



APPRAISER INSTRUCTOR REQUIREMENTS

137–900.09. Instructors.

(A) Approved courses held in this state must be taught by Board-approved instructors. Instructors teaching courses which are part of a degree program offered by an accredited college, university, technical college, community college or junior college may be deemed approved by the Board.

(B) Applicants for instructor approval must submit an application form along with supporting documentation as proof of knowledge of subject matter and the ability to teach effectively.

1. As proof of knowledge of the subject matter to be taught, one or more of the following will be considered:
 - a) For License and Certified Residential Level Courses, an active state certified residential or certified general appraiser certificate issued by the Board or other authority acceptable to the Board, and at least three (3) years of appraisal experience; or
 - b) For Certified General Level Courses, an active state certified general appraiser certificate issued by the Board or other authority acceptable to the Board, and at least three (3) years of nonresidential appraisal experience; or
 - c) A college degree in an academic area directly related to the course; or
 - d) Previous employment by a state or federal agency performing appraisal work for at least five (5) years immediately preceding application; or
 - e) Past experience and/or education acceptable to the Board in a subject area directly related to the course.
2. For continuing education courses acceptable proof of knowledge would also include:
 - a) Three (3) years of experience within the past five (5) years directly related to subject matter to be taught; or
 - b) Three (3) years of experience within the past five (5) years teaching the subject matter to be taught.
3. As proof of the ability to teach effectively, one or more of the following will be considered:
 - a) A current teaching certificate issued by any state department of education (or an equivalent agency);
 - b) A four-year undergraduate degree in education; or
 - c) Previous experience teaching in schools, seminars or in an equivalent setting for three (3) years within the past five (5) years; or
 - d) Serving as a trainee or assistant instructor under the direct supervision of a Board approved instructor for at least sixty (60) hours; or
 - e) Past experience acceptable to the Board in the area of education.

(C) Instructors of the 15-hour National USPAP Course and the 7-hour USPAP Update Course must be AQB Certified USPAP Instructors who are also certified appraisers.



South Carolina Department of Labor, Licensing and Regulation

South Carolina Real Estate Appraisers Board

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llr.sc.gov/appr

SC REAL ESTATE APPRAISER INSTRUCTOR APPLICATION

Include with your application:

- Check or money order in the amount of \$160 made payable to LLR-Real Estate Appraisers Board. Application fee is non-refundable. A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- Copy of your valid Driver's License, State Issued ID, Passport or Military ID
- Copy of social security card
- Notarized Verification of Lawful Presence (attached)
- Teaching Certificate, if applicable
- Proof of Degree in Education, if applicable
- Proof of being an AQB Certified USPAP Instructor, if applicable
- Proof of CDEI Credential, if applicable-for online courses (distance education)
- Copy of Resume, if preferred to list experience
- Legal documentation of name change, if applicable

APPLICANT INFORMATION

Last Name: _____ First: _____ Middle: _____ Suffix: _____

Have you ever legally changed your name? Yes No Maiden/ Prior Name: _____

If yes, please submit legal documentation supporting the change. (Marriage certificate, divorce decree, etc.)

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

(If different than above)

Date of Birth: _____ Social Security No.: _____

Phone: _____ Email Address (required): _____

EMPLOYER

Business Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

OTHER LICENSURE

List any (including SC) states you are currently or were previously licensed in as an appraiser or appraiser instructor.

State: _____ License Type: _____ License/ Certificate No.: _____

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State: _____ License Type: _____ License/ Certificate No.: _____

State: _____ License Type: _____ License/ Certificate No.: _____

APPLYING TO TEACH

See requirements page attached and submit proof of teaching certificates and/or proof of degrees as required. To instruct any QE, QEE or CE courses, applicant must show competency in subject areas.

Licensed Appraiser Courses: QE 1 through QE 7

Certified Residential Courses: QE 1 through QE 9

Certified General Courses: QE 1 through QE 3 and QE 8 (may be instructed by CR or CG Appraiser)
QE 10 through QE 14 (must be instructed by CG Appraiser)

Select the courses you are applying to teach:

<input type="checkbox"/> QE 1 – Basic Appraisal Principles (30 hours)	<input type="checkbox"/> QE 9 – Advanced Residential Applications and Case Studies (15 hours)
<input type="checkbox"/> QE 2 – Basic Appraisal Procedures (30 hours)	<input type="checkbox"/> QE 10 – General Appraiser Market Analysis and Highest and Best Use (30 hours)
<input type="checkbox"/> QE 3 – National USPAP (15 hours) (must have AQB Certified certificate required to teach)	<input type="checkbox"/> QE 11 – General Appraiser Sales Comparison Approach (30 hours)
<input type="checkbox"/> QE 4 – Residential Market Analysis & Highest and Best Use (15 hours)	<input type="checkbox"/> QE 12 – General Appraiser Site Valuation and Cost Approach (30 hours)
<input type="checkbox"/> QE 5 – Residential Appraiser Site Valuation and Cost Approach (15 hours)	<input type="checkbox"/> QE 13 – General Appraiser Income Approach (60 hours)
<input type="checkbox"/> QE 6 – Residential Sales Comparison and Income Approaches (30 hours)	<input type="checkbox"/> QE 14 – General Appraiser Report Writing and Case Studies (30 hours)
<input type="checkbox"/> QE 7 – Residential Report Writing and Case Studies (15 hours)	<input type="checkbox"/> QEE:
<input type="checkbox"/> QE 8 – Statistics, Modeling and Finance (15 hours)	<input type="checkbox"/> CE: Any appraiser subject matter with required competency (USPAP Update courses – AQB Certified certificate required to teach)

KNOWLEDGE OF SUBJECT MATTER

List any work experience related to the courses you are applying to teach that you have had over the last 5 years: **(You may attach a copy of your resume if preferred.)**

Description of Experience (Last 5 Years Must Be Listed)	Affiliated with:	Year

TEACHING EXPERIENCE

List any teaching experience you have had during the past 5 years, attach an additional sheet if needed:

(Include copy of teaching/education degree/certification. You may also attach a copy of your resume for teaching experience required below, if preferred.)

Course(s) Taught (Last 5 Years Must Be Listed)	Taught for:	Number of Hours Per Year	Year Taught

PERSONAL HISTORY

If you answer yes to any of the below questions, include a written explanation along with supporting documentation. The Board may request additional documentation and require a Board appearance.

1. Have you ever had a certificate or license refused, denied, canceled, surrendered in lieu of revocation, or revoked in this State or any other state? If yes, attach a copy of the licensing agency’s order and any other documentation regarding the disposition. Yes No
2. Have you ever been convicted of or entered a plea of nolo contendere to a felony or a crime involving drugs or moral turpitude? If yes, provide a full written statement, copy of court disposition and an official criminal background check from a law enforcement agency where the incident occurred. Yes No
(Background check cannot be from a third-party provider).

ACKNOWLEDGEMENT

AFFIDAVIT

I, _____, (please print name), have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that all statements made by me herein are true and correct. Should I furnish any false or incomplete information in this application, I hereby agree that such act shall constitute the cause for denial or revocation of my license to practice as a real estate appraiser instructor in South Carolina.

I further certify that I have read and am familiar with the South Carolina Real Estate Appraiser [Statute](#) and [Regulations](#) promulgated by the South Carolina Real Estate Appraisers Board, and in the event I become licensed, agree to obey said Laws and Regulations.

Applicant’s Signature

Date

PRIVACY DISCLOSURE

South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.