

**Chapter Title:** License and Accreditation

**Chapter Series:** 8

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| <b>Brief Description:</b>         | License and designation policy and implementation for the GS-1171 Appraising Series |
| <b>Effective:</b>                 | August 9, 2019  |
| <b>Approved by:</b>               | Tanya Henderson, RPRA, Principal Deputy Director                                    |
| <b>Responsible AVSO Division:</b> | Principal Deputy Director Office  |
| <b>Supersedes:</b>                | New Issuance – N/A  |
| <b>Applies to:</b>                | All AVSO Staff  |

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**Reason for Chapter:** To provide additional guidance for Departmental Chapters 112 DM 33, 212 DM 33, and 602 DM 1.

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## 8.1 Purpose

This serves as the official policy for appraiser qualifications and provides consistent appraisal licensing requirements across AVSO.

## 8.2 Scope

This policy applies to all AVSO valuation staff within the GS-1171 Appraising Series. This policy does not apply to fee appraisers conducting assignments on behalf of AVSO pursuant to government contracts or grant programs administered by the Department of the Interior or P.L. 93-638 programs overseen by AVSO.

## 8.3 Authority

Public Law 91-646 (Uniform Act), Federal Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), OMB Bulletin 92-06, OPM Classification and Qualifications: General Schedule Qualification Policies Section 9(e), Chapter 41 of Title 5 CFR, Government Employees Training Act (GETA), 602 DM 1.

## 8.4 Objective

Establish policy within AVSO for requiring appraisal license and professional appraisal designations for the GS-1171 Appraising Series.

## 8.5 Background

Public Law No. 114-179, the Indian Trust Asset Reform Act (ITARA), became law on June 22, 2016, and directed the Secretary to ensure that appraisals and valuations of Indian trust property be administered by a single bureau, agency, or other administrative entity within the Department. Subsequent to consultation with tribes and bureau clients, the Department consolidated the Office of Appraisal Services (OAS) and the Office of Valuation Services (OVS) into the Appraisal and Valuation Services Office (AVSO) to meet the requirements of P.L. 114-179.

Secretarial Order No. 3363 dated March 19, 2018, established AVSO within the Office of the Assistant Secretary-Policy, Management, and Budget with the Director of AVSO reporting to the Deputy Assistant Secretary-Administrative Services. Upon establishment of the new AVSO, it became necessary to reevaluate prior policies and operational procedures; this revision is a direct result of the Secretarial Order.

Office of Personnel Management (OPM) regulations provide agencies with the following guidance regarding credential requirements: "Agencies can establish requirements for specific credentials (e.g., registration, licenses, or certificates) when such credentials are necessary for satisfactory job performance." Department of Transportation regulations published at 49 CFR 24.103 pursuant to the Uniform Act (P.L. 91-646) require that agencies "[. . .] shall establish criteria for determining the minimum qualifications and competency for appraisers and review appraisers." The regulations further specify that "[T]he agency shall review the experience, education, training, certification/ licensing, designation(s) and other qualifications of appraisers, and review appraisers, and use only those determined by the Agency to be qualified."

## 8.6 Policy - Certified General Licensure

AVSO staff appraisers at the GS-11 level and above must hold a Certified General Appraisal license in a state which meets the minimum requirements of the Appraiser Qualifications Board of The Appraisal Foundation as outlined in the most current version of the *Real Property Appraiser Qualification Criteria*.<sup>1</sup>

### 8.6.1 Implementation Period

All AVSO employees in the 1171 Appraising Series must hold a certified general appraiser license no later than July 1, 2020.

