

## Questions and Answers Pertaining to the NCDOR Certification and Continuing Education Program

Q.-1 Where can I find the requirements for certification as a County Real Property Appraiser or a County Personal Property Appraiser?

A.-1 Click on the following link and read the Certification and Continuing Education Regulations Manual located on the NCDOR website:

<http://www.dornc.com/publications/property.html#education>

Q.-2 How do I find out the number of continuing education credit hours I have in the current education cycle?

A.-2 Click on the following link and review the information in the "County Assessor and Appraiser Certifications Table":

<http://www.dornc.com/taxes/property/certifications.html>

Q.-3 What should I do if the hours reported on the NCDOR website certification table do not match the total cumulative hours for the classes I have recently taken?

A.-3 Wait until the next update occurs (see date beside the link on the website) or call the Education Manager at the NCDOR @ 919-814-1129.

Q.-4 How does a county appraiser, who is certified in another state and now lives in NC and works for a county tax office, become a NCDOR certified county appraiser?

A.-4 The appraiser must fulfill the educational requirements as stated in the Certification and Continuing Education Regulations Manual. Some courses taken in other states may qualify for educational credit in North Carolina. Contact the Education Manager for assistance.

Q.-5 Can an appraiser get continuing education credit hours for a class if they fail the course examination?

A.-5 Yes. However, some classes require a passing grade on the test before a certificate of completion can be issued. See question 23 and the answer for our "test taking" requirements policy or see page 13 of the Regulations Manual.

Q.-6 Do other associations in North Carolina grant appraisal certifications?

A.-6 Yes. The NC Association of Assessing Officers grants the "NC Certified Appraiser" certification after the required educational classes are taken. Click on the following link to read about the NCAAO:

<http://www.sog.unc.edu/node/898>

Q.-7 What should be done if a county appraiser retires, moves away, or is no longer working for the county tax office?

A.-7 Contact the NCDOR as soon as possible. The appraiser's records will be moved to "Inactive" status and their name and continuing education hours will be removed from the NCDOR website certification table.

Q.-8 I am a County Appraiser and I attended the Fall Conference. How many continuing education credit hours do I get for attending?

A.-8 County Appraisers **do not** get continuing education credit hours for attending the Spring or Fall Conferences nor do they get credit for attending regional tax association meetings. County Assessors, however, do get credit hours for all the events mentioned in the previous sentence.

Q.-9 Why are the educational requirements different for assessors and appraisers?

A.-9 The statutes set forth different requirements for assessors and appraisers: G. S. 105-294(d) states that assessors must attend at least 30 hours of instruction every other year. G.S. 105-296(b) states that appraisers must attend a course of instruction at least every other year. The "30 hours of instruction" language for assessors allows any combination of approved hours to be used to meet this requirement. The "course of instruction" for appraisers, as provided by rules and regulations, can be one course that provides at least 30 hours of instruction or it can be several different courses that provide at least 30 hours of instruction when the credit hours for each course are added together.

Q.-10 If my certification was suspended at the end of the last education cycle for failure to obtain the required 30 hours, what should I do to get back into compliance and get my suspension lifted?

A.-10 As soon as possible, take a class or classes that provide a minimum total of 30 hours of continuing education credit when added to the existing hours from the last education cycle. All the hours for that class or for the classes taken will be used to satisfy the 30 hour requirement for the previous education cycle. This action will lift the suspension from the past cycle. No leftover hours will be applied to the present cycle. The appraiser will need to take additional classes in order to be in compliance with the current education cycle requirements. The student will receive a "suspension lifted" letter once the additional credit hours are approved and applied to their educational record.

Q.-11 I know I need 30 hours of continuing education credit in order to be in compliance with the regulations, but how often do I need to fulfill this requirement to keep my certification?

A.-11 30 hours of continuing education credit is required during each education cycle. The cycle runs from July 1<sup>st</sup> of the odd numbered year until June 30<sup>th</sup> of the next odd numbered year, thus creating a two-year period of time to obtain the necessary hours of credit.

Q.-12 I just received my County Personal Property Appraiser Certificate from the NCDOR in the fall of 2015. Am I required to take 30 hours of continuing education credit prior to the cycle ending date, which is June 30<sup>th</sup>, 2017, in order to be in compliance with my re-certification?

