



## READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Type or print clearly in blue or black ink.
- Applications must be legible.
- Courses less than 15 hours in duration are not acceptable.
- Courses must have included a final examination which you successfully completed.
- Challenge courses are not acceptable to meet basic education requirements.
- You must attach copies of documentation which verifies successful completion of courses.  
Acceptable verification consists of:
  - » Official Transcripts;
  - » Course completion certificates;
  - » Report Cards; or
  - » Written verification, dated and signed under penalty of perjury, from the course instructor or other appropriate school official.
- Continuing education courses cannot be used as basic education.
- Highlight courses you wish to use as qualifying education on your college transcripts.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or credit card.
- By statute, all fees submitted are deemed earned upon receipt and cannot be refunded.
- If you have any questions, please write to the address listed below or call **(916) 552-9000**.
- Mail this form and supporting copies of transcripts or course completion certificates, along with a completed Initial or Upgrade Application, all required fees, and any other necessary material to:

**BUREAU OF REAL ESTATE APPRAISERS**  
**Attn: Licensing**  
**1102 Q Street, Suite 4100**  
**Sacramento, CA 95811**

## INSTRUCTIONS

- 1. APPLICATION LEVEL** - The type of application for which the education is to be evaluated.
- 2. APPLICATION TYPE** - The type of application submitted.  
Original application - For all non-licensees.  
Upgrade application - For licensees desiring to upgrade their license.
- 3. NAME** - Your legal name or as it appears on your application.
- 4. COURSE TITLE** - The name of the course you wish to use.
- 5. APPROVAL NUMBER** - The approval number for the course.
- 6. DATE COMPLETED** - The date the course was completed.
- 7. HOURS** - The course duration hours. All courses must be a minimum of 15 hours long and include a final examination.
- 8. TOTAL EDUCATIONAL HOURS** - Calculate and enter the total number of education hours submitted for consideration.

### Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers  
Custodian of Records  
1102 Q Street, Suite 4100  
Sacramento, CA 95811  
Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).