WASHINGTON STATE DEPARTMENT OF LICENSING

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.

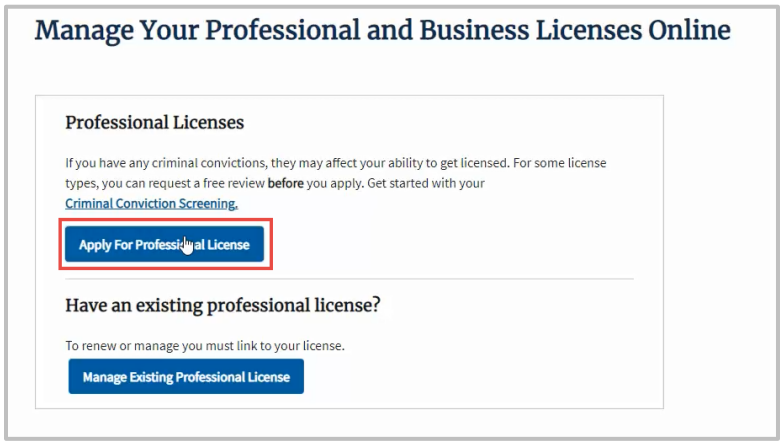
Submit the application

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.

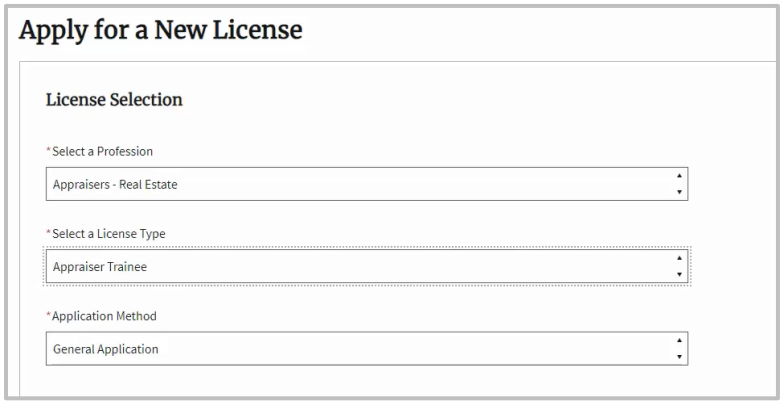
1. **Login** to the Business and Professional Licensing System.

2. **Click** the Apply for Professional License button.

