

You may now pay this fee Online!



Beginning June 5, 2024, this new payment option will be available for Division of Real Estate licensure related fees.

Applicants and licensees may submit one-time payments online in place of sending a check or money order.

To pay online, please visit <https://idfpr.illinois.gov/epay.html>.

Once paid, complete the Payment Method section below and email your application, supporting documents, and this page to fpr.realestate@illinois.gov.

Access the
ePay site via
QR Code here



Important: Please complete the "Payment Method" section below for each application to ensure proper handling:

Payment Method

___ Online – Paid Online at: <https://idfpr.illinois.gov/epay.html> in the amount of _____. Approved# _____

___ Check/Money Order. Check# _____

Licensure Method: "License by Exam"

Illinois Department of Financial and Professional Regulation
Division of Real Estate
DO NOT RETURN THIS CHECKLIST WITH YOUR APPLICATION

Application Checklist for Real Estate Appraisers

In order for your application to be processed without needless delay, all required documentation must be submitted with the application along with any required, non-refundable fees. Before submitting your application, make certain that you check the following:

APPLICATION REVIEW		COMPLETED
Statement of Purpose for Collection of Social Security Numbers		
Part 1.	Applicant's Status	
Part 2.	I am Applying for the following Credential	
Part 3.	Applicant Identifying Information	
Part 4.	Education & PAREA Program	
Part 5.	Required Education History	
CLEP Equivalency Table (if you choose OPTION 4)		
Part 6.	Foreign Education Evaluation	
Part 7.	Completed Real Estate Appraisal Qualifying Education (QE)	
Part 8.	Record of Licensure	
Part 9.	Record of Examination	
Part 10.	Criminal Background Check/Fingerprints	
Part 11.	Personal History Questions	
Part 12.	Certifying Statement	
SUPPORTING DOCUMENTS		ATTACHED
Application Fee (<i>Do NOT send cash</i>)		
High school diploma or G.E.D. transcript (<i>only for Associate Real Estate Trainee Appraiser applicants when lacking a college or university degree</i>)		
Bachelor's Degree or better (<i>official transcript – no screen shots</i>) for individuals applying for any Certified credential if you select OPTION 1		
Any documentation regarding OPTION 2 through OPTION 6		
Qualifying Education Certificate(s) (<i>copies</i>) for appropriate level of licensure		
Any documentation related to criminal convictions as outlined in Part 10 of the application		
A copy of the Identity Verification Certifying Statement form (<i>with Sections 1 and 2 completed</i>)		
Any documentation related to personal history as outlined in Part 11 of the application		

Failure to provide complete answers and complete documentation will result in delays. You will be sent a deficiency letter outlining what is required.

Statement of Purpose for Collection of Social Security Numbers

The **Identity Protection Act** (5 ILCS 179/1 *et seq.*) requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the Illinois Department of Financial and Professional Regulation to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Application for licensure
- Complaint investigation
- Vendor services, such as executing contracts and/or billing
- Law enforcement investigation
- Child support collection
- Internal verification
- Administrative services
- Other: _____

What do we do with your Social Security number?

We will only use your SSN for the purpose for which it was collected. We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose
- Publicly post or display your SSN
- Print your SSN on any card required for you to access our services
- Require you to transmit your SSN over the Internet, unless the connection is secure, or your SSN is encrypted
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN

Exceptions include, but are not limited to: disclosure pursuant to a court order, warrants, or subpoena; disclosure to ensure safety; disclosure for internal verification or administrative purposes; disclosure for collection of delinquent child support or of any state debt or to a governmental agency to assist with an investigation or the prevention of fraud; and disclosure to investigate or prevent fraud, to conduct background checks, to collect debt, to obtain a credit report, as allowable under the federal Gramm-Leach-Bliley Act, and to locate missing persons who are due benefits, such as a pension or unclaimed property.

Exceptions include but are not limited to: material mailed in connection with the administration of the Unemployment Insurance Act; material mailed in connection with any tax administered by the Department of Revenue; and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN.



REAL ESTATE APPRAISER APPLICATION FOR LICENSURE

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Real Estate
PO Box 7570
Springfield, Illinois 62791-7570
FPR.RealEstateAppraisal@illinois.gov

PRIMARY DOCUMENT

REA-1001

557 / 556 / 553

PURPOSE: This application is to qualify for EXAMINATION to become a CERTIFIED RESIDENTIAL REAL ESTATE APPRAISER (556) OR CERTIFIED GENERAL REAL ESTATE APPRAISER (553), and for ASSOCIATE REAL ESTATE TRAINEE APPRAISERS with NO exam.

