



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 _____