

# 2024-2025 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 AND ANSWER ALL QUESTIONS.
2. MAIL USPS ONLY TO: WVREALCB, PO BOX 40267, CHARLESTON, WV 25364.

▶ **PROVIDE CERTIFICATE COPIES FOR 14 HOURS OF CONTINUING EDUCATION**

1. **THE 2024 USPAP IS A REQUIREMENT FOR RENEWAL AND IS COUNTED AS 7 HOURS TOWARDS THE REQUIRED 14 HOURS CE.**
2. **NOTE:** EDUCATION PROVIDERS DO NOT SUPPLY YOUR CERTIFICATES TO THE BOARD (*CERTIFICATE COPIES ARE THE RESPONSIBILITY OF THE APPLICANT*).
3. CERTIFICATES MUST BE DATED ON, OR AFTER, OCTOBER 1, 2023.
4. COURSES MUST BE WEST VIRGINIA APPROVED (REFER TO *EDUCATION* TAB ON THE BOARD'S WEBSITE TO VERIFY WHICH COURSES ARE APPROVED).
5. DO NOT RESUBMIT A COURSE THAT WAS SUBMITTED FOR THE 2021, 2022, OR 2023 RENEWAL CYCLE (*TRACKING INDIVIDUAL COURSES IS THE RESPONSIBILITY OF THE APPLICANT*).
6. THE WV APPRAISAL LAW COURSE MUST BE TAKEN EVERY 4 YEARS, AND IS IN ADDITION TO THE REQUIRED 14 HOURS OF CONTINUING EDUCATION.
7. INITIAL LICENSES AND PERMITS ISSUED AFTER 4.1.2024 ARE EXEMPT FROM PROVIDING CONTINUING EDUCATION **UNLESS 7 HR 2024 USPAP NOT PREVIOUSLY PROVIDED.**

▶ **IF RENEWING FROM AN INACTIVE STATUS:**

1. YOU MUST INCLUDE AN INACTIVE STATUS REQUEST, AND \$120 FEE.
  - a. LICENSE CAN ONLY REMAIN INACTIVE FOR 5 YEARS.
  - b. IT IS THE LICENSEE'S RESPONSIBILITY TO MAINTAIN 14 HOURS OF CE EACH YEAR AND TO PROVIDE CE WHEN REACTIVATING. CE MAY BE INCLUDED WITH EACH ANNUAL INACTIVE APPLICATION AND FEE.

**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 2024-2025 APPLICATION.**

**\* INCOMPLETE APPLICATIONS DELAY PROCESSING, AT NO FAULT OF THE BOARD \***



West Virginia Real Estate Appraiser Licensing and Certification Board

Application Mailing Address (USPS Only)

PO Box 40267
Charleston, WV 25364

Phone: 304.558.3919
Fax: 304.558.3983
Website: https://appraiserboard.wv.gov

2024-2025 RENEWAL APPLICATION

Applications dated or postmarked AFTER September 30th must be accompanied with the \$80 Delinquent Fee.

ALL 2023-2024 certifications, licenses, and permits expire September 30th, 2024

Last Name: First: Middle:

Date of Birth: Social Security:

Residence Street:

City: State: ZIP:

Residence Phone: Cell Phone:

Business Name:

Business Street:

City: State: ZIP:

E-Mail:

Business Phone: FAX:

Permit/License/Certification Information:

State Licensed Residential Appraiser \$210

License Number:

State Certified Residential Appraiser \$250

Certification Number:

State Certified General Appraiser \$375

Certification Number:

Apprentice Permit \$150

Apprentice Number:

Inactive License/Certification \$120

Cert./License Number:

Note: If renewing under Inactive Status, a completed Inactive Status Request Form must be included. Apprentices are ineligible to apply for Inactive Status.

OFFICE USE ONLY

Application Fee:

Check No:

Deposit No:

Date Rec'd:



## 2024-2025 RENEWAL APPLICATION

---

Pursuant to W.Va. Code §30-38-12, you must answer ALL of the following questions and certify, under the penalty of false swearing and possible license suspension or revocation, that all answers are true and correct. ***If you answer "yes" to any of the below questions, you must attach a separate sheet providing a detailed written explanation including dates and case numbers. Include a copy of the final disposition of the case and copies of any relevant documents.***

### **Since the approval of your 2023-2024 Renewal Application (or Registration if first renewal):**

1. Have you been convicted of any unlawful conduct?  
Yes No
2. Have you had a civil or criminal judgment, or an administrative order entered against you?  
Yes No
3. 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
4. Are there currently any complaints or charges pending against you in any state, including West Virginia, or by this Board?  
Yes No
5. Do you have any court cases against you in any state, including West Virginia?  
Yes No
6. Have you ever engaged in appraisal business after your license expiration date?  
Yes No
7. 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
8. **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 Work's Compensation.**
- 8a. Do you have an obligation for Unemployment Compensation or Worker's Compensation under the above cited statute?  
Yes No
- 8b. If YES, are you in arrears? Yes No
9. Supervisors: Print the name(s) of your Apprentice(s) below. Apprentices: Print the name(s) of your Supervisor(s) below:

---

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): \_\_\_\_\_

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_