

APPRAISER LICENSE/CERTIFICATE RENEWAL REQUIREMENTS

No later than 30 days before the expiration of an appraiser's license or certificate, an appraiser seeking to renew the license or certificate shall submit a completed application accompanied by the appropriate renewal application fees. **Once the application has been filed, fees are nonrefundable.**

The renewal application is not on the website. Pursuant to statute, the renewal application shall be mailed to the last known address of record not more than 90 days or less than 60 days before the renewal date.

The renewal application requires the appraiser to:

1. Submit proof (copies of certificates) of completion of the required 28 continuing education hours taken within appraiser's two-year renewal period.
 - a. All continuing education courses must be approved by the Arizona Board of Appraisal **OR** approved by the state in which appraiser took the course. The submitted certificates for courses approved by the Board **must be** on the Board's form of certificate. The list of Board-approved courses is updated monthly on the Board's website.
 - b. If a course certificate submitted from another state does not indicate that the course is approved by that state, proof of that state's approval **must also** be submitted.
 - c. A course less than three hours long will not be accepted, **even if approved in another state.**
 - d. Continuing education courses taken through distance education **may not** exceed 75% of the required 28 hours.
 - e. The same course cannot be repeated for use as continuing education credit within a renewal period.
 - f. A course instructor may receive up to 14 hours of continuing education credit for course instruction of Board-approved course(s) per renewal period; however, a course instructor may not receive credit for the same course in consecutive renewal periods.
2. Submit proof (copy of certificate) of completion of a 7-hour national USPAP update course taken within appraiser's two-year renewal period:
 - a. The 7-hour national USPAP update course shall not be obtained through distance education after 6/2/07. The 7-hour national USPAP update course taken through distance education in another state after 6/2/07, **even if approved in another state**, will not be accepted.
 - b. The 7-hour national USPAP update course hours may be used towards the 28 continuing education hours required in item #1, above.
3. Submit a cashier's check, certified check or money order payable to the Arizona Board of Appraisal in the amount of \$425.00 for the renewal fee. Personal checks and business checks will not be accepted. Cash in the exact amount will be accepted if paid in person at the Board office.
4. Submit a **separate** cashier's check, certified check or money order payable to the Arizona Board of Appraisal in the amount of \$50.00 for the National Registry fee. Personal checks and business checks will not be accepted. Cash in the exact amount will be accepted if paid in person at the Board office.
5. A delinquent fee of \$25.00 will be assessed for all applications received later than 30 days before the expiration date. The \$25.00 delinquent fee can be included in the cashier's check, certified check or money order for the renewal fee of \$425.00. Personal checks and business checks will not be accepted. Cash is accepted if delivered in person to the Board office.
6. Submit the Long Form Applicant Statement and submit documentation of status. Refer to Lists A and B Evidence of U.S. Citizenship, U.S. National Status, or Alien Status contained in the application to determine the proper documentation for submission with the application.

A LICENSE OR CERTIFICATE EXPIRES ON ITS EXPIRATION DATE. An appraiser **SHALL NOT** engage in, advertise or purport to engage in real estate appraisal activity in this state **AFTER** a license or certificate has expired and **BEFORE** the renewal of the expired license or certificate.

Failure to comply with the above requirements will result in the nonrenewal of the appraiser's license/certificate and removal of the appraiser's name from the Board list, as well as the National Registry list.

Please note that applications are processed in the order they are received. The turnaround time is 10-14 working days.

IF THE APPRAISER DOES NOT FILE A RENEWAL APPLICATION AND MEET ALL REQUIREMENTS FOR RENEWAL WITHIN 90 DAYS AFTER THE EXPIRATION DATE, THE EXPIRATION OF THE LICENSE/CERTIFICATE WILL BE PERMANENT AND THE APPRAISER WILL HAVE TO APPLY AS A NEW APPLICANT AND COMPLY WITH THE CURRENT APPLICATION REQUIREMENTS.

APPRAISERS ON INACTIVE STATUS: You must pay the renewal fee and complete an application for renewal AT YOUR USUAL RENEWAL TIME; however, you are not required to provide evidence of completion of the continuing education requirements until the application for reactivation is filed.

EXCEPTION: A person deployed outside of the United States on active military duty with the United States Armed Forces and whose license or certificate has expired during such active military duty outside of the United States may file a renewal application within 90 days of returning home from active military duty and shall not be required to pay a late renewal fee. Evidence of the renewal applicant's dates and locations of deployment must be submitted with the renewal application. In addition, the renewal applicant must provide evidence of completion of the continuing education requirements that the renewal applicant would have otherwise been required to meet during the period preceding the renewal application. A person deployed outside of the United States on active military duty with the United States Armed Forces must file an Application for Inactive License or Certificate Status for Active Military Duty upon deployment. In no event shall the inactive status exceed three years.

| <u>Expiration Date</u> | <u>Renewal Period</u> |
|------------------------|-----------------------|
| December 31, 2008 | 1/1/07--12/31/08 |
| January 31, 2009 | 2/1/07--1/31/09 |
| February 28, 2009 | 3/1/07--2/28/09 |
| March 31, 2009 | 4/1/07--3/31/09 |
| April 30, 2009 | 5/1/07--4/30/09 |
| May 31, 2009 | 6/1/07--5/31/09 |
| June 30, 2009 | 7/1/07--6/30/09 |
| July 31, 2009 | 8/1/07--7/31/09 |
| August 31, 2009 | 9/1/07--8/31/09 |
| September 30, 2009 | 10/1/07--9/30/09 |
| October 31, 2009 | 11/1/07-10/31/09 |
| November 30, 2009 | 12/1/07--11/30/09 |
| December 31, 2009 | 1/1/07--12/31/09 |
| January 31, 2010 | 2/1/08--1/31/10 |
| February 28, 2010 | 3/1/08--2/28/10 |