



GOVERNOR
TERRY E. BRANSTAD
LT. GOVERNOR
KIM REYNOLDS

IOWA DEPARTMENT OF COMMERCE
PROFESSIONAL LICENSING & REGULATION

Work Product Review – Log Submission

Applicants seeking an original or upgrade certification must submit work product review. For complete Work Product Review rules see, www.state.ia.us/iapp Administrative Rules 193F – 5.6 for certified residential and Administrative Rules 193F – 6.6 for certified general. A Committee of the Board will evaluate your work product for compliance with applicable appraisal standards and present their findings to the Board for final determination of your application for certification.

The first step for all applicants is to submit your log for the past 12 months. The Board's Executive Officer will select 3 reports for residential applicants and 2 non-residential reports plus 1 residential report for general applicants. You will be notified in writing as to which reports to submit.

The initial cost for work product review depends on the certification you seek. The submission fee for certified residential applicants is \$300 and \$650 for certified general applicants. If additional work product is requested by the Board, the applicant shall be required to pay \$150 for each residential report and \$250 for each non-residential report.

When submitting reports, you will need to submit a CD and four copies of each of the requested appraisals, along with a completed work product review application and the required processing fee.

You will be contacted by the Board office once the reviews are complete. The Board will schedule a date for you to meet with the Work Product Review Committee for a personal interview. A recommendation by the committee will be made to the Board at the Board's next regularly-scheduled meeting. Normal processing times are usually 60-90 days, but may vary depending on individual circumstances. Once you receive board approval, the approval is valid for 60 days in which you must become certified or you will need to resubmit for Work Product Review.

Your log must be in compliance with AQB Guide Note 6 and Administrative Rules 193F – 5.5(1) or Administrative Rules 193F – 6.5(1). It will be denied if it is not in compliance.

Please complete this form and submit with the past 12 months of your log.

Name of applicant: _____

Associate or certified registration number: _____

Date of submission: _____

Phone number: _____

E-mail address: _____