

Dear Senators COOK, Ward-Engelking, and  
Representatives CLOW, Ehlers, Berch:

The Legislative Services Office, Research and Legislation, has received the enclosed rules of the  
Division of Occupational and Professional Licenses - Real Estate Appraiser Board:  
IDAPA 24.18.01 - Rules of the Real Estate Appraiser Board (ZBR Chapter Rewrite, Fee Rule) -  
Proposed Rule (Docket No. 24-1801-2301).

Pursuant to Section 67-454, Idaho Code, a meeting on the enclosed rules may be called by the  
cochairmen or by two (2) or more members of the subcommittee giving oral or written notice to Research  
and Legislation no later than fourteen (14) days after receipt of the rules' analysis from Legislative  
Services. The final date to call a meeting on the enclosed rules is no later than 12/08/2023. If a meeting is  
called, the subcommittee must hold the meeting within forty-two (42) days of receipt of the rules' analysis  
from Legislative Services. The final date to hold a meeting on the enclosed rules is 01/05/2024.

The germane joint subcommittee may request a statement of economic impact with respect to a  
proposed rule by notifying Research and Legislation. There is no time limit on requesting this statement,  
and it may be requested whether or not a meeting on the proposed rule is called or after a meeting has  
been held.

To notify Research and Legislation, call 334-4854, or send a written request to the address on the  
memorandum attached below.



**Terri Kondeff**  
Director

# Legislative Services Office

## Idaho State Legislature

*Serving Idaho's Citizen Legislature*

### MEMORANDUM

**TO:** Rules Review Subcommittee of the Senate Commerce & Human Resources Committee and the House Business Committee

**FROM:** Division Manager - Matt Drake

**DATE:** November 13, 2023

**SUBJECT:** Division of Occupational and Professional Licenses - Real Estate Appraiser Board

IDAPA 24.18.01 - Rules of the Real Estate Appraiser Board (ZBR Chapter Rewrite, Fee Rule) - Proposed Rule (Docket No. 24-1801-2301)

#### **Summary and Stated Reasons for the Rule**

The Division of Occupational and Professional Licenses - Real Estate Appraiser Board submits Notice of Rulemaking via Docket No. 24-1801-2301. The Division states that the rule changes are due to a comprehensive review of the chapter to streamline, simplify, and use plain language in accordance with Executive Order 2020-01 (Zero-Based Regulation). Proposed changes include updating the incorporation by reference to the "Uniform Standards of Professional Appraisal Practice (USPAP)" to the 2024 edition and adding a reference to the website where this can be located, removing certain rules in their entirety, deleting references to code sections and other rules, deleting rule provisions that restate statute, revising the language for clarity, and general reorganization.

This is a fee rule. The Division states that the rulemaking does not impose a new fee or charge, or increase a fee or charge, beyond what was previously submitted to and approved by the Legislature.

#### **Negotiated Rulemaking / Fiscal Impact**

According to the Division, negotiated rulemaking was conducted. There is no anticipated fiscal impact on the state general fund.

#### **Statutory Authority**

This rulemaking appears to be within the statutory authority granted to the Division pursuant to Sections 54-4106, 67-2614, 67-9406, and 67-9409, Idaho Code.

cc: Division of Occupational and Professional Licenses - Real Estate Appraiser Board  
Katie Stuart

\*\*\* PLEASE NOTE \*\*\*

Paul Headlee, Deputy Director    Matt Drake, Manager    Keith Bybee, Manager    April Renfro, Manager    Norma Clark, Manager  
Legislative Services Office    Research & Legislation    Budget & Policy Analysis    Legislative Audits    Information Technology

Statehouse, P.O. Box 83720  
Boise, Idaho 83720-0054

Tel: 208-334-2475  
legislature.idaho.gov

Per the Idaho Constitution, all administrative rules may be reviewed by the Legislature during the next legislative session. The Legislature has 3 options with this rulemaking docket: **1)** Approve the docket in its entirety; **2)** Reject the docket in its entirety; or **3)** Reject the docket in part.

# **IDAPA 24 – DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES**

## **24.18.01 – RULES OF THE REAL ESTATE APPRAISER BOARD**

### **DOCKET NO. 24-1801-2301 (ZBR CHAPTER REWRITE, FEE RULE)**

#### **NOTICE OF RULEMAKING – PROPOSED RULE**

**AUTHORITY:** In compliance with Section 67-5221(1), Idaho Code, notice is hereby given that this agency has initiated proposed rulemaking procedures. This rulemaking action is authorized pursuant to Section 67-2604, Idaho Code, and Sections 54-4106, 67-2614, 67-9406, and 67-9409, Idaho Code.

**PUBLIC HEARING SCHEDULE:** The public hearing concerning this rulemaking will be held as follows:

<b>Friday, October 20, 2023, 9:00 a.m. MT</b>
<b>Division of Occupational and Professional Licenses Chinden Campus Building 4 11341 W. Chinden Blvd., Bldg. #4 Boise, ID 83714</b>
<b>Telephone and web conferencing information will be posted on: <a href="https://dopl.idaho.gov/calendar/">https://dopl.idaho.gov/calendar/</a> and <a href="https://townhall.idaho.gov/">https://townhall.idaho.gov/</a></b>

The hearing site will be accessible to persons with disabilities, if needed. Requests for accommodation must be made not later than five (5) days prior to the meeting to the agency address below.

**DESCRIPTIVE SUMMARY AND STATEMENT OF PURPOSE:** The following is a nontechnical explanation of the substance and purpose of the proposed rulemaking:

Under [Executive Order 2020-01, Zero-Based Regulation](#), the Real Estate Appraisers Board is striving to prevent the accumulation of costly, ineffective, and outdated regulations and reduce regulatory burden to achieve a more efficient operation of government. In conjunction with stakeholders, the proposed rule changes reflect a comprehensive review of this chapter by collaborating with the public to streamline or simplify the rule language in this chapter and to use plain language for better understanding. This proposed rulemaking updates the rules to comply with governing statute and Executive Order 2020-01.

**FEE SUMMARY:** The following is a specific description of the fee or charge imposed or increased:

The fees for applications, licenses, and reinstatement as designated in Rule 400 of these proposed rules are authorized in Section 54-4106, Idaho Code. None of these fees are being changed as a result of this rulemaking or since being previously reviewed by the Idaho legislature.

**FISCAL IMPACT:** The following is a specific description, if applicable, of any negative fiscal impact on the state general fund greater than ten thousand dollars (\$10,000) during the fiscal year as a result of this rulemaking:

This rulemaking is not anticipated to have any negative fiscal impact on the State General Fund

**NEGOTIATED RULEMAKING:** Pursuant to Section 67-5220, Idaho Code, negotiated rulemaking was conducted under Docket No. 24-ZBRR-2301. The (Second) Omnibus Notice of Intent to Promulgate Rules - Negotiated Rulemaking was published in the June 7, 2023 Idaho Administrative Bulletin, [Vol. 23-6, p. 74](#).

**INCORPORATION BY REFERENCE:** Pursuant to Section 67-5229(2)(a), Idaho Code, the following is a brief synopsis of why the materials cited are being incorporated by reference into this rule: The current and updated

document titled “Uniform Standards of Professional Appraisal Practice (USPAP),” 2024 Edition, excluding standards 7, 8, 9, and 10, published by the Appraisal Foundation and effective January 1, 2024.

The materials cited are incorporated by reference because they would be unduly cumbersome, expensive, or otherwise inexpedient to republish all or in part. The materials cited are codes, standards, or rules adopted by a nationally recognized organization or association.

**ASSISTANCE ON TECHNICAL QUESTIONS, SUBMISSION OF WRITTEN COMMENTS, OBTAINING DRAFT COPIES:** For assistance on technical questions concerning this proposed rule, contact Katie Stuart, Bureau Chief, at (208) 577-2489. Materials pertaining to the proposed rulemaking, including any available preliminary rule drafts, can be found on the following DOPL website: <https://dopl.idaho.gov/rulemaking/>.

Anyone may submit written comments regarding this proposed rulemaking. All written comments must be directed to the undersigned and must be delivered on or before October 25, 2023.

DATED this 1st day of September, 2023.

