

539-1-.16 Appraiser Classifications and Their Education, Examination, and Experience Requirements.

(1) A state registered real property appraiser may perform appraisals on any type of property except when the purpose of the appraisal is for use in a federally related transaction. A registered appraiser may perform appraisal activity and sign an appraisal report as “appraiser” on real property involved in a federally related transaction if a qualified licensed or certified appraiser also signs the report and assumes full responsibility for the appraisal. In order to qualify as a state registered real property appraiser, an applicant must:

- (a) have attained the age of 18 years old;
- (b) be a resident of the state of Georgia, unless that applicant has fully complied with the provisions of Code Section 43-39A-9;
- (c) be a high school graduate or the holder of a general educational developmental equivalency diploma; and
- (d) furnish evidence of having successfully completed at least 90 classroom hours of study in a Board approved course or courses which includes at least 15 classroom hours covering the Uniform Standards of Professional Appraisal Practice.

(2) A state licensed real property appraiser (a) may engage in any appraisal activity permitted a state registered real property appraiser; (b) may appraise properties in federally related transactions of non-complex one to four residential units having a transaction value less than \$1,000,000; (c) may appraise any other real estate having a transaction value less than \$250,000; and (d) such other appraisals in federally related transactions as may be approved by the federal financial institutions regulatory agencies. In federally related transactions, a state licensed real property appraiser may not appraise real estate wherein a development analysis/appraisal is necessary and utilized. In order to qualify as a state licensed real property appraiser, an applicant must:

- (a) have attained the age of 18 years old;
- (b) be a resident of the state of Georgia, unless the applicant has fully complied with the provisions of Code Section 43-39A-9;
- (c) be a high school graduate or the holder of a general educational developmental equivalency diploma;
- (d) furnish evidence of having successfully completed at least 150 credit hours in a Board approved course or courses of study consistent with the provisions of 539-2-.03(2) which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice;
- (e) upon the filing of an application for examination, provide documentation on forms prescribed by the Board of at least 2,000 hours of experience, gained over a period of at least 12 months, in real estate appraisal activity. Such documentation must include for each appraisal report the type of property, the date of the report, the address of the property, a description of the work performed, and the number of work hours; and
- (f) after meeting the requirements of subparagraphs (a) through (e) of this paragraph, take and pass an examination approved by the Board covering generally the matters confronting state licensed real property appraisers.

(3) A state certified residential real property appraiser (a) may perform appraisals on any property which a state registered real property appraiser or state licensed real property

appraiser may appraise; (b) may appraise one to four residential units without regard to transaction value or complexity; and (c) such other appraisals in federally related transactions as may from time to time be approved by the federal financial institutions regulatory agencies. In federally related transactions, a state certified residential real property appraiser may not appraise real estate wherein a development analysis/appraisal is necessary and utilized. In order to qualify as a state certified residential real property appraiser, an applicant must:

- (a) have attained the age of 18 years old;
- (b) be a resident of the state of Georgia, unless that applicant has fully complied with the provisions of O.C.G.A. Section 43-39A-9;
- (c) hold an Associate degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college-level courses of three semester hours or five quarter hours each in English composition, economics, finance, higher mathematics, statistics, basic computer applications, and business or real estate law);
- (d) furnish evidence of having successfully completed at least 200 credit hours in a Board approved course or courses of study consistent with the provisions of 539-2-.03(2) which includes at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice;
- (e) upon the filing of an application for examination, provide documentation on forms described by the Board of at least 2,500 hours of experience, gained continuously over a period of at least 24 months, in real estate appraisal activity of which at least twenty-five percent must be in complex one to four unit residential appraisal work. Such documentation must include for each appraisal report the type of property, the date of the report, the address of the property, a description of the work performed, and the number of work hours; and
- (f) after meeting the requirements of subparagraphs (a) through (e) of this paragraph, take and pass an examination approved by the Board covering generally the matters confronting state certified residential real property appraisers.

