

CHAPTER 4
REGISTRATION—CERTIFICATES, LICENSES AND ASSOCIATES

193F—4.1(543D) Application for certification. Applicants for certification, licensure and associate registration must successfully complete the appropriate examination.

4.1(1) All initial applications for certification, licensure, associate registration and the renewal of each shall be made on forms provided by the board.

4.1(2) Certificates, licenses and associate registrations shall contain the applicant's name, appraiser classification, Iowa registration number and the signature of the board chairperson and vice chairperson.

4.1(3) Initial certificates or licenses shall not be issued until the applicant has demonstrated the equivalent of two years of real property appraiser experience complying with Iowa Code section 543D.9 and rule 4.3(543D).

193F—4.2(543D) Expiration and renewal.

4.2(1) To maintain the certificate, license or associate registration, the individual shall renew biennially. Registrants whose last names begin with the letters A to K shall register in even-numbered years. Registrants whose last names begin with the letters L to Z shall register in odd-numbered years. The renewal of certificates, licenses and registrations shall be on the basis of a biennial expiration date of June 30, upon forms obtained from the board office. A biennial renewal fee shall be charged.

4.2(2) Applicants for renewal shall report continuing education claimed in compliance with Iowa Code section 543D.16 and rule 193F—6.1(543D) unless those requirements have been waived pursuant to rule 193F—6.2(543D).

4.2(3) It is the policy of the board to mail renewal notices to registrants at their last known address between May 15 and May 31 in the odd- or even-numbered year in which renewal is required. Failure to receive this notice does not relieve the registrant of the obligation to renew the certificate and pay the renewal fee.

4.2(4) The board shall be notified in writing within 30 days of any change of address of the registrant.

4.2(5) Registrants failing to renew by the expiration date, but doing so within 30 days following its expiration date, shall be assessed a penalty of 25 percent of the biennial renewal fee.

4.2(6) The board shall give notice by registered mail, return receipt requested, to the registrant who has failed to renew. If the registrant fails to renew within 30 days of receipt of the notice, the registration lapses and is void. The board may reinstate the registration upon receipt of an application, a written request for reinstatement, documentation of continuing professional education, payment of the appropriate renewal fee, and \$100 reinstatement fee.

193F—4.3(543D) Experience required for initial certification or licensure. The experience required to be demonstrated for the issuance of an initial certificate or license pursuant to Iowa Code section 543D.9 shall meet the requirements of this rule.

4.3(1) The objective of the demonstration of experience is to provide assurance that, before the issuance of a certificate or license, the applicant has obtained sufficient diversified experience to perform an appraisal. An appraisal log shall be maintained by the associate real estate appraiser and shall, at a minimum, include the following for each appraisal:

- a. Property address;
- b. Type of property;
- c. Date of report;
- d. Type of report;
- e. Number of hours claimed.

4.3(2) The applicant for the general real property appraiser certificate shall accumulate a total of 3000 hours of appraisal experience of which at least 50 percent, 1500 hours, shall be in nonresidential appraisal work. A minimum of 30 months is required to obtain the experience.

4.3(3) Acceptable appraisal experience includes, but is not limited to, the following:

- a. Fee and staff appraisal;
- b. Ad valorem tax appraisal;
- c. Review appraisal;
- d. Appraisal analysis;
- e. Real estate counseling;
- f. Highest and best use analysis;
- g. Feasibility analysis/study and teaching of appraisal courses.

4.3(4) The applicant for the residential real property appraiser certificate shall accumulate a total of 2500 hours of appraisal experience. A minimum of 24 months is required to obtain the experience.

4.3(5) Acceptable appraisal experience includes, but is not limited to, the following:

- a. Fee and staff appraisal;
- b. Ad valorem tax appraisal;
- c. Review appraisal;
- d. Appraisal analysis;
- e. Real estate counseling;
- f. Highest and best use analysis;
- g. Feasibility analysis/study and teaching of appraisal courses.

4.3(6) The applicant for the licensed real property appraiser license shall accumulate a total of 2000 hours of appraisal experience. A minimum of two calendar years is required.

4.3(7) Acceptable appraisal experience includes, but is not limited to, the following:

- a. Fee and staff appraisal;
- b. Ad valorem tax appraisal;
- c. Review appraisal;
- d. Appraisal analysis;
- e. Real estate counseling;
- f. Highest and best use analysis;
- g. Feasibility analysis/study and teaching of appraisal courses.

