

## **190CSR3**

### **TITLE 190 LEGISLATIVE RULE SERIES 3 RENEWAL OF LICENSURE OR CERTIFICATION**

#### **§190-3-1. General.**

1.1. Scope. -- This legislative rule establishes the procedures and qualifications for the renewal of a Licensed Residential Real Estate Appraiser license, a Certified Residential Real Estate Appraiser certification, a Certified General Real Estate Appraiser certification and an Apprentice Permit by the West Virginia Real Estate Appraiser Licensing and Certification Board.

1.2. Authority. -- W. Va. Code §§30-38-7; 30-38-9; 30-38-11.

1.3. Filing Date. – May 7, 2014.

1.4. Effective Date. – July 1, 2014.

#### **§190-3-2. Definitions.**

2.1. “Accredited colleges, universities, junior and community colleges” means those institutions of higher learning under the Higher Education Policy Commission, or listed in the Transfer Credit Practices of Designated Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers.

2.2. “Adult distributive or marketing education programs” means those programs offered at schools approved by the Higher Education Policy Commission, or any other local, state, or federal government agency, board or commission to teach adult education or marketing courses.

2.3. “Classroom hour” means 50 minutes out of each 60 minutes actual classroom instruction in courses approved by the board.

2.4. "Classroom hour of distance education" means the allotted course time approved by the International Distance Education Certification Center (IDECC) delivery certification, the Appraiser Qualifications Board (AQB) and the board.

2.5. “Course” means an educational course, seminar, program or offering approved by the board.

2.6. “Course provider” means any of the following: accredited colleges or universities; community or junior colleges; real estate appraisal or real estate related organizations; local, state or federal agencies, boards or commissions; proprietary schools; adult distributive or marketing education programs; and any other entity which has received prior approval by the board.

2.7. “Licensee” means a person who holds a current valid license as a state licensed residential real estate appraiser, a certification as a state certified residential real estate appraiser or a certification as a

state certified general real estate appraiser issued under the provisions of the W. Va. Code §30-38-1 et seq., or an apprentice permit issued under the provisions of the board's rule, "Requirements for Licensure and Certification", 190CSR2, subdivision 11.

2.8. "Local, state or federal government agency, board or commission" means an entity established by any local, federal or state government to protect or promote the health, safety and welfare of its domain.

2.9. "Proprietary school" means a privately owned school, under the authority of a local, state or federal government agency, board or commission, offering appraisal related courses.

2.10. "Uniform Standards of Professional Appraisal Practice" means the Uniform Standards of Professional Appraisal Practice (USPAP), published by The Appraisal Foundation.

### **§190-3-3. Renewal Term.**

3.1. Licenses and certifications are renewed for the period from October 1 to September 30 of the following year.

3.2. License renewals are due 30 days prior to September 30. Renewals received after this date will be subject to a delinquent license fee pursuant to 190 CSR 2.

### **§190-3-4. Qualifications for Renewal.**

Continuing education requirements:

4.1. As a condition of renewal, all licensees shall satisfactorily complete continuing education courses offered by board approved course providers of not less than fourteen (14) classroom hours or classroom hours of distance education during each renewal term: *Provided*, That with the exception of the 7- hour USPAP course, a licensee must wait a period of three (3) years before receiving credit for completion of a continuing education course offering on the same topic.

4.1.a. As a condition of renewal, a licensee shall complete a seven (7) hour Uniform Standards of Professional Appraisal Practice (USPAP) update course every two (2) years.

4.1.b. The board shall award credit for various continuing education courses relating to real estate appraising, including but not limited to, the following topics:

4.1.b.1. Ad valorem taxation;

4.1.b.2. Arbitration, dispute resolution;

4.1.b.3. Business courses related to the practice of real estate appraisal or consulting;

4.1.b.4. Development in cost estimating;

4.1.b.5. Ethics and standards of professional practice, USPAP;

4.1.b.6. Land use planning, zoning;

4.1.b.7. Management, leasing;

- 4.1.b.8. Property developmental, partial interest;
- 4.1.b.9. Real estate law, easements, and legal interests;
- 4.1.b.10. Real estate law and Fair Housing;
- 4.1.b.11. Real estate litigation, damages, condemnation;
- 4.1.b.12. Real estate financing and investment;
- 4.1.b.13. Real estate appraisal related computer applications;
- 4.1.b.14. Real estate securities and syndication;
- 4.1.b.15. Developing opinions of real property value in appraisals that also include personal property and/or business value;
- 4.1.b.16. Seller concessions and impact on value; and/or
- 4.1.b.17. Energy efficient items and “green building” appraisals.