(4) A state certified general real property appraiser may appraise any type of property for any purpose. In order to qualify as a state certified general real property appraiser, an applicant must:

- (a) have attained the age of 18 years old;
- (b) be a resident of the state of Georgia, unless that applicant has fully complied with the provisions of Code Section 43-39A-9;
- (c) hold a bachelor's degree or higher from a college or university accredited by one of the regional accrediting associations recognized by the United States Department of Education or provide college transcripts documenting successful completion of college-level courses of three semester hours or five quarter hours each in English composition, micro economics, macro economics, finance, higher mathematics, statistics, basic computer applications, business or real estate law, and two courses in accounting, geography, economics, business management, or real estate.);
- (d) furnish evidence of having successfully completed at least 300 credit hours in a Board approved course or courses consistent with the provisions of 539-2-.03(2) which includes

at least 15 credit hours covering the Uniform Standards of Professional Appraisal Practice;

(e) upon the filing of an application for examination, provide documentation on forms prescribed by the Board of at least 3,000 hours of experience, gained continuously over a period of at least 30 months, in real estate appraisal activity of which at least fifty percent must be in non-residential appraisal work. Such documentation must include for each appraisal report the type of property, the date of the report, the address of the property, a description of the work performed, and the number of work hours; and

(f) after meeting the requirements of subparagraphs (a) through (e) of this paragraph, take and pass an examination approved by the Board covering generally the matters confronting state certified general real property appraisers.

(5) Exceptions. Any appraiser who holds a classification as an appraiser and who seeks a different classification shall be deemed to have met the curriculum set forth in the Standards for Appraisal Courses 539-2-.03 for the classification held.

(6) Reserved.

(7) Every appraiser with an active classification must complete fourteen classroom hours of continuing education instruction for each year of the appraiser's renewal period. In every two consecutive renewal periods, every appraiser with an active classification must successfully complete a Board approved course in the Uniform Standards of Professional Appraisal Practice of at least seven hours.

(8) No hours of credit shall be awarded for any education course which an applicant or appraiser completes solely by taking and passing an examination.

(9) A State Registered Real Property Appraiser classified on or after August 1, 2006, shall be given credit for his or her first one thousand hours of appraisal experience only if it was earned in appraisal assignments performed under the direct supervision of a supervising appraiser. A State Registered Real Property Appraiser classified before August 1, 2006, may earn his or her appraisal experience under the rule in effect at the time he or she became classified until January 1, 2008, at which time only experience earned under rules in effect on or after August 1, 2006, shall receive credit.

(a) For the purpose of this rule, "supervising appraiser" means a State Certified General Real Property Appraiser or a State Certified Residential Real Property Appraiser.

(b) In order for the first 1,000 hours of appraisal experience to qualify for credit, the certified appraiser supervising another classified appraiser shall not be an employee of or an independent contractor with the supervised appraiser nor an employee of or an independent contractor with a firm in which the supervised appraiser has a controlling ownership interest.

(c) At the time of supervising a state registered real property appraiser, the supervising appraiser must be in good standing and must not have received a suspension or revocation of an appraisal classification within the last five years.

(d) Experience credit shall be given only for experience earned while the applicant has a classification in this or another state.

(e) On or after August 1, 2006, an appraiser who is supervising or who agrees to supervise the work of another appraiser shall enter into a written agreement with the appraiser to be supervised prior to undertaking any appraisal work that will be utilized for appraisal experience credit under this rule. The written agreement shall at a minimum contain provisions that:

1. identify the full name of the type of classification held by each appraiser as follows:
 - a. State Registered Real Property Appraiser,
 - b. State Licensed Real Property Appraiser,
 - c. State Certified Residential Real Property Appraiser,
 - d. State Certified General Real Property Appraiser, or
 - e. the name used by another State's regulatory agency, if the appraiser is not classified in Georgia but is in another State;
2. identify the classification number issued by the Board to each appraiser or similar number issued by another State's regulatory agency if the appraiser is not classified in Georgia;
3. identify the date of the end of the renewal period for each appraiser's classification;
4. state the supervised appraiser's and supervisor's business relationship; for example, but not limited to, employee, independent contractor, or both are employees or independent contractors with the same firm;
5. the supervising appraiser is in good standing and has not received a suspension or revocation of an appraisal classification within the last five years.
6. indicate how each appraiser will be compensated for appraisal activities undertaken during the term of the contract and how each will be compensated when the contract ends for work begun but not completed prior to the termination of the contracts;
7. identify the scope of duties the supervised appraiser is authorized to undertake, which must not be inconsistent with this rule or the Appraiser Act, and must at least include provisions that:
 - a. all appraiser assignments must be solicited and obtained in the name of the supervising appraiser or the supervising appraiser's firm (if an appraisal assignment is solicited and obtained in the name of the state registered real property appraiser, the resulting appraisal may not be used for experience credit under this rule);
 - b. all appraisal reports shall be transmitted or delivered to the client or customer by the supervising appraiser or his or her designee other than the supervised appraiser;
 - c. the supervising appraiser will accept responsibility for supervised appraiser's work by signing the appraisal report and certifying that it complies with generally accepted appraisal procedures and is in compliance with the standards required by the federal financial institutions regulatory agency that regulates the financial transaction if the appraisal assignment was undertaken for such a purpose;
 - d. the supervising appraiser shall review the report before signing it; and
 - e. the supervising appraiser shall personally inspect along with the state registered real property appraiser each property appraised until such time as the supervising appraiser determines that the state registered real property appraiser is competent in inspecting properties. The Board will deem a registered appraiser to have demonstrated competence in inspecting residential properties after having performed at least twenty inspections of one to four family residential properties in the presence of a supervising appraiser while performing an appraisal assignment; and
8. after the termination of the relationship, the supervised appraiser shall, during normal business hours, have access to all appraisal files on which he or she worked for purposes of submitting to the Board any data the Board requires;

