

WEST VIRGINIA REAL ESTATE APPRAISER  
LICENSING & CERTIFICATION BOARD

MAIL TO: PO Box 40267  
Charleston, WV 25364

Phone: 304.558.3919 FAX: 304.558.3983 Email: [wvappraiserboard@wv.gov](mailto:wvappraiserboard@wv.gov)

2022-2023 RENEWAL APPLICATION

Attach  
2 X 2  
PHOTOGRAPH  
(taken within  
last 12 months)

TAPE PHOTO  
SECURELY

Information provided serves as WVREALCB contact information. It is LICENSEE'S obligation to update the Board with changes throughout licensure year.

NAME & ROSTER ADDRESS\*:

LICENSE NO\*:

Residence information, if different than Roster  
RESIDENCE\*:

REQUIRED:

- ✓ Certificates for 14 hours of approved CE dated after October 1, 2021.
- ✓ 2022-2023 USPAP 7-hour update course must be taken no later than August 30<sup>th</sup>. Renewal will not be processed until course is completed.
- ✓ WV Law Course must be taken every four (4) years starting in 2015.

RESIDENCE PHONE\*:

ROSTER PHONE\*:

RENEWAL FEE\*:

INACTIVE FEE \$120.00

1. Pursuant to W.Va. Code §30-38-12, you must answer ALL of the following questions and certify, under penalty of false swearing and possible license suspension or revocation, that all answers are true and correct (since last renewal):

- A. Have you ever been convicted of any unlawful conduct?  YES (attach documentation)  NO
- B. Have you ever had a civil or criminal judgment, or an administrative order entered against you?  YES (attach documentation)  NO
- C. Have you ever had a certificate or license to practice any regulated occupation or profession revoked, suspended or surrendered, or have you been subject to other disciplinary action in any state, including West Virginia, or by this Board?  YES (attach documentation)  NO
- D. Are there currently any complaints or charges pending against you in any state, including West Virginia, or by this Board?  YES (attach documentation)  NO
- E. Do you have any court cases against you in any state, including West Virginia?  YES (attach documentation)  NO
- F. List all other states in which you currently hold a license or certification in real estate appraising, along with your license number (s) issued in each state: \_\_\_\_\_

2. Do you have a Child Support obligation:  YES  NO

If YES, are you:

- A. In arrears?  YES  NO
- B. Does arrearage equal or exceed the amount of Child Support payable for six months?  YES  NO
- C. The subject of a Child Support related subpoena or warrant?  YES  NO

3. W.Va. Code §21A-2-6(17) and W.Va. Code R. §96-1 prohibits agencies from granting, issuing or renewing contracts, licenses, permits, certificates, or other authority to conduct a trade, profession or business to or with any employing unit who is in default with regards to Unemployment Compensation or Workers' Compensation.

Do you have an obligation for Unemployment Compensation or Workers' Compensation under the above-cited statute?  YES  NO  
If yes, are you in arrears  YES  NO

4. Supervisors: Print the name(s) of your Apprentice(s) below. Apprentices: Print the name(s) of your Supervisor(s) below:

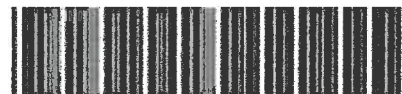
I certify all information contained in this application is true and correct. I further certify that I will comply with the Code of West Virginia and the Board's Rules relating to the appraisal of real estate and with the Uniform Standards of Professional Appraisal Practice that were in place as of the effective date of any appraisal performed by me. If renewing as inactive, you must submit a Request for Inactive Status form in addition to the Renewal form and the Inactive Status fee. Apprentices are ineligible to apply for Inactive Status.

Signature \_\_\_\_\_ Email address \_\_\_\_\_ Date \_\_\_\_\_

Applications dated or postmarked AFTER September 30<sup>th</sup> must be accompanied by the \$80 delinquent fee.  
ALL 2021-2022 certifications, licenses, and permits expire September 30, 2022.

OFFICE USE ONLY: Amount \_\_\_\_\_ Date \_\_\_\_\_

MO/Check No. \_\_\_\_\_ Deposit No. \_\_\_\_\_



**WV REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD (WVREALCB)  
2022-23 RENEWAL INSTRUCTIONS & INFORMATION**

***All current 2021-2022 certifications, licenses, and permits expire September 30, 2022.***

**ONLINE Renewals** are now available. For appraisers who choose to renew online, please read the instructions below, then renew your license at <http://www.appraiserboard.wv.gov> Refer to the ONLINE RENEWAL CHECKLIST to ensure your application is complete.

**MAIL-IN (hard copy) renewals** Please read the instructions below and refer to the MAIL-IN RENEWAL CHECKLIST to ensure your application is complete.

Pursuant to West Virginia Code §30-38-11 and Legislative Rule §190-3-3:

- Applications received online or postmarked after September 30<sup>th</sup> must be accompanied by the \$80 delinquent fee.
- Hard copy renewal applications must be mailed to: **West Virginia Appraiser Board, PO Box 40267, Charleston, WV 25364.** *(Renewal applications and fees mailed to the Board's physical address will be returned and the check will be shredded. A delay in receiving/issuing your certification, license, or permit will occur and could result in a delinquent fee.)*
- ALL CERTIFICATIONS, LICENSES, AND PERMITS EXPIRE ON SEPTEMBER 30<sup>TH</sup>. IF EXPIRED, YOU MAY NOT CONDUCT BUSINESS UNTIL THE RENEWED CERTIFICATION, LICENSE, OR PERMIT IS IN YOUR POSSESSION.

