

**INSTRUCTIONS FOR SUBMISSION OF
APPLICATION FOR APPRAISER CERTIFICATION
(PART I - TESTING)**

Read all instructions and the *Certification Information Bulletin* prior to completing the application for testing.

- (1) The enclosed *Application for Appraiser Certification (Part I - Testing)* must be completed in its entirety and submitted to the Louisiana Real Estate Appraisers Board with the following:
 - A. Successful course completion certificates totaling the number of prerequisite classroom hours required for Residential or General appraiser certification; and
 - B. A check in the amount of \$245.00, payable to the Louisiana Real Estate Appraisers Board. (Payment may be in the form of a personal or company check.)
- (2) Upon receipt and processing of the application, you will be sent a *Certificate of Examination Eligibility* which provides detailed instructions regarding examination scheduling. Reservations to sit for the examination are not to be made prior to receipt of the certificate. (NO EXCEPTIONS TO THIS REQUIREMENT.) Candidates should have their social security and/or testing identification number readily available before contacting the testing service.
- (3) Candidates needing to retest must submit their failure notification and a \$15.00 processing fee to the Louisiana Real Estate Appraisers State Board in order to receive a new Certificate of Examination Eligibility.
- (4) Candidates passing the certification examination must submit their pass notification to the Louisiana Real Estate Appraisers Board in order to receive the Application for Appraiser Certification (Part II - Experience Review).