(f) The supervising appraiser and the supervised appraiser shall jointly maintain an appraisal log that includes at least the following information for each appraisal performed in the format available on the Board's web site:

- a. the address of the property appraised;
- b. the type of property appraised;
- c. the date of the value estimate;
- d. a notation of whether the supervising appraiser inspected the property along with the state registered real property appraiser;
- e. a description of the work performed by the state registered real property appraiser and the scope of the review and supervision of the supervising appraiser;
- f. the actual number of hours worked on the assignment by the state registered real property appraiser; and
- g. the signature and state classification number of each appraiser;

(g) Any appraiser seeking to use this experience for a higher classification shall attached to his or her log a copy of any written agreements under which he or she obtained the first 1,000 hours of experience governed by this rule.

(h) The supervising appraiser must comply with the requirements of 43-39A-18(b)(12) to retain for a period of five years the original or a true copy of each appraisal report prepared or signed by each appraiser and all supporting data assembled and formulated by the appraisers in preparing each such appraisal report.

(i) A state registered real property appraiser may concurrently enter into active such written agreements with more than one supervising appraiser, provided that each supervisor is informed of the existence of any other written agreement and given a copy of it.

(10) Notwithstanding any other provision of this rule, any licensed or certified residential appraiser seeking to earn experience credit for a higher appraisal classification may perform appraisal activity and sign an appraisal report as "appraiser" on real property involved in a federally related transaction that may require a higher classification if an appraiser holding the higher classification required to do the appraisal also signs the report and assumes full responsibility for the appraisal.

Authority O.C.G.A. Secs. 43-39A-3, 43-39A-8, 43-39A-13. **History.** Original Rule entitled "Appraiser Classifications and Their Education, Examination, and Experience Requirements" adopted. F. May 8, 1991; eff. May 28, 1991. **Amended:** F. June 10, 1992; eff. June 30, 1992. **Amended:** F. July 14, 1992; eff. Sept 1, 1992, as specified by the Agency. **Amended:** F. Mar. 10, 1993; eff. Mar. 30, 1993. **Amended:** F. Nov. 16, 1993; eff. Dec. 6, 1993. **Amended:** F. Mar. 9, 1994; eff. Mar. 29, 1994. **Amended:** F. Sept. 21, 1994; eff. Oct. 11, 1994. **Amended:** F. Nov. 1, 1995; eff. Nov. 21, 1995. **Amended:** F. Dec. 6, 1996; eff. Dec. 26, 1996. **Amended:** F. Sept. 26, 1997; eff. Oct. 16, 1997. **Amended:** F. June 8, 1998; eff. June 28, 1998. **Amended:** F. May 19, 2000; eff. June 8, 2000. **Amended:** F. Jan. 25, 2002; eff. Feb. 14, 2002. **Amended:** F. Nov. 22, 2002; eff. Dec. 12, 2002. **Amended:** F. Mar. 20, 2003; eff. Apr. 9, 2003. **Amended:** F. Jan. 26, 2004; eff. Feb. 15, 2004. **Amended:** F. May 24, 2004; eff. June 13, 2004. **Amended:** F. May 2, 2005; eff. May 22, 2005. **Amended:** F. Sept. 22, 2005; eff. Oct. 12, 2005. **Amended:** F. June 22, 2006; eff. Aug. 1, 2006, as specified by the Agency. **Amended:** F. Mar. 6, 2008; eff. Mar. 31, 2008, as specified by the Agency.