

**REAL ESTATE APPRAISER EXAMINING BOARD[193F]**

**Notice of Intended Action**

**Proposing rulemaking related to general provisions for examinations  
and providing an opportunity for public comment**

The Real Estate Appraiser Examining Board hereby proposes to rescind Chapter 3, “General Provisions for Examinations,” Iowa Administrative Code, and to adopt a new chapter with the same title.

*Legal Authority for Rulemaking*

This rulemaking is proposed under the authority provided in Iowa Code section 543D.5.

*State or Federal Law Implemented*

This rulemaking implements, in whole or in part, Iowa Code chapter 543D and Executive Order 10.

*Purpose and Summary*

Proposed Chapter 3 establishes the provisions for those seeking to sit for the Real Estate Appraiser Examination in Iowa. The chapter guides individuals sitting for the certified examination in the state of Iowa as required by the Appraiser Qualifications Board (AQB) of the Appraisal Foundation (TAF).

*Fiscal Impact*

This rulemaking has no fiscal impact to the State of Iowa.

*Jobs Impact*

After analysis and review of this rulemaking, no impact on jobs has been found.

*Waivers*

Any person who believes that the application of the discretionary provisions of this rulemaking would result in hardship or injustice to that person may petition the Department of Inspections, Appeals, and Licensing for a waiver of the discretionary provisions, if any, pursuant to 481—Chapter 6.

*Public Comment*

Any interested person may submit written or oral comments concerning this proposed rulemaking. Written or oral comments in response to this rulemaking must be received by the Board no later than 4:30 p.m. on February 14, 2024. Comments should be directed to:

Kimberly Gleason, Board Administrator  
Iowa Department of Inspections, Appeals, and Licensing  
6200 Park Avenue, Suite 100  
Des Moines, Iowa 50321  
Phone: 515.725.8145  
Fax: 515.725.9032  
Email: [kimberly.gleason@dia.iowa.gov](mailto:kimberly.gleason@dia.iowa.gov)

*Public Hearing*

Public hearings at which persons may present their views orally or in writing will be held as follows:

February 13, 2024  
10:40 to 11 a.m.

6200 Park Avenue  
Des Moines, Iowa  
Video call link: [meet.google.com/zuu-vunu-dcc](https://meet.google.com/zuu-vunu-dcc)

February 14, 2024  
10:40 to 11 a.m.

6200 Park Avenue  
Des Moines, Iowa  
Video call link: [meet.google.com/zuu-vunu-dcc](https://meet.google.com/zuu-vunu-dcc)

Persons who wish to make oral comments at a public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rulemaking.

Any persons who intend to attend a public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

*Review by Administrative Rules Review Committee*

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rulemaking by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rulemaking at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rulemaking action is proposed:

ITEM 1. Rescind 193F—Chapter 3 and adopt the following **new** chapter in lieu thereof:

CHAPTER 3  
GENERAL PROVISIONS FOR EXAMINATIONS

**193F—3.1(543D) Examinations.** Applicants for a license from the board need to take the examination from the board-approved testing service.

**193F—3.2(543D) Conduct of applicant.**

**3.2(1)** Any individual who subverts or attempts to subvert the examination process may, at the discretion of the board, have the individual's examination scores declared invalid for the purpose of certification in Iowa, be barred from the appraisal certification examinations in Iowa, or be subject to the imposition of other sanctions that the board deems appropriate.

**3.2(2)** Conduct that subverts or attempts to subvert the examination process includes, but is not limited to:

*a.* Conduct that violates the security of the examination materials, such as removing from the examination room any of the examination materials; reproducing or reconstructing any portion of the examination; aiding by any means in the reproduction or reconstruction of any portion of the examination; selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered examination.

*b.* Conduct that violates the standard of test administration, such as communicating with any other examination candidate during the administration of the examination; copying answers from another candidate or permitting one's answers to be copied by another candidate during the examination; or referencing any books, notes, written or printed materials or data of any kind, other than the examination materials distributed.

*c.* Conduct that violates the examination process, such as falsifying or misrepresenting educational credentials or other information needed for admission to the examination; impersonating an examination candidate or having an impersonator take the examination on one's behalf.

**3.2(3)** Any examination candidate who challenges a decision of the board under this rule may request a contested case hearing. The request for hearing will be in writing, will briefly describe the basis for the challenge, and will be filed in the board's office within 30 days of the date of the board decision that is being challenged.

**193F—3.3(543D) Application for certification or registration.** Applicants for certification or registration have to successfully complete the appropriate examination.

**3.3(1)** All initial applications for certification or associate registration will be made through the board's online system. The board may deny an application as described in Iowa Code sections 543D.12 and 543D.17. The board may also deny an application based on disciplinary action pending or taken against an applicant consistent with Iowa Code section 272C.12.

**3.3(2)** Reserved.

These rules are intended to implement Iowa Code section 543D.8.