

Apply for an Appraiser Trainee License

Before you apply

1. **Get** the required training and **select** a qualified Appraiser to act as your supervisor during your training period.
 - See [How to get your license: State-registered real estate appraiser trainee](#) for more information about these requirements.
 - You'll need to upload copies of your course completion certificates when you apply for your license.
2. If you don't already have a SecureAccess Washington (SAW) account, **create** an account, **add** the Professional and Business Licensing Service to your SAW account, and **enroll** in multi-factor authentication (MFA).
 - If you already have a SAW account, you'll need to **add** the Professional and Business Licensing Service to your SAW account and **enroll** in multi-factor authentication (MFA).
 - See [Create your user access](#) document for detailed instructions.
3. If you have other professional licenses with Department of Licensing, **link** those licenses **before** submitting your Appraiser application.
 - See [Create your user access](#) document for detailed instructions on linking your existing professional licenses.

Submit the application

Important! You must use Google Chrome as your default browser and you must set Chrome to allow pop-ups **before** you start this process.

- See [Turn off pop-up blockers](#) in Chrome for more information.
1. **Login** to the Business and Professional Licensing System.

2. Click the Apply for Professional License button.

Manage Your Professional and Business Licenses Online

Professional Licenses

If you have any criminal convictions, they may affect your ability to get licensed. For some license types, you can request a free review **before** you apply. Get started with your [Criminal Conviction Screening](#).

Apply For Professional License

Have an existing professional license?

To renew or manage you must link to your license.

Manage Existing Professional License

3. At the License Selection page:

- **Select** Appraisers-Real Estate from the Profession dropdown.
- **Select** Appraiser Trainee from the License Type dropdown.
- The Application Method field will auto-fill.

Apply for a New License

License Selection

*Select a Profession
Appraisers - Real Estate

*Select a License Type
Appraiser Trainee

*Application Method
General Application

4. **Scroll down** the page to the What you'll need section to ensure you have everything needed to apply, then **click** Continue.

What you'll need

Make sure you meet all the requirements listed on our Appraiser Trainee website.

Gather your files

- Basic Appraisal Principles (30 hour course)
- Basic Appraisal Procedures (30 hour course)
- The USPAP course or equivalent (15 hour USPAP course)
- Supervisor/Trainee Appraiser Course

If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
- If a business or someone else is paying for you, they'll give you a billing code to use as payment.

Back **Continue**

5. Enter the following contact information on the Personal Information page:

- Full legal name.
 - You'll tell us how you want your name to appear on your license on the next page of the application.
- Personal identification information.
- Phone and email.

Your Full Legal Name

* First Name
Sylvia

Middle Name

* Last Name
Salmonberry

Suffix

Your Personal Identification Information

* Birthdate
Jan 1, 1986

ITIN ⓘ

An applicant is not required to have an SSN or ITIN. If you provide a SSN or ITIN it will be used in accordance with 42 U.S.C. 666(a)(13) and RCW 74.20A.320. If you do not have an SSN or ITIN, please leave that section blank.

SSN ⓘ
****9347

Your Contact Information

* Phone
555.555.5555

Check if you have a foreign phone number

Other Phone

* Email
dijohnson@dol.wa.gov

Other Email

6. **Scroll** to the Mailing Address section, **enter** the mailing address, and **click** the Validate Address button.

Your Mailing Address

* Country
United States

* Address Line 1
1622 Mountain View Lane

Address Line 2

* City
Olympia

* State
WA

* ZIP
98501

* County
Thurston

Validate Address

7. After you validate the address, **click** Continue.

8. **Answer** all the questions on the License information page and **click** Continue.
- If you don't yet have a supervisor, you can still apply for your license, but you won't be able to gain experience hours until we have that information.

General Questions

*How do you want your name displayed on your license?
Use my full legal name

*Have you ever been educated, licensed, employed, or done business under a different name?
 Yes No

Who will be your primary Supervisor? Supervisor must be an active Certified Residential or Certified General Appraiser.
John Fulsher

What is their license number?
22019746

*Which credential level of the exam will you apply to take at the end of your registered trainee experience?
Certified Residential

Military Questions

*I am a current or former member of the armed forces, the United States Public Health Service Commissioned Corps, or the Merchant Marines of the United States.
 Yes No

*I am a current or former spouse or registered domestic partner of a military member, and I have an existing license in this profession from another state. My spouse/partner is being transferred and I am moving to Washington.
 Yes No

Legal Background Questions

Within the last 5 years, in this state or any other jurisdiction, have you:

*Had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you?
 Yes No


*Defaulted, been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (don't include traffic offenses.)
 Yes No

9. **Upload** copies of your training certificates on the Attachments page and **click Continue**.

