

Apply for an Appraiser License by Exam

If you currently hold an active license in another state, see Apply for a Reciprocity Appraiser License.

Applying for an Appraiser license by exam is a three-step process:

1. Submit an Exam Application for exam approval.
2. Pass the required exam.
3. Pay for your Appraiser license.

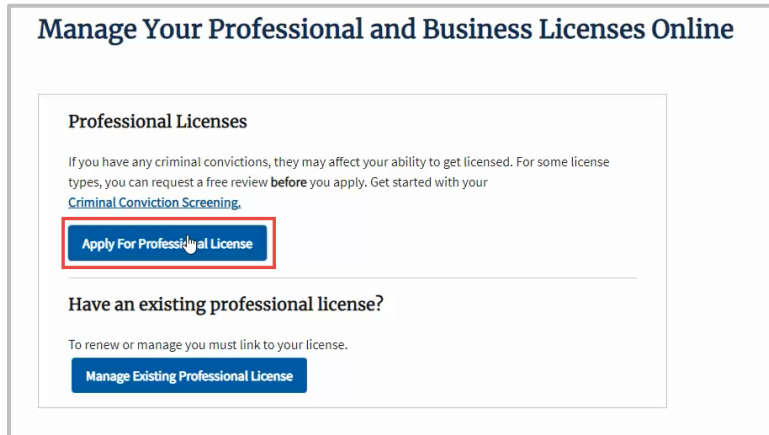
Before You Apply for Exam Approval

1. **Get** the required education, training, and experience for the credential level you want to apply for.
 - See [How to get your license](#) webpage and select the credential level for more information about these requirements.
 - You'll need to upload copies of your course completion certificates and signed experience log when you apply for your license. If you have a college degree or credits, you or your school will need to submit a transcript.
2. If you don't already have a SecureAccess Washington (SAW) account, **create** an account, **add** the Professional and Business Licensing Service to your SAW account, and **enroll** in multi-factor authentication (MFA).
 - If you already have a SAW account, you'll need to **add** the Professional and Business Licensing Service to your SAW account and **enroll** in multi-factor authentication (MFA).
 - See [Create your user access](#) document for detailed instructions on creating your SAW account, adding the Professional and Business Licensing service, and enrolling in MFA.
3. If you have other professional licenses with Department of Licensing, **link** those licenses **before** submitting your Appraiser application.
 - See [Create your user access](#) document for detailed instructions on linking your existing professional licenses.

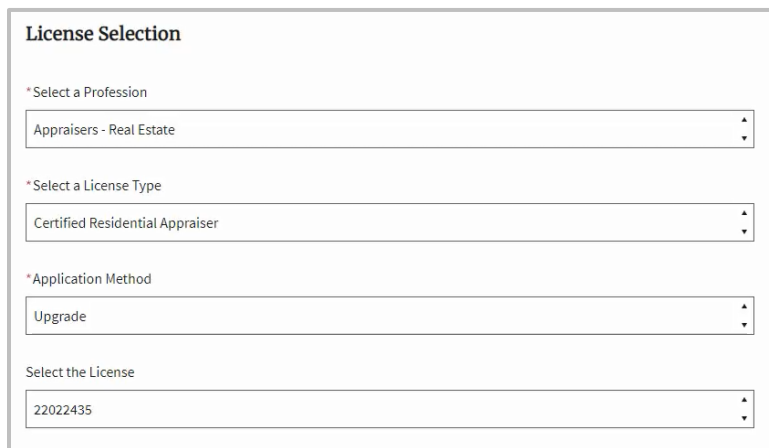
Submit the Exam Application

Important! You must use Google Chrome as your default browser and set Chrome to allow pop-ups **before** you start this process.

- See [Turn off pop-up blockers](#) in Chrome for more information.
1. **Login** to the Business and Professional Licensing System.
 2. **Click** the Apply for Professional License button.



3. At the License Selection page:
 - **Select** Appraisers-Real Estate from the Profession dropdown.
 - **Select the appropriate credential level** from the License Type dropdown (Certified General, Certified Residential, or State-Licensed).
 - **Important! Select Upgrade** from the Application Method dropdown (even if your current license is an Appraiser Trainee license).
 - **Select** the license number for your current license from the License field dropdown.



