



MEETING AGENDA

Education Committee

TALCB Headquarters Office
4th Floor, Stephen F. Austin State Office Building
1700 North Congress, Austin, Texas 78701

Thursday, July 23, 2015, 10:00 a.m.
Via Teleconference

1. Call to order
2. Discussion and possible action regarding development of rules for approval of continuing education providers and courses
3. Discussion and possible action regarding proposed amendments to 22 TAC §153.21 Appraiser Trainees and Sponsors and related form revisions
4. Discussion and possible action regarding development of voluntary appraiser trainee review program
5. Review of action items
6. Discussion regarding agenda items for future meetings
7. Discussion regarding future meeting dates
8. Adjourn

Education Rules – Proposed Structure (Phase I)

- Phase I: Appraiser Continuing Education
- Approval of Continuing Education Providers and Courses
- Approval of Providers:
 - For ability to offer courses in Texas
 - Recommended Fee \$200 for 2-year approval period
 - Must ensure courses taught by qualified instructors
- Approval of Courses:
 - Courses approved elsewhere:
 - Continue existing process of accepting courses approved elsewhere
 - Recommended Filing/Processing Fee \$25 per course for 2-yr approval
 - Providers must ensure that course is updated if required by changes in law or regulations
 - Courses approved by TALCB, not previously approved elsewhere:
 - Internal TALCB review of course content for CE approval
 - Recommended Fee: \$50 Base fee; \$10 per credit hour for 2-yr approval
 - Approval of full credit hours only; AQB required minimum of 2-hours for CE
 - Providers must ensure that course is updated if required by changes in law or regulations



**PROPOSED RULE ACTION FROM
AUGUST 14, 2015 MEETING OF
THE TEXAS APPRAISER LICENSING AND CERTIFICATION BOARD**

Chapter 153. Rules Relating to Provisions of the Texas Appraiser Licensing and Certification Act

22 TAC §153.21. Appraiser Trainees and Sponsors

The Texas Appraiser Licensing and Certification Board (TALCB or Board) proposes amendments to 22 TAC §153.21. Appraiser Trainees and Sponsors. The amendments propose changes to align the rule with statutory changes to Chapter 1103, Texas Occupations Code, adopted by the 84th Legislature.

Kristen Worman, General Counsel, has determined that for the first five-year period the proposed amendments are in effect, there will be no fiscal implications for the state or for units of local government as a result of enforcing or administering the proposed amendments. There is no anticipated significant impact on small businesses, micro-businesses or local or state employment as a result of implementing the proposed amendments. There is no significant anticipated economic cost to persons who are required to comply with the proposed amendments.

Ms. Worman also has determined that for each year of the first five years the sections as proposed are in effect the public benefit anticipated as a result of enforcing the sections as proposed will be a requirement that is consistent with the statute and easier to understand, apply and process.

Comments on the proposal may be submitted to Kristen Worman, General Counsel, Texas Appraiser Licensing and Certification Board, P.O. Box 12188, Austin, Texas 78711-2188 or emailed to general.counsel@talcb.texas.gov. The deadline for comments is 30 days after publication in the Texas Register.

The amendments are proposed under Texas Occupations Code, §1103.151, which authorizes the TALCB to adopt rules relating to certificates and licenses, and §1103.152, which authorizes TALCB to prescribe qualifications for appraisers that are consistent with the qualifications established by the Appraiser Qualifications Board.

The statute affected by these amendments is Texas Occupations Code, Chapter 1103. No other statute, code or article is affected by the proposed amendments.

§153.21. Appraiser Trainees and Supervisory Appraisers ~~*[Sponsors]*~~.

(a) ~~[A person desiring to be an appraiser trainee may apply to the Board on the approved application form for trainee authorization. In addition to the requirements set forth in §1103.353 of the Act, a prospective appraiser trainee must:~~

~~–(1) complete 75 creditable classroom hours as set forth in the Trainee Core Curriculum of the AQB;~~

~~–(2) pass the 15-hour National USPAP course and examination; and~~

~~–(3) complete a Board approved Appraiser Trainee/Sponsor course.]~~ Supervision of appraiser trainees required.

~~[(b) Once a person is licensed as an]~~ (1) An appraiser trainee ~~[by the Board, the person]~~ may perform appraisals or appraiser services only under the

active, personal and diligent direction and supervision of a supervisory ~~[sponsoring]~~ appraiser. ~~[The trainee's authorization to perform appraisals or appraisal services terminates if:~~

~~–(1) the appraiser trainee license expires due to nonpayment of the renewal fee or failure to satisfy the educational or experience requirements for renewal; or]~~

(2) An appraiser trainee may be supervised by more than one supervisory appraiser. ~~[the appraiser trainee's authority to act has been suspended or revoked by the Board.]~~

(3) Supervisory appraisers may supervise no more than three appraiser trainees at one time.

