

2023-2024 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
2. ANSWER ALL QUESTIONS
3. MAIL USPS ONLY TO: WVREALCB, PO BOX 40267, CHARLESTON, WV 25364

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

1. **NOTE:** EDUCATION PROVIDERS DO NOT SUPPLY YOUR CERTIFICATES TO THE BOARD (*CERTIFICATE COPIES ARE THE RESPONSIBILITY OF THE APPLICANT*)
2. CERTIFICATES MUST BE DATED ON, OR AFTER, OCTOBER 1, 2022
3. COURSES MUST BE WEST VIRGINIA APPROVED (REFER TO *EDUCATION* TAB ON THE BOARD'S WEBSITE TO VERIFY WHICH COURSES ARE APPROVED)
4. DO NOT RESUBMIT A COURSE THAT WAS SUBMITTED FOR THE 2020, 2021, OR 2022 RENEWAL CYCLE (*TRACKING INDIVIDUAL COURSES IS THE RESPONSIBILITY OF THE APPLICANT*)
5. THE WV APPRAISAL LAW COURSE MUST BE TAKEN EVERY 4 YEARS, AND IS IN ADDITION TO THE REQUIRED 14 HOURS OF CONTINUING EDUCATION
6. LICENSES AND PERMITS ISSUED AFTER 4.1.2022 ARE EXEMPT FROM PROVIDING CONTINUING EDUCATION

▶ **PROVIDE A PHOTO TAKEN WITHIN LAST 12 MONTHS**

1. PHOTO MUST HAVE BEEN TAKEN WITHIN THE LAST 12 MONTHS
2. **NOTE:** THE BOARD WILL NOT ACCEPT PREVIOUSLY PROVIDED PHOTOS OR COPIES OF A LICENSE/ID CARD

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

1. YOU MUST INCLUDE AN INACTIVE STATUS REQUEST, \$120 FEE, AND 14 HOURS OF CONTINUING EDUCATION

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 2023-2024 APPLICATION.

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

WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING & CERTIFICATION BOARD

MAIL VIA USPS ONLY TO: PO Box 40267

Charleston, WV 25364

Phone: 304.558.3919 Email all questions to: wvappraiserboard@wv.gov

2023-2024 RENEWAL APPLICATION

Attach
2 X 2
PHOTOGRAPH
(taken within
last 12 months, previously
provided photos and IDs
not accepted)
**TAPE PHOTO
SECURELY**

Information provided serves as WVREALCB contact information. It is LICENSEE'S obligation to update the Board with changes throughout licensure year.

Full Name:
Business Name (If Applicable):
Business Phone:
Business Address 1
Business Address 2 (Suite, Apt., Etc.)
City, State, Zip

Information above is required or will be returned for completion.

REQUIRED:

- ✓ Certificates for 14 hours of approved CE dated after October 1, 2022.
- ✓ WV Law Course must be taken every four (4) years starting in 2015.
- ✓ If not postmarked by September 30th, 2023, additional \$80 delinquent fee is required.

Information below is required or will be returned for completion.
LICENSE NO*:

Residence information, if different than Business

RESIDENCE*: (Write "Same" if same as Business)

RESIDENCE PHONE*:

EMAIL*:

RENEWAL FEE* Apprentice \$150 Licensed Res. \$210

Certified Res. \$250 Certified Gen. \$375

INACTIVE FEE (If applying for Inactive Status) \$120.00

1. Pursuant to W.Va. Code §30-38-12, you must answer ALL of the following questions and certify, under penalty of false swearing and possible license suspension or revocation, that all answers are true and correct.

Since the approval of your 2022-2023 Renewal Application (or Registration if first renewal):

- A. Have you been convicted of any unlawful conduct? YES NO (If Yes, attach documentation)
- B. Have you had a civil or criminal judgment, or an administrative order entered against you?
 YES NO (If Yes, attach documentation)
- C. 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 (If Yes, attach documentation)
- D. Are there currently any complaints or charges pending against you in any state, including West Virginia, or by this Board?
 YES NO (If Yes, attach documentation)
- E. Do you have any court cases against you in any state, including West Virginia?
 YES NO (If Yes, attach documentation)
- F. 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): _____

2. 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

3. 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 Workers' Compensation.

3a. Do you have an obligation for Unemployment Compensation or Workers' Compensation under the above-cited statute?

3a. YES NO 3b. If yes, are you in arrears? 3b. YES NO

4. Supervisors: Print the name(s) of your Apprentice(s) below. Apprentices: Print the name(s) of your Supervisor(s) below:

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. If renewing as inactive, you must submit a Request for Inactive Status form in addition to the Renewal form and the Inactive Status fee. Apprentices are ineligible to apply for Inactive Status.

Signature _____ Date _____

Applications dated or postmarked AFTER September 30th must be accompanied by the \$80 delinquent fee.
ALL 2022-2023 certifications, licenses, and permits expire September 30, 2023.

OFFICE USE ONLY: Amount _____ Date _____

MO/Check No. _____ Deposit No. _____





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 _____