

How to Become a State of Iowa Certified General Appraiser

Step 1. Hold a bachelors degree or higher in any field of study; or, in lieu of the required degree, thirty (30) semester credit hours covering all of the following subject matter courses: English Composition; Principles of Economics (Micro *and* Macro); Finance; Algebra, Geometry or higher mathematics; Statistics; Computer Science; Business or Real Estate Law; and two elective courses in accounting, geography, ag-economics, business management or real estate.

Step 2. Complete 300 Hours of Qualifying Education in the specified required Core Curriculum, as noted below. Courses are not required to have the same title as referenced below and individuals are not required to obtain 30 hours of “basic appraisal principles” in one course, however must document that 30 hours of education in that specific required core curriculum was adequately covered in their education package. All qualifying education must be AQB approved and meet the 2008 AQB criteria subject matter.

CERTIFIED GENERAL	
BASIC APPRAISAL PRINCIPLES.....	30 HOURS
BASIC APPRAISAL PROCEDURES.....	30 HOURS
THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVELENT.....	15 HOURS
GENERAL MARKET ANALYSIS AND HIGHEST AND BEST USE.....	30 HOURS
STATISTICS, MODELING AND FINANCE	15 HOURS
GENERAL APPRAISER SALES COMPARISON	30 HOURS
GENERAL APPRAISER SITE VALUATION AND COST APPROACH.....	30 HOURS
GENERAL APPRAISER INCOME APPROACH.....	60 HOURS
GENERAL APPRAISER REPORT WRITING AND CASE STUDIES.....	30 HOURS
APPRAISAL SUBJECT MATTER ELECTIVES.....	30 HOURS
(May include hours over minimum shown above in other modules)	
CERTIFIED GENERAL.....	300 HOURS

NOTE: *Qualifying Education must be in conformance with 2008 AQB Criteria*

¹ The AQB CAP approval refers to the Appraiser Qualifications Board Course Approval Program. This is a program which course providers can have their material reviewed for compliance with the 2008 Criteria.

² All information within this handout is believed to be accurate. However, should variations be found from this handout to state or federal requirements, the state or federal requirements will be followed.

Step 3. Gain 3,000 hours of work experience in no less than 30 months by completing real property appraisals in conformance with the *Uniform Standards of Professional Appraisal Practice (USPAP)*. *1500 hours must be in non-residential appraisal work.*

Acceptable appraisal experience includes but is not limited to:

- Fee and staff appraisal;
- Ad valorem tax appraisal;
- Review appraisal;
- Appraisal analysis;
- Real estate counseling;
- Highest and best use analysis;
- Feasibility analysis/study and teaching of appraisal courses.

All appraisal experience must be maintained by the associate appraiser, and a documented log shall at a minimum contain the following information:

- Type of property
- Date of report
- Address of appraised property
- Description of work performed by the associate general or certified residential appraiser
- Number of hours per assignment
- Scope of review and supervision of supervising appraiser
- Signature and state certification number of supervising appraiser(s), and date

NOTE: Iowa requires all trainees and supervisors to register with the state board. The following link provides the registration form. *It must be completed by the supervisor.*

All applications can be found online at www.state.ia.us/iapp.

Supervisors must have at least two years of **certified** experience and be in good standing. Supervisors are limited to no more than three trainees, however trainees may have more than one supervisor.

Step 4. Apply to sit for the Certified General Real Property Appraiser exam.

Step 5. Successfully complete the Certified General Real Property Appraiser exam.

NOTE: *The State Certified Exam has a “shelf-life” of 24 months. Individuals presenting applications with exams more than 24 months old must re-take the exam.*

Step 6. Complete the Work Product Review (WPR) process.

- Submit work log with log form.
- After properties are selected by the Board, submit application, fee, and appraisals.

Step 7. Submit Certified Appraiser application.

This is a guide and does not contain all of the Administrative Rules. For complete rules, please read Administrative Rules 193F found at www.state.ia.us/iapp.