(4) A supervisory appraiser may be added during the term of an appraiser trainee's license if:

(A) The supervisory appraiser and appraiser trainee have provided proof to the Board of completion of an approved Appraiser Trainee/Supervisory Appraiser course;

(B) an application to supervise has been received and approved by the Board; and

(C) the applicable fee has been paid.

(5) A licensed appraiser trainee who signs an appraisal report must include his or her license number and the word "Trainee" as part of the appraiser trainee's signature in the report.

(b) Eligibility requirements for appraiser trainee supervision.

(1) To be eligible to supervise an appraiser trainee, a certified appraiser must:

(A) be in good standing and not subject to any disciplinary action within the last three years that affected the certified appraiser's eligibility to engage in appraisal practice;

(B) complete an approved Appraiser Trainee/Supervisory course; and

(C) submit proof of course completion to the Board.

(2) Before supervising an appraiser trainee, the supervisory must notify the appraiser trainee in writing of any disciplinary action taken against the supervisory appraiser with the last three years that did not affect the supervisory appraiser's eligibility to engage in appraisal practice.

(3) An application to supervise must be received and approved by the Board before supervision begins.

(c) Maintaining eligibility to supervise appraiser trainees. ~~[The sponsoring appraiser shall immediately notify the Board and the trainee in writing of any termination of sponsorship of an appraiser trainee, on a form approved by the Board and shall pay a fee set by the Board not later than the 10th day after the date of such termination.~~

(1) A supervisory appraiser who wishes to continue to supervising appraiser trainees upon renewal of his/her license must complete an approved Appraiser Trainee/Supervisory Appraiser course within four years before the expiration date of the supervisory appraiser's current license and provide proof of completion to the Board.

(2) If a supervisory appraiser has not provided proof of course completion at the time of renewal, but has met all other requirements for renewing the license the supervisory appraiser will no longer be eligible to supervise appraiser trainees; and the Board will take the following actions:

(A) the supervisory appraiser's license will be renewed on active status; and

(B) the license of any appraiser trainees supervised solely by that supervisory appraiser will be placed on inactive status.

(3) A certified appraiser may restore eligibility to supervise appraiser trainees by:

(A) completing the course required by this section; and

(B) submitting proof of course completion to the Board.

(4) The supervisory appraiser's supervision of previously supervised appraiser trainees may be reinstated by:

(A) submitting the required form to the Board; and

(B) payment of any applicable fees.

~~(d) [If an appraiser trainee's license has expired or been revoked by the Board or the appraiser trainee is no longer under the sponsorship of a sponsoring appraiser, the appraiser trainee may not perform the duties of an appraiser trainee until an application to sponsor the trainee has been filed together with payment of the appropriate fee and approved by the Board.]~~ Maintaining eligibility to act as an appraiser trainee.

(1) An appraiser trainee must complete an approved Appraiser Trainee/Supervisory Appraiser course within four years before the expiration date of the appraiser trainee's current license and provide proof of completion to the Board.

(2) If an appraiser trainee has not provided proof of course completion at the time of renewal, but has met all other requirements for renewing the license, the Board will renew the appraiser trainee's license on inactive status, and the appraiser trainee will no longer be eligible to perform appraisals or appraisal services.

(3) An appraiser trainee may return the appraiser trainee's license to active status by:

(A) completing the course required by this section;

(B) submitting proof of course completion to the Board;

(C) submitting an application to return to active status, including an application to add a supervisory appraiser; and

(D) paying any applicable fees.

~~(e) [Sponsoring appraisers are responsible to the public and to the Board for the conduct of the appraiser trainee under the Act. After notice and hearing, the Board may reprimand a sponsoring appraiser or may suspend or revoke a sponsoring appraiser's or supervisor's license based on conduct by the appraiser trainee constituting a violation of the Act or a rule of the Board.]~~ Duties of the supervisory appraiser.

(1) Supervisory appraisers are responsible to the public and to the Board for the conduct of the appraiser trainee under the Act.

