

## Upgrade Requirements

The following sections list the requirements for upgrading a license based on the applicant's current license level to the license level requested on the upgrade application (REA 3023):

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### Trainee Licensed Prior to January 1, 2008, Upgrading to Residential License

#### Basic Education

75 hours of additional education (Required Core Curriculum). Education must include, at a minimum, the following modules:

Hours	Module
15 hours	Residential Market Analysis and Highest & Best Use
15 hours	Residential Appraisal Site Valuation and Cost Approach
30 hours	Residential Sales Comparison and Income Approaches
15 hours	Residential Report Writing and Case Studies

#### Continuing Education

4 hours	California approved federal and state laws and regulations
7-hour	National Uniform Standards of Professional Appraisal Practice (USPAP) update

#### Experience

1,000 hours of experience completed in no less than 6 months.

#### Examination

Pass the examination for residential license.

## **Trainee Licensed After January 1, 2008, Upgrading to Residential License**

### **Basic Education**

Trainee licenses issued after January 1, 2008 have met the minimum education (Required Core Curriculum) requirements of a residential license.

### **Continuing Education**

4 hours California approved federal and state laws and regulations

7-hour National Uniform Standards of Professional Appraisal Practice (USPAP) update

### **Experience**

1,000 hours of experience completed in no less than 6 months.

### **Examination**

Pass the examination for residential license.

## **Trainee Licensed Prior to January 1, 2008, Upgrading to Certified Residential License**

### **Basic Education**

125 hours of additional Education (Required Core Curriculum) and completing one of the college level education options listed on the last page of this document\*. Education must include, at a minimum, the following modules:

<b>Hours</b>	<b>Module</b>
15 hours	Residential Market Analysis and Highest & Best Use
15 hours	Residential Appraisal Site Valuation and Cost Approach
30 hours	Residential Sales Comparison and Income Approaches
15 hours	Residential Report Writing and Case Studies
15 hours	Statistics, Modeling and Finance
15 hours	Advanced Residential Applications and Case Studies
20 hours	Appraisal Subject Matter Electives

### **Continuing Education**

4 hours	California approved federal and state laws and regulations
7-hour	National Uniform Standards of Professional Appraisal Practice (USPAP) update

### **Experience**

1,500 hours of experience completed in no less than 12 months.

### **Examination**

Pass the examination for certified residential license.

## **Trainee Licensed After January 1, 2008, or Residential Upgrading to Certified Residential License**

### **Basic Education**

50 hours of additional acceptable education (Required Core Curriculum) and completing one of the college level education options listed on the last page of this document\*. Education must include, at a minimum, the following modules:

<b>Hours</b>	<b>Module</b>
15 hours	Statistics, Modeling and Finance
15 hours	Advanced Residential Applications and Case Studies
20 hours	Appraisal Subject Matter Electives

### **Continuing Education**

4 hours	California approved federal and state laws and regulations
7-hour	National Uniform Standards of Professional Appraisal Practice (USPAP) update

### **Experience**

1,500\* hours of experience completed in no less than 12 months.

### **Examination**

Pass the examination for certified residential license.

\* Hours from previous approved logs may count towards hours needed.

## **Trainee Licensed Prior to January 1, 2008, Upgrading to Certified General License**

### **Basic Education**

225 hours of additional education (Required Core Curriculum) and evidence of a bachelor's degree or higher from an accredited college or university. Education must include, at a minimum, the following modules:

<b>Hours</b>	<b>Module</b>
15 hours	Statistics, Modeling and Finance
30 hours	General Market Analysis and Highest & Best Use
30 hours	General Appraiser Sales Comparison Approach
30 hours	General Appraiser Site Valuation and Cost Approach
60 hours	General Appraiser Income Approach
30 hours	General Appraiser Report Writing and Case Studies
30 hours	Appraisal Subject Matter Electives

### **Continuing Education**

4 hours	California approved federal and state laws and regulations
7-hour	National Uniform Standards of Professional Appraisal Practice (USPAP) update

### **Experience**

3,000 hours of experience completed in no less than of 18 months. At least 1,500 hours must be experience in non-residential properties.