ENDORSEMENT: If you are accepted by ENDORSEMENT, you will NOT have to sit for the Illinois exam. Trainees, interns, assistants, or apprentices from this or any other jurisdiction are ineligible to receive a credential through endorsement.

DIRECTIONS: Carefully follow the steps outlined within the instructions. Type or print legibly. The application must be completed in its entirety. You must complete all sections. If an area is not applicable, please indicate "**N/A**". Incomplete applications or applications completed that do not comply with the instructions will be returned to the applicant. All spaces requiring a signature must contain an **original** ink signature; copies or digital representations are not acceptable. **THE APPLICATION FEE MUST ACCOMPANY THE APPLICATION AND IS NOT REFUNDABLE.** This application expires three years from the date in which it is received.

PART 1. APPLICANT'S STATUS (Check the ONE box that best describes your status)

- | | |
|---|--|
| <input type="checkbox"/> This is the first time I have made application for this profession in Illinois. | <input type="checkbox"/> My application for this profession had previously been denied in Illinois. I am reapplying since I have fulfilled additional requirements. |
| <input type="checkbox"/> I have previously made application for this profession in Illinois; however, my previous application has expired and I am now reapplying. | <input type="checkbox"/> Other: |

PART 2. I AM APPLYING FOR THE FOLLOWING CREDENTIAL (Check only ONE)

Associate Real Estate Trainee Appraiser

☐ \$ 225

Certified Residential Real Estate Appraiser

☐ \$ 315

Certified General Real Estate Appraiser

☐ \$ 315

Licensure Method – Check only one

- | | |
|--|--|
| <input type="checkbox"/> Associate Real Estate Trainee Appraiser – NO EXAM | <input type="checkbox"/> Applicant for Certified Appraiser – Examination Required |
| <input type="checkbox"/> Endorsement (If licensed in another jurisdiction) | |

PART 3. APPLICANT IDENTIFYING INFORMATION

Name (Last, First, MI)		Social Security Number	
Permanent Mailing Address (P.O. boxes and retail postal facilities are not permitted as an official address of record)			
City	State	Zip Code	County
Maiden, Given Surname, or other name(s) under which supporting documents will be submitted			
Date of Birth (MM/DD/YYYY)			
Telephone where you can be reached			
Daytime (Required)	Cell	Home	
E-Mail (Required)			

PART 4. EDUCATION & PAREA PROGRAM****To be completed by Certified Residential and Certified General Real Estate Appraiser applicants only****

Every person who desires to obtain an **Associate Real Estate Trainee Appraiser**, **State Certified Residential Real Estate Appraiser** or a **State Certified General Real Estate Appraiser** credential must be no less than **eighteen (18)** years of age at the time of application, and must have **obtained either a high school diploma, a G.E.D., or the equivalent.**

PRACTICAL APPLICATIONS OF REAL ESTATE APPRAISAL (PAREA) PROGRAM COMPLETION:

- ☐ Check the box to the left if you have obtained PAREA experience credits
- Both Licensed Residential and Certified Residential experience credits must be obtained.
 - Please attach proof of PAREA completion to this application.
 - More information about the PAREA program can be found on the Department's website: <https://idfpr.illinois.gov/profs/appraisal.html>

FORMAL EDUCATION OPTIONS: Please indicate the appropriate option below (*choose ONLY one*):***Note:** Associate Real Estate Trainee Appraiser applicants may skip this section*

Option 1 <input type="checkbox"/>	Bachelor's Degree or higher or equivalent from an accredited college, community college or university
Option 2 <input type="checkbox"/>	Associates Degree in a field of study related to: <ul style="list-style-type: none">• Business Administration; or• Accounting; or• Finance; or• Economics; or• Real Estate
Option 3 <input type="checkbox"/>	Successful completion of 30 semester hours of college-level courses in each of the following topic areas: <ul style="list-style-type: none">• English Composition – 3 hours;• Microeconomics – 3 hours• Macroeconomics – 3 hours• Finance – 3 hours• Algebra, Geometry, or Higher Math – 3 hours• Statistics – 3 hours• Computer Science – 3 hours• Business Law or Real Estate Law – 3 hours• Two elective courses in any of the previous topics in Option 3 or in: Accounting, Geography, Agricultural, Economics, Business Management, or Real Estate - 3 hours each
Option 4 <input type="checkbox"/>	Successful completion of at least 30 semester hours of College Level Examination Program (CLEP) examinations that cover each of the following CLEP Equivalency (see <i>CLEP table</i>)
Option 5 <input type="checkbox"/>	Any combination of Option 3 and Option 4 that includes all the topics identified
Option 6 <input type="checkbox"/>	No college-level education provided that the applicant held an ACTIVE license as a Licensed Residential credential (<i>in Illinois a 154 or 554 prefix</i>) for a minimum of five (5) years and have no record of any adverse, final, and non-appealable enforcement action affecting the Licensed Residential Appraiser's legal eligibility to engage in appraisal practice within the five years immediately preceding the date of application for a Certified Residential credential.

