

**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 30th 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 30TH. 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.