



APPL# \_\_\_\_\_  
For Office Use Only

**STATE OF NEW HAMPSHIRE**

**APPLICATION FOR APPRENTICE APPRAISER**

**\$150.00 Application Fee**

The application must be filled out completely and typewritten  
Make Check Payable to "Treasurer, State of NH" or complete the enclosed credit card form **(Non-Refundable Fee)**

**1. General Information**

Name \_\_\_\_\_  
Last First Middle

Names Previously Used (if applicable) \_\_\_\_\_ Date Name Used: \_\_\_\_\_

State of Legal Residency: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
zip code

Day Time Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**2. Name of Apprenticeship Supervisor(s)**

Name	Certificate Number	Supervisor Course (date taken)

**3. General Information Questions**

**1.** Have you ever had a conviction, whether by verdict or plea, for a felony or misdemeanor set forth in RSA 310-B:5-a that has not been annulled by a court of competent jurisdiction. If so, please provide an explanation including the specific statute(s) violated, the court in which the conviction occurred, the date of the conviction, the sentence imposed by the court, and whether the sentence has been fully served. Yes  No

**2.** Have you ever had any apprentice credential, appraiser licenses or certificates that have been refused, revoked, suspended or other disciplinary action for appraisal activity in any state, if so, please include all material details relative to such action. Yes  No

**If the answer is yes to any of the above questions, please include the details on a separate page.**

#### 4. Course Matrix

Apprentice Course Matrix				
Core Curriculum Content	Hours Required	Hours Completed	Information on Courses Completed	
			Provider	Date Completed
Basic Appraisal Principals	30			
Basic Appraisal Procedures	30			
15- hr USPAP	15			
Apprentice Course				

#### 5. Affidavits

I understand and accept that the application shall be of a continuing nature.

I shall notify the board of and supply all changes in information submitted as part of the application prior to the issuance of a license or certificate.

I understand the types of misconduct for which disciplinary action can be initiated against me as set forth in RSA 310-B:5-a and RSA 310-B:18 and will comply with the standards set forth in RSA 310-B:18-a.

I have read the contents hereof and clearly understand that the correctness and truth of my statements as recorded in this application are material, not only to the issuance of the certificate of licensure, as applied for, but also to the retention of said certificate, if issued.

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

\_\_\_\_\_  
Date

ADDRESS ALL COMMUNICATIONS TO:

NH OPLC – Technical Division  
121 SOUTH FRUIT STREET, SUITE 201  
CONCORD, N.H. 03301

*Find us on the on-line at <http://www.oplc.nh.gov/real-estate-appraisers/forms.htm> rev. 02/25/16*

## CANDIDATE REQUIREMENTS

### 310-B:6 Classes of Licensure or Certification.

I. There shall be the following classifications of real estate appraisers which shall meet the criteria as the board shall require by rules adopted under RSA 541-A:

(a) Apprentice. The apprentice real estate appraiser classification shall consist of those persons who do not meet the requirements under subparagraph (b), (c), or (d), but are in the process of completing the requirements for one of the classifications of a real estate appraiser. Apprentice real estate appraisers shall be required to work under the supervision of a New Hampshire certified appraiser who has been certified for at least 2 years, until the requirements for licensure or certification have been met.

(b) Licensed residential real estate appraiser.

(c) Certified residential real estate appraiser.

(d) Certified general real estate appraiser.

II. The application for original

### Rab 302.08 Real Estate Appraiser Educational Requirements.

(d) After January 1, 2008, applicants for apprentice classification, licensure, or certification shall complete formal instruction in real estate appraisals and appraisal ethics and standards for the total number of hours indicated below, pursuant to AQB's core curriculum requirements as described below in this section. In addition, applicants for certification shall also meet the general education requirements in Rab 302.19.

(e) Applicants for classification as an apprentice shall complete a minimum of 75 classroom hours in the subject areas and in the number of hours for each subject area as set forth in Table 3.2.7 "Apprentice 75-Hour Core Curricular Requirements" below:

Table 3.2.7 Apprentice 75-Hour Core Curricular Requirements

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
The 15-Hour National USPAP Course or its Equivalent	15 Hours

### Rab 305.01 Responsibilities of Apprentice.

(a) The holder of an apprentice classification document issued by the board and identifying the person as a real estate appraiser apprentice shall work only under the direct supervision of a supervising appraiser. Only an individual who meets the requirements of Rab 305.02(d) and who has acknowledged

in writing his or her agreement to perform the responsibilities of a supervisor set forth in Rab 305.02 shall be accepted by the board as a supervising appraiser.