Katie Stuart  
Bureau Chief  
11341 W. Chinden Blvd., Bldg. #4  
Boise, ID 83714  
Phone: (208) 577-2489  
Email: [katie.stuart@dopl.idaho.gov](mailto:katie.stuart@dopl.idaho.gov)

**THE FOLLOWING IS THE PROPOSED TEXT OF FEE DOCKET NO. 24-1801-2301**  
**(ZBR Chapter Rewrite)**

*\*Note – Due to extensive reorganization of this ZBR chapter, the rule text below is presented as clean text without showing amendments in legislative format. A redline copy provided by the agency has been included at the end of the docket for transparency and can be utilized to track all edits used to formulate the proposed rule.*

**24.18.01 – RULES OF THE REAL ESTATE APPRAISER BOARD**

**000. LEGAL AUTHORITY.**

These rules are adopted under Sections 54-4106, 67-2604, 67-2614, 67-9409, and 67-9406 Idaho Code. ( )

**001. SCOPE.**

These rules govern the practice of real estate appraisal in Idaho. ( )

**002. (RESERVED)**

**003. INCORPORATION BY REFERENCE.**

The current and updated document titled “Uniform Standards of Professional Appraisal Practice (USPAP),” 2024 Edition, excluding standards 7, 8, 9, and 10, published by the Appraisal Foundation and effective January 1, 2024, is herein adopted and incorporated by reference and is available on the Appraisal Foundation website: <https://www.appraisalfoundation.org/>. ( )

**004. DEFINITIONS.**

**01. Accredited.** Accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. ( )

**02. Appraiser Qualifications Board.** Appraiser Qualifications Board (AQB) of the Appraisal Foundation establishes the qualifications criteria for licensing, certification and recertification of appraisers. ( )

**03. Appraisal Standards Board.** The Appraisal Standards Board of the Appraisal Foundation develops, publishes, interprets and amends the Uniform Standards of Professional Appraisal Practice (USPAP) on behalf of appraisers and users of appraisal services. ( )

**04. Classroom Hour.** A classroom hour is defined as sixty (60) minutes with at least fifty (50) minutes of instruction. ( )

**05. Field Real Estate Appraisal Experience.** Personal inspections of real property, assembly and analysis of relevant facts, and by the use of reason and the exercise of judgment, formation of objective opinions as to the market or other value of such properties or interests therein and preparation of written appraisal reports or other memoranda showing data, reasoning, and conclusion. Professional responsibility for the valuation function is essential. ( )

**06. Practical Applications of Real Estate Appraisal (PAREA).** An AQB-approved training programs which provide another pathway for applicants to fulfill their experience requirements through practical experience in a virtual environment combining appraisal theory and methodology in real-world simulations. This experience can be provided through a wide range of online and virtual reality technologies. ( )

**07. Real Estate.** In addition to the previous definition in Section 54-4104(12), Idaho Code, will also mean an identified parcel or tract of land, including improvements, if any. ( )

**08. Real Property.** In addition to the previous definition in Section 54-4104(12), Idaho Code, will also mean one or more defined interests, benefits, or rights inherent in the ownership of real estate. ( )

**09. Residential Unit.** Real estate with a current highest and best use of a residential nature. A residential unit includes a kitchen and a bathroom. ( )

**005. -- 099. (RESERVED)**

**100. LICENSURE.**

All applicants for licensure must comply with the following requirements: ( )

**01. Education.** Classroom hours will be credited only for the Required Core Curriculum as outlined by the AQB. ( )

**a.** Credit toward the classroom hour requirement may only be granted where: ( )

**i.** The length of the educational offering is at least fifteen (15) hours, and the individual successfully completes a closed-book examination, or; ( )

**ii.** A Trainee Appraiser successfully completes a course which meets the AQB content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline. ( )

**iii.** Distance education courses intended for use as qualifying education must include a written, proctored closed-book final examination - proctored by an official approved by the college or university or by the sponsoring organization. Biometric proctoring is acceptable. The testing must be in compliance with the examination requirements of this section. ( )

**b.** Credit for the classroom hour requirement may be obtained: from Colleges or Universities; Community or Junior Colleges, the Appraisal Foundation or its boards; State or Federal Agencies or commissions; or other providers approved by the Board. ( )

c. Only those courses completed preceding the date of application will be accepted for meeting educational requirements. ( )

d. Course credits that are obtained from the course provider by challenge examination without attending the course will not be accepted. ( )

e. Credit toward education requirements may be obtained through completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the US Secretary of Education whose curriculum has been reviewed and approved by the AQB. ( )

f. Applicants with a college degree from a foreign country may have their education evaluated for equivalency by one (1) of the following: ( )

i. An accredited, degree-granting domestic college or university; ( )

ii. The American Association of Collegiate Registrars and Admissions Officers (AACRAO); ( )

iii. A foreign degree credential evaluation services company that is a member of the National Association of Credential Evaluation Services (NACES); or ( )

iv. A foreign degree credential evaluation service company that provides equivalency evaluation. ( )

**02. Experience.** ( )

a. The work product claimed must be in conformity with USPAP. All appraisal experience must be obtained as a registered trainee, licensed or certified appraiser, or participant in an AQB approved PAREA program. For Registered Trainees, only experience gained during the five (5) years immediately preceding application will be considered. Each applicant must verify completion of the required experience on a Board approved form. An appraisal log that contains the following must be submitted: ( )

i. Type of property; ( )

ii. Address of the property; ( )

iii. Report date; ( )

iv. Description of work performed by the trainee/applicant and scope of the review and supervision of the Supervisory Appraiser; ( )

v. Number of work hours by the trainee/applicant on the assignment; ( )

vi. Signature and certification number of the Supervisory Appraiser. ( )

b. Ad valorem tax appraisers must demonstrate the use of techniques to value properties similar to those used by appraisers and effectively use the process as defined in Subsection 004.05, Field Real Estate Appraisal Experience. ( )

c. PAREA programs approved by the AQB may serve as an alternative pathway to the experience requirements, subject to the following rules: ( )

i. Applicants may not receive partial credit for PAREA training; ( )

ii. Applicants may not receive a certificate of completion until all required components of PAREA training have been successfully completed and approved by a program mentor; ( )

iii. Certificates of completion must be signed by an individual from the training entity qualified to verify an applicant's successful completion and; ( )

iv. Certificates of completion must not contain an expiration date or other constraints that either limit or restrict the applicant's ability to receive appropriate credit. ( )

**03. Examination.** A passing grade on an examination approved by the Board pursuant to the guidelines of the AQB. ( )

**04. Registered Real Estate Appraiser Trainee.** ( )

**a.** Qualifications. An applicant must have completed seventy-five (75) hours of qualifying education as specified in the Required Core Curriculum within the last five (5) years, consisting of not less than thirty (30) hours of Basic Appraisal Principles, including: fifteen (15) hour National USPAP course or AQB approved equivalent. ( )

**b.** Appraisers holding a Licensed Residential Real Property Appraiser credential satisfy the educational requirements for the Trainee Appraiser credential. ( )

i. Each trainee applicant shall pass the end of course examinations in each of the prerequisite courses in order to earn credit. ( )

ii. Prior to registration as an Appraiser Trainee, each applicant must complete a trainee appraiser course that complies with the requirements established by the AQB. ( )

iii. An Appraiser Trainee shall not be involved in the appraisal of any property that exceeds the scope of practice of the Supervisory Appraiser, and is subject to USPAP. ( )

iv. Each Appraiser Trainee is permitted to have more than one (1) Supervisory Appraiser. An appraisal log shall be maintained jointly. ( )

**c.** Prior to the second and subsequent renewals an appraiser trainee shall be required to obtain he equivalent of twenty-eight (28) classroom hours of instruction in approved courses or seminars. Once every twenty-four (24) months, registered appraiser trainees will be required to attend an approved seven-hour USPAP Continuing Education Course or the equivalent. The course must cover the most recent USPAP edition. ( )

i. If the licensee completes two (2) or more courses having substantially the same content during any one (1) continuing education cycle, the licensee only will receive continuing education credit for one (1) of the courses. ( )

ii. Continuing education credit may be granted for participation in appraisal educational processes and programs, including: teaching, program development, authorship of textbooks, or similar activities that are determined to be equivalent to obtaining continuing education, up to one-half (1/2) of total credits for renewal period. ( )

**d.** An individual may only be registered as an appraiser trainee for a maximum period of five (5) years, unless approved by the Board. ( )

**05. Supervisory Appraiser.** ( )

**a.** Qualifications. Hold a license in good standing with no disciplinary history in any jurisdiction that affected the Supervisory Appraiser's eligibility to engage in appraisal practice for at least three (3) years immediately prior to providing supervision; and; ( )

i. Completion of a course that complies with requirements established by the AQB focused on the responsibilities of a Supervisory Appraiser. ( )



- ii. Not supervise more than three (3) Appraiser Trainees at one time; ( )
  - iii. Be responsible for the training and direct supervision of the Appraiser Trainee; and ( )
  - iv. Accept responsibility for all Trainee Appraiser appraisal reports by signing and certifying that the report is in compliance with USPAP; and ( )
  - v. Review and sign all appraiser trainee appraisal report(s); and ( )
  - vi. Personally inspect each appraised property with the appraiser trainee until the Supervisory Appraiser determines the Appraiser Trainee is competent in accordance with the Competency Rule of USPAP for the property type. ( )
- b.** An accurate, current and complete appraisal experience log shall be maintained by the Supervisory Appraiser and the Appraiser Trainee. ( )
- c.** A Supervisory Appraiser may not continue to supervise if: ( )
- i. The appraiser ceases to meet supervisor requirements; or has ( )
  - ii. Discipline that affects the Supervisory Appraiser's ability to engage in appraisal practice. ( )

