

# 2023-2024 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
2. ANSWER ALL QUESTIONS

▶ **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

▶ **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 2023-2024 APPLICATION.

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