4. **Scroll down** the page to the What you'll need section to ensure you have everything needed to apply.
5. **Answer** the Eligibility question and **click** Continue.

What you'll need
Make sure you meet all the requirements listed on our Certified Residential Appraiser website.

Gather your files

- Advanced Residential Applications & Case Studies (15 hour course) (If Needed)
- Statistics, Modeling & Finance (15 hour course) (If Needed)
- Appraiser subject matter elective (20 hours) (If Needed)
- Experience Log (If Needed)

If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
 - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

Eligibility
By answering the following questions, eligibility for the license application will be determined.

Based on RCW 18.140, do you meet the requirements of the licensure level for which you are applying?

Yes No

[Back](#) [Continue](#)

6. **Review** the following information on the Personal Information page and **update** it if needed:

- Full legal name.
 - You'll tell us how you want your name to appear on your license on the next page of the application.
- Personal identification information.
- Contact information (phone and email).

Your Full Legal Name

* First Name
Sylvia

Middle Name

* Last Name
Salmonberry

Suffix

Your Personal Identification Information

* Birthdate
Jan 1, 1986

ITIN ⓘ

An applicant is not required to have an SSN or ITIN. If you provide a SSN or ITIN it will be used in accordance with 42. U.S.C. 666(a)(13) and RCW 74.20A.320. If you do not have an SSN or ITIN, please leave that section blank.

SSN ⓘ
*****9347

Your Contact Information

* Phone
555.555.5555

Check if you have a foreign phone number

Other Phone

* Email
dijohnson@dol.wa.gov

Other Email

7. **Scroll** to the Mailing Address section, **enter** the mailing address, and **click** the Validate Address button.

Your Mailing Address

* Country
United States

* Address Line 1
1622 Mountain View Lane

Address Line 2

* City
Olympia

* State
WA

* ZIP
98501

* County
Thurston

Validate Address

8. After you validate the address, **click** Continue.

9. The Qualifying Information page is used to gather information about your education, experience, and training.

- **Click** the Add Qualifying [Type] button in a section and complete the required fields on the displayed form. **Click** Add. The information you entered will display in a tile.
- If you have more than one item to add to a section, **repeat** as needed until all items for that section are added.
- You must provide at least one item in each Qualifying section.
- When done entering all information, **click** Continue.
- Example shows only a partial view of the page.

Qualifying Courses

Enter the following information about any courses completed that were not taken at a college.

Name of Course That Course	Name of Provider / School That School	Course Hours 30.00	End Date 10/1/2022
Country United States	State WA	Enter city course held in or if a distance course, enter online. Online	

[Add Qualifying Courses](#)

[Back](#) [Save And Submit Later](#) [Continue](#)

10. Answer all the questions on the License information page and **click** Continue.

Apply for a new license: Certified Residential Appraiser

Personal Information Qualifying Information **License Information** Attachments Review and Submit

General Questions

* How do you want your name displayed on your license?

* Have you ever been educated, licensed, employed, or done business under a different name?
 Yes No

Qualifying Experience and General Work History

* Total number of logged hours of experience in residential real estate appraising

* Total number of logged hours of experience in nonresidential real estate appraising

* Total number of full months of experience in real estate appraising

Military Questions

* I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.
 Yes No

* I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.
 Yes No

Legal Background Questions

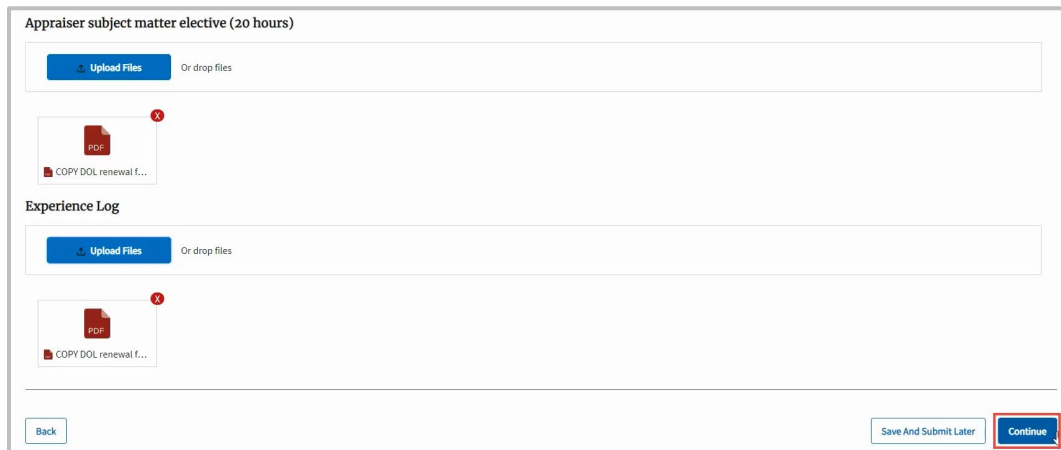
Within the last 5 years, in this state or any other jurisdiction, have you:

