

This booklet contains information regarding the submission of appraisal experience for state certification. Questions should be directed to the Appraisal Division by calling 1-800-821-4529 (In State Only) or 225-765-0191 (Extension 241).

## **EXPERIENCE REVIEW PROCESS**

### **I. EXPERIENCE REVIEW COMMITTEE:**

- A. Committee: The chairman and members of the committee shall be appointed by the chairman of the Louisiana Real Estate Appraisers Board of Certification.**
  
- B. Duties: The committee shall be responsible for reviewing and verifying appraisal experience submitted by all applicants for residential and general certification.**

### **II. REVIEW PROCEDURE:**

- A. Application: Applicants shall list their appraisal experience on the application provided by the board. Computer generated forms will be accepted, provided that all necessary data is submitted in a format similar to that published by the board.**
  
- B. Experience Credit: Only those appraisals that include, but are not limited to, the appraisal of real property consistent with the Uniform Standards of Professional Appraisal Practice (USPAP) will be considered by the board for experience credit. This typically includes appraisals for first mortgage underwriting under the appraisal guidelines of FNMA, FHLMC, FSLIC, FDIC, VA, FHA, FmHA, and Federal Farm Credit Banks.**

**Letter opinions, verbal estimates, buyer or seller pricing advice, typical second mortgage abbreviated reports, and other less than complete appraisal reports shall not be accepted for experience credit.**

- C. Review of Reports: In accordance with R.S. 1950, Title 37, Chapter 51, Louisiana Real Estate Appraisers Certification Law, it is the responsibility of the board to verify that applicants have met the experience requirement prior to the issuance of state certification. The Experience Review Committee shall have the authority to request and review copies of any appraisal reports listed in the application for experience credit.**

Verification of experience may also include a field inspection of appraisal reports identified by the applicant at the applicant's office during normal business hours.

## **EXPERIENCE POINT SYSTEM**

### **I. RESIDENTIAL CERTIFICATION:**

- A. A minimum of 250 credit points is required for residential certification. Regardless of the number of experience points earned in any given year, the maximum allowable credit that can be applied toward the residential experience requirement is 125 points. There is no minimum point requirement. For example:**

1997 - 140 points	=	1.00 year's experience
1996 - 120 points	=	0.96 year's experience
1995 - <u>100</u> points	=	<u>.80</u> year's experience
360 points	=	2.76 year's experience

- B. A minimum of two years (24 months) of appraisal experience is required for residential certification. Only appraisals of single-family, one to four unit residential property, or vacant sites suitable for single-family, or farm/timber acreage which included the valuation of a single-family dwelling shall be considered for residential certification.**

### **II. GENERAL CERTIFICATION:**

- A. A minimum of 300 credit points is required for general certification. Regardless of the number of experience points earned in any given year, the maximum allowable credit that can be applied toward the general experience requirement is 100 points. There is no minimum point requirement. For example:**

1998 - 60 points	=	0.60 year's experience
1997 - 140 points	=	1.00 year's experience
1996 - 53 points	=	0.53 year's experience
1995 - <u>103</u> points	=	<u>1.00</u> year's experience
356 points	=	3.13 year's experience

- B. A minimum of three years (36 months) of appraisal experience is required for general certification. At least 150 credit points must come from complete appraisals reported in self-contained or summary appraisal reports. The reports must include a direct sales comparison approach, cost data approach, and income data approach. A maximum of 100 credit points for residential experience may be counted toward the credit point requirement for general certification.**

**III. ALLOWABLE CREDIT:**

- A. When an appraisal report is signed by more than one person, credit for said assignment must be divided equally among all signatories. For the purpose of granting credit, a person signing in the capacity of a Review or Supervisory Appraiser is not considered as a co-signer on the report, provided that his or her role as such is clearly indicated in the report.**
  
- B. If the person applying for experience credit was unable to sign the appraisal report but is mentioned in the certification as having provided significant professional assistance, a proportional amount of credit, based on the number of contributors to the report, can be requested.**
  
- C. Credit will not be granted if professional assistance was not disclosed.**



**11. CONTACT PERSON**

**Individual who can verify the appraisal report**

**12. DATE**

**The date that the appraisal was presented to the client**

**13. BORROWER'S NAME**

**Name(s) of the borrower(s) for whom the appraisal report was prepared**

**14. TYPE OF REPORT**

**The type of appraisal report (i.e., limited, summary, restricted)**

**PROPERTY ABBREVIATIONS AND CORRESPONDING EXPERIENCE POINTS**

**RESIDENTIAL POINTS**

<b><u>PROPERTY ABBREVIATION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>EXPERIENCE POINTS</u></b>
1. RES1	One unit dwelling (house, townhouse, condominium)	1
2. RES2	Two to four unit dwelling (apartment, duplex, condominium)	2
3. RESLOT	Residential lot (one to four family)	1/2
4. SUBLOT	Subdivision lots (not to exceed five points per subdivision)	1/2
5. ACREAGE	Farm or timber acreage potentially suitable for a house site:	
ACRE1	- Less than 10 acres	1
ACRE2	- 10 to 100 acres	2
ACRE3	- Over 100 acres	3
6. RR	Rural residence - one unit primary dwelling, 10 acres or less	1
7. R	Ranchette - part time rural use, 10-25 acres, with main dwelling and outbuildings, such as an additional residence, barns, and/or other outbuildings	3
8. RESOTH	All other unusual structures or acreage,	Submitted to