(b) Prior to commencing any work as an apprentice, the holder of an apprentice classification shall inform the board in writing of the identity of any individuals who have agreed to serve as a supervising appraiser for the apprentice. The holder of an apprentice classification shall inform the board in writing within 7 days of any individual previously designated as a supervising appraiser ceasing to agree to perform the responsibilities of a supervising appraiser, or if any individual not previously designated as a supervising appraiser agreeing to supervise the work product of the apprentice.

(c) The holder of an apprentice classification shall have the following duties and responsibilities:

(1) The apprentice shall maintain and submit to the board upon application for classification renewal a log which meets the requirements set forth in Rab 305.03;

(2) The apprentice shall ensure that the log is available during normal work hours for immediate inspection by the board or its agent;

(3) When performing appraisal assignments, the apprentice shall carry on his or her person the classification document issued by the board identifying the holder as a real estate appraiser apprentice; and

(4) To comply with the Competency Rule of USPAP.

(d) In the event a supervising appraiser can no longer provide direct supervision to an apprentice and the apprentice does not have another supervising appraiser, the apprentice shall return the classification document within 30 days to the board. However, the board shall reissue the classification document to the apprentice when the apprentice has obtained a new supervising appraiser.

(e) The apprentice appraiser shall not have no more than 2 supervising appraisers.

(f) The apprentice shall complete an AQB approved course specifically oriented to the responsibilities of supervisory and apprentices commencing on and after January 1, 2015.

### **Rab 305.03 Real Estate Appraiser Apprentice Log.**

(a) An apprentice real estate appraiser shall maintain an appraisal log that includes the following information concerning each appraisal assignment in which the apprentice participates:

(1) The name and address of the client;

(2) The type of appraisal report;

(3) The address of the appraised property;

(4) A description of work performed; and

(5) The number of hours claimed for the assignment.

(b) Appraisal logs submitted to the board shall indicate the nature of the apprentice's participation in each assignment.

(c) The apprentice shall set forth within the log, for each assignment, information indicating whether the apprentice was involved in obtaining, calculating or preparing the following:

- (1) Land/site inspections and descriptions;
- (2) Building inspections and descriptions;
- (3) Neighborhood descriptions and analysis;
- (4) Highest and best use analysis;
- (5) Research of comparable sales and analysis;
- (6) Cost analysis;
- (7) Income analysis for income properties;
- (8) Meaningful sales analysis;
- (9) Correlation of data into final value; and
- (10) Any other components of the appraisal process.

**RETURN THIS CHECKLIST WITH YOUR APPLICATION**

**APPLICATION CHECKLIST**

\_\_\_\_\_  
Apprentice Candidate Name

Before you mail your application to the Board, please check the following items carefully. Your attention to these details will make it possible for the Board Staff to process your application without delay.

Have you:

- Made copies of your education certificates and included them with this application?
- Signed and dated the application?
- Included the correct fee with the check made payable to **Treasurer, State of NH** or completed the attached credit card sheet?
- Requested your supervising appraiser to send us their acknowledgement directly and include proof of completion of the supervisory course?
- I am aware that if I am approved for licensure; I will be required to pay an additional \$150.00 licensing fee.
- Submitted to the department of safety, division of state police, a notarized criminal record release along with any required fee, with the board identified as the recipient of the record or records? Date Submitted: \_\_\_\_\_
- If you are a non resident, did you include a signed and dated irrevocable consent for service of process as required by RSA 310-B:11?
- Included this Checklist with your application?

THE STATE OF NEW HAMPSHIRE  
REAL ESTATE APPRAISER BOARD  
121 SOUTH FRUIT STREET, SUITE 201  
CONCORD, NEW HAMPSHIRE 03301

Dear Sir/Madam:

An individual has applied to this Board for classification as an apprentice appraiser in the State of New Hampshire and has given your name stating that he/she is working or planning to work with you as a real estate apprentice appraiser. The Board requires that you complete the supervising appraiser acknowledgement.

The Board is required by the administrative rules to obtain a signed and dated acknowledgement from the apprentice's supervising appraiser(s) before issuing the apprentice classification. A signature on the following form by responsible persons will be considered by the Board as evidence and filed with the application.