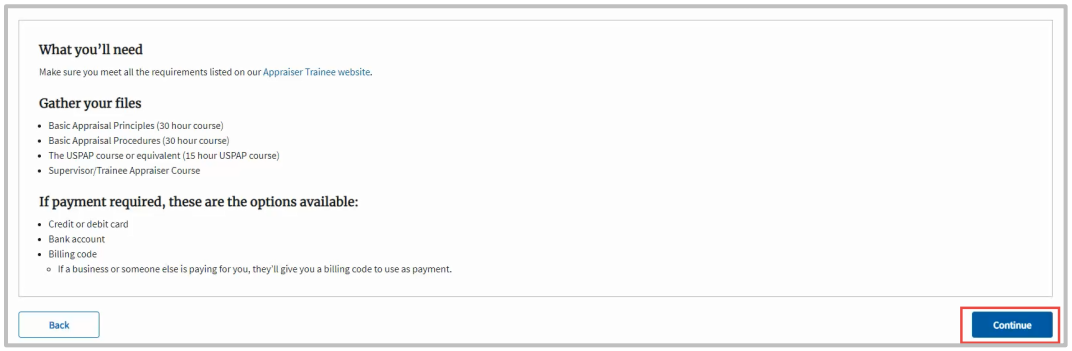


3. At the License Selection page:

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

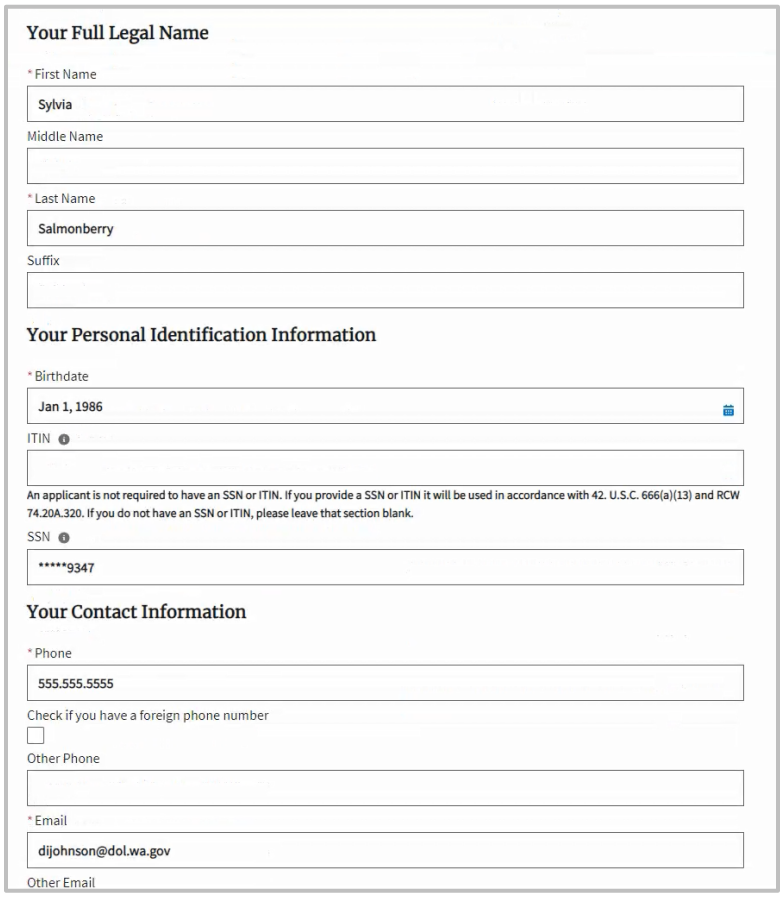


4. **Scroll down** the page to the What you'll need section to ensure you have everything needed to apply, then **click** Continue.

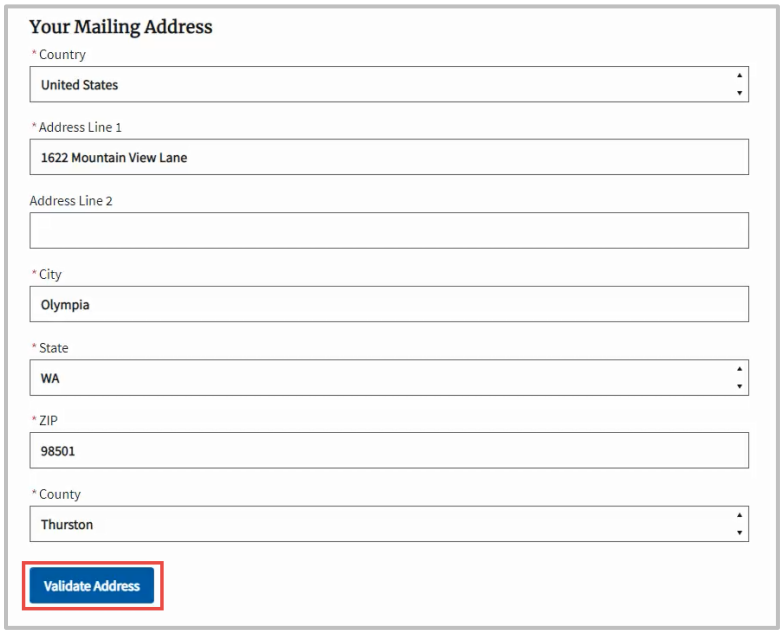


5. **Enter** the following contact information on the Personal Information page:

- 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.