CLEP EQUIVALENCY TABLE

CLEP Exams	CLEP Semester Hours 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

PART 5. FORMAL EDUCATION

Identify the schools you've attended beginning with the most recent:

University or College		Location (City, State or City, Country)	
Attended From:	Until:	Type of Degree Earned	Field of Study
University or College		Location (City, State or City, Country)	
Attended From:	Until:	Type of Degree Earned	Field of Study
University or College		Location (City, State or City, Country)	
Attended From:	Until:	Type of Degree Earned	Field of Study
High School		Location (City, State or City, Country)	
Attended From:	Until:	Graduated – Month and Year	

PART 6. FOREIGN EDUCATION EVALUATION

In order to become licensed in Illinois, foreign applicants must have been prepared outside of the United States, meet all coursework and testing requirements, be legally eligible for employment in the United States, and meet all other requirements detailed in Illinois statute and rules.

If you have foreign credentials, you will need to obtain an evaluation of them that converts the foreign educational credentials to equivalent American semester credits and courses. The evaluation will need to specify the grade level for which you prepared. It will also need to indicate the American degree equivalence of your foreign credentials.

We require the original foreign credential evaluation report and copies of your foreign documents made from originals. The following organizations have met the requirements of the Illinois Administrative Code to qualify as evaluation sources.

<https://www.isbe.net/Documents/foreign-cred-eval-svcs.pdf#search=foreign>

PART 7. COMPLETED REAL ESTATE APPRAISAL QUALIFYING EDUCATION (QE)

To receive credit, courses must be documented by the approved course provider. List each course by provider, course name (*and course number, if any*), month and year attended, credit hours and course license number; then, attach course provider documentation (*original sealed transcripts*). No screen shots. Copies of course certificates are acceptable. Education is subject to verification by the Division. Continuing education cannot count towards this requirement.

Total Qualifying Education Hour Requirements for Each Credential:

Associate Real Estate Appraiser Trainee

75 hours of appraisal education*

Plus 3 hours – **AQB Supervisor/Trainee Course** prior to issue of credential**

Certified Residential Real Estate Appraiser

200 hours of appraisal education

Certified General Real Estate Appraiser

300 hours of appraisal education

Education Provider	Course Name & Number	Month/Year	Course License No. (if any)	State	Hours
	Basic Appraisal Principles				30
	Basic Appraisal Procedures				30
	15-Hour National USPAP				15

* For Associate Real Estate Trainee Appraiser applicants **ONLY** – the three core courses that comprise the required 75 hours **CANNOT** be more than five years old from the date of application.

** For Associate Real Estate Trainee Appraiser applicants **ONLY** – you will NOT be issued your *first* trainee credential until you provide evidence that you've completed the **3-Hour AQB** portion of the **Supervisor-Trainee Course** within one-year of issue.

PART 8. RECORD OF LICENSURE

If you have ever been licensed to practice Real Estate Appraisal in Illinois or any other jurisdiction, you must complete the information requested below. This also applies to temporary practice, trainee, real estate appraisal course provider, appraisal management company registrations, apprenticeship licenses, or permits. Failure to disclose all (*active, inactive or expired*) licenses and/or permits may result in the denial of this application or revocation of an issued license and a fine of up to \$25,000.

If this Section does not apply, please indicate below as "N/A" in the STATE field.

STATE	PROFESSION NAME	LICENSE or REGISTRATION NUMBER	DATE OF ISSUANCE	LICENSE STATUS (Active, Expired, etc)

(If additional space is needed, attach a separate sheet.)

PART 9. RECORD OF EXAMINATION

If you have ever taken an examination in Illinois or any other state for the appraisal profession, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or revocation of an issued license and a fine of up to \$25,000. **If this Section is not applicable, please indicate below as "N/A."**

STATE	NAME OF EXAMINATION	MONTH/YEAR	EXAM RESULTS (Passed, Failed)

PART 10. Criminal Background Check

Individuals applying for licensure for professions that require fingerprints must submit to a criminal background check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department. **Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor.**

In-state applicants may contact a live scan fingerprint vendor licensed by the Department to schedule an appointment for fingerprinting by visiting this website: <https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp>. Fingerprints must be taken for a criminal background check performed by both the Illinois State Police (ISP) and the Federal Bureau of Investigation (FBI). When complete, the results of the ISP and FBI background checks will be electronically transmitted to the Department. Applicants should retain a copy of their fingerprint receipt provided by the live scan fingerprint vendor. The Department may request a copy of the receipt if an issue arises during the application process.