A.-12 Yes. You would need to obtain 30 hours or more of credit hours prior to the end of the current cycle. However, if you have taken any of the required courses for certification during the current cycle

in which you received your Appraiser Certificate, you are not required to obtain an additional 30 hours of continuing education credit prior to June 30<sup>th</sup>, 2017.

Q.-13 I am a County Appraiser, but my name does not appear on the NCDOR website certification table. Should my name be on the table?

A.-13 Only the names of county appraisers who have already been certified by the Property Tax Section of the Local Government Division will appear on the website certification table. Contact your county assessor to start the process for obtaining the certification from the NCDOR.

Q.-14 If I am already a certified County Real Property Appraiser, can I also become a certified County Personal Property Appraiser?

A.-14 Yes. County Appraisers may be certified as both Real and Personal simultaneously after all the education requirements have been met. The NCDOR website certification table will show the word "BOTH" in the type of certification category for that appraiser.

Q.-15 If I am certified by the NCDOR as both a Real and a Personal Property County Appraiser, do I need to obtain 30 hours of continuing education credit for my Real certification and 30 hours of continuing education credit for my Personal certification in order to be in compliance?

A.-15 No. Once the appraiser has reached 30 hours of continuing education credit in the current cycle, no additional hours are required. The 30 hours are simultaneously applied to both certifications.

Q.-16 I am the County Assessor and last year I attended the Real Property Educational Seminar during the Fall Conference. After the seminar ended, I attended the remaining presentations provided during the conference. Do I get continuing education credit hours for both the seminar and the conference?

A.-16 Yes and No. Assessors will get credit hours for both the seminar and the conference if the seminar hours do not overlap the conference hours. If the seminar hours overlap the conference hours, then the assessor will only get credit hours for taking the educational seminar.

Q.-17 If I obtain more than 30 hours of continuing education credit during an education cycle, can the additional hours count toward re-certification in the following education cycle?

A.-17 No. Each cycle stands alone concerning the number of required credit hours. Extra hours are not transferable into the following cycle.

Q.-18 Can I take online courses and get credit for the educational hours?

A.-18 Yes, if the online course has been pre-approved. The list of approved courses already provides some online classes for which an appraiser can receive credit hours. Additionally, appraisers who desire to take online classes that have not been pre-approved prior to taking the classes, will **not** be granted continuing education credit hours. Appraisers should submit qualifying documentation on non-approved courses to the Education Manager for review and approval prior to taking the courses.

Q.-19 How were the specific dates for the start and end of the education cycles determined?

A.-19 These dates were chosen to coincide with the assessor re-appointment dates to facilitate administration of the certification program.

Q.-20 What are the consequences if I get suspended?

A.-20 If you appear before your County Board of Equalization and Review or before the Property Tax Commission, your appraisal or credentials may be called into question or even disregarded if you are currently suspended or were suspended when you performed the appraisal work.

Q.-21 Are there other educational opportunities not listed on the approved list that the NCDOR will accept for continuing education credit?

A.-21 Yes. After being approved, we will accept classes like Spanish, computer functionality, book-keeping, accounting, Excel classes, etc. If a class is not on the Approved Educational Offerings list, be sure to contact the Education Manager at the NCDOR prior to taking the desired class.

Q. -22 I recently took a real estate class to keep my broker license in effect. The class provided 4 hours of continuing education. Can I use these hours to get credit toward re-certification of my County Appraiser requirements?

A.-22 No. For County Appraisers, the minimum amount of classroom instruction for any one course is 7 hours. Note: **Continuing education credit hours are not granted for participation in internet webinars.**

Q.-23 Some of the classes I have taken require completing an examination at the end of the class. Am I required to re-take the exam if I have previously taken and passed the test for this same class?

A. -23 For courses required for initial certification, you must achieve a passing grade on the exam before you can be certified by the NCDOR. As of July 1, 2015, for continuing education courses, you are now required to take the associated exams, even if it is the first time you are taking the course or the second or third time, etc. You are required to take the exam, but it will not affect your re-certification if you fail the test. You will be granted the full number of continuing education credit hours that have been approved for the class if you fail the exam. In addition, appraisers must be present 90% or more of the instructional time during the class. Less than 90% attendance will prevent our office from granting all of the continuing education credit hours posted for the class.

