

# 2024-2025 RENEWAL ONLINE APPLICATION CHECKLIST

**\* PLEASE DO NOT SUBMIT THIS PAGE WITH THE APPLICATION \***

▶ **ONLINE APPLICATIONS MUST BE FULLY COMPLETED, NO EXCEPTIONS**

1. COMPLETE EVERY SECTION AND ANSWER ALL QUESTIONS.

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

1. **THE 2024 USPAP UPDATE 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 UNDER 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.

▶ **ONLINE PAYMENT:**

1. ONCE AN ONLINE PAYMENT IS MADE, YOU WILL NEED TO GO BACK TO THE APPLICATION. SUBMIT IT BY CLICKING *SAVE AND SUBMIT*. IF THE APPLICATION STATUS SHOWS "PENDING," IT HAS BEEN SUBMITTED.
2. IF SOMEONE IS PAYING ON YOUR BEHALF, YOUR NAME MUST BE ENTERED IN THE *CUSTOMER NAME* SECTION ON THE STATE TREASURY WEBSITE. THIS ENSURES THE PAYMENT IS APPLIED TO YOUR APPLICATION.

**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 \***