



*Executive Summary*

2019

**Review of Developing and  
Implementing Temporary  
Professional Licensing for the Spouse  
or Domestic Partner of a Member of  
the Armed Forces**

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December 30, 2019



# Executive summary

## Background

Senate Bill 688 (2019) included the following instructions for the Department of Revenue:

*Not later than December 31 of each year, a professional licensing board shall report, in the manner provided in ORS 192.245, to an interim committee of the Legislative Assembly related to veterans on the following information:*

- (a) The number of temporary authorizations issued to spouses or domestic partners of members of the Armed Forces of the United States who are stationed in this state;
- (b) The number of applicants for temporary authorizations received by the professional licensing board for which the professional licensing board did not issue temporary authorizations, and the reasons for which the temporary authorizations were not issued;
- (c) The amount of time used to process and issue the temporary authorizations;
- (d) The professional licensing board's efforts to implement and maintain a process to issue temporary authorizations; and
- (e) Any other information relevant to the professional licensing board's efforts to assist spouses or domestic partners of members of the Armed Forces of the United States who are stationed in this state with obtaining temporary authorization.

This report provides the progress towards meeting the requirements of section 2 listed in Senate Bill 688.

## Department of Revenue Property Appraiser Certificate Program

A registered appraiser is an individual who is currently registered by the Department of Revenue as having successfully passed an examination prepared, conducted, and graded by the department. To qualify as a registered property appraiser under ORS 308.010, applicants must meet certain training and education criteria, and then file an application to sit for an examination. The examination is approved by a standing five-member committee of the Oregon State Association of County Assessors selected by the association for that purpose.

## Senate Bill 688 efforts to create temporary appraiser certification for spouses or domestic partners of armed forces members stationed in Oregon

The Oregon Department of Revenue has undertaken a review of its Property Appraiser Certification Program to identify the steps required to implement a temporary certification for the spouse or legally recognized domestic partner of a member of the armed forces stationed in Oregon. Three bodies of work have been identified that needed to be completed to create and implement a temporary certification program: write procedures, create a new application, and update its website.

Procedures have now been written, and work has started to create a new application for the temporary certification. Once the application has been created, the department will update its website to include information regarding the temporary certification and a link to the application. The department anticipates all work to be done prior to July 1, 2020.





*Progress Report on implementing  
Senate Bill 688*

**Review of Developing and  
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# Introduction

Senate Bill 688 (2019) included the following instructions for the Department of Revenue:

*Not later than December 31 of each year, a professional licensing board shall report, in the manner provided in ORS 192.245, to an interim committee of the Legislative Assembly related to veterans on the following information:*

- (a) The number of temporary authorizations issued to spouses or domestic partners of members of the Armed Forces of the United States who are stationed in this state;
- (b) The number of applicants for temporary authorizations received by the professional licensing board for which the professional licensing board did not issue temporary authorizations, and the reasons for which the temporary authorizations were not issued;
- (c) The amount of time used to process and issue the temporary authorizations;
- (d) The professional licensing board's efforts to implement and maintain a process to issue temporary authorizations; and
- (e) Any other information relevant to the professional licensing board's efforts to assist spouses or domestic partners of members of the Armed Forces of the United States who are stationed in this state with obtaining temporary authorization.

*This report discusses:*

- An overview of the current Property Appraiser Certificate Program.
- Changes needed to implement a new Temporary Property Appraiser Certification within the current program.
- Current status of the department's efforts to implement the temporary certification.
- How the department will track and report on the temporary certification program going forward.

## Department of Revenue Property Appraiser Certificate Program

### Overview

A registered appraiser is an individual who is currently registered by the Department of Revenue as having successfully passed an examination prepared, conducted, and graded by the department. To qualify as a registered property appraiser under ORS 308.010, applicants must meet certain training and education criteria, and then file an application to sit for an examination. The examination is approved by a standing five-member committee of the Oregon State Association of County Assessors selected by the association for that purpose. It is designed to ensure individuals have the requisite knowledge and experience to systematically appraise groups of properties using standardized procedures and statistical testing in order to determine accurate, persuasive, and defensible appraised values to be used as the basis for property tax assessment in each of Oregon's 36 counties and for Department of Revenue Property Tax Division purposes.

