# Rules of
Department of Insurance, Financial Institutions and Professional Registration

**Division 2245—Real Estate Appraisers**

**Chapter 4—Certificates and Licenses**

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PURPOSE: This rule outlines the process for requesting inactive status.

(1) A licensee may request in writing that his/her license be placed on inactive status. The licensee shall maintain a real estate appraiser role while on inactive status. The licensee shall not hold himself or herself out as actively practicing real estate appraising while on inactive status and must renew the inactive status at the beginning of each renewal period.

(2) If an individual with a license on inactive status wishes to return a license or certificate to active status prior to the renewal time, the individual shall complete a renewal form, pay the reactivation fee and shall provide evidence of completion of at least twenty-eight (28) hours of continuing education within the preceding two (2) years.

(3) Applicants who are approved for inactive status renewal will receive one (1) license or certificate. Duplicate licenses or certificates may be provided upon payment of the appropriate fee.

PURPOSE: This rule assures that the commission may fulfill its regulatory authority over licensees. In order to fulfill its authority, it must be in a position to communicate with and identify all licensees. The license pocket card is a consumer protection measure where the licensee may offer proof of his/her professional status.

(1) A licensee shall not conduct his/her business under any other name or at any other address than the one for which his/her individual certificate or license is issued unless s/he first complies with 20 CSR 2245-4.030. If a licensee changes his/her name or business address, s/he shall notify the commission in writing within thirty (30) days after the change becomes effective.
(2) In addition to the individual certificate or license to be issued to each licensee, the commission shall furnish a pocket card to each individual licensee, which shall certify that the person whose name appears on the pocket card is a state-certified general real estate appraiser, a state-certified residential real estate appraiser or a state-licensed real estate appraiser as the case may be.

(3) Each licensee shall carry his/her pocket card upon his/her person at all times when conducting any real estate appraisal-related activity and shall exhibit it upon demand.


20 CSR 2245-4.050 Nonresident Certifica- tion or Licensure; Reciprocity

**PURPOSE**: This rule clarifies and qualifies who may obtain a nonresident certificate or license and the condition for renewal.

(1) A nonresident person seeking a certificate or license to engage in the real estate appraisal business in Missouri first shall apply for an appropriate certificate or license on a form provided by the commission and shall sign the application before a notary public and submit the same with the required fee to the commission.

(2) The commission may issue a certificate or license to an individual who is certified or licensed in his/her state of domicile, provided the commission is furnished verification that the appraiser is in good standing with his/her state of domicile and any other state that he/she has held licensure or certification. An individual applicant for a certificate or license who is not certified or licensed in his/her state of domicile may be granted a certificate or license as long as the applicant has at least fifty percent (50%) of the required experience hours in the state of Missouri and upon meeting all other requirements of a resident for that certificate or license.

(3) After certification or licensure, a nonresident licensee shall be subject to and shall comply with all provisions of the license law and these regulations.

(4) The commission may exempt the examination, application process, application and/or fees, as prescribed by the certification or licensure law a nonresident individual duly certified or licensed in any other state under the laws of which a similar exemption is extended to licensees of Missouri, provided a written agreement for reciprocal certification or licensure exists between the licensing authorities of the states involved. A nonresident applicant may petition the commission to waive the examination when a written agreement for reciprocal certification or licensure does not exist between Missouri and the nonresident’s state of domicile. A nonresident applicant shall provide the commission with a letter from the licensing authority of his/her state of domicile indicating that the nonresident applicant successfully passed an examination approved by the Appraisal Qualifications Board of the Appraisal Foundation.


20 CSR 2245-4.060 Temporary Nonresi- dent Certificate or License

**PURPOSE**: This rule sets forth the administrative procedures, terms and conditions under which a nonresident applicant may obtain a temporary real estate appraiser certification or licensure.

(1) A nonresident applicant, who is certified or licensed and in good standing under the laws of another state, may obtain a Missouri temporary appraiser certification or license for a maximum of six (6) months for the purpose of completing a particular appraisal assignment. To obtain a temporary certification or license, the applicant shall make application on a form prescribed by the commission requesting the specific term of the certificate up to six (6) months, setting forth the particular assignment for which the temporary certificate or license is requested, and paying the prescribed fees as outlined in 20 CSR 2245-5.020. The commission may grant an extension for an additional three (3) months, at no charge, if made in writing and for just cause.