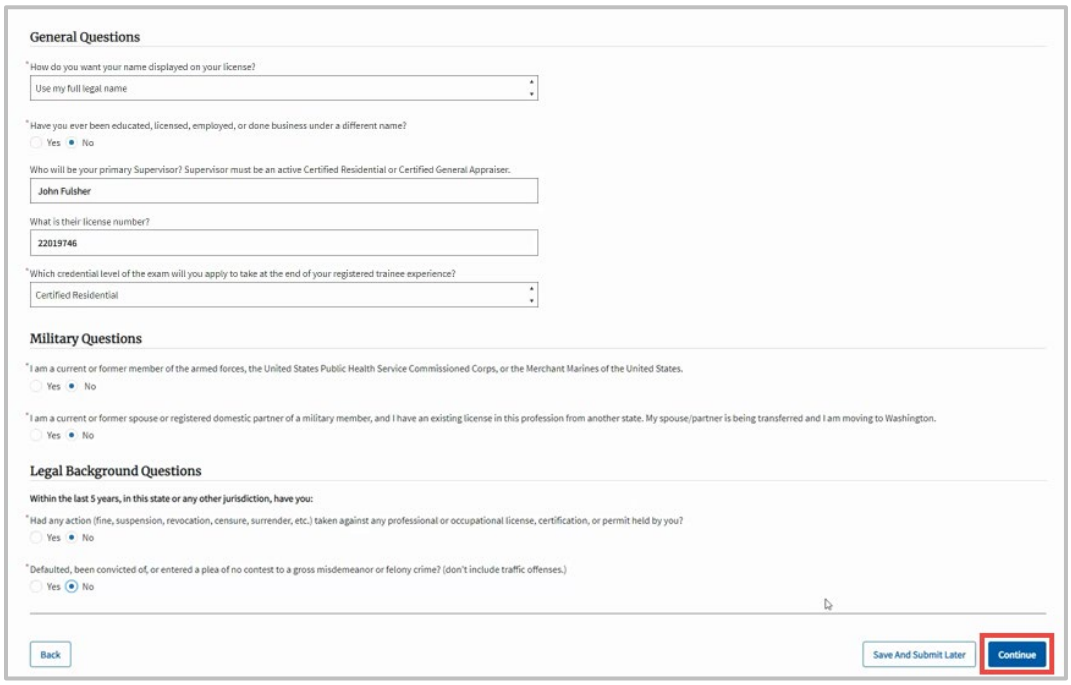
6. **Scroll** to the Mailing Address section, **enter** the mailing address, and **click** the Validate Address button.



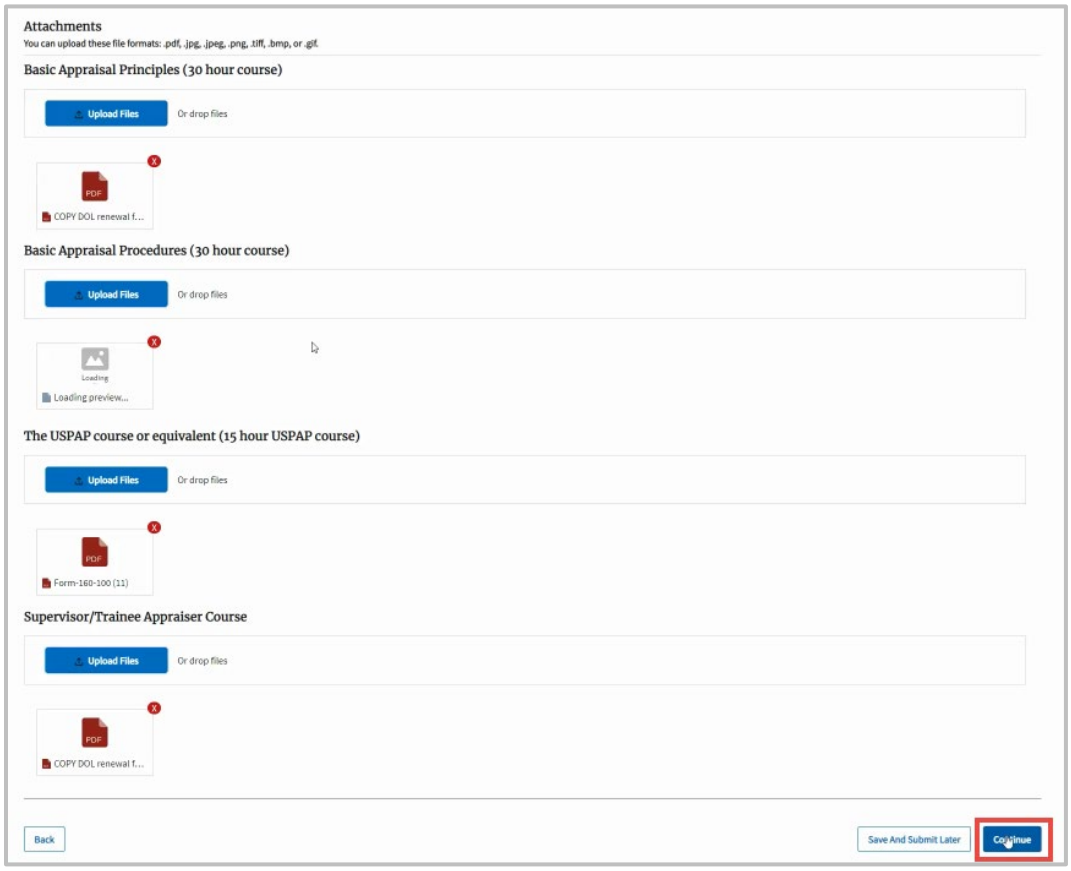
7. After you validate the address, **click** Continue.