**06. Licensed Residential Real Estate Appraiser.** Applies to the appraisal of residential real property consisting of one (1) to four (4) non-complex residential units having a transaction value less than one million dollars (\$1,000,000) and complex one (1) to four (4) residential units having a transaction value less than four hundred thousand dollars (\$400,000). Requirements: ( )

- a.** Education. An applicant may either complete one hundred and fifty (150) qualified class hours as specified in the Required Core Curriculum, including the 15-Hour National USPAP course or, register as an Appraiser Trainee and complete seventy-five (75) classroom hours in: Residential Market Analysis and Highest and Best Use –fifteen (15) hours; Residential Appraiser Site Valuation and Cost Approach –fifteen (15) hours; Residential Sales Comparison and Income Approaches –thirty (30) hours; and Residential Report Writing and Case Studies – fifteen (15) hours. ( )
- b.** Experience. One thousand (1,000) hours of experience in no less than six (6) months. ( )
- c.** Examination. Successful completion of the AQB-approved Licensed Residential or the successful completion of the Certified Residential or Certified General examination. ( )

**07. State Certified Residential Real Estate Appraiser.** Applies to the appraisal of residential properties of four (4) or less units without regard to value or complexity. Requirements: ( )

- a.** Education. ( )
- i. Bachelor’s degree in any field of study from an accredited degree-granting college or university, or meet one of the following options: ( )
  - ii. Associate’s degree in a field of study related to business administration, accounting, finance, economics or real estate; or ( )
  - iii. Completion of thirty (30) semester hours of college-level courses that cover each of the following specific topic areas and hours: English composition (three (3) semester hours), microeconomics (three (3) semester hours), macroeconomics (three (3) semester hours), finance (three (3) semester hours), algebra, geometry or higher mathematics (three (3) semester hours), statistics (three (3) semester hours), computer science (three (3) semester hours), business or real estate law (three (3) semester hours), and two (2) elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (three (3) semester

hours each); or ( )

iv. Completion of at least thirty (30) semester hours of College Level Examination Program® (CLEP®) examinations from each of the following subject matter areas: college algebra (three (3) semester hours), college composition (six (6) semester hours), college composition modular (three (3) semester hours), college mathematics (six (6) semester hours), principles of macroeconomics (three (3) semester hours), principles of microeconomics (three (3) semester hours), introductory business law (three (3) semester hours), and information systems (three (3) semester hours), or ( )

v. Any combination of the above. ( )

b. As an alternative to the requirements above, individuals who have held a Licensed Residential credential for a minimum of five (5) years may qualify if they do not have a record of any disciplinary action affecting their legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application. ( )

c. Registration as an Appraiser Trainee and completion of the education required for licensure as a Licensed Residential Real Estate Appraiser, or hold a current license as a Licensed Residential Real Estate Appraiser; and; ( )

d. Document the successful completion of not less than fifty (50) classroom hours of courses in subjects related to real estate appraisal as follows: ( )

i. Statistics, Modeling and Finance: not less than fifteen (15) hours; ( )

ii. Advanced Residential Applications and Case Studies: not less than fifteen (15) hours; and ( )

iii. Appraisal Subject Matter Electives: not less than twenty (20) hours. ( )

e. Experience. One thousand five hundred (1,500) hours of appraisal experience in no less than twelve (12) months, with at least one thousand two hundred (1,200) hours of the experience from residential field appraisal experience. ( )

f. Examination. Successful completion of the Certified Residential Appraiser examination approved by the Board pursuant to the guidelines of the AQB. ( )

**08. State Certified General Real Estate Appraiser.** Applicants must meet the following: ( )

a. Education ( )

i. Bachelor's degree or higher from an accredited degree-granting college or university; and document two hundred and twenty-five (225) classroom hours or ( )

ii. Document registration as an Appraiser Trainee and successful completion of not less than two hundred twenty-five (225) classroom hours of courses in: ( )

iii. Statistics, Modeling and Finance: not less than fifteen (15) hours, specifically including Statistics; Valuation Models (AVM's and Mass Appraisal), and Real Estate Finance; ( )

iv. General Appraiser Market Analysis and Highest and Best Use: not less than thirty (30) hours; ( )

v. General Appraiser Sales Comparison Approach: not less than thirty (30) hours, including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies; ( )

vi. General Appraiser Site Valuation and Cost Approach: not less than thirty (30) hours; ( )

- vii. General Appraiser Income Approach: not less than sixty (60) hours, specifically including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies; ( )
- viii. General Appraiser Report Writing and Case Studies: not less than thirty (30) hours, specifically including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies; and ( )
- ix. Appraisal Subject Matter Electives: not less than thirty (30) hours; or ( )
- b. Completion of not less than one hundred fifty (150) classroom hours of courses in: ( )
- i. Statistics, Modeling and Finance: not less than fifteen (15) hours, specifically including Statistics; Valuation Models (AVM's and Mass Appraisal); and Real Estate Finance; and ( )
- ii. General Appraiser Market Analysis and Highest and Best Use: not less than fifteen (15) hours; and ( )
- iii. General Appraiser Sales Comparison Approach: not less than fifteen (15) hours, specifically including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies; and ( )
- iv. General Appraiser Site Valuation and Cost Approach: not less than fifteen (15) hours; and ( )
- v. General Appraiser Income Approach: not less than forty-five (45) hours, specifically including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies; and ( )
- vi. General Appraiser Report Writing and Case Studies: not less than fifteen (15) hours, specifically including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies; and ( )
- vii. Appraisal Subject Matter Electives: not less than thirty (30) hours, or completion of one hundred five (105) classroom hours of courses in: General Appraiser Market Analysis and Highest and Best Use: not less than fifteen (15) hours; and General Appraiser Sales Comparison Approach: not less than fifteen (15) hours, including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies; and General Appraiser Site Valuation and Cost Approach: not less than fifteen (15) hours; and General Appraiser Income Approach: not less than forty-five (45) hours, including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies; and General Appraiser Report Writing and Case Studies: not less than fifteen (15) hours, including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies. ( )
- c. Experience. Three thousand (3,000) hours of appraisal experience in no less than eighteen (18) months. One thousand five hundred (1,500) hours of the experience must be non-residential appraisal experience. The balance of one thousand five hundred (1,500) hours may be solely residential experience or can include up to five hundred (500) hours of non-field experience. ( )
- d. Examination. Successful completion of the Certified General Appraiser examination approved by the Board pursuant to the guidelines of the AQB. ( )
- 09. Continuing Education.** All certified/licensed appraisers must comply with the following requirements: ( )

a. Twenty-eight (28) classroom hours of instruction in courses or seminars during the twenty-four (24) months prior to renewal. If the licensee completes two (2) or more courses having substantially the same content during anyone (1) continuing education cycle, the licensee only will receive continuing education credit for one (1) of the courses. ( )

i. If the educational offering is taken in a virtual classroom, the course must include successful completion of prescribed course mechanisms required to demonstrate knowledge of the subject matter. ( )

ii. Credit toward the classroom hour requirement may be granted only where the length of the educational offering is at least two (2) hours. ( )

iii. Credit for the classroom hour requirement may be obtained by accredited courses which have been approved by the AQB and by courses approved by Real Estate Appraiser Boards of states with reciprocity with Idaho. All other courses must have approval of the Board. Courses shall be approved for a period of four (4) years. ( )

iv. Every twenty-four (24) months, Idaho State Certified/Licensed Real Estate Appraisers and registered trainees will be required to attend an approved seven (7) hour USPAP Continuing Education course covering the most recent edition, or the AQB approved equivalent. ( )

v. Continuing education credit may be granted for participation, other than as a student, in appraisal educational processes and programs. Continuing education shall not exceed one-half (1/2) of the total continuing education credits required for a renewal period. ( )

vi. Credit may be awarded for a single state appraisal regulatory meeting per continuing education cycle. The must be open to the public and must be a minimum of two (2) hours in length. The total credit cannot exceed two (2) hours. ( )

vii. Continuing education will be granted for successful completion of a course which meets the AQB content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline. ( )

viii. For each year in which a license is inactive, fourteen (14) hours of continuing education must be completed prior to reinstatement. For a license inactive for less than two (2) years, the hours must include the most recent seven (7) hour USPAP Continuing Education course. For a license inactive more than two (2) years but less than five (5) years, the hours must include the most recent fifteen (15) hour National USPAP course. ( )