Q.-24 I am either a county appraiser who once was an assessor or a county appraiser who is qualified to be an assessor, but I have not been appointed as the assessor yet. Can I get continuing education credit hours for attending conferences, tax association meetings, and classes that are less than 7 hours?

A.-24 Yes. Previous assessors who are now county appraisers and county appraisers who are deemed to be qualified are eligible to receive hours for the events stated in the question.

Q.-25 Who is the Education Manager and how do I get in contact with that person?

A.-25 The current Education Manager is Dave Duty and he can be contacted using the following information: Phone:- 919-814-1129; Fax:- 919-715-3107; Email:- [david.duty@dornc.com](mailto:david.duty@dornc.com); Mail:- Local Government Division, Property Tax Section, P. O. Box 871, Raleigh, NC 27602.

Q.-26 Can I take the online offering of IAAO Workshop 191 – USPAP Update and satisfy the requirements for achieving Levels II and III?

A.- 26 Yes. The North Carolina Appraisal Board (NCAB) grants 7 hours of continuing education to their appraisers for taking the online version of IAAO Workshop 191 and our NCDOR program will also grant the same number of hours to county appraisers.

Q.- 27 If I am a North Carolina State Certified Residential Real Estate Appraiser (NCAB), am I automatically qualified as a Level II County Real Property Appraiser?

A.- 27 No. However, if you have taken past courses as a NCAB State Certified Real Estate Appraiser, and you want to submit a copy of your certificate to the NCDOR as evidence that you completed that course, then you may do so. Attach this copy to the application form and our office will grant you credit for this course if it is required under the rules and qualifications for achieving Level II.

Q.- 28 Can the past R-1, R-2, & R-3 courses be substituted for taking the IAAO Course 101 and the IAAO Course 102 when pursuing the Real or Personal Property Appraiser II Level?

A.- 28 Yes, our program will accept the R-1, R-2, & R-3 courses as a substitute for taking IAAO Course 101 Fundamentals of Real Property Appraisal or IAAO Course 102 Income Approach to Valuation for all levels of certification. The current titles for the three “R” courses are as follows: R-1 = Basic Appraisal Principles; R-2 = Basic Appraisal Procedures; & R-3 = Residential/General Market Analysis & Highest & Best Use.

Q.- 29 If I want to pursue becoming a Level II or III Real or Personal Property Appraiser, do I have to retake required courses if I have already successfully completed them in the past?

A.- 29 There is no time limit on the courses you have taken in the past if you want to submit a copy of that certificate to us to satisfy the current requirements. We will accept successfully completed classes taken prior to the roll-out of the new certification level program.

Q.- 30 For Level II Real Property Appraiser requirements (3.a.ii.4.) and Level III Real and Personal Property Appraiser requirements (5.a.iv.), the manual states that I must successfully complete several courses and workshops shown on the NCDOR Elective Classes List. Can I use the same completed courses to move from Level II to Level III?

A.- 30 No, the appraiser must select courses and workshops from this list that they have not already taken. This encourages the appraiser to participate in classes to learn new information which enriches the educational experience of that appraiser. **NOTE: IAAO Workshop 191 – Uniform Standards of Professional Appraisal Practice Update (National) is the exception to this rule. Certified Real or**

**Personal Property Appraisers on Levels II and III are required to take this workshop within every 2 year period of time that comprises the educational recertification cycle.**

Q. – 31 If I am striving to become a Level II or Level III Certified Appraiser and I don't have enough workshops to satisfy the regulations, may I substitute a course of instruction for a workshop?

A. – 31 Yes, we allow an appraiser to submit a course as a substitute for attending a workshop. One course (30+ hours) can substitute for one workshop.

Q. – 32 After I obtain my Level II or Level III Certification, are there any other courses or workshops required to be taken to maintain my certification?

A. – 32 Yes, every appraiser must take IAAO Workshop 191 Uniform Standards of Professional Appraisal Practice Update sometime during each and every 2 year education cycle in order to remain certified as a Level II or a Level III appraiser. Failure to take the IAAO 191 Workshop during the 2 year cycle will trigger a suspended certification.