~~[(f) A sponsor may be added during the term of an appraiser trainee's license, by completing a form approved by the Board, paying a fee set by the Board, and completing a Board-approved Appraiser Trainee/Sponsor course.]~~

~~(g)~~ (2) The supervisory~~[sponsoring]~~ appraiser assumes all the duties, responsibilities, and obligations of a supervisory appraiser~~[sponsor]~~ as specified in these rules and must diligently supervise the appraiser trainee. Diligent supervision includes, but is not limited to, the following:

~~(A)~~(1) direct supervision and training as necessary;

~~(B)~~(2) ongoing training and supervision as necessary after the sponsor determines that the appraiser trainee no longer requires direct supervision;

~~(C)~~(3) communication with and accessibility to the appraiser trainee; and

~~(D)~~(4) review and quality control of the appraiser trainee's work.

~~[(h) A licensed appraiser trainee who signs an appraisal report must include his or her license number and the word "Trainee" as part of the appraiser trainee's signature in the appraisal report.]~~

~~(i) Sponsoring appraisers may sponsor no more than three trainees at one time. Notification of sponsorship of an appraiser trainee must be provided in writing to the Board on a form approved by the Board with payment of the appropriate fee prior to the start of sponsorship.]~~

(3)~~(j)~~ Supervisory appraisers~~[Sponsors]~~ must approve and sign the appraiser trainee's appraisal log and experience affidavit at least quarterly and provide appraiser trainees with access to any

appraisals and work files completed under the supervisory appraiser[~~sponsor~~].

(4) After notice and hearing, the Board may reprimand a supervisory appraiser or may suspend or revoke a supervisory appraiser's license based on conduct by the appraiser trainee constituting a violation of the Act or Board rules.

(g) Termination of supervision.

(1) Supervision may be terminated by the supervisory appraiser or the appraiser trainee.

(2) If supervision is terminated, the terminating party must:

(A) immediately notify the Board on a form approved by the Board; and

(B) notify the non-terminating party in writing no later than the 10th day after the date of termination; and

(C) pay any applicable fees no later than the 10th day after the date of termination.

(3) If an appraiser trainee is no longer under the supervision of a supervisory appraiser:

(A) the appraiser trainee may no longer perform the duties of an appraiser trainee; and

(B) is not eligible to perform those duties until:

(i) an application to supervise the trainee has been filed;

(ii) any applicable fees have been paid; and

(iii) the Board has approved the application.

~~[(k) Sponsors must be in good standing and not subject to any disciplinary action within the last three years that affected the sponsor's eligibility to engage in appraisal practice. Disciplinary action taken against a sponsor within the last three years that did not affect the sponsor's eligibility to engage in appraisal practice must be disclosed in writing to the appraiser trainee prior to sponsorship.]~~

~~[(l) Beginning September 1, 2015, all sponsors and appraiser trainees must provide proof that they have completed a Board approved Appraiser Trainee/Sponsor course at the time they renew their license. The course must have been completed within four years of the expiration date of the current license.]~~

(h)[~~(m)~~] Course approval.

(1) To obtain Board approval of an Appraiser Trainee/Supervisory Appraiser[~~Sponsor~~] course, a course provider must:

(A) submit form ATS-0, Appraiser Trainee/Supervisory Appraiser[~~Sponsor~~] Course Approval, adopted herein by reference;[~~;~~] and

(B) satisfy the Board that all required content set out in form ATS-0 is adequately covered.

(2) Approval of an Appraiser Trainee/Supervisory Appraiser[~~Sponsor~~] course shall expire two years from the date of Board approval.

(3) An [~~approved Board~~] Appraiser Trainee/Supervisory Appraiser[~~Sponsor~~] course may be delivered through:

(A) classroom delivery method; or

(B) distance education delivery method. The delivery mechanism for distance education courses offered by a non-academic provider must be approved by an AQB-approved organization providing approval of course design and delivery.

(i)[~~(n)~~] ACE credit.

(1) Supervisory appraisers[~~Sponsors~~] who complete the Appraiser Trainee/Supervisory Appraiser[~~Sponsor~~] course may receive ACE credit for the course.

(2)[~~(o)~~] Appraiser Trainees may not receive qualifying or ACE credit for completing the Appraiser Trainee/Supervisory Appraiser[~~Sponsor~~] course.

TEXAS



APPRAISER LICENSING & CERTIFICATION BOARD

P.O. Box 12188 • AUSTIN, TEXAS 78711-2188 • WWW.TALCB.TEXAS.GOV

APPRAISER CONTINUING EDUCATION (ACE) SUBMISSION FORM FOR ONLINE RENEWALS

After completing your online renewal, you must fax this form and course completion documents to (512) 936-3899.