**10. Temporary License.** An individual may receive a permit to temporarily practice on a per appraisal assignment basis for not more than six (6) months. The applicant must be listed on the National Registry, maintained by the Appraisal Subcommittee, as current and in good standing and comply with Section 54-4115(3), Idaho Code. ( )

**101. -- 299. (RESERVED)**

**300. DISCIPLINE.**

The Uniform Standards of Professional Practice, excluding standards 7, 8, 9, and 10, are hereby adopted as the rules of conduct and code of ethics for all Real Estate Appraisers. ( )

**01. Appraisals in Litigation.** Licensed or certified appraisers providing opinions of value shall comply with USPAP Standard 1 including maintaining a work file in support of the opinion of value in litigation. ( )

**301. -- 399. (RESERVED)**

**400. FEES.**

TYPE	AMOUNT	RENEWAL (PER YEAR)
Application	\$200	
License	\$100	\$275
AMC Registration	\$1,000	\$900
Application for Reciprocity	\$200	
Original license via Reciprocity	\$100	
Temporary Permit	\$75	
Trainee Registration	\$50	
Continuing Education Provider Application	\$100	

( )

**401. -- 999. (RESERVED)**

[Agency redlined courtesy copy]

### **24.18.01 – RULES OF THE REAL ESTATE APPRAISER BOARD**

**000. LEGAL AUTHORITY.**

These rules are adopted under Section 54-4106, ~~67-2604, 67-2614, 67-9409, and 67-9406.~~ Idaho Code.( )

**001. SCOPE.**

These rules govern the practice of real estate appraisal in Idaho.( )

~~002. 003.(RESERVED)~~

**004. INCORPORATION BY REFERENCE.**

The document titled “Uniform Standards of Professional Appraisal Practice (USPAP),” ~~2020-2021~~ 2024 Edition, excluding standards 7, 8, 9, and 10, published by the Appraisal Foundation and effective January 1, 2024, is herein adopted and incorporated by reference and is available on the Appraisal Foundation Website: <https://www.appraisalfoundation.org/> or review at the Board’s office and may be purchased from the Appraisal Foundation, Distribution Center, P. O. Box 381, Annapolis Junction, MD 20701-0381.( )

~~005. 009.(RESERVED)~~

**004.10. DEFINITIONS.**

**01. Accredited.** Accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education.( )

~~02. Advisory Committee.~~ A committee of state certified or licensed real estate appraisers appointed by the board to provide technical assistance relating to real estate appraisal standards and real estate appraiser experience, education and examination requirements that are appropriate for each classification of state certified or licensed real estate appraiser.( )

**023. Appraiser Qualifications Board.** Appraiser Qualifications Board (AQB) of the Appraisal Foundation establishes the qualifications criteria for licensing, certification and recertification of appraisers.( )

**034. Appraisal Standards Board.** The Appraisal Standards Board of the Appraisal Foundation develops, publishes, interprets and amends the Uniform Standards of Professional Appraisal Practice (USPAP) on behalf of appraisers and users of appraisal services.( )

**045. Classroom Hour.** Fifty (50) minutes out of each sixty (60) minute hour in a setting which may include a classroom, conference/seminar, on-line or a virtual classroom.( )

**056. Field Real Estate Appraisal Experience.** Personal inspections of real property, assembly and analysis of relevant facts, and by the use of reason and the exercise of judgment, formation of objective opinions as to the market or other value of such properties or interests therein and preparation of written appraisal reports or other memoranda showing data, reasoning, and conclusion. Professional responsibility for the valuation function is essential. ( )

**06. Practical Applications of Real Estate Appraisal (PAREA).** An AQB-approved training programs which provide another pathway for applicants to fulfill their experience requirements through practical experience in a virtual environment combining appraisal theory and methodology in real-world simulations. This experience can be provided through a wide range of online and virtual reality technologies.

~~**07. FIRREA.** Title XI, Financial Institutions Reform, Recovery and Enforcement Act of 1989, as amended, was designed to ensure that more reliable appraisals are rendered in connection with federally related transactions. ( )~~

**078. Real Estate.** In addition to the previous definition in Section 54-4104(12), Idaho Code, will also mean an identified parcel or tract of land, including improvements, if any.( )

**089. Real Property.** In addition to the previous definition in Section 54-4104(12), Idaho Code, will also mean one or more defined interests, benefits, or rights inherent in the ownership of real estate.( )

**09.10. Residential Unit.** Real estate with a current highest and best use of a residential nature. A residential unit includes a kitchen and a bathroom.( )

~~**11. Uniform Standards of Professional Appraisal Practice or USPAP.** Those uniform standards adopted by the Appraisal Foundation's Appraisal Standards Board. These standards may be altered, amended, interpreted, supplemented, or repealed by the Appraisal Standards Board (ASB) from time to time.( )~~

~~**12. USPAP Course.** For the purposes of licensure and license renewal, any reference to the approved USPAP course means the National USPAP Course provided by Appraisal Qualifications Board Certified USPAP Instructors and Educational Providers.( )~~

~~**13. Appraisal Management Company or AMC.** Appraisal Management Company or AMC means a natural person or organization that meets the definition in Section 54-4122, Idaho Code, and is registered under the Idaho Appraisal Management Company Registration and Regulation Act.( )~~

~~**011.—149.(RESERVED)**~~

**400.150. FEES.**

~~Fees are non-refundable and established in accordance with Sections 54-4113, 54-4124, and 54-4134, Idaho Code, as follows:~~

FEE-TYPE	AMOUNT (Not to Exceed)	RENEWAL (Per Year) Not to Exceed
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Application	\$200	
License	\$100*	\$275*
AMC Registration	\$1,000**	\$900**
Reinstatement	As provided in Section 67-2614, Idaho Code	
Application for Reciprocity	\$200	
Original license via Reciprocity	\$100*	
Temporary Permit	\$75	
Trainee Registration	\$50	
Continuing Education Provider Application	\$100	
Examination and Reexamination	As charged by the provider	

( )

~~**01. Fees Followed by One Asterisk (\*) Means.** Proposed fees for these categories marked with an asterisk (\*) include forty dollars (\$40) to be submitted by the state to the federal government. Title XI, Section 1109 of the FIRREA as amended requires each state to submit a roster listing of state licensed appraisers to the Appraisal Subcommittee of the Federal Financial Institutions Examination Council “no less than annually.” The state is also required to collect from such individuals who perform appraisals in federally related transactions an annual registry fee of “not more than eighty five dollars (\$85),” such fees to be transmitted by the state to the federal government on an annual basis. This fee is subject to change by the Appraisal Subcommittee. (—)~~

~~**02. Fees Followed by Two Asterisks (\*\*)** Means. The fees for the categories marked with two (2) asterisks (\*\*) do not include additional fees assessed pursuant to Title XI, Section 1109 of the FIRREA, as amended, including, but not limited to, an AMC registry fee, such fees to be collected from AMCs by the state and transmitted to the federal government on an annual basis. (—)~~

~~**151.—199.(RESERVED)**~~

~~**200. APPLICATION.**~~

~~**01. Appraiser License Application.** Any person desiring to apply for licensure must submit a completed application with required supporting documents and appropriate fees to the Division at its official address. After the qualifications have been reviewed, verified and approved by the Board, the applicant will receive the pre-approved examination card and must submit the appropriate fees to the examining entity. (—)~~

~~**02. Eligibility for Examination.** The qualified applicant will be sent notification on how to register for the examination subsequent to the determination of eligibility based on documentation that the applicant has met the required education and experience requirements. (—)~~

~~**03. Trainee Registration Application.** Any person desiring registration as a trainee must submit a completed application with required supporting documents and appropriate fees to the Division at its official address. (—)~~

~~**04. AMC Registration Application.** Any person or organization desiring registration as an AMC must submit a completed application with required supporting documents and appropriate fees to the Division at its official address. (—)~~

~~201. — 249. (RESERVED)~~

**250. REQUIREMENTS FOR LICENSURE.**

All applicants for licensure must comply with the following requirements: ~~in any real estate appraiser classification must comply with the following education, experience and examination requirements in addition to meeting those requirements set forth in Sections 275, 300, 350, and 400 below. (—)~~

**01. Education.** Classroom hours will be credited only for ~~courses with content that follows the~~ Required Core Curriculum as outlined by the AQB, Appraisal Qualification Board. ( )

a. Credit toward the classroom hour requirement may only be granted where:

i. The length of the educational offering is at least fifteen (15) hours, and the individual successfully completes a closed-book examination; or pertinent to the educational offering. In addition,

ii. A Trainee Appraiser successfully completes a course which meets the AQB content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline.

