



GOVERNOR
TERRY E. BRANSTAD
LT. GOVERNOR
KIM REYNOLDS

IOWA DEPARTMENT OF COMMERCE
PROFESSIONAL LICENSING & REGULATION

Work Product Appraisal Submission

Applicants seeking an original or upgrade certification must submit work product review. A Committee of the Board will evaluate your work product for compliance with applicable appraisal standards then present their findings to the Board for final determination of your application for certification.

193F-5.6(9) and 6.6(9) allow an associate to voluntarily submit work product to the Board to be reviewed by a peer reviewer for educational purposes, after accumulating a minimum of 500 hours of appraisal experience. A maximum of three reports may be submitted for review during the experience portion of certification process.

The first step for all applicants is to submit your log and the log application. DO NOT SUBMIT THIS APPLICATION unless you have completed the log application step. When submitting reports, be sure to include four copies each of the selected reports, work file, as well as a CD containing all reports submitted by paper.

The initial cost for work product review depends on the certification you seek. The original submission fee for certified residential applicants is \$300 and \$650 for certified general applicants. If additional work product is requested by the Board, or you are voluntarily submitting reports for review, the applicant shall be required to pay \$150 for each residential report and \$250 for each non-residential report.

You will be contacted by the Board office once the reviews are complete—please do not contact the Board for a progress report. The Board will schedule a date for you to meet with the Work Product Review Committee for a personal interview before making a recommendation to the Board at the Board’s next regularly-scheduled meeting. Normal processing times are usually 60-90 days, but may vary depending on individual circumstances.

Please complete below and submit with your payment.

Name of applicant: _____

Associate or certified registration number: _____

Work product appraisal review for: certification []
review only []

Date of submission: _____

Phone number: _____

E-mail address: _____

Payment information section including checkboxes for check or money order, credit card payment (VISA, MasterCard, Discover), and fields for credit card number, expiration date, cardholder name, and signature.