### **Examination**

Pass the examination for certified general license.

## **Trainee Licensed After January 1, 2008; or Residential Upgrading to Certified General License**

### **Basic Education**

150 hours of additional education (Required Core Curriculum) and evidence of a bachelor's degree or higher from an accredited college or university. Education must include, at a minimum, the following modules:

<b>Hours</b>	<b>Module</b>
15 hours	Statistics, Modeling and Finance
15 hours	General Market Analysis and Highest & Best Use
15 hours	General Appraiser Sales Comparison Approach
15 hours	General Appraiser Site Valuation and Cost Approach
45 hours	General Appraiser Income Approach
15 hours	General Appraiser Report Writing and Case Studies
30 hours	Appraisal Subject Matter Electives

### **Continuing Education**

4 hours	California approved federal and state laws and regulations
7-hour	National Uniform Standards of Professional Appraisal Practice (USPAP) update

### **Experience**

3,000\* hours of experience completed in no less than 18 months. At least 1,500 hours must be experience in non-residential properties.

### **Examination**

Pass the examination for certified general license.

\* Hours from previous approved logs may count towards hours needed.

## Certified Residential Upgrading to Certified General

### Basic Education

100 hours of additional education (Required Core Curriculum) and evidence of a bachelor's degree or higher from an accredited college or university. Education must include, at a minimum, the following modules:

<b>Hours</b>	<b>Module</b>
15 hours	General Market Analysis and Highest & Best Use
15 hours	General Appraiser Sales Comparison Approach
15 hours	General Appraiser Site Valuation and Cost Approach
45 hours	General Appraiser Income Approach
10 hours	General Appraiser Report Writing and Case Studies

### Continuing Education

4 hours	California approved federal and state laws and regulations
7-hour	National Uniform Standards of Professional Appraisal Practice (USPAP) update

### Experience

3,000\* hours of experience completed in no less than 18 months. At least 1,500 hours must be experience in non-residential properties.

### Examination

Pass the examination for certified general license.

\* Hours from previous approved logs may count towards hours needed.

* College Level Education Options for Certified Residential	
<b>Option #1</b>	Bachelor's degree from an accredited college or university in any field of study
<b>Option #2</b>	Associate degree from an accredited college or university in a field of study related to: Business Administration, Accounting, Finance, Economics or Real Estate
<b>Option #3</b>	Successful completion of 30 semester units of college-level courses from an accredited college or university that cover each of the following specific topic areas and are at least 3 units each: (1) English Composition; (2) Microeconomics; (3) Macroeconomics; (4) Finance; (5) Algebra, Geometry or Higher Math; (6) Statistics ; (7) Computer Science; (8) Business Law or Real Estate Law; (9)(10) Two elective courses in any of the above topics, or in: Accounting, Geography, Agricultural Economics, Business Management, or Real Estate
<b>Option #4</b>	Successful completion of at least 30 semester units of College Level Examination Program® (CLEP®) examinations that cover each of the specific topic areas in Option #3 (see Equivalency Table below **)
<b>Option #5</b>	Any combination of Option #3 and Option #4 that includes all of the topics identified in Option #3.
<b>Option #6</b>	No college-level education required. This option applies <u>only</u> to appraisers who have held a Licensed Residential credential for a minimum of five (5) years and have no record of any adverse, final and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in the appraisal practice within the five (5) years immediately preceding the date the application is received for a Certified Residential credential.

** College Level Examination Program® (CLEP®) Equivalency Table		
CLEP® Exams	CLEP® Semester Units Granted	Applicable College Courses
College Algebra	3	Algebra, Geometry, Statistics, or higher mathematics
College Composition	6	English Composition
College Composition Modular	3	English Composition
College Mathematics	6	Algebra, Geometry, Statistics, or higher mathematics
Principles of Macroeconomics	3	Macroeconomics or Finance
Principles of Microeconomics	3	Microeconomics or Finance
Introductory Business Law	3	Business Law or Real Estate Law
Computer Science	3	Information Systems