iii. Distance education courses intended for use as qualifying education must include a written, closed-book final examination - proctored by an official approved by the college or university or by the sponsoring organization. Biometric proctoring is acceptable. The term "written" as used herein refers to an exam that might be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable. The testing must be in compliance with the examination requirements of this section. ( )

b. Credit for the classroom hour requirement may be obtained from from Colleges or Universities; Community or Junior Colleges, the Appraisal Foundation or its boards; State or Federal Agencies or commissions; or other providers approved by the Board. ~~the following: (—)~~

~~i. Colleges or Universities. (—)~~

~~ii. Community or Junior Colleges. (—)~~

~~iii. Courses approved by the Appraisal Qualifications Board. (—)~~

~~iv. State or Federal Agencies or Commissions. (—)~~

~~v. Other providers approved by the Board. (—)~~

c. Only those courses completed preceding the date of application will be accepted for meeting educational requirements. ( )

d. Course credits that are obtained from the course provider by challenge examination without attending the course will not be accepted. ( )

e. Credit toward education requirements may be obtained through completion of a degree in Real Estate from: an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the US Secretary of Education whose curriculum has been reviewed and approved by the AQB. ( )

~~i. An accredited degree-granting college or university that has been approved by the Association to Advance Collegiate Schools of Business; or (—)~~

~~ii. A regional or national accreditation agency that is recognized by the U.S. Secretary of Education and whose curriculum has been reviewed and approved by the Appraiser Qualifications Board. (—)~~

f. Applicants with a college degree from a foreign country may have their education evaluated for



equivalency by one (1) of the following:( )

- i. An accredited, degree-granting domestic college or university;( )
- ii. The American Association of Collegiate Registrars and Admissions Officers (AACRAO);( )
- iii. A foreign degree credential evaluation services company that is a member of the National Association of Credential Evaluation Services (NACES); or( )
- iv. A foreign degree credential evaluation service company that provides equivalency evaluation, ~~reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.~~( )

**02. Experience.**( )

**a.** The work product claimed for experience credit must be in conformity with USPAP. All appraisal experience must be obtained as a registered trainee, licensed or certified appraiser, or participant in an AQB approved PAREA program. For Registered Trainees, only experience gained during the five (5) years immediately preceding application will be considered. Each applicant must verify completion of the required experience on a Board approved form. An appraisal log that contains the following must be submitted:( )

~~**b.** All appraisal experience must be obtained as a registered trainee or as a licensed appraiser. At least five hundred (500) hours in no less than three (3) months must be obtained in Idaho pursuant to these rules. The Board will only consider experience from other jurisdictions with substantially equal requirements.( )~~

~~**c.** Only experience gained during the five (5) years immediately preceding application will be considered for evaluation.( )~~

~~**d.** Acceptable non field appraisal experience includes, but is not limited to the following: Fee and Staff appraisal analysis, ad valorem tax appraisal, condemnation appraisal, technical review appraisal, appraisal analysis, review appraisal, real estate counseling, highest and best use analysis, and feasibility analysis/study.( )~~

~~**e.** Each applicant applying for licensure must verify completion of the required experience via affidavit, under oath subject to penalty of perjury, and notarized on a form provided by the Board.( )~~

~~**f.** The Board requires submission of a log that details hours claimed for experience credit. The log must include the following:( )~~

~~**i.**(1) Type of property;( )~~

~~**ii.**(2) Address of the property;( )~~

~~**iii.**(3) Report date;( )~~

~~**iv.**(4) Description of work performed by the trainee/applicant and scope of the review and supervision of the Supervisory Appraiser;( )~~

~~**v.**(5) Number of work hours by the trainee/applicant on the assignment;( )~~

~~(6) Complexity;( )~~

~~(7) Approaches to value;( )~~

~~(8) Appraised value;( )~~

~~(9) Scope of supervising appraiser's review; and( )~~

~~vi. (10)~~ Signature and license number of the supervising appraiser.( )

~~ii.~~ The Board reserves the right to contact an employer for confirmation of length and extent of experience claimed. This may require an employer to submit appraisal reports and/or an affidavit.(—)

~~iii.~~ The Board may request submission of written reports or file memoranda that substantiate an applicant's claim for experience credit.(—)

~~b. f.~~ Ad valorem tax appraisers must demonstrate the use of techniques to value properties similar to those used by appraisers and effectively use the process as defined in Subsection 010.056, Field Real Estate Appraisal Experience, in order to receive experience credit.( )

~~03. Examination.~~ Successful completion of an examination appropriate to the license classification being applied for and approved by the Board pursuant to the guidelines of the Appraisal Qualifications Board. A passing grade on an examination approved by the Board pursuant to the guidelines of the AQB.( —)

~~251.— 274.(RESERVED)~~

~~275. REGISTERED TRAINEE REAL ESTATE APPRAISER.~~

~~044. Registered Real Estate Appraiser Trainee.~~

~~a. Qualifications.~~ Each applicant for registration as an appraiser trainee must meet the following requirements:An applicant must have completed seventy-five (75) hours of qualifying education as specified in the Required Core Curriculum within the last five (5) years, consisting of not less than thirty (30) hours of Basic Appraisal Principles, including: not less than thirty (30) hours of Basis Appraisal Principles; fifteen (15) hour National USPAP course or AQB approved equivalent. ( )

~~a.~~ Education. Within the five year period preceding application, all applicants for registration as a trainee must document completion of at least seventy five (75) classroom hours of courses in subjects related to real estate appraisal as follows:(—)

~~i.~~ Basic Appraisal Principles— not less than thirty (30) hours specifically including Real Property Concepts and Characteristics, Legal Considerations, Influences on Real Estate Values, Types of Value, Economic Principles, Overview of Real Estate Markets and Analysis, and Ethics and How They Apply in Appraisal Theory and Practice; and (—)

~~ii.~~ Basic Appraisal Procedures— not less than thirty (30) hours specifically including Overview of Approaches to Value, Valuation Procedures, Property Description, and Residential Applications; and(—)

~~iii.~~ National USPAP Course— not less than fifteen (15) hours.( )

~~b.~~ Appraisers holding a Licensed Residential Real Property Appraiser credential satisfy the educational requirements for the Trainee Appraiser credential. ( )

~~Experience.~~ All applicants for registration as a trainee must retain and identify at least one (1) qualified supervisor as required by law and rule.( )

~~i.e.~~ Examination.—Each trainee applicant shall pass the end of course document successful passage of examinations in each of the prerequisite courses in order to earn credit. required for registration as a trainee.( )

~~ii.d.~~ Prior to registration ~~as an appraiser trainee~~, each applicant ~~trainee applicant~~ must complete a trainee appraiser course that complies with the ~~content~~ requirements established by the AQB. Appraisal Qualifications Board. This course is in addition to the education requirements set forth in Section 275.( )

~~iii. 02. Scope and Practice.~~ An Appraiser Trainee shall not be involved in the appraisal of any property that exceeds the lawful scope of practice of the Supervising Appraiser, and is subject to USPAP. The appraiser

~~trainee shall be subject to USPAP.( )~~

~~**iv.a.** Each appraiser trainee is permitted to have more than one (1) Supervisory Appraiser. An appraisal log shall be maintained jointly. ing appraiser provided a supervising appraiser is not registered to more than three (3) trainees at any one (1) time.( )~~

~~**b.** An appraisal log shall be maintained for each supervising appraiser by the appraiser trainee and shall include no less than the requirements outlined in Subsection 250.02.e.i. for each appraisal.( )~~

~~**e.** An appraiser trainee shall be entitled to obtain copies of all appraisal reports prepared by the trainee.( )~~

~~**c.03. Continuing Education.** Prior to the second and subsequent renewals an appraiser trainee shall be required to obtain the equivalent of twenty-eight (28) classroom hours of instruction in approved courses or seminars.. Once every twenty-four (24) months, registered appraiser trainees will be required to attend an approved seven-hour USPAP Continuing Education Course or the equivalent. The course must cover the most recent USPAP edition. renewal and for each continuing education cycle thereafter as provided in Section 275 of this rule, an appraiser trainee shall be required to obtain:( )~~

~~**a.** The equivalent of thirty (30) classroom hours of instruction in approved courses or seminars during the twenty-four (24) month period preceding the renewal. Once every twenty-four (24) months, registered appraiser trainees will be required to attend an approved seven-hour USPAP update course or the equivalent. The course must cover the most recent USPAP edition.( )~~

~~**b.** All continuing education shall be in compliance with Subsections 401.01 through 401.05.~~

~~**i.** If the licensee completes two (2) or more courses having substantially the same content during any one (1) continuing education cycle, the licensee only will receive continuing education credit for one (1) of the courses. ( )~~