Attachments
You can upload these file formats: pdf, jpg, jpeg, png, tiff, bmp, or gif.


Basic Appraisal Principles (30 hour course)

[Upload Files](#) Or drop files

 COPY DOL renewal f...


Basic Appraisal Procedures (30 hour course)

[Upload Files](#) Or drop files

 Loading preview...


The USPAP course or equivalent (15 hour USPAP course)

[Upload Files](#) Or drop files

 Form-160-100 (11)

Supervisor/Trainee Appraiser Course

[Upload Files](#) Or drop files

 COPY DOL renewal f...

[Back](#) [Save And Submit Later](#) [Continue](#)

10. On the Review and Submit page:

- **Review** the answers and uploads you entered.
- **Read and check** all the certification statements.
- if you want to be added to our email list, **click** the Email Distribution List checkbox.
- **Enter** your name as shown below the Signature field.
- **Click Continue.**

I certify that

- I authorize business associates (past and present) and any governmental agencies (local, state, or federal) to release any information required for a background investigation by the Department of Licensing.
- I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.
- I understand that lawsuits or other actions may be filed against me in Washington and I consent that service of process may be made by delivering it to the Director of the Department of Licensing.
- I am aware that, if Washington disciplines my supervising appraiser, the experience hours gained under them may not qualify when I apply to take the appraiser exam.

Email Distribution List

Do you want to be added to the distribution list for this profession?

Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Sylvia Salmonberry I

Sylvia Salmonberry

[Back](#) [Save And Submit Later](#) [Continue](#)

Pay for the License

Complete **all** the steps to ensure your payment is correctly processed.

1. **Review** the fees on the Make Payment: Fees page and **click** Continue.
 - You must pay **both** the Application Fee and the National Registry Fee.
2. **Select** your payment method on the Make Payment: Checkout page and **click** Process ePayment.
3. **Enter** your phone number (numbers only, no spaces or punctuation), and your payment information on the Make a Payment page, then **click** Continue.
4. **Click** Confirm at the Review Payment page.
5. **Important!** **Click** Continue only **once** at the Confirmation page. There will be a delay as the payment information is transferred to our system.
6. **Click** Continue at the Make Payment: Confirmation page. This ensures that the payment process is completed.
7. You'll receive an email with the receipt for your payment attached.

Track the Status of the Application

1. **Click** the Business Account link from the Manage My Businesses page.
2. **Click** the Submitted Applications tab if needed.
3. **Check** the status of the application.
 - **Status is In-Review:** Your payment has processed.
 - **Click** the Download Application button to download a paper copy of the application you submitted online.

Professional Licenses

Sylvia Salmonberry
[Update legal name](#)

Email: djohnson@dol.wa.gov Mailing address: 1622 Mountain View Lane, Olympia, WA 98501
Alternate email: None Other Phone: None
[Update contact information](#) [Change address](#)

Make a Payment
Apply for new license
Criminal Conviction Screening
Cosmetology Student/Apprentice Hours

Licenses | Unsubmitted Requests | **Submitted Requests** | Completed Requests | Relationships

New License Applications

| Application | Profession | License Type | Application Method | Status | Sub-status | Actions |
|----------------------------|--------------------------|-------------------|---------------------|------------------|------------|--------------------------------------|
| APP2222407 | Appraisers - Real Estate | Appraiser Trainee | General Application | In-Review | None | Download Application |

- **Status is Pending Payment:** Your payment has not yet processed. It can take up to 2 hours for the payment to process.
 - **Check back AFTER 2 hours** to see if the payment processed. When you return:
 - If the application shows a status of In-Review and a Download Application button, then the payment has processed.
 - If the application still shows a status of Pending Payment, **click** the Pay Fee button to try your payment again.

Review and approval

1. We review your application to confirm you:
 - Meet the training requirements.
 - Have a qualified supervisor.

2. We contact you with the results of our review.
 - **Meet all requirements:** We issue your license and send you an approval email with your license number, expiration date, and instructions for getting your license document.
 - Your license expiration date is your 2nd birthday after the issue date of the license. Depending on when your license is issued, you may have less than 2 full years before your first renewal.
 - **Don't meet requirements:** We ask for more information or tell you what needs to be corrected.
3. Once you receive your license issuance email, you can login to the system to get a copy of your license by self-print, email, or mail.
 - There is a \$5 charge for licenses sent by mail.