	<b>larger or more complex than typical properties described herein</b>	<b>board for determination (1/2 to 5 points)</b>
<b>9. RESCRS</b>	<b>Instruction of a residential appraisal course approved by the board, consisting of at least 20 classroom hours (not to exceed 16 points per year)</b>	<b>4</b>
<b>10. TEXTRES</b>	<b>Residential appraisal textbook authorship (not to exceed 20 points per year)</b>	<b>Submitted to board for determination</b>
<b>11. ARTRES</b>	<b>Residential journal article in journals of approved national appraisal organizations (not to exceed 20 points per year)</b>	<b>10</b>
<b>12. RESREV</b>	<b>Review of appraisals shall be worth 20% of the points awarded for the appraisal (not to exceed 20 points per year)</b>	

**Note: The cumulative points from Items 9, 10, and 11 shall not exceed 25% of the total points for residential appraiser certification.**

## GENERAL POINTS

1.	<u>Apartments</u>		
	APT1	5 to 20 units	4
	APT2	21 to 100 units	8
	APT3	Over 100 units	10
2.	<u>Hotels/Motels</u>		
	HOTEL1	50 or fewer units	6
	HOTEL2	51 to 150 units	8
	HOTEL3	Over 150 units	10
3.	<u>Meeting/Conference/Auditorium</u>		
	CONF1	20,000 square feet or less	4
	CONF2	Over 20,000 square feet	6
4.	<u>Industrial or Warehouse Building</u>		
	WARE1	20,000 square feet or less	6
	WARE2	Over 20,000 square feet (single tenant)	8
	WARE3	Over 100,000 square feet (multiple tenant)	10
5.	<u>Office Buildings</u>		
	OFF1	10,000 square feet or less	6
	OFF2	10,001 to 100,000 square feet	8
	OFF3	Over 100,000 square feet	10
6.	<u>Condominium Residences - Must include income approach to value</u>		
	CONDO1	5 to 30 units	6
	CONDO2	Over 30 units	10

7.		<u><b>Retail Buildings</b></u>	
	RETAIL1	10,000 square feet or less	6
	RETAIL2	Over 10,00 square feet - single tenant	8
	RETAIL3	Over 50,000 square feet - multi-tenant	10
8.		<u><b>Acreage of Non-Residential Land for Commercial or Multiple Family Use</b></u>	
	LAND1	100 acres or less	3
	LAND2	Over 100 acres, with direct sales analysis only	6
	LAND3	Over 100 acres, including income approach to value	8
9.		<u><b>Timber or Farm Acreage for Commercial or Multiple Family Use</b></u>	
	ACRE4	100 to 200 acres	3
	ACRE5	Over 200 acres, with direct sales analysis only	6
	ACRE6	Over 200 acres, including income approach to value	8
10	GENOTH	All other unusual structures which are larger or more complete than the typical properties described herein Items 1. through 9.	Submitted to board for determination
11.	PG	<u><b>Pasture or Grazing Enterprises</b></u>	
		25 to 50 acres	1
		51 to 100 acres	2
		101 to 500 acres	3
		501 to 2,000 acres	6
		Over 2,000 acres	8

12. RC	<u>Row Crop Enterprises</u>	
	25 to 50 acres	2
	51 to 100 acres	3
	101 to 500 acres	4
	501 to 2,000 acres	6
	Over 2,000 acres	10
13. OVN	<u>Orchard, Vineyard, and Plant Nursery Enterprises</u>	
	50 acres or less	2
	51 to 100 acres	4
	101 to 500 acres	8
	Over 500 acres	10
14. AQ	<u>Aquaculture Enterprises</u>	
	50 acres or less	2
	51 to 100 acres	4
	101 to 500 acres	8
	Over 500 acres	10
15. TF	<u>Truck Farm Enterprises</u>	
	50 acres or less	2
	51 to 100 acres	4
	101 to 500 acres	6
	Over 500 acres	8
16. DA	<u>Dairy Enterprises</u>	
	50 or less cow milking herd	4
	51 to 100 cow milking herd	6
	Over 100 cow milking herd	8
17. DIV	Diversified agricultural operations of over 500 acres involving two or more of the above enterprises, assuming that multiple disciplines	10

are exhibited in the appraisal report

<b>18. T</b>	<b><u>Timberland</u></b>	
	<b>40 to 100 acres</b>	<b>2</b>
	<b>101 to 500 acres</b>	<b>3</b>
	<b>501 to 2,000 acres</b>	<b>5</b>
	<b>2,001 to 10,000 acres</b>	<b>7</b>
	<b>Over 10,000 acres</b>	<b>Submitted to board for determination</b>
<b>19. SPEC</b>	<b>Specialized agricultural properties</b>	<b>Submitted to board for determination</b>
<b>Note: No more than 40% of the total credit points required for general certification may be earned from any one category (Items 1-19). Applicants who specialize in the appraisal of a particular property type that would result in exceeding the 40% maximum may request a waiver of Subsection 10315.D(20) of the rules and regulations.</b>		
<b>20. GENREV</b>	<b>Review of appraisals shall be worth 20% of the points awarded for the appraisal (not to exceed 20 points per year)</b>	
<b>21. GENCRS</b>	<b>Instruction of an approved commercial appraisal course, consisting of at least 20 classroom hours (Not to exceed 20 points per year)</b>	<b>10</b>
<b>22. TEXTGEN</b>	<b>Appraisal textbook authorship in commercial appraisal topics (Not to exceed 20 points per year)</b>	<b>Submitted to board for determination</b>
<b>23. ARTGEN</b>	<b>Commercial field journal articles in journals of an approved national appraisal organization (Not to exceed 20 points per year)</b>	<b>10</b>

**Note: The cumulative points from Items 21, 22, and 23 shall not exceed 25% of the total points for general certification.**