~~**ii.e.** Continuing education credit may be granted for participation in appraisal educational processes and programs, including: teaching, program development, authorship of textbooks, or similar activities that are determined to be equivalent to obtaining continuing education, up to one-half (1/2) of total credits for renewal period.~~

~~also be granted for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities that are determined to be equivalent to obtaining continuing education. Credit for educational processes and programs continuing education shall not exceed one-half (1/2) of the total continuing education credits required for a renewal period.( )~~

~~**d.** The purpose of continuing education is to ensure that the appraiser trainee participates in a program that maintains and increases skill, knowledge and competence in real estate appraising.( )~~

~~**04. Renewal and Reinstatement.** An appraiser trainee shall renew their registration annually as set forth in Section 67-2614, Idaho Code, and may reinstate after expiration as provided in Section 67-2614, Idaho Code. Beginning July 1, 2017, an individual may only be registered as an appraiser trainee for a maximum period of five (5) years, unless approved by the Board for good cause.~~

~~**d.** An individual may only be registered as an appraiser trainee for a maximum period of five (5) years, unless approved by the Board. ( )~~

**276. REGISTERED TRAINEE SUPERVISORS.**

**051. Supervisory Appraiser. Registered Trainee Supervisor Requirements:**( )

~~**a.** Qualifications. Hold a license in good standing with no disciplinary history in any jurisdiction that affected the Supervisory Appraiser's eligibility to engage in appraisal practice for at least three (3) years immediately prior to providing supervision; and; A supervising appraiser shall:( )~~

- ~~i. Hold a current Idaho license as a Certified Residential Appraiser or as a Certified General Appraiser when supervising a trainee registered in Idaho. ( )~~
- ~~ii. Have held a current and unrestricted license as a Certified Residential Appraiser or a Certified General Appraiser for at least three (3) years prior to providing supervision; and; ( )~~
- ~~iii. Submit evidence of Completion of a course that complies with requirements established by the AQB focused on the responsibilities of a Supervisory Appraiser, an approved four hour (4) continuing education course regarding the role of a supervising appraiser. ( )~~
- ~~iv. Not have been disciplined by the Board or any other state or jurisdiction within the previous four (4) years; and ( )~~
- ~~ii. v. Not supervise more than three (3) Appraiser Trainees at one time; and ( )~~
- ~~iii. vi. Be responsible for the training and direct supervision of the Appraiser Trainee; and ( )~~
- ~~iv. vii. Accept responsibility for all appraiser trainee appraisal reports by signing and certifying that the report is in compliance with USPAP; and ( )~~
- ~~v. viii. Review and sign all Appraiser Trainee appraisal report(s); and ( )~~
- ~~vi. ix. Personally inspect each appraised property with the Appraiser Trainee until the supervising appraiser determines the appraiser trainee is competent in accordance with the Competency Provision of USPAP for the property type. ( )~~
- ~~b. An accurate, current and complete appraisal experience log shall be maintained jointly by the Supervising Appraiser and the Appraiser Trainee as outlined in Subsection 250.02.e.i. ( )~~
- ~~c. A Supervising Appraiser may not continue to supervise if: ( )~~
  - ~~i. The appraiser ceases to meet supervisor requirements; or has ( )~~
  - ~~ii. The appraiser is disciplined, unless the board grants a waiver and a waiver may be subject to conditions set by the board. Discipline that affects the Supervisory Appraiser's ability to engage in appraisal practice. ( )~~

~~277. — 299. (RESERVED)~~

~~**300. LICENSED RESIDENTIAL REAL ESTATE APPRAISER CLASSIFICATION APPRAISER QUALIFICATION CRITERIA:**~~

~~The state licensed residential real estate appraiser classification applies to the appraisal of residential real property consisting of one (1) to four (4) non-complex residential units having a transaction value less than one million dollars (\$1,000,000) and complex one (1) to four (4) residential units having a transaction value less than two hundred fifty thousand dollars (\$250,000). Applicants must meet the following education, experience and examination requirements in addition to complying with Section 250. Subsequent to being licensed, every licensee must annually meet the continuing education requirement. ( )~~

~~**06. Licensed Residential Real Estate Appraiser.** Applies to the appraisal of residential real property consisting of one (1) to four (4) non-complex residential units having a transaction value less than one million dollars (\$1,000,000) and complex one (1) to four (4) residential units having a transaction value less than four hundred thousand dollars (\$400,000). Requirements:~~

~~**a01. Education.** An applicant may either complete one hundred and fifty (150) qualified class hours as specified in the Required Core Curriculum, including the 15-Hour National USPAP course or, register as an Appraiser Trainee and complete seventy-five (75) classroom hours in: Residential Market Analysis and Highest and~~

~~Best Use –fifteen (15) hours; Residential Appraiser Site Valuation and Cost Approach –fifteen (15) hours; Residential Sales Comparison and Income Approaches –thirty (30) hours; and Residential Report Writing and Case Studies –fifteen (15) hours.( )~~

~~As a prerequisite to taking the examination for licensure as an Idaho Licensed Residential Real Estate Appraiser, each applicant shall:( )~~

- ~~a. Document registration as an Appraiser Trainee; and( )~~
- ~~b. Document the successful completion of not less than seventy five (75) classroom hours of courses in subjects related to real estate appraisal as follows:( )~~
  - ~~i. Residential Market Analysis and Highest and Best Use —not less than fifteen (15) hours; and ( )~~
  - ~~ii. Residential Appraiser Site Valuation and Cost Approach —not less than fifteen (15) hours; and ( )~~
  - ~~iii. Residential Sales Comparison and Income Approaches —not less than thirty (30) hours specifically including: Valuation Principles and Procedures —Sales Comparison Approach; Valuation Principles and Procedures— Income Approach; Finance and Cash Equivalency; Financial Calculator Introduction; Identification, Derivation and Measurement of Adjustments; Gross Rent Multipliers; Partial Interests; Reconciliation; and Case Studies; and( )~~
  - ~~iv. Residential Report Writing and Case Studies —not less than fifteen (15) hours specifically including: Writing and Reasoning Skills; Common Writing Problems; Form Reports; Report Options and USPAP Compliance; Case Studies.( )~~

~~**02. Experience.** One thousand (1,000) hours of experience in no less than six (6) months. Prerequisite to sit for the examination:( )~~

- ~~a. Document one thousand (1,000) hours of supervised appraisal experience as a registered Appraiser Trainee in no less than six (6) months. Experience documentation in the form of reports or file memoranda should be available to support the claim for experience.( )~~
- ~~b. Of the required one thousand (1,000) hours, the applicant must accumulate a minimum of seven hundred fifty (750) hours from field real estate appraisal experience. The balance of two hundred fifty (250) hours may include non-field experience, refer to Subsection 250.02.d.( )~~

~~**03. Examination.** Successful completion of the AQB-approved Licensed Residential Appraiser examination the successful completion of the Certified Residential or Certified General examination, approved by the Board pursuant to the guidelines of the Appraisal Qualifications Board:( )~~

~~**301.—349.(RESERVED)**~~

~~**350. CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER CLASSIFICATION APPRAISER QUALIFICATION CRITERIA.**~~

~~The~~

~~**06. State Certified Residential Real Estate Appraiser.** classification A applies to the appraisal of residential properties of four (4) or less units without regard to transaction value or complexity. Applicants must meet the following education, experience and examination requirements in addition to complying with Section 250. Subsequent to being certified every licensee must annually meet the continuing education requirement.( )~~

~~**a.01. Education.** As a prerequisite to taking the examination for licensure as an Idaho Certified Residential Real Estate Appraiser, each applicant shall:( )~~

- ~~**i.** Hold a Bachelor’s degree in any field of study from an accredited degree-granting college or university, or meet one of the following options:( )~~

~~ii. Possession of an Associate's degree in a field of study related to business administration, accounting, finance, economics or real estate; or( )~~

~~iii. Successful Completion of thirty (30) semester hours of college-level courses that cover each of the following specific topic areas and hours: English composition (three (3) semester hours), microeconomics (three (3) semester hours), macroeconomics (three (3) semester hours), finance (three (3) semester hours), algebra, geometry or higher mathematics (three (3) semester hours), statistics (three (3) semester hours), computer science (three (3) semester hours), business or real estate law (three (3) semester hours), and two (2) elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (three (3) semester hours each); or( )~~

~~iv. iii. Successful Completion of at least thirty (30) semester hours of College Level Examination Program® (CLEP®) examinations from each of the following subject matter areas: college algebra (three (3) semester hours), college composition (six (6) semester hours), college composition modular (three (3) semester hours), college mathematics (six (6) semester hours), principles of macroeconomics (three (3) semester hours), principles of microeconomics (three (3) semester hours), introductory business law (three (3) semester hours), and information systems (three (3) semester hours), or( )~~