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.

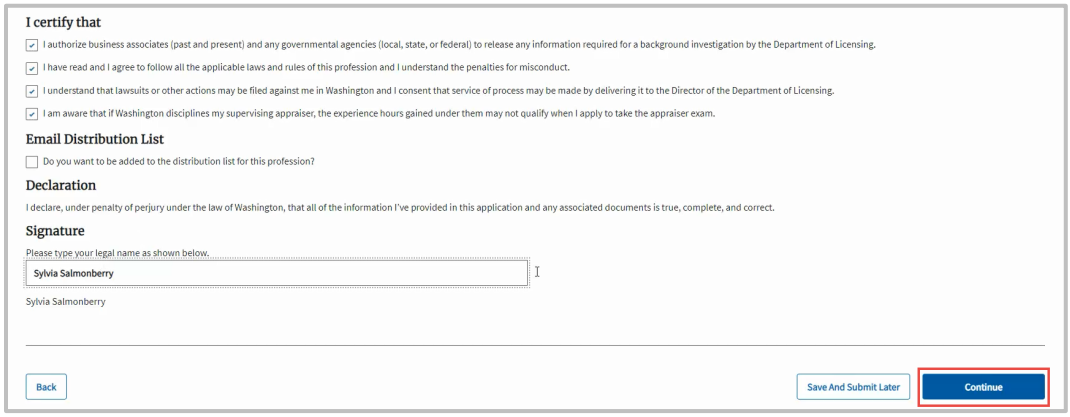


9. **Upload** copies of your training certificates on the Attachments page and **click** Continue.



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.



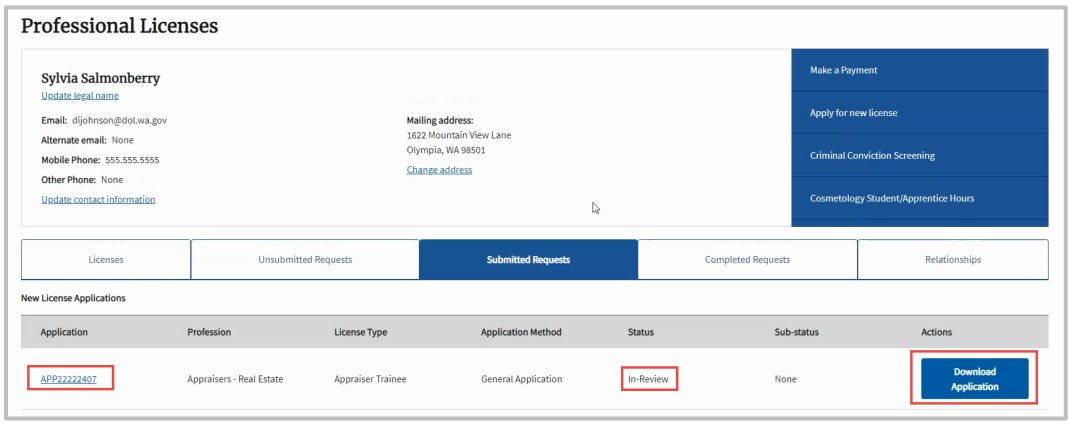
Pay for the License

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 to 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.



- **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.