temporary practice registration, continuing education provider approval and notice of change applications for appraisal management companies (AMC). The board also implements graduated increases to biennial renewal fees for certified real estate appraisers, certified broker/appraisers, licensed appraiser trainees, Certified Pennsylvania Evaluators (CPEs) and AMCs.

The Board is requesting a written (email) confirmation of receipt of this delivery from the designated contact person(s) from your office for the Majority or Minority Chair of your office's effectuating the electronic delivery.

Thank you for your attention to this matter.

PA Melanie A. Sheehe
Legal Assistant II – Department of State
Governor's Office of General Counsel
2400 Thea Drive, Suite 201 | Harrisburg, PA 17110

Outlook

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November 2. 2026

RE: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)

From Orchard, Kari L. <KOrchard@pahouse.net>
Date Mon 11/2/2026 11:20 AM
To Sheehe, Melanie <msheehe@pa.gov>; Barton, Jamie <JBarton@pahouse.net>; Brett, Joseph D. <JBrett@pahouse.net>

This is received. Thanks, Melanie!

Kari Orchard
Executive Director (D) | House Professional Licensure Committee
Chairman Frank Burns, 72nd Legislative District

From: Sheehe, Melanie <msheehe@pa.gov>
Sent: Monday, November 2, 2026 10:31 AM
To: Orchard, Kari L. <KOrchard@pahouse.net>; Barton, Jamie <JBarton@pahouse.net>; Brett, Joseph D. <JBrett@pahouse.net>
Subject: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)
Importance: High

Please be advised that the State Board of Certified Real Estate Appraisers (Board) is electronically delivering the below-identified final rulemaking today, Monday, November 2, 2026.

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Thank you for your attention to this matter.

PA Melanie A. Sheehe
Legal Assistant II – Department of State
Governor's Office of General Counsel
2400 Thea Drive, Suite 201 | Harrisburg, PA 17110
Mailing address: P.O. BOX 69523 | Harrisburg, PA 17106-9523
Phone 717.710.2749 | Fax: 717.787.0251
msheehe@pa.gov | www.dos.pa.gov
Preferred Pronouns: She, Her, Hers

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RE: [EXTERNAL]: Re: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)

From Nicole Sidle <Nsidle@pahousegop.com>
Date Mon 11/2/2026 1:48 PM
To Sheehe, Melanie <msheehe@pa.gov>; Cindy Sauder <csauder@pahousegop.com>

This has been received. Thanks.

From: Sheehe, Melanie <msheehe@pa.gov>
Sent: Monday, November 2, 2026 1:26 PM
To: Nicole Sidle <Nsidle@pahousegop.com>; Cindy Sauder <Csauder@pahousegop.com>
Subject: [EXTERNAL]: Re: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)
Importance: High

Please confirm receipt of the below-identified final regulation.

Thank you,

Melanie A. Sheehe
Legal Assistant II – Department of State
Governor's Office of General Counsel
2400 Thea Drive, Suite 201 | Harrisburg, PA 17110
Mailing address: P.O. BOX 69523 | Harrisburg, PA 17106-9523
Phone 717.710.2749 | Fax: 717.787.0251
msheehe@pa.gov | www.dos.pa.gov
Preferred Pronouns: She, Her, Hers
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From: Sheehe, Melanie <msheehe@pa.gov>
Sent: Monday, November 2, 2026 10:30 AM
To: Sidle, Nicole <nsidle@pahousegop.com>; csauder@pahousegop.com <csauder@pahousegop.com>
Subject: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)

Please be advised that the State Board of Certified Real Estate Appraisers (Board) is electronically delivering the below-identified final rulemaking today, Monday, November 2, 2026.

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Thank you for your attention to this matter.

Melanie A. Sheehe
Legal Assistant II – Department of State
Governor's Office of General Counsel
2400 Thea Drive, Suite 201 | Harrisburg, PA 17110
Mailing address: P.O. BOX 69523 | Harrisburg, PA 17106-9523
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RE: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)

RECEIVED
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November 2, 2026

From Smeltz, Jennifer <jmsmeltz@pasen.gov>
Date Mon 11/2/2026 10:37 AM
To Sheehe, Melanie <msheehe@pa.gov>

Received.

Jen Smeltz, Executive Director
Consumer Protection and Professional Licensure Committee
Office of Senator Pat Stefano
Phone: (717) 787-7175

From: Sheehe, Melanie <msheehe@pa.gov>
Sent: Monday, November 2, 2026 10:30 AM
To: Smeltz, Jennifer <jmsmeltz@pasen.gov>
Subject: DELIVERY NOTICE OF: REGULATION # 16A-7025 (Fees)
Importance: High

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Thank you for your attention to this matter.

PA Melanie A. Sheehe
Legal Assistant II – Department of State

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Preferred Pronouns: She, Her, Hers

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November 2, 2026

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