

## NCPAC CDA Application for Designation



To complete the NCPAC CDA Application for Designation process, the following must be completed and submitted. PLEASE WRITE NEATLY AND LEGIBLY:

FIRST: Read and understand the CDA Designations page on our website here:  
<https://www.ncpac.us/cda-designation-program.html>

- (a) Fill in the ENTIRE form below, SIGN IT and then SUBMIT it via email or postal mail.
- (b) Pay the fee for the CDA Application for Designation which is \$50. You can pay this fee ONLINE by Credit/Debit Card/PayPal, or OFFLINE by check via postal mail.
- (c) Provide your example appraisal(s) (either 2 Residential appraisals OR 1 General/Commercial appraisal) to NCPAC by email (preferred) or postal mail.
- (d) You will be notified if your CDA Application for Designation is approved or disapproved. You will also be notified of when and where the next CDA Designation Class and test will be held.

Fill in your name as it is listed on your NC Appraisal Certification:

First Name: \_\_\_\_\_

Middle Name/Initial (If none, write N/A): \_\_\_\_\_

Last Name: \_\_\_\_\_

Fill in your complete Mailing Address below.

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Best Email Address: \_\_\_\_\_

Fill in your Certification info below:

NC Appraiser Certification #: A \_\_\_ \_\_\_ \_\_\_ (example: A0000)

Certified Residential or Certified General (circle one)

Month and Year you were Certified by the North Carolina Appraisal Board: \_\_\_\_\_ / \_\_\_\_\_

Do you hold any other appraisal licenses/certifications in any other states? Yes or No (circle one)

List the other states where licenses/certifications are held below:

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Fill in the Disciplinary Actions info below:

Are you currently being investigated or are you practicing real property appraisal under a sanction imposed as a result of a disciplinary action by any state licensing authority?

Yes or No (circle one)

If Yes, send your detailed explanation via postal mail or email along with this application.

I certify that the statements contained herein are true to the best of my knowledge and ability, and, I agree to abide by the NCPAC Bylaws.

Applicant Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (example 01/01/2001)

This document (with your payment and any attachments) may be sent via postal mail to:

NCPAC, 2664 Timber Drive #337, Garner, NC 27529

Or pay ONLINE and send this document (and any attachments) via email to:

[ncpac@live.com](mailto:ncpac@live.com)