Out-of-State applicants who are unable to schedule an appointment for fingerprinting with an Illinois fingerprint vendor need to complete the following steps:

- Complete Section 1 of the **Identity Verification Certifying Statement Form (OOS-FP)**, which can be found [here](#).
- Locate a certifying agency outside of Illinois that performs fingerprinting, such as a police department. The certifying agency will need to furnish one (1) **FBI Fingerprint Card** to obtain classifiable fingerprints.
- Section 2 of the **Identity Verification Certifying Statement Form (OOS-FP)** will be completed and signed by the certifying agency.
- Visit <https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp> to identify a licensed live scan fingerprint vendor that has “**Card Scan**” capability. Contact the vendor to determine the fee for a “**Card Scan**” of your fingerprints for a criminal background check performed by both the Illinois State Police (ISP) and the Federal Bureau of Investigation (FBI).
- Mail the ORIGINAL **Identity Verification Certifying Statement Form (OOS-FP)** (with Sections 1 and 2 completed), **FBI Fingerprint Card** and the required fee to the Illinois fingerprint vendor you selected. The vendor will then transmit the fingerprint data to the ISP. When complete, the results of your ISP and FBI background checks will be electronically transmitted to the Department.
- Applicants should retain a copy of their fingerprint receipt provided by the live scan fingerprint vendor. The Department may request a copy of the receipt during the application process, if necessary.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

Acknowledgement

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding myself from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or Federal Bureau of Investigation. I also understand that if my photo was taken, my photo may be shared only for employment of licensing purposes.

Signature of Applicant

Today's Date

PART 11. PERSONAL HISTORY QUESTIONS (This must be completed by all applicants)		YES	NO
1. Have you graduated high school, received your GED, or other high school equivalency?			
2. Have you ever been convicted or pled guilty to a misdemeanor or felony, or received an administrative sanction for an offense in any state or jurisdiction? Do not include minor traffic violations. If yes, submit documentation for each conviction, plea, or sanction that includes an official copy of the court or agency document that shows the offense, the final disposition, if probation was served, and whether all conditions of the sentence or sanction have been met. Submit a brief statement indicating what you have been doing since your conviction, release, or offense. Please do not include records, such as juvenile records, arrests without a conviction, or convictions that have been overturned or sealed.			
3. Have you ever been denied a professional license, permit, certification or had a professional license, permit, or certification disciplined in any way by any licensing authority? If yes, submit a copy of the denial letter and/or statement of discipline.			
4. Are you delinquent on State taxes or child support payments? If yes, submit a statement concerning any payment agreement and an official document from the Illinois Department of Revenue or the Illinois Department of Healthcare and Family Services relating to your agreement.			
5. Are you a business owner or an employer and delinquent on workers' compensation obligations as determined by the Illinois Workers' Compensation Commission or the Department of Insurance? If yes, submit a statement concerning any agreement reached and an official document from the Illinois Workers Compensation Commission or the Illinois Department of Insurance relating to your agreement.			

PART 12. CERTIFYING STATEMENT	
<p>I have made this application for the purpose of procuring an Illinois real estate appraiser's license. I hereby consent that the application, and statements made within it, may be used as evidence by the Agency in matters of Administrative Law; or, by any court where a violation of Law is alleged. I understand that false statements may be used as evidence to deny this application or, to revoke or otherwise discipline any license issued on the basis of this application. The statements and indications made on this application are true and correct to the best of my belief and knowledge. I have read and understand the Law and Administrative Rules pertinent to appraiser licensure and agree to comply with the standards as set forth in the Real Estate Appraiser Licensing Act and the Rules thereto.</p> <p style="text-align: center;">I understand that the fee included with this application is <u>non-refundable</u>.</p> <p>I hereby promise, as a licensed real estate appraiser, to conduct my practice according to the ethics, conduct and standards of practice of the Uniform Standards of Professional Appraisal Practice, the Illinois Real Estate Appraiser Licensing Act and the Administrative Rules thereto. I further promise that I will cooperate in any investigation against myself any other appraiser licensed as an Illinois real estate appraiser, a registered or unregistered appraisal management company, or an unlicensed appraiser for which the Agency has jurisdiction.</p> <ol style="list-style-type: none"> 1. I have read, understand and agree to comply with the provisions set forth in the Illinois Real Estate Appraiser Licensing Act and the Rules of the Illinois Department of Financial and Professional Regulation implemented thereunder. 2. I authorize the Illinois Department of Financial and Professional Regulation to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application. 3. If an appraisal license is issued to me in error, I agree to return the license upon request after being given appropriate due process. 	
Signature _____	Date _____