

## OVERVIEW OF THE UPGRADE PROCESS TO CERTIFIED STATUS

### General Information

The upgrade process consists of four parts: work product approval, national exam, background check, and a conversion application.

A person wishing to upgrade must have met all the current AQB Criteria to hold the applicable certification (residential or general) meaning they must have met the AQB Criteria in effect at the time of the submission of a conversion application which includes passing of the national exam and work product review.

### The Required Applications To Upgrade Consist Of:

- Exam & Experience Application (Will not be approved until WPR is finalized)
- Other – WPR Review (The Executive Officer will complete this on your behalf)
- General - Request for Background Check Packet (if applicable)
- Certified Appraiser Application

### Be Cautious Of All Deadlines & Expiration Dates

- Exam approval letters are valid for 24 months from the date issued
- Exam pass letters are valid for 24 months from the date the exam was passed
- WPR approval is valid for 60 days from the date of the Board vote
- Background checks are valid for 180 days from the date the FBI conducts the search

### Fees

- WPR Fee \$300 for residential; \$650 for General to State of Iowa
- Exam Application \$150 to State of Iowa
- Exam \$145 to PSI Exam Services
- Background Check \$51 to State of Iowa (if applicable)
- Certification \$140 or \$280 depending on renewal being less than one year or over one year.

### Real-Life Example

Don't forget that the Executive Officer (EO) is more than happy to answer questions and assist you along the way.

Day	Task
1	Submit exam and experience application. Communication will occur between the applicant and the EO.
6	The EO will create the Other-WPR Application. An email will be sent via the online licensing system requesting one paper copy of each report and work file selected for review along with one storage device copy (flash drive/CD). This is due within 14 days of the date requested.
7-20	Submit WPR review reports and WPR fee of \$300 or \$650.

21-25	Executive Officer assigns WPR to a peer reviewer.
<b>Parallel Process</b> 25-125	Applicant studies for the exam so they are ready to take it once they receive the approval letter.
55-75	Peer Reviewer completes Standard 3/4 or Standard 6 review on the selected reports.
75-105	Applicant, and their supervisor, meet with the WPR committee for an interview. Committee makes a recommendation to the full Board on whether or not the applicant should have their WPR approved, deferred, or denied at the next board meeting.
125	Board votes on WPR. Next steps take place once the Board approves the WPR.
125-130	Executive Officer approves the exam and experience application. <b>Applicant may need to start a background check if there has been more than 24 months since they were issued an associate registration.</b>
130	Pay the Exam & Experience application fee of \$150.
131	Receive your exam approval letter and exam scheduling instructions.
132	Schedule your national exam.
145	Take your exam and receive your exam pass letter.
150	Submit your conversion application.
150-155	Executive Officer reviews application and ensures all prerequisites were met and approves the application.
155	You pay the fee for your initial license. You're now a certified appraiser-Congrats!