4.1.c. A licensee is not required to complete the required amount of classroom hours of continuing education as a condition for initial license or certification renewal if the time between the effective date on the initial license or certification as a licensee and the beginning of the first renewal term is less than one hundred and eighty (180) days.

4.2. Effective January 1, 2015, licensees applying for renewal shall successfully complete a 3-hour West Virginia law course, with exam, every four (4) years. The passing score shall be determined by the board. This shall be in addition to the required 14 hours of continuing education for the renewal cycle.

4.3. A course provider shall issue notice of satisfactory course completion to any licensee who attended a minimum of 90% of the classroom hours of approved course instruction. The licensee for renewal is responsible for submitting a certificate stating that he or she has satisfactorily completed the course to the board with his or her application for renewal.

4.4. The course provider shall fully inform each licensee of the standards and requirements at the commencement of the course. The course provider shall monitor the attendance of licensees and submit the attendance records to the board. The board shall use the attendance records to verify documentation submitted with a licensee’s application for renewal.

4.5 The board may grant credit for up to seven (7) hours of a licensee’s continuing education requirement to teachers of appraisal courses which the board has approved and for which the board grants credit.

4.6. Licensees on active duty with the Armed Forces of the United States may be placed on active status with the board after returning from qualified deployment outside the State of West Virginia for a period of up to ninety (90) days pending completion of all continuing education requirements.

**§190-3-5. Policies and Procedures of the Board for Approving Continuing Education Courses.**

5.1. The board shall evaluate and approve courses for the purpose of accepting hours for continuing education of a licensee for the renewal of a license, certification or permit.

5.2. The board may grant credit towards the classroom hour requirement only when the length of the course is a minimum of three (3) hours.

5.3. In order for a course to be approved by the board, the instructor shall present to the board a written plan of the class including, but not limited to, a syllabus of the subject areas covered by the course and attendance requirements.

5.4. The board shall determine whether the subject matter covered by the course is an approved topic listed in the board's rule, "Requirements for Licensure and Certification", 190CSR2, subdivision 4.1.b. of this rule, or other appropriate topic relating to the area of real estate appraisal activity.

5.5. The board shall approve or disapprove courses and instructors after a determination that the course provider does or does not meet the standards of the board. The board shall maintain and provide licensees access to a list of approved courses.

5.5. a. Instructors must meet at least one of the following qualifications:

5.5.a.1. Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught;

5.5.a.2. Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught;

5.5.a.3. Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught and pass an examination at the level to be taught;

5.5.a.4. Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught and pass an examination at the level to be taught;

5.5.a.5. Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught, and pass an examination at the level to be taught; or

5.5.a.6. Be a full time faculty member at a college or university teaching a credit course in appraising.

5.5.b. To teach a Uniform Standards of Professional Appraisal Practice (USPAP) course, the instructor must have successfully completed the 15-hour national USPAP instructor training course and examination adopted by the Appraisal Qualifications Board of The Appraisal Foundation, or its equivalent, successfully complete the 7-hour national USPAP update course and examination, or its equivalent, every two years in order to maintain his or her USPAP teaching credential, and be a state certified appraiser in good standing.

5.6. The board shall determine whether or not a course meets the equivalency of an approved course based upon the topic of the course as it relates to the area of real estate appraisal and the amount of time which the course uses for instruction. The course provider has the responsibility of providing to the board

the information on the subject matter, the instructor and length of the program. The board shall make a case by case determination of the equivalency value of the program.

5.7. The board shall consider for approval those courses under the auspices of organizations or associations of professional real estate appraisers which are used for the purpose of awarding real estate appraiser designations or indicating compliance with the continuing education requirements of the organizations or associations.

#### **§190-3-6. Procedures for Renewal.**

6.1. Prior to the expiration date of the license or certification, the board shall mail a renewal application form to the address on file of each licensee. A licensee who does not receive the renewal application form is not relieved of the obligation to renew his or her license or certification if he or she desires to retain his or her license or certification.

#### **§190-3-7. Board Discretion to Deny Renewal.**

7.1. The board may deny the renewal of a license or certification on any grounds enumerated in this rule or in the board's rule, "Requirements for Licensure and Certification", 190CSR2. The board may deny renewal for the same reasons as it may refuse an initial license or certification. The board may also deny renewal consistent with the provisions of Section 4 of this rule.

7.2. The board shall approve or deny each application for renewal within ninety (90) days of receipt of the application. Any licensee whose application for renewal is denied may demand and shall be afforded a hearing pursuant to W. Va. Code §30-1-8(e).