### Current property appraiser certificate administration process

Individuals who seek property appraiser certification are required to submit an online application to be reviewed for education and experience requirements. When reviewing the qualifications of the applicants, the department considers an individual's education, experience, or a combination thereof to determine if the applicant meets the minimum qualifications to sit for the examination. The agency currently uses the following criteria when reviewing the application:

### Property Appraiser

- A) An Associate of Science degree (or higher) in property appraisal, real estate technology, building construction/inspection technology, engineering or forestry technology, business administration, or a related field; or
- B) Any combination of experience or education equivalent to two years in a field that would demonstrate the capacity to work as a property appraiser. Examples include: property appraisal, public or business administration, real estate, finance, civil engineering, and urban planning; or

- C) Completion of an Oregon Department of Revenue approved appraisal training program, or county approved appraisal training program.

Upon completion of the application review, the department will notify the applicant of the status of their application. Applicants who meet the qualifications are sent an acceptance letter with instructions on how to take the examination. Applicants who do not meet the minimum qualifications will be notified that their application has not been approved and why. They will be allowed to resubmit an application at a future date.

The appraiser examination is comprised of 100 multiple-choice questions. The examination (whether paper or online) consists of general appraisal concepts, principles, processes, and definitions; surveying and mapping; vocabulary; appraisal processes; and valuation. The maximum time allowed for this examination is three (3) hours and the minimum passing score is 70 percent. Additionally, there is no fee associated with taking the examination and it must be taken within 60 days of the accepted date of the application.

After the applicant has successfully passed the examination, the department issues a property appraiser certificate and refers the applicant to the department's continuing education unit in the Property Tax Division. In order to maintain a valid certification with the department, property appraisers are required to complete continuing education coursework. Property appraisers must complete 60 credit hours in the first two calendar years after becoming certified, and 30 credits every two years after that to maintain their certification.

## **Senate Bill 688 temporary certification for spouses or domestic partners of armed forces members stationed in Oregon**

In order to comply with Senate Bill 688, the department will create a new Temporary Property Appraiser Certification for spouses or domestic partners of armed forces members stationed in Oregon. The department has undertaken a review of its Property Appraiser Certification Program to identify the steps required to implement a temporary certification for the spouse or legally recognized domestic partner of a member of the armed forces stationed in Oregon. Three bodies of work have been identified that need to be completed to create and implement a temporary certification program: write procedures, create a new application, and update its website.

The creation of the temporary certification procedure has been completed and should follow steps outlined below.

Applicants will need to apply for the Temporary Property Appraiser Certification and supply supporting documentation to verify their eligibility to apply for and receive the temporary certification. Documentation requirements will include:

- Station orders to Oregon for their spouse or domestic partner;
- A copy of their marriage certificate or certificate of domestic partnership to prove the relationship with the armed forces member; and
- A copy of their current appraisal registration, certification, license, or equivalent issued by a professional licensing board in another state that includes the expiration date of the current certification.

In addition, the applicant will have to demonstrate their competency by including their appraisal field experience in the work experience portion of the application.

If the applicant does not meet the criteria above, the applicant will be sent a denial notification identifying the specific reason the applicant did not meet the requirements. The applicant can submit another application without prejudice at a later date.

If the applicant does meet the criteria above, the applicant will be sent a Temporary Property Appraisal Certification. The certification will have an expiration date that will be either two years from the date of issuance, or the expiration date of their current certification from another state, whichever is earlier. Additionally, to assist the applicant in transitioning to Oregon Department of Revenue's standard certification before the expiration of their temporary certification, the applicant will be sent detailed information on how to apply and sit for examination for the Property Appraisal Certification.

With the creation of the procedures, the department has started the process of creating an application for the Temporary Property Appraisal Certification. Once the application has been created, the department will update its current website to include information about the Temporary Property Appraisal Certification and a link to the application. The department anticipates all work to be done prior to July 1, 2020.

## Conclusion

To comply with the requirements of section 1 of Senate Bill 688, the department will maintain detailed metrics of the number of applicants for the Temporary Property Appraisal Certification. The metrics will include:

- The number of Temporary Property Appraisal Certifications issued;
- The number of applicants rejected, and the reasons for those rejections;
- The amount of time to process and issue temporary certifications;
- The department's efforts to implement, maintain, and improve its process to issue temporary certifications; and
- The department's efforts to assist with obtaining temporary certifications.

These metrics will be reported annually as required by Senate Bill 688.