



THINGS YOU MUST KNOW ABOUT UPGRADES

When an application for upgrade is received, it is first administratively screened. The purpose of this review is to determine whether or not the application is properly completed and all the correct supporting documentation has been supplied. The application is an affidavit; staff members will not make any sort of changes to the application or supporting material. **Proofread the application carefully.**

- a. Make sure that you have carefully completed the application (REA Form 1), answered all the questions, dated and signed the oath, and had it notarized.
- b. Be sure that you have supplied all supporting documents. These will include log forms and certificates of course completion for the courses listed on the third page of the application.

When staff members have determined that the application is correct and complete, the log will be forwarded to a reviewer from the EET Committee. The reviewer will select at least two reports from the log. The applicant will be notified by Board staff of which reports to forward for review. The applicant will have seven days from the date of the request to forward the reports requested. The reports may be forwarded to board staff via e-mail or regular mail.

The purpose of this review is to answer two questions.

- a. Do the materials submitted by the applicant demonstrate the ability to conduct and report an appraisal in accordance with the generally accepted principles and practices of the appraisal profession and the Uniform Standards of Professional Appraisal Practice?
- b. Do the log forms submitted meet the test of reasonableness and demonstrate sufficient hours experience to qualify the applicant for the credential for which that person has applied?

If the experience reviewer determines that the submission should be disapproved, it is then reviewed by a Board member for verification and recommendation to the Board. If the Board disapproves the submission, the applicant is notified and may reapply no sooner than three months from the date of the disapproval.

Additional Information:

600 level courses are courses that have been approved for qualifying. Upgrades require the completion of specific qualifying courses. You should carefully examine the Form REA-9 to determine exactly which courses are required to your specific upgrade requirement.

The state statutes and board rules are also available at our website.

Work product reviews are conducted under the instructions contained in Form REA-14, Guidelines for Work Product Review. Form REA-15 is used by the reviewers for communicating the results of the review. These forms may be downloaded from the Work Product Review Forms section of the website mentioned above.