4.3(8) Teachers may request credit for either the classroom hour or experience requirement, but not both.

4.3(9) Appraisal experience claimed must have been performed in compliance with the uniform standards of professional appraisal practice.

4.3(10) The listing set out in subrules 4.3(3), 4.3(5) and 4.3(7) is intended neither to exclude other sorts of appraisal experience nor to prescribe a specified minimum array of experience; but an applicant who cannot demonstrate a background of experience of the diversity manifested by this listing shall bear the burden of showing that the experience is of sufficient quality and diversity to fulfill the objective of the demonstration of experience set forth in rule 4.3(543D).

193F—4.4(543D) Evidence of applicant's experience.

4.4(1) The verification of experience credit claimed by an applicant shall be on forms prescribed by the board and shall be supported by a log as described in 4.3(1).

4.4(2) Any applicant may be required to appear before the board or its representative or to supplement or verify evidence of experience in writing by documentation in the form of reports or file memoranda in person.

4.4(3) The board may require inspections, by the board itself or by its representatives, of documentation relating to an applicant's claimed experience. Such inspection may be made at the board's offices or such other place as the board may designate.

4.4(4) The appraisal log required in 193F—subrule 3.6(7) does not require a signature of a supervising appraiser when a licensed or certified appraiser applies for an upgrade.

193F—4.5(543D) Certificates, licenses and associate registration property of the board. Every certificate, license or associate registration granted by the board shall, while it remains in the possession of the holder, be preserved by the holder, but such certificate, license or associate registration shall nevertheless always remain property of the board. In the event that the certificate, license or associate registration is revoked or suspended in the manner prescribed by Iowa Code chapter 543D, it shall, on demand, be delivered by the holder to the secretary of the board.

193F—4.6(252J) Certificates of noncompliance. The board shall deny the issuance or renewal of a certificate of registration upon the receipt of a certificate of noncompliance from the child support recovery unit of the department of human services according to the procedures in Iowa Code chapter 252J. In addition to the procedures set forth in chapter 252J, this rule shall apply.

4.6(1) The notice required by Iowa Code section 252J.8 shall be served upon the registrant or applicant by restricted certified mail, return receipt requested, or personal service in accordance with Rules of Civil Procedure 56.1. Alternatively, the registrant or applicant may accept service personally or through authorized counsel.

4.6(2) The effective date of the denial of the issuance or renewal of a certificate of registration, as specified in the notice required by section 252J.8, shall be 60 days following service of the notice upon the registrant or applicant.

4.6(3) The board's executive secretary is authorized to prepare and serve the notice required by section 252J.8 upon the registrant or applicant.

4.6(4) Registrants and applicants shall keep the board informed of all court actions and all child support recovery unit actions taken under or in connection with chapter 252J and shall provide the board copies, within seven days of filing or issuance, of all applications filed with the district court pursuant to section 252J.9, all court orders entered in such actions, and withdrawals of certificates of noncompliance by the child support recovery unit.

4.6(5) All board fees for applications, license renewal or reinstatement must be paid by registrants or applicants before a certificate of registration will be issued, renewed or reinstated after the board has denied the issuance or renewal of a license pursuant to chapter 252J.

4.6(6) In the event a registrant or applicant files a timely district court action following service of a board notice pursuant to sections 252J.8 and 252J.9, the board shall continue with the intended action described in the notice upon the receipt of a court order lifting the stay, dismissing the action, or otherwise directing the board to proceed. For purposes of determining the effective date of the denial of the issuance or renewal of a certificate of registration, the board shall count the number of days before the action was filed and the number of days after the action was disposed of by the court.

4.6(7) The board shall notify the registrant or applicant in writing through regular first-class mail, or such other means as the board deems appropriate in the circumstances, within ten days of the effective date of the denial of the issuance or renewal of a certificate of registration, and shall similarly notify the registrant or applicant when the certificate of registration is issued or renewed following the board's receipt of a withdrawal of the certificate of noncompliance.

These rules are intended to implement Iowa Code chapter 543D and Iowa Code chapter 252J.

[Filed 8/1/91, Notice 5/29/91—published 8/21/91, effective 9/25/91]

[Filed 12/12/95, Notice 10/25/95—published 1/3/96, effective 2/7/96]

[Filed 2/28/96, Notice 1/3/96—published 3/27/96, effective 5/1/96]

[Filed 12/22/97, Notice 11/5/97—published 1/14/98, effective 2/18/98]