**Fees:**

- |  |       |
|--|-------|
| • Apprentice Permit:   | \$150 |
| • Licensed Residential Appraiser (includes \$40 ASC Federal Registry Fee)    | \$210 |
| • Certified Residential Appraiser (includes \$40 ASC Federal Registry Fee)   | \$250 |
| • Certified General Appraiser (includes \$40 ASC Federal Registry Fee)       | \$375 |
| • Inactive Appraiser License   | \$120 |
| • Delinquent Fee (for applications received/postmarked after September 30th) | \$ 80 |

**Continuing Education:**

- The 7-hour National USPAP Update Course may be taken each year. Other than USPAP update courses, 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.
- **WVREALCB requires the 2022-2023 7hr. USPAP Update course MUST be taken by August 30 for this renewal year, otherwise, there may be a delay in processing your renewal and the delinquent fee may be assessed.** (The 15-hour National USPAP Course is for qualifying education only and cannot be used for continuing education.)
- Education (online or classroom) must be WVRALCB-approved. All approved education is listed on the Board's website at <http://www.appraiserboard.wv.gov>
- Continuing Education may be taken synchronously or asynchronously.
- The 3-hour W.Va. Law Course is required for all active apprentices and appraisers and is required once every four (4) years beginning in 2015, in addition to the fourteen (14) hours of continuing education.
- Course instructors may be granted seven (7) hours of continuing education for teaching WVREALCB-approved courses.

- Licensees on active duty with the Armed Forces of the United States may be placed on active status by the WVREALCB 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.
- Continuing Education for this renewal cycle must be dated after October 1, 2021.

**Inactive Status – (W.Va. Code R. §190-2-12)**

- If renewing as inactive, a *Request for Inactive Status* form must accompany your Renewal Application with the Inactive Appraiser License fee of \$120.
- A licensed or certified appraiser may remain on inactive status for no more than five (5) years.
- If returning from inactive status, applicant must have completed and must submit certificates for each new USPAP cycle during inactive status and the current W.Va. Law course; verify to the WVREALCB that he/she completed the continuing education required for each licensure year of inactive status; pay required reactivation fee; and submit to and pay for the cost of a background check.

**ONLINE RENEWAL CHECKLIST**

**To ensure your application will not be rejected, have you:**

- ✓ Verified and updated all information on the application and made corrections as necessary?
- ✓ Uploaded a 2 x 2 photograph taken within the last 12 months?
- ✓ Answered all questions completely and truthfully on the application?
- ✓ Uploaded documentation if responding “yes” to any questions.
- ✓ Uploaded certificates of completion for fourteen (14) hours of WVREALCB-approved continuing education and the 3-hour W.Va. Law Course (if due)?
- ✓ Made correct payment for certification, license, or permit fee including delinquent fee, if applicable?

**MAIL-IN RENEWAL CHECKLIST**

**To ensure your application will not be rejected, have you:**

- ✓ Verified and updated all information on the application and made corrections as necessary?
- ✓ Attached and securely taped a 2 x 2 photograph taken within the last 12 months to the application?
- ✓ Answered all questions completely and truthfully on the application?
- ✓ Attached documentation if responding “yes” to any questions.
- ✓ Attached certificates of completion (*copies accepted*) for fourteen (14) hours of WVREALCB-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 certification, license, or permit fee including delinquent fee, if applicable?
- ✓ Addressed the envelope to the correct address - **PO Box 40267, Charleston, WV 25364?**

**NOTICE REGARDING DISCLOSURE OF EMAIL ADDRESSES**

*Please be advised that email addresses provided on initial and renewal applications for licenses, permits, and certifications issued by the WVREALCB will be treated as public information for purposes of Freedom of Information requests submitted to the WVREALCB.*



## West Virginia Real Estate Appraiser Licensing and Certification Board

Phone: 304.558.3919  
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Email: [wvappraiserboard@wv.gov](mailto:wvappraiserboard@wv.gov)  
Website: [www.appraiserboard.wv.gov](http://www.appraiserboard.wv.gov)

### Request for Inactive Status

*The Request for Inactive Status must be submitted with your Renewal Application, required CE, per 190CSR4-4.1 and 4.1.a, and \$120 fee before your license or certification will be placed on Inactive Status for the 2022-2023 licensure year.*

License or Certification No: \_\_\_\_\_

Name as it appears on License:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Roster Contact Information:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Effective (date) \_\_\_\_\_, I, \_\_\_\_\_,

hereby request to have my license or certification placed in inactive status pursuant to the rules of W.Va. Code R. 190-02 and 190-03:

1. I am in good standing and am not the subject of a pending complaint or disciplinary action.
2. I am not an apprentice.
3. I may not engage in the practice of real estate appraisal as an inactive status license or certification holder.
4. I may remain on inactive status for no more than five (5) years, if I pay the annual fee for inactive status.
5. I may reactivate my unexpired license or certification by:
  - A. Paying the reactivation fee established by the WVREALCB for the license or certification;
  - B. Submitting documentation that I have completed each new USPAP cycle during inactive status, the current WV Law Course, and, for each licensure year of inactive status, all other continuing education required by W.Va. Legislative Rule 190-03, "Renewal of License or Certification."
  - C. Submitting to and paying for the actual costs of a state and national criminal history record check for the purpose of determining whether I have been charged with, indicted for, or convicted of a crime that may bear upon my fitness to hold a license.
6. If I allow my license or certification to exceed an inactive period of five (5) years, I shall be required to meet all of the requirements for original issuance of a license or certification under this rule.

I certify and affirm the above information is accurate and true.

Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_