~~iv. Any combination of the above criteria (within Subsections 350.01.a.ii. and 350.01.a.iii. of these rules) that ensures coverage of all topics and hours identified in Subsection 350.01.a.ii.-( )~~

~~b. As an alternative to the requirements in Subsection 350.01.a., above, individuals who have held a Licensed Residential credential for a minimum of five (5) years may qualify if they do not have a record of any disciplinary action affecting their legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application, as meeting the requirements of Subsection 350.01.a., if it is established that there is no record of any adverse, final, and non appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential license.-( )~~

~~c. Document Registration as an Appraiser Trainee and completion of the education required for licensure as a Licensed Residential Real Estate Appraiser, or hold a current license as a Licensed Residential Real Estate Appraiser; and( )~~

~~d. Document the successful completion of not less than fifty (50) classroom hours of courses in subjects related to real estate appraisal as follows:( )~~

~~i. Statistics, Modeling and Finance: not less than fifteen (15) hours, specifically including Statistics; Valuation Models (AVM's and Mass Appraisal); and Real Estate Finance; and( )~~

~~ii. Advanced Residential Applications and Case Studies: not less than fifteen (15) hours, specifically including Complex Property, Ownership and Market Conditions; Deriving and Supporting Adjustments; Residential Market Analysis; and Advanced Case Studies; and( )~~

~~iii. Appraisal Subject Matter Electives: not less than twenty (20) hours, and may include hours over the minimum shown in Subsection 350.01.d. of these rules.-( )~~

~~e02. Experience. One thousand five hundred (1,500) hours of appraisal experience in no less than twelve (12) months, with at least one thousand two hundred (1,200) hours of the experience from residential field appraisal experience. Experience is a prerequisite to sit for the licensure examination.-( )~~

~~a. Document one thousand five hundred (1,500) hours of appraisal experience in no less than twelve (12) months (see Subsection 250.02). Experience documentation in the form of reports or file memoranda should be available to support the claim for experience.-( )~~

~~b. One thousand two hundred (1,200) hours of the experience shall be from residential field appraisal experience. The balance of three hundred (300) hours may include non field experience, refer to Subsection 250.02.d. ( )~~

**fe.** **Examination.** Successful completion of the Certified Residential Appraiser examination approved by the Board pursuant to the guidelines of the ~~AQB, Appraisal Qualifications Board.~~( )

~~351. 399.(RESERVED)~~

~~400. CERTIFIED GENERAL REAL ESTATE APPRAISER CLASSIFICATION APPRAISER QUALIFICATION CRITERIA.~~

~~The State Certified General Real Estate Appraiser classification applies to the appraisal of all types of real property. Applicants must meet the following examination, education, and experience requirements in addition to complying with Section 250. Subsequent to being certified, an individual must meet the continuing education requirement.~~

~~( )~~

**074. State Certified General Real Estate Appraiser. Applicants must meet the following:**

**a. Education.** ~~As a prerequisite to taking the examination for licensure as an Idaho Certified General Real Estate Appraiser, each applicant shall:~~( )

**ia.** ~~Hold a Bachelor's degree or higher from an accredited degree-granting college or university and document two hundred twenty-five (225) in ; and~~  
( )

**ii.b.** Document registration as an Appraiser Trainee and document the successful completion of not less than two hundred twenty-five (225) classroom hours of courses in subjects related to real estate appraisal as follows:  
( )

**iii.†** Statistics, Modeling and Finance: not less than fifteen (15) hours, specifically including Statistics; Valuation Models (AVM's and Mass Appraisal), and Real Estate Finance;( )

**iv.‡** General Appraiser Market Analysis and Highest and Best Use: not less than thirty (30) hours;  
( )

**v.‡‡** General Appraiser Sales Comparison Approach: not less than thirty (30) hours, specifically including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies;  
( )

**vi.‡‡** General Appraiser Site Valuation and Cost Approach: not less than thirty (30) hours;( )

**vii.‡‡** General Appraiser Income Approach: not less than sixty (60) hours, specifically including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies;( )

**viii.‡‡** General Appraiser Report Writing and Case Studies: not less than thirty (30) hours, specifically including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies; and( )

**ix.‡‡‡** Appraisal Subject Matter Electives: not less than thirty (30) hours, ~~and may include hours over the minimum shown in Subsection 400.01.b. of these rules;~~ or( )

**b.e.** ~~Document licensure as a Licensed Residential Real Estate Appraiser and the successful~~  
**C**ompletion of not less than one hundred fifty (150) classroom hours of courses in subjects related to real estate appraisal as follows:( )

**i.** Statistics, Modeling and Finance: not less than fifteen (15) hours, specifically including Statistics; Valuation Models (AVM's and Mass Appraisal); and Real Estate Finance; and( )

- ii. General Appraiser Market Analysis and Highest and Best Use: not less than fifteen (15) hours; and ( )
  - iii. General Appraiser Sales Comparison Approach: not less than fifteen (15) hours, specifically including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies; and ( )
  - iv. General Appraiser Site Valuation and Cost Approach: not less than fifteen (15) hours; and( )
  - v. General Appraiser Income Approach: not less than forty-five (45) hours, specifically including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies; and ( )
  - vi. General Appraiser Report Writing and Case Studies: not less than fifteen (15) hours, specifically including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies; and( )
  - vii. Appraisal Subject Matter Electives: not less than thirty (30) hours, or completion of one hundred five (105) classroom hours of courses in: General Appraiser Market Analysis and Highest and Best Use: not less than fifteen (15) hours; and General Appraiser Sales Comparison Approach: not less than fifteen (15) hours, including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies; and General Appraiser Site Valuation and Cost Approach: not less than fifteen (15) hours; and General Appraiser Income Approach: not less than forty-five (45) hours, including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies; and General Appraiser Report Writing and Case Studies: not less than fifteen (15) hours, including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies. ~~and may include hours over the minimum shown in Subsection 400.01.c.; or( )~~
- ~~d. Document licensure as a Certified Residential Real Estate Appraiser and the successful completion of not less than one hundred five (105) classroom hours of courses in subjects related to real estate appraisal as follows: ( )~~
- ~~i. General Appraiser Market Analysis and Highest and Best Use: not less than fifteen (15) hours; and ( )~~
  - ~~ii. General Appraiser Sales Comparison Approach: not less than fifteen (15) hours, specifically including Value Principles, Procedures, Identification and Measurement of Adjustments, Reconciliation, and Case Studies; and ( )~~
  - ~~iii. General Appraiser Site Valuation and Cost Approach: not less than fifteen (15) hours; and( )~~
  - ~~iv. General Appraiser Income Approach: not less than forty five (45) hours, specifically including Overview, Compound Interest, Lease Analysis, Income Analysis, Vacancy and Collection Law, Estimating Operating Expenses and Reserves, Reconstructed Income and Expense Statement, Stabilized Net Operating Income Estimate, Direct Capitalization, Discounted Cash Flow, Yield Capitalization, Partial Interest, and Case Studies; and ( )~~
  - ~~v. General Appraiser Report Writing and Case Studies: not less than fifteen (15) hours, specifically including Writing and Reasoning Skills, Common Writing Problems, Report Options and USPAP Compliance, and Case Studies. ( )~~
- c 02. Experience.** Three thousand (3,000) hours of appraisal experience in no less than eighteen (18)



~~months. One thousand five hundred (1,500) hours of the experience must be non-residential appraisal experience. The balance of one thousand five hundred (1,500) hours may be solely residential experience or can include up to five hundred (500) hours of non-field experience.. xperience is a prerequisite to sit for the licensure examination:(—)~~

~~a. Document three thousand (3,000) hours of appraisal experience in no less than eighteen (18) months (See Subsection 250.02). Experience documentation in the form of reports or file memoranda should be available to support the claim for experience.(—)~~

~~b. One thousand five hundred (1,500) hours of the experience must be non-residential appraisal experience. The balance of one thousand five hundred (1,500) hours may be solely residential experience or can include up to five hundred (500) hours of non field experience as outlined in Subsection 250.02.d.(—)~~

~~d. Examination. Successful completion of the Certified General Appraiser examination approved by the Board pursuant to the guidelines of the AQB. Appraisal Qualifications Board.( )~~

~~401. CONTINUING EDUCATION.~~

~~All certified/licensed appraisers must comply with the following continuing education requirements:(—)~~

~~08. Continuing Education.~~

~~1. Purpose of Continuing Education. The purpose of continuing education is to ensure that the appraiser participates in a program that maintains and increases his skill, knowledge and competency in real estate appraising.( )~~

~~a.02. Hours Required. The equivalent of thirty (30) Twenty-eight (28) classroom hours of instruction in courses or seminars during the twenty-four (24) months prior to renewal is required. If the licensee completes two (2) or more courses having substantially the same content during any one (1) continuing education cycle, the licensee only will receive continuing education credit for one (1) of the courses.( )~~

