

2016-2017 WV Real Estate Appraiser License Renewal Instructions

The Board is pleased to announce the option of **on-line renewals** for the 2016-2017 licensing year. On-line renewals will be available August 1, 2016 through July 15, 2017. For those who want to renew online, please read the below instructions, then renew your license at, <https://apps.wv.gov/AS/RealEstate>

For those who do not wish to renew on-line, please visit the Board's website to download a renewal form. Click on "Forms" from the home page <http://www.appraiserboard.wv.gov> where you will find the 2016-2017 Renewal Application and Request for Inactive Status (if needed) under "Appraiser Forms."

Pursuant to West Virginia Code §30-38-11 and Legislative Rule §190-3-3, *complete* applications for license renewal, along with the proper license fee and required continuing education, must be received by the Board 30 days prior to September 30th. Applications must be postmarked by August 31, 2016. Applications postmarked after August 31st, or received by the Board after August 31, 2016 and without postmark showing date will be considered delinquent and shall not be processed unless accompanied by a delinquent fee of \$100.

The Board will not accept license renewal applications delivered, or mailed, to the Board's office. Renewal applications must be mailed to: **West Virginia Real Estate Appraiser Board, P.O. Box 40267, Charleston, WV 25364.** Failure to do so will result in your application being returned and creating a delay with issuing your license or permit, which could result in a delinquent fee.

Fees:

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| • Apprentice Permit: | \$190 |
| • Licensed Residential Appraiser(includes \$40 ASC Federal Registry Fee) | \$305 |
| • Certified Residential Appraiser(includes \$40 ASC Federal Registry Fee) | \$355 |
| • Certified General Appraiser (includes \$40 ASC Federal Registry Fee) | \$505 |
| • Inactive Appraiser License | \$150 |
| • Delinquent Fee (For applications postmarked after August 31 st) | \$100 |

Continuing Education:

- With the exception of the 7-hour National USPAP Update Course, which can be taken each year, licensees must wait three (3) years before retaking a course or seminar on the same topic.
- Licensees shall complete the 7-hour National USPAP Update Course every two (2) years. The 15-hour National USPAP Course is for Qualifying Education only and cannot be used for continuing education.
- All education (on-line or classroom) must be Board-approved. All approved education is listed on the Board's website at <http://www.appraiserboard.wv.gov>
- All continuing education may be taken on-line.
- The 3-hour W.Va. Law Course is required for all active apprentices and appraisers and is required every four (4) years beginning in 2015, in addition to the 14 hours of continuing education.
- Course instructors may be granted seven (7) hours of continuing education for teaching Board-approved courses.
- Licensees on active duty with the Armed Forces of the United States may be placed on active status by the Board after returning from qualified deployment outside the State of

West Virginia for a period of ninety (90) days pending completion of all continuing education requirements.

Inactive Status – Effective January 1, 2015 (W.Va. Code R. §190-2-12)

- If renewing as inactive, you must submit a *Request for Inactive Status*, in addition to your Renewal.
- Effective January 1, 2015 a licensed or certified appraiser may remain on inactive status for no more than five (5) years.

To insure your application will not be returned, have you:

- Verified and updated all information on the application and made corrections as necessary?
- Attached a 2 x 2 photograph taken within the last 12 months to the application – taped securely?
- Answered all questions completely and truthfully on the application?
- Attached documentation if responding “yes” to any questions.
- Attached certificates of completion (*copies accepted*) for 14 hours of Board approved continuing education and 3-hour W.Va. Law Course (if required)?
- Signed and dated your application?
- Enclosed a check or money order made payable to WVAB for your license or permit fee, including delinquent fee if applicable?
- Addressed the envelope to the correct address - P.O. Box 40267, Charleston, WV 25364?

All current (2015-16) licenses and permits expire September 30, 2016