* Had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification or permit held by you?
 Yes No

* Defaulted, been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (don't include traffic offenses.)
 Yes No

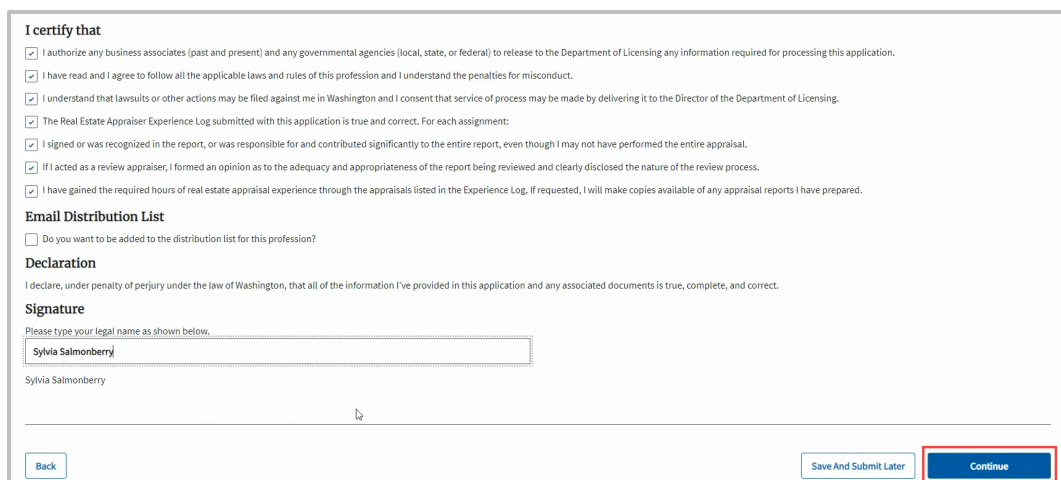
11. Upload copies of your training certificates and your experience log on the Attachments page and **click** Continue.

- There are 11 required uploads for this application. The example below shows only a portion of the page.
- The college transcript upload is optional at the time you submit your application. If you have applicable college credits and don't upload a copy of your transcript, you must request the school to send the transcript to us.



12. On the Review and Submit page:

- **Review** the answers and uploads you entered.
- **Read and check** all the certification statements.
- if you want to be added to our email list, **click** the Email Distribution List checkbox.
- **Enter** your name as shown below the Signature field.
- **Click** Continue.



Pay for the Exam Application

Complete **all** the steps to ensure your payment is correctly processed.

1. **Review** the fees on the Make Payment: Fees page and **click** Continue.
 - You must pay **both** the Application Fee and the National Registry Fee.
2. **Select** your payment method on the Make Payment: Checkout page and **click** Process ePayment.
3. **Enter** your phone number (numbers only, no spaces or punctuation), and your payment information on the Make a Payment page, then **click** Continue.
4. **Click** Confirm at the Review Payment page.
5. **Important! Click** Continue only **once** at the Confirmation page. There will be a delay as the payment information is transferred to our system.
6. **Click** Continue at the Make Payment: Confirmation page. This ensures that the payment process is completed.
7. You'll receive an email with the receipt for your payment attached.

Track the Status of the Application

1. **Click** the Business Account link from the Manage My Businesses page.
2. **Click** the Submitted Applications tab if needed.
3. **Check** the status of the application.
 - **Status is In-Review:** Your payment has processed.
 - **Click** the Download Application button to download a paper copy of the application you submitted online.