Since the Board cannot approve the application until the acknowledgement is returned, a prompt reply will expedite consideration of the applicant's request for apprentice classification. Please make certain that you enter the applicant's name on the reference form.

This form needs to be sent directly to the Board's office using the above address. Acknowledgements given directly to the applicant will not be accepted.

You will also need to provide proof that you have completed the supervisory appraiser course as required per Rab 305.02 (b) (6)

Very truly yours,



Bobbie Carter  
Program Specialist



## Supervising Appraiser Acknowledgement

I, \_\_\_\_\_, do hereby certify that I will train and take full responsibility for the work of \_\_\_\_\_, apprentice, in my employ. I understand that the following rule Rab 305.02 Responsibilities of Supervising Appraiser shall apply:

- (a) An appraiser who agrees to serve as supervising appraiser to an apprentice shall acknowledge in writing to the board that he or she agrees to perform all responsibilities set forth in (c) below.
- (b) A supervising appraiser shall have the following duties and responsibilities in directly supervising the apprentice:
  - (1) The supervisor shall at all times be responsible for and provide direct supervision of the work performed by the apprentice by:
    - a. Accepting responsibility for the appraisal report by signing and certifying that the report complies with USPAP;
    - b. Reviewing and signing the apprentice appraiser's appraisal report(s);
    - c. Personally inspecting each appraised property with the apprentice appraiser until the supervising appraiser determines the apprentice appraiser is competent, in accordance with the Competency Rule of USPAP for the property being appraised; and
    - d. The supervising appraiser shall be able to demonstrate that he or she has sufficient geographic competence to appraise the subject property until such time that the supervising appraiser determines that the apprentice appraiser is competent.
  - (2) The supervisor shall, at least once a month, sign the log required to be kept by the apprentice pursuant to Rab 305.03;
  - (3) The supervisor shall set forth on the signed log his or her certification number;
  - (4) The supervisor shall make available to the apprentice copies of any appraisal report in which the apprentice's work product has been utilized or in which the apprentice made professional contribution;
  - (5) The supervisor shall immediately notify the board, in writing, in the event that he or she ceases to perform the responsibilities set forth in this section; and

- (6) The supervisor shall keep copies of all apprentice appraiser reports for the longer of:
- a. A period of at least 5 years; or
  - b. At least 2 years after final disposition of any judicial proceeding in which testimony was given, whichever period expires last.
- (c) “Directly supervise” for purposes of this section, means to:
- (1) Personally review the work product of the apprentice;
  - (2) Approve and sign each appraisal report including work product prepared by the apprentice or in which the apprentice has made a professional contribution and to sign all such reports and certify that all such reports have been independently and impartially prepared in compliance with USPAP, these rules, and RSA 310-B; and
  - (3) Identify the apprentice by name in the certification section and summarizing within the report the extent of the assistance provided by the apprentice appraiser if he or she does not sign the appraisal report.
- (d) A supervising appraiser shall be a New Hampshire certified appraiser in good standing for the preceding 3 years in any jurisdiction in which he or she holds licensure or certification, with a minimum of 3 years experience as a New Hampshire certified appraiser.
- (e) For the purpose of (e) above, being in good standing shall require that all of the following are true:
- (1) The certified appraiser is not currently subject to a board-approved consent agreement and order that prohibits supervision;
  - (2) The certified appraiser is not subject to a summary order or final order that includes terms that prohibit supervision; and
  - (3) The appraiser’s certificate or license is not suspended or revoked.
- (f) As of January 1, 2008, no supervising appraiser shall supervise more than 3 apprentices at one time.

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Signature

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Date



# State of New Hampshire Criminal Records Unit

Department of Safety  
DIVISION OF STATE POLICE

33 Hazen Drive, Concord, NH 03305

## NEW HAMPSHIRE CRIMINAL HISTORY RECORD INFORMATION AUTHORIZATION FORM

### REAL ESTATE APPRAISERS BOARD NH RSA 310-B:6-a

#### INSTRUCTIONS

NH RSA 106-B:14 and Administrative Rule Saf-C 5700 authorizes the dissemination of NH Criminal History Record Information (CHRI) for non-criminal justice purposes. In NH, all CHRI is confidential and released only upon the knowledge and permission of the individual of whom the request is made. Individuals requesting their own record in person need only to complete Section I. If the CHRI is to be released to a third party, both Section I and Section II must be completed. All requests by mail must have both sections completed and Section II notarized.

