2023-2024 RENewAL PAPER APPLICATION CHECKLIST

* PLEASE DO NOT SUBMIT THIS PAGE WITH THE APPLICATION *

▶ PAPER APPLICATIONS MUST BE FULLY COMPLETED, NO EXCEPTIONS

1. COMPLETE EVERY SECTION
2. ANSWER ALL QUESTIONS
3. MAIL USPS ONLY TO: WVREALCB, PO BOX 40267, CHARLESTON, WV 25364

▶ PROVIDE CERTIFICATE COPIES FOR 14 HOURS OF CONTINUING EDUCATION

1. NOTE: EDUCATION PROVIDERS DO NOT SUPPLY YOUR CERTIFICATES TO THE BOARD (CERTIFICATE COPIES ARE THE RESPONSIBILITY OF THE APPLICANT)
2. CERTIFICATES MUST BE DATED ON, OR AFTER, OCTOBER 1, 2022
3. COURSES MUST BE WEST VIRGINIA APPROVED (REFER TO EDUCATION TAB ON THE BOARD’S WEBSITE TO VERIFY WHICH COURSES ARE APPROVED)
5. THE WV APPRAISAL LAW COURSE MUST BE TAKEN EVERY 4 YEARS, AND IS IN ADDITION TO THE REQUIRED 14 HOURS OF CONTINUING EDUCATION
6. LICENSES AND PERMITS ISSUED AFTER 4.1.2023 ARE EXEMPT FROM PROVIDING CONTINUING EDUCATION

▶ PROVIDE A PHOTO TAKEN WITHIN LAST 12 MONTHS

1. PHOTO MUST HAVE BEEN TAKEN WITHIN THE LAST 12 MONTHS
2. NOTE: THE BOARD WILL NOT ACCEPT PREVIOUSLY PROVIDED PHOTOS OR COPIES OF A LICENSE/ID CARD

▶ IF RENEWING FROM AN INACTIVE STATUS:

1. YOU MUST INCLUDE AN INACTIVE STATUS REQUEST, $120 FEE, AND 14 HOURS OF CONTINUING EDUCATION

PLEASE NOTE: IF YOUR LAST RENEWAL WAS NOT COMPLETED SUCCESSFULLY, THE BOARD WILL REQUIRE THE MISSING ITEMS FOR THAT RENEWAL CYCLE PRIOR TO PROCESSING THE 2023-2024 APPLICATION.

* INCOMPLETE APPLICATIONS DELAY PROCESSING, AT NO FAULT OF THE BOARD *
WEST VIRGINIA REAL ESTATE APPRAISER
LICENSE & CERTIFICATION BOARD
MAIL VIA USPS ONLY: PO Box 40267
Charleston, WV 25364
Phone: 304.558.3919 Email all questions to: wvappraiserboard@wv.gov
2023-2024 RENEWAL APPLICATION

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

Information below is required or will be returned for completion.
LICENSE NO:
Residence information, if different than Business
RESIDENCE:
(Write “Same” if same as Business)

RESIDENCE PHONE:
EMAIL:
RENEWAL FEE:
☐ Apprentice $150 ☐ Licensed Res. $210
☐ Certified Res. $250 ☐ Certified Gen. $375
INACTIVE FEE (If applying for Inactive Status) $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 the approval of your 2022-2023 Renewal Application (or Registration if first renewal):
   A. Have you been convicted of any unlawful conduct? ☐ YES ☐ NO
      (If YES, attach documentation)
   B. Have you had a civil or criminal judgment, or an administrative order entered against you?
      ☐ YES ☐ NO (If YES, attach documentation)
   C. Have you 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 ☐ NO (If YES, attach documentation)
   D. Are there currently any complaints or charges pending against you in any state, including West Virginia, or by this Board?
      ☐ YES ☐ NO (If YES, attach documentation)
   E. Do you have any court cases against you in any state, including West Virginia?
      ☐ YES ☐ NO (If YES, attach documentation)
   F. List all states (other than WV) in which you currently hold a license or certification in real estate appraising, along with your license number(s) issued in each state (may use extra sheet):

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.
   a. ☐ YES ☐ NO 3a. If yes, are you in arrears? 3b. ☐ 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 __________________________ Date ________________

Applications dated or postmarked AFTER September 30th must be accompanied by the $80 delinquent fee.

OFFICE USE ONLY: Amount ____________ Date ______________
MO/Check No. ____________ Deposit No. ____________
West Virginia Real Estate Appraiser Licensing and Certification Board

Phone: 304.558.3919
Fax: 304.558.3983
Email: wvappraiserboard@wv.gov
Website: 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 the $120 fee before your license or certification will be placed on Inactive Status for the 2023-2024 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 the 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 certificate or license 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 certificate under this rule.

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

Printed Name of Applicant _______________________________________________________

Signature of Applicant _______________________________________________________

Date _________________________________________________________________________