The screenshot shows the 'Professional Licenses' dashboard for Sylvia Salmonberry. The user's name and email are displayed at the top left. A navigation menu on the right includes 'Make a Payment', 'Apply for new license', 'Criminal Conviction Screening', and 'Cosmetology Student/Apprentice Hours'. Below this is a horizontal tab bar with 'Submitted Requests' selected. A table titled 'New License Applications' contains one entry with the application ID 'APP22222402', profession 'Appraisers - Real Estate', license type 'Certified Residential Appraiser', application method 'Upgrade', status 'In-Review', and sub-status 'None'. A 'Download Application' button is visible in the actions column for this entry.

Application	Profession	License Type	Application Method	Status	Sub-status	Actions
APP22222402	Appraisers - Real Estate	Certified Residential Appraiser	Upgrade	In-Review	None	Download Application

- **Status is Pending Payment:** Your payment has not yet processed. It can take up to 2 hours for the payment to process.
 - **Check back AFTER 2 hours** to see if the payment processed. When you return:
 - If the application shows a status of In-Review and a Download Application button, then the payment has processed.
 - If the application still shows a status of Pending Payment, **click** the Pay Fee button to try your payment again.

Review and approval of the Exam Application

1. We review your Exam Application to confirm you:
 - Meet the education and training requirements.
 - Have the appropriate number and type of experience hours.
2. We contact you with the results of our review of your Exam Application.
 - **Meet all requirements:** We request copies of three Appraisal Reports from the list of appraisals in your experience log.
 - **Don't meet requirements:** We ask for more information or tell you what needs to be corrected.
3. **Submit** the three requested Appraisal Reports.
4. We review your Appraisal Reports to ensure they meet requirements and contact you with the results of our review.
 - **Reports meet all requirements:** We send you an Exam Approval email with a link for the testing vendor to schedule your exams.
 - You must pass your exam within 6 months of the exam approval date. This expiration date is included in the Exam Approval email.
 - **Reports don't meet requirements:** We ask for more information or tell you what needs to be corrected.

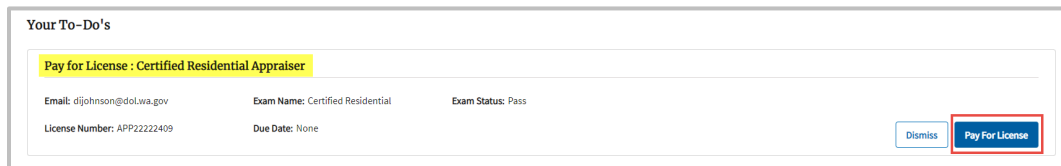
Pass Your Exam

1. **Take** your exam.
2. The exam vendor uploads your exam results to our system.
3. We contact you when we've received the results of your exam.
 - **Pass:** We send you an email with instructions on how to pay for your license.
 - **Fail:** We send you an email telling you how to schedule a new exam. You schedule the exam directly with the testing vendor, not with us.

Pay for Your License

Don't try to pay for your license until you've received your Exam passed email. You must have a To-Do on your Home page to complete this process.

1. When you receive your Exam passed email, **login** to the system.
2. **Click** the Pay for License button in the To-Do displayed on your Home page.
 - This is the **only** place from which you can start this process. If you don't have a To-Do on your Home page, we haven't yet processed your exam results.



3. **Pay** for your license. Complete **all** the steps to ensure your payment is correctly processed.
 - **Review** the fees on the Make Payment: Fees page and **click** Continue.
 - You must pay **both** the Application Fee and the National Registry Fee.
 - **Select** your payment method on the Make Payment: Checkout page and **click** Process ePayment.
 - **Enter** your phone number (numbers only, no spaces or punctuation), and your payment information on the Make a Payment page, then **click** Continue.
 - **Click** Confirm at the Review Payment page.
 - **Important! Click** Continue only **once** at the Confirmation page. There will be a delay as the payment information is transferred to our system.

- **Click** Continue at the Make Payment: Confirmation page. This ensures that the payment process is completed.
 - You'll receive an email with the receipt attached.
- 4.** When you've paid in full, the system automatically issues your license and sends you an email with your license number, expiration date, and instructions for getting your license document.
- Your license expiration date is your 2nd birthday after the issue date of the license. Depending on when your license is issued, you may have less than 2 full years before your first renewal.
- 5.** Once you receive your license issuance email, you can login to the system to get a copy of your license by self-print, email, or mail. See [How to print your license](#).
- There is a \$5 charge for licenses sent by mail.