#### SECTION I (PLEASE PRINT CLEARLY)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Maiden \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_  Male  Female

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

My signature below signifies I am the individual listed above and the information provided is true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signed under penalty of unsworn falsification pursuant to RSA 641:13

#### SECTION II

I hereby authorize the release of my criminal record conviction(s), if any, to the following:

**Real Estate Appraisers Board**

Address 121 South Fruit Street City Concord State NH Zip 03301

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary's Signature \_\_\_\_\_

(Affix Seal)

Signature of person/entity to receive record \_\_\_\_\_ Date \_\_\_\_\_

#### RECORD CHALLENGE

**Saf-C 5703.12 Procedure for Correcting a CHRI** (a) Persons or their attorneys desiring access to their CHRI for the purpose of challenge or correction shall appear at the central repository. (b) A copy shall be provided to a person if after review he/she indicates he/she needs the copy to pursue the challenge. (c) Any person making a challenge shall identify that portion of his/her CHRI which he/she believes to be inaccurate or incorrect, and shall also give a correct version of his/her record with an explanation of the reason that he/she believes his/her version to be correct. (d) The director shall take the following actions within 30 days of receipt of challenge: (1) Review the records and contact the law enforcement agency or court which submitted the record to compare the information to determine whether the challenge is valid; (2) If the challenge is valid, which means there is a discrepancy between the information submitted and the information maintained by the law enforcement agency or court, the record shall be corrected and the person and appropriate CJAs shall be notified; and (3) If the challenge is invalid, the person shall be informed and advised of the right to appeal pursuant to RSA 541. (e) When a record has been corrected, the division shall notify all non-criminal justice agencies, to whom the data has been disseminated in the last year, of the correction. (f) The person shall be entitled to review the information that records the facts, dates, and results of each formal stage of the criminal justice process through which he passes, to ensure that all such steps are completely and accurately recorded.

**WARNING: The Division of State Police is the Criminal Record Repository for the State of New Hampshire. The record you have received is based only on what has been reported to the Repository and may not be a complete Criminal History Record of the named individual.**

#### FEES

LIVESCAN - \$37.00 (\$47.00 if printed at a state police livescan site)

INKED - \$47.00

NOTE: Make checks payable to: State of NH - Criminal Records

Applicant fingerprint card must be submitted at the same time as payment and this form.



# New Hampshire Real Estate Appraiser Board

## IRREVOCABLE CONSENT FOR SERVICE OF PROCESS

"KNOW ALL PERSONS BY THESE PRESENTS THAT:

I, \_\_\_\_\_, am a non-resident of the state of New Hampshire, and I am an applicant before the Real Estate Appraiser Board of the State of New Hampshire for a real estate appraiser apprentice classification.

I agree that my acceptance of an apprentice classification issued by the New Hampshire Real Estate Appraiser Board is equivalent to an appointment by me of the chair of the Board as my agent for service of a lawful summons, process or pleading in any action or suit against me in any Court in the state issuing the certification arising out of my activities as an apprentice appraiser. I further agree that service so made upon the chair of the Board shall have the same legal force and validity as if service had been made on me personally in this state, and I waive any contest to service of process provided that:

1. Notice of the service and a copy of the summons, process or pleading is sent by registered mail by the plaintiff or the plaintiff's attorney to me at the most recent address furnished by me to the Board or to my last known address; and
2. An affidavit of the plaintiff or of the plaintiff's attorney of the mailing is appended to the summons, process or pleading and entered as a part of the return thereof.

I, \_\_\_\_\_ do hereby certify that the records of my real estate appraisal activity conducted in the State of New Hampshire will be kept at the following address \_\_\_\_\_, and that they will be available to the New Hampshire Real Estate Appraiser Board chair or the chair's designee during normal business hours.

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Signature of Applicant

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Date

**Credit Card Sheets are not accepted via e-mail.**

**You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.**

Transaction Type:		Amount Due:	
Card Type: (please select one)		<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard <b>(required)</b>
Card Number			<b>(required)</b>
Expiration Date:	Month:	Year:	<b>(required)</b>
<b>Billing Name and Address (your billing address must match the address associated with the credit card you are using.)</b>			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			

**CONFIDENTIAL**