~~ia. If the educational offering is taken on-line or in a virtual classroom, the course must include successful completion of prescribed course mechanisms required to demonstrate knowledge of the subject matter. ( )~~

~~ii.b. Credit toward the classroom hour requirement may be granted only where the length of the educational offering is at least two (2) hours.( )~~

~~iiie. Credit for the classroom hour requirement may be obtained by accredited courses which have been approved by the AQB and by courses approved by Real Estate Appraiser Boards of states with reciprocity with Idaho. All other courses must have approval of the Board. Courses shall be approved for a period of four (4) years. Appraisal Qualifications Board and by courses approved by Real Estate Appraiser Boards of states with reciprocity with Idaho. All other courses must have approval of the Board, which shall require the continuing education provider to submit the educational course approval application and application fee as set forth in these rules along with the documentation including the instructors and their qualifications, course content, length of course, and its location. Courses shall be approved for a period of four (4) years:( )~~

~~ivd. Once eEvery twenty-four (24) months, Idaho State Certified/Licensed Real Estate Appraisers and registered trainees will be required to attend an approved seven (7) hour USPAP Continuing Education course covering the most recent edition, or the AQB approved equivalent. update course or the equivalent. The course must cover the most recent USPAP edition.( )~~

~~y03. Credit for Appraisal Educational Processes and Programs. Continuing education credit may also be granted for participation, other than as a student, in appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks, or similar activities which are determined to be equivalent to obtaining continuing education. Credit for educational processes and programs. Continuing education shall not exceed one-half (1/2) of the total continuing education credits required for a renewal period.( )~~

~~vi. Credit may be awarded for a single state appraisal regulatory meeting per continuing education~~

cycle. The must be open to the public and must be a minimum of two (2) hours in length. The total credit cannot exceed two (2) hours.( )

vii. Continuing education will be granted for successful completion of a course which meets the AQB content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline.

viii. For each year in which a license is inactive, fourteen (14) hours of continuing education must be completed prior to reinstatement. For a license inactive for less than two (2) years, the hours must include the most recent seven (7) hour USPAP Continuing Education course. For a license inactive more than two (2) years but less than five (5) years, the hours must include the most recent fifteen (15) hour National USPAP course.

09. Temporary License. An individual may receive a permit to temporarily practice on a per appraisal assignment basis for not more than six (6) months. The applicant must be listed on the National Registry, maintained by the Appraisal Subcommittee, as current and in good standing and comply with Section 54-4115(3), Idaho Code.( )

~~04. Credit for Attending the Licensure Board Meetings. Continuing education credit may be granted for a maximum of two (2) hours each continuing education cycle for time spent attending one (1) Board meeting. Members of the board shall not be entitled to continuing education credit for board service.( )~~

~~05. Requirement When a Certificate/License Is Canceled. For each year (less than five (5)) in which a license is lapsed, canceled, or otherwise non-renewed, fifteen (15) hours of continuing education must be documented, including a seven (7) hour USPAP update course, prior to reinstatement. The course must cover the most recent USPAP edition.( )~~

~~402.—449.(RESERVED)~~

~~450. RECIPROCITY.~~

~~Applicant must comply with Section 54-4115, Idaho Code, and Submit current notarized statement verifying certification/licensure in good standing in another state( )~~

~~451.—499.(RESERVED)~~

~~500. TEMPORARY PRACTICE.~~

~~01. Requirements for Issuance. A permit to temporarily practice may be issued to individuals coming to Idaho who are certified/licensed in another state and are either transferring to Idaho or have a temporary assignment in Idaho.( )~~

~~02. Proof of Current Certification or Licensure. The applicant must be listed on the National Registry, maintained by the Appraisal Subcommittee, as current and in good standing and comply with Section 54-4115(3), Idaho Code, regarding irrevocable consent.( )~~

~~03. Assignments and Length of Time Permit Will Be Issued. Permit to temporarily practice will be issued on a per appraisal assignment basis for a period not to exceed six (6) months. A temporary permit may be extended one (1) time only.( )~~

~~501.—524.(RESERVED)~~

300.525. DISCIPLINE.

The Board may impose a civil fine not to exceed one thousand dollars (\$1,000) upon a licensed or certified real estate appraiser for each violation of Section 54-4107(1), Idaho Code.( )

The Uniform Standards of Professional Practice, excluding standards 7, 8, 9, and 10, are hereby adopted as the rules of conduct and code of ethics for all Real Estate Appraisers. ( )

01. Appraisals in Litigation. Licensed or certified appraisers providing opinions of value shall comply with USPAP Standard 1 including maintaining a work file in support of the opinion of value in litigation.

~~526.—539.(RESERVED)~~

~~540. APPRAISALS IN LITIGATION.~~

~~Licensed or certified appraisers providing opinions of value in litigation shall comply with USPAP Standard 1 including maintaining a work file in support of the opinion of value in litigation.(—)~~

~~541.—699.(RESERVED)~~

~~700. UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE/CODE OF ETHICS.~~

~~The Uniform Standards of Professional Practice, excluding standards 7, 8, 9, and 10, as published by the Appraisal Foundation and referenced in Section 004, are hereby adopted as the rules of conduct and code of ethics for all Real Estate Appraisers licensed under Title 54, Chapter 41, Idaho Code, and these rules.(—)~~

~~701.—999.(RESERVED)~~

**400. FEES**

<u>TYPE</u>	<u>AMOUNT</u>	<u>RENEWAL (PER YEAR)</u>
<u>APPLICATION</u>	<u>\$200</u>	
<u>LICENSE</u>	<u>\$100</u>	<u>\$275</u>
<u>AMC REGISTRATION</u>	<u>\$1,000</u>	<u>\$900</u>
<u>APPLICATION FOR RECIPROCITY</u>	<u>\$200</u>	
<u>ORIGINAL LICENSE VIA RECIPROCITY</u>	<u>\$100</u>	
<u>TEMPORARY PERMIT</u>	<u>\$75</u>	
<u>TRAINEE REGISTRATION</u>	<u>\$50</u>	
<u>CONTINUING EDUCATION PROVIDER APPLICATION</u>	<u>\$100</u>	

( )

# PROPOSED RULE COST/BENEFIT ANALYSIS

Section 67-5223(3), Idaho Code, requires the preparation of an economic impact statement for all proposed rules imposing or increasing fees or charges. This cost/benefit analysis, which must be filed with the proposed rule, must include the reasonably estimated costs to the agency to implement the rule and the reasonably estimated costs to be borne by citizens, or the private sector, or both.

**Department or Agency:** Division of Occupational and Professional Licenses

**Agency Contact:** Katie Stuart **Phone:** (208) 577-2489

**Date:** 9/1/2023

**IDAPA, Chapter and Title Number and Chapter Name:**

24.18.01 – Rules of the Real Estate Appraiser Board

**Fee Rule Status:**  x  **Proposed**   **Temporary**

**Rulemaking Docket Number: 24-1801-2301**

**STATEMENT OF ECONOMIC IMPACT:** This rulemaking does not impose a new fee or charge, or increase a fee or charge, beyond what was previously submitted to and reviewed by the Idaho Legislature in the prior rules.

The following is a specific description of the fees or charges:

**1. Fees for Licensure**

TYPE	AMOUNT	RENEWAL (PER YEAR)
APPLICATION	\$200	
LICENSE	\$100	<b>\$275</b>
AMC REGISTRATION	\$1,000	<b>\$900</b>
APPLICATION FOR RECIPROCITY	\$200	
ORIGINAL LICENSE VIA RECIPROCITY	\$100	
TEMPORARY PERMIT	\$75	
TRAINEE REGISTRATION	\$50	
CONTINUING EDUCATION PROVIDER APPLICATION	\$100	

## **INCORPORATION BY REFERENCE SYNOPSIS**

In compliance with Section 67-5223(4), Idaho Code, the following is a synopsis of the differences between the materials previously incorporated by reference in this rule that are currently of full force and effect and newly revised or amended versions of these same materials that are being proposed for incorporation by reference under this rulemaking.

The following agency of the state of Idaho has prepared this synopsis as part of the proposed rulemaking for the chapter cited here under the docket number specified:

### **IDAPA 24 – Division of Occupational and Professional Licenses**

#### **24.18.01 – Rules of The Real Estate Appraisers Board**

##### **Proposed Rulemaking - Docket No. 24-1801-2301**

The proposed rulemaking adopts and incorporates the following:

The current and updated document titled “Uniform Standards of Professional Appraisal Practice (USPAP),” 2024 Edition, excluding standards 7, 8, 9, and 10, published by the Appraisal Foundation and effective January 1, 2024