



OVERVIEW OF THE LICENSING PROCESS

The purpose of this overview is to give applicants a brief description of the different license types and licensing options, as well as a 1-2-3 of the licensing process.

License Types

There are four types of appraisal licensure in Kansas. Each license type has its own scope of practice (regulation is referenced)

Provisional (Trainee) Classification (See K.A.R. 117-5-3)

Licensed Classification (See K.A.R. 117-2-4)

Residential Classification (See K.A.R. 117-4-4)

General Classification (See K.A.R. 117-3-4)

The **Provisional** classification was established for those trainees who have met the education requirement of the license type they are training for but have not met the experience and test requirements. If you intend to license as a provisional, the Board always recommends that you have your supervising appraiser in place prior to beginning the pre-license education process.

Provisional (Trainee) Licensing Process

1. Download the Provisional Info document from our website kreab.kansas.gov.

Click on Licensing and download the documents listed under Provisional (Trainee), State Licensed, Residential or General Certified.

2. Complete the required Qualifying Education for the classification you are provisioning for.

- **State Licensed classification:** 158 hours appraisal education [*Ref. K.A.R. 117-2 1*]*.
- **Certified Residential classification:** Bachelor's degree from an accredited college or university, or an associate's degree in a specific field of study (K.A.R. 117-4-1(a)(2)), or 30 semester hours of college-level courses in specific subjects (K.A.R. 117-4-1(a)(3)), or 30 hours of college-level examination program (CLEP) examinations in specific subjects (K.A.R. 117-4-1(a)(4)), or successfully complete any combination of K.A.R. 117-4-1(a)(3) and (4), and 200 hours of appraisal specific education [*Ref. K.A.R. 117-4-1*]*.
- **Certified General classification:** A Bachelor's Degree from an accredited college or university and 300 hours of appraisal specific education [*Ref. K.A.R. 117-3-1*]*.

*The Board is in the process of amending these regulations to reflect changes to Real Property Appraiser Qualification Criteria which became effective January 1, 2026. Specifically, the addition of the 8-hour Valuation Bias and Fair Housing Laws and Regulations course (VBFH). The addition of this course increased the required hours for Licensed classification from 150 hours to 158 hours and changed the required amount of Appraisal Subject Matter Electives for Certified Residential and General classifications. All applicants must satisfy AQB criteria.



3. Submit the Education Application (*available in the Forms section of our site*).

Download and complete the education application. Send completed application along with copies of your certificates of completion for the pre-license education, a copy of your transcript for semester-hours of college level education or a copy of your degree (if applicable), and payment for the \$50 Education Application fee. You may submit by mail or email to kreaab@ks.gov.

4. Submit the Part III Certification and license fee.

Board staff will review your education application and notify you of approval within **10 business days**. When the education app is approved, you will be emailed the Part III Certification form and license fee schedule. Complete and return the Part III Certification along with payment of the applicable prorated license fee and your Provisional credential will be issued.

5. Complete the required Experience Hours and submit the Experience Application and Experience Log (*available in the Forms section of our site*).

Once you have met the required experience hours for the classification you are provisioning for (*listed below*), download and complete the Experience Application and Experience Log. Submit completed forms and payment for the \$50 Experience Application fee by mail or email to kreaab@ks.gov.

- **State Licensed:** 1,000 hours over a period of not less than 6 months
- **Certified Residential:** 1,500 hours over a period of not less than 12 months
- **Certified General classification:** 3,000 hours over a period of not less than 18 months

6. Submit your appraisal reports and work-files.

Within **30 days** of receipt of your experience application, Board staff will review your Experience App and Logs to ensure experience requirements have been met and will select three appraisals from your experience log. You will receive a notice requesting copies of the reports and work-files for the three selected properties and one appraisal and work-file selected of your choice (to best demonstrate your abilities). The appraisals are subject to a Standard 3 desk review for USPAP compliance; **this review process can take 2-4 months**.

7. Wait for your determination.

When the desk review reports for your selected appraisals are received, your application will be forwarded to the Application Review Panel (consisting of 4 Board Members) who will approve or deny the experience submitted. **You will be notified, in writing, of the decision of the Board regarding your experience.**

- a. If approved, a copy of the review of the appraisals will be sent to you along with information regarding the National exam. Once you pass the exam, send the original pass notice to the Board office. Upon receipt, an affidavit and fee schedule will be sent to you by email. Submit the completed affidavit to the Board office along with the pro-



rated license fee (which includes the \$40 National Registry Fee). The license will be issued within 7 to 10 business days and emailed to you.

- b. If denied, a Summary Proceeding Order denying the application will be sent to the applicant along with a copy of the appraisal reviews. The Summary Order will explain the reason(s) for the denial, which is supported by the appraisal reviews. The order also provides instructions for you to request a hearing before the Board, which will be scheduled by the staff.

Standard Licensing Process

1. Download the applicable Licensing Info document from our website

kreab.kansas.gov. Click on Licensing and download the documents listed under Provisional (Trainee), State Licensed, Residential or General Certified.

2. Complete the required Qualifying Education for the classification you are applying for.

- **State Licensed classification:** 158 hours appraisal education [Ref. K.A.R. 117-2 1]*.
- **Certified Residential classification:** Bachelor's degree from an accredited college or university, or an associate's degree in a specific field of study (K.A.R. 117-4-1(a)(2)), or 30 semester hours of college-level courses in specific subjects (K.A.R. 117-4-1(a)(3)), or 30 hours of college-level examination program (CLEP) examinations in specific subjects (K.A.R. 117-4-1(a)(4)), or successfully complete any combination of K.A.R. 117-4-1(a)(3) and (4), and 200 hours of appraisal specific education [Ref. K.A.R. 117-4-1]*.
- **Certified General classification:** A Bachelor's Degree from an accredited college or university and 300 hours of appraisal specific education [Ref. K.A.R. 117-3-1]*.

3. Submit the Education Application (*available in the Forms section of our site*).

Download and complete the education application. Send completed application along with copies of your certificates of completion for the pre-license education, a copy of your transcript for semester-hours of college level education or a copy of your degree (if applicable), and payment for the \$50 Education Application fee. You may submit by mail or email to kreab@ks.gov. Board staff will review your education application and notify you of approval within **10 business days**.

4. Complete the required Experience Hours and submit the Experience Application and Experience Log (*available in the Forms section of our site*).

Upon approval of your education application, your file will remain pending until you complete the experience. Once you have met the required experience hours for the classification you are seeking (*listed below*), download and complete the Experience Application and Experience Log. Submit completed forms and payment for the \$50 Experience Application fee by mail or email to krea@ks.gov.

- **State Licensed:** 1,000 hours over a period of not less than 6 months



- **Certified Residential:** 1,500 hours over a period of not less than 12 months
- **Certified General classification:** 3,000 hours over a period of not less than 18 months

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