### 8.6.2 Waivers

The Principal Deputy Director, with the concurrence of the Chief Appraiser, may issue a waiver for a period of no more than 90 days after July 1, 2020 that may remain in effect as long as the employee continues to make good faith efforts to obtain the certified general license. The waiver will be withdrawn when the employee obtains a certified general license, or fails to make timely requests for training, or fails the AQB-approved Certified General Real Property Appraiser examination after completing all required training and experience requirements. If an employee attempts and fails the AQB-approved Certified General Real Property Appraiser examination, approval to retake the exam requiring additional funding is subject to budget availability and Deputy Director approval. The terms of this policy may be limited by funding availability. The Principal Deputy Director may grant short-term (not to exceed 90 days) exceptions, limitations, or waivers to this policy. It is the responsibility of the employee to seek and obtain the required certified general appraiser license in order to achieve and retain the

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<sup>1</sup> <https://appraisalfoundation.sharefile.com/share/view/scbea7640298440aa>

GS-11 level. Employees may request a waiver in writing through their supervisor to the Principal Deputy Director with a compelling justification for the request.

### 8.6.3 Expenditure of Funds

It is the intention of AVSO to assist employees who aspire to obtain a certified general appraiser license when properly identified within their Individual Development Plan (IDP). Dependent upon the availability and allocation of AVSO funds, this may include payment of required classes, licensing test, travel cost, and related fees. Employees who choose to use their own funds in an effort to obtain a license do so at their own risk as reimbursement is not guaranteed and is at the sole discretion of AVSO. Lack of AVSO funding for training, travel, or exam fees does not eliminate the licensing requirement or automatically trigger a waiver for the July 1, 2020 deadline.

### 8.6.4 Procedures

The employee's IDP should be implemented and updated, as necessary, in order to ensure compliance with state certified general appraiser license requirements and to balance these with budgetary needs. An SF-182, *Authorization, Agreement, and Certification of Training* form shall be the mechanism for requesting approval for professional appraisal training, including training required for obtaining the certified general appraiser license.

## 8.7 Policy - Professional Appraisal Designations

AVSO staff appraisers at the GS-13 level and above must hold a professional appraiser designation or accreditation that requires classroom training in appraisal practice approved by the Appraiser Qualifications Board of The Appraisal Foundation, experience requirements, a demonstration appraisal or appraisal review report, and a comprehensive qualifying examination.

### 8.7.1 Implementation Period

All AVSO employees in the 1171 Appraising Series at the GS-13 level and above must hold a qualifying designation by July 1, 2021.

### 8.7.2 Waivers

The Principal Deputy Director, with the concurrence of the Chief Appraiser, may issue a waiver for a period of no more than one year after July 1, 2021 that may remain in effect as long as the employee continues to make good faith efforts to obtain the professional designation. The waiver will be withdrawn when the employee obtains a designation, or fails to make timely requests for training, or fails the comprehensive examination after completing all required

training and experience requirements. If an employee attempts and fails the comprehensive examination, approval to retake the exam requiring additional funding is subject to budget availability and Deputy Director approval. The terms of this policy may be limited by funding availability. The Principal Deputy Director may grant short-term (not to exceed one year) exceptions, limitations, or waivers to this policy. It is the responsibility of the employee to seek and obtain the required professional appraisal designation or accreditation in order to perform at the GS-13 or higher level, to qualify for a promotion, or to be hired at a higher grade level. Employees may request a waiver in writing through their supervisor to the Principal Deputy Director.

### 8.7.3 Expenditure of Funds

It is the intention of AVSO to assist employees who aspire to obtain a professional appraisal designation or accreditation when properly identified within their IDP. Dependent upon the availability and allocation of AVSO funds, this may include payment of required classes, testing, travel cost, and related fees. Employees who choose to use their own funds in an effort to obtain a designation or accreditation do so at their own risk as reimbursement is not guaranteed and is at the sole discretion of AVSO. Lack of AVSO funding for training, travel, or exam fees, does not eliminate the designation requirement or automatically trigger a waiver for the July 1, 2021 deadline.

### 8.7.4 Procedures

The employee's IDP should be implemented and updated, as necessary, in order to ensure compliance with professional appraiser designation or accreditation requirements and to balance these requests with budgetary needs. An SF-182, *Authorization, Agreement, and Certification of Training* form shall be the mechanism for requesting approval for professional appraisal training, including training required for obtaining a qualifying professional appraisal designation or accreditation.