

# OVERVIEW OF THE LICENSING PROCESS

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The purpose of this overview is to give the reader a brief description of the different license types and licensing options, as well as a 1-2-3 of the licensing process.

## LICENSE TYPES

There are four types of appraisal licensure in Kansas. Each license type has its own scope of practice (regulation is referenced)

Provisional (Trainee) Classification. (See K.A.R. 117-5-3)

Licensed Classification (See K.A.R. 117-2-4)

Residential Classification (See K.A.R. 117-4-4)

General Classification (See K.A.R. 117-3-4)

The Provisional classification was established for those trainees who have met the education requirement of the license type they are training for, but have not met the experience and test requirements. **If you intend to license as a provisional, the Board always recommends that you have your supervising appraiser in place prior to beginning the pre-license education process.**

## PROVISIONAL (TRAINEE) LICENSING PROCESS

1. Download the licensing information from the Board's web site at [www.kansas.gov/kreab](http://www.kansas.gov/kreab). Click on Licensing and download the documents listed under Provisional (Trainee), State Licensed, Residential or General Certified.
2. All college level and appraisal specific education required for the license/certificate level you wish to provision to must be completed.  
**State Licensed classification:** A minimum of 30 semester-hours of college level education from an accredited college, junior college, community college, or university and 150 hours appraisal education [Ref. K.A.R. 117-2-1].  
**Certified Residential classification:** A Bachelor's Degree from an accredited college or university and 200 hours of appraisal specific education [Ref. K.A.R. 117-4-1].  
**Certified General classification:** A Bachelor's Degree from an accredited college or university and 300 hours of appraisal specific education [Ref. K.A.R. 117-3-1].
3. Complete the education application, attaching copies of your certificates of completion for the pre-license education and a copy of your transcript for semester-hours of college level education or a copy of your degree, and submit to the Board office with the \$50 application fee.
4. Within 7 to 10 business days of approval by the Board, you will be sent Part III of the application and the license fee schedule. Once the Board has received the completed forms and license fee, your Provisional license will be issued.
5. Once the Provisional licensee has met the 2,000 hours (State Licensed classification) over a period of not less than 12 months, 2,500 hours (Certified Residential classification) over a period of not less than 24 months, or 3,000 hours (Certified General classification) over a period of not less than 30 months, of required experience, the Experience Application, Summary Page, log sheets, and \$50 application fee is submitted to the Board.
  - a. The Provisional licensee will be notified of the Boards selection of three appraisals from the experience log. These copies of the appraisals and their work-files, as well as one appraisal and work-file selected by the applicant (to best

demonstrate their abilities) are submitted to the Board office. The appraisals are subject to a Standard 3 desk review for USPAP compliance.

b. After receipt of the reviews, the application and reviews are scheduled for the next available Board meeting. It is at this point that the Board will approve or deny the experience submitted. **Allow a period of up to four (4) months from the date the appraisals and work-files are received by the Board office.**

c. Following the Board meeting, the applicant will be notified, in writing, of the decision of the Board regarding their experience.

1. If approved, a copy of the review of the appraisals will be sent to the applicant with information regarding the National exam. Once the exam has been passed, the original pass notice must be submitted to the Board office. Upon receipt, an affidavit and fee schedule will be sent to the applicant. The applicant must sign the affidavit and submit it to the Board office with the pro-rated license fee (which includes the \$40 National Registry Fee). The license will be issued within 7 to 10 business days and mailed to the appraiser's mailing address.

2. If denied, a copy of the review of the appraisals will be sent to the applicant. The applicant is given the opportunity to request a hearing before the Board, which will be scheduled by the staff for the next available Board meeting.

## STANDARD LICENSING PROCESS

1. Download the licensing information from the Board's web site at [www.Kansas.gov/kreab](http://www.Kansas.gov/kreab). Click on Licensing and download the documents listed under Provisional (Trainee), State Licensed, Residential or General Certified.
2. All college and appraisal education required for the specific license/certificate level you wish to apply for must be completed.  
**State Licensed classification:** A minimum of 30 semester-hours of college level education from an accredited college, junior college, community college, or university and 150 hours appraisal education [Ref. K.A.R. 117-2-1].  
**Certified Residential classification:** A Bachelor's Degree from an accredited college or university and 200 hours of appraisal specific education [Ref. K.A.R. 117-4-1].  
**Certified General classification:** A Bachelor's Degree from an accredited college or university and 300 hours of appraisal specific education [Ref. K.A.R. 117-3-1].
3. Complete the education application, attaching copies of your certificates of completion for the pre-license education and a copy of your transcript for semester-hours of college level education or a copy of your degree, and submit to the Board office with the \$50 application fee.
4. Within 7 to 10 business days of approval by the Board of the qualifying education met, you will be sent a letter of approval
5. Your application will remain pending until you have completed the 2000 hours (State Licensed classification) over a period of no less than 12 months, 2500 hours (Certified Residential classification) over a period of no less than 24 months, or 3000 hours (Certified General classification) over a period of no less than 30 months, of required experience and have submitted your log sheets, summary page, and Experience Application, as well as the \$50 application fee.
6. Upon receipt of the experience application, log sheets, summary page, and application fee, the applicant will be notified of the Board's selection of three appraisals. The copies of the appraisals and their work-files, as well as one appraisal and work-file selected by the applicant (to best demonstrate their abilities) are submitted to the Board office. The appraisals are subject to a Standard 3 desk review for USPAP compliance. After receipt of the reviews, the application and reviews are scheduled for the next available Board meeting. It is at this point that the Board will approve or deny the experience submitted. **Allow a period of up to four months from the date the appraisals and work-files are received by the Board office.**

Following the Board meeting, the applicant will be notified, in writing, of the decision of the Board regarding their experience.

1. If approved, a copy of the review of the appraisals will be sent to the applicant with information regarding the National exam. Once the exam has been passed, the original pass notice must be submitted to the Board office. Upon receipt, an affidavit and fee schedule will be sent to the applicant. The applicant must sign the affidavit and submit it to the

Board office with the pro-rated license fee (which includes the \$40 National Registry Fee). The license will be issued within 7 to 10 business days and mailed to the appraiser's mailing address.

2. If denied, a copy of the review of the appraisals will be sent to the applicant. The applicant is given the opportunity to request a hearing before the Board, which will be scheduled by the staff for the next available Board meeting.