- Licensees must complete 28 hours of acceptable ACE, which must include 7 hours from a National USPAP Update.
 - ♦ Supervisory appraisers must complete a Board approved Appraiser Trainee/Supervisory Appraiser Course within 4 years of their current license expiration date to continue to supervise or relationships with their Appraiser Trainees will be terminated and Appraiser Trainees with one supervisor will be made inactive.
 - ♦ Appraiser Trainees must complete a Board approved Appraiser Trainee/Supervisory Appraiser Course within 4 years of their current license expiration date in order to renew active.
- Required education must be completed during the term of the license being renewed. Hours cannot be carried over from one renewal term to another.
- Credit will not be awarded for the same course taken more than once within 3 years (except for the National USPAP Update Course).

Complete the chart below with the ACE you have completed to meet the minimum renewal education requirement. You must submit copies of ACE course completion documents for all education listed. If additional information is requested, you will be notified and will have 20 days to provide the required documentation.

Course/Seminar Title	Course Provider or Sponsor	Date Completed	Hours
Total ACE Hours Completed			

CERTIFICATION STATEMENT

- I have personally completed all coursework listed on this renewal form and am submitting copies of course completion documents with this form.
- I understand that my certification or license is not renewed until the TALCB reissues my certification or license.

Printed Name

License No.

Signature

Date Signed

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APPRAISER CONTINUING EDUCATION (ACE) EXTENSION REQUEST

FEES	RECEIPT NUMBER	AMOUNT	MONEY TYPE	DATE RECEIVED
GENERAL CERTIFICATION		\$645.00		
RESIDENTIAL CERTIFICATION		\$595.00		
LICENSE		\$575.00		

DO NOT WRITE ABOVE THIS LINE

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.
MAKE CHECKS OR MONEY ORDERS PAYABLE TO TALCB. FEES ARE NON-REFUNDABLE**

I hereby request a 60 day extension for the completion of required ACE hours.

Note: Supervisory appraisers are NOT able to receive an ACE extension when the Appraiser Trainee/Supervisory Appraiser Course is required.

Name (as it appears on license)

License No.

E-mail Address

A COMPLETED RENEWAL FORM MUST ACCOMPANY THIS REQUEST FORM ALONG WITH THE TOTAL FEE NOTED ABOVE WHICH INCLUDES THE RENEWAL FEE AND THE EXTENSION FEE. THIS REQUEST FORM, RENEWAL FORM, AND THE TOTAL FEE MUST BE POSTMARKED ON OR BEFORE YOUR EXPIRATION DATE IN ORDER TO BE ACCEPTED FOR PROCESSING.

CERTIFICATION STATEMENT

- I understand that if I am a supervisory appraiser I may complete the Appraiser Trainee/Supervisory Appraiser Course as part of my ACE requirements. However, I cannot request an extension of ACE when the Appraiser Trainee/Supervisory Appraiser Course is required.
- I further understand that my certification or license is not renewed until TALCB reissues my certification or license and that extensions cannot be granted after expiration.
- I acknowledge that this extension does not extend federal requirements and I shall not perform appraisals in federally-related transactions (FRTs) until ACE verification is received by TALCB and ACE requirements have been met.
- I also acknowledge that if I do not provide TALCB verification of completion of the required ACE hours no later than the 60th day after the date the certification or license is renewed, my certification or license will automatically be placed on inactive status, and my supervision of any appraiser trainees will be terminated. I understand that an inactive appraiser cannot appraise real property.

Applicant's Signature

Date Signed

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.

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REQUEST FOR INACTIVE STATUS (For Currently Certified or Licensed Appraisers)

FEES	RECEIPT NUMBER	AMOUNT	MONEY TYPE	DATE RECEIVED
INACTIVE STATUS		\$25.00		

DO NOT WRITE ABOVE THIS LINE

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.
MAKE CHECKS OR MONEY ORDERS PAYABLE TO TALCB. FEES ARE NON-REFUNDABLE.**

I hereby request that my certification/license be placed on inactive status. **Page 10**

Name (as it appears on license)

License No.

E-mail Address

CERTIFICATION STATEMENT

I hereby certify that:

- I will not appraise real property, engage in appraisal practice, or perform any activity for which an appraiser license or certification is required while I am on inactive status.
- I understand that an inactive certified or licensed appraiser is NOT exempted from renewing in a timely manner. To remain on inactive status, the appraiser must renew the certificate or license and pay the appropriate renewal fees and inactive status fees.
- I have provided all appraiser trainees under my supervision, if any, written notice of termination of supervision at least 30 days prior to filing this request.

Signature

Date Signed

PRIVACY NOTICE

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- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.

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REQUEST FOR ACTIVE STATUS

FEES	RECEIPT NUMBER	AMOUNT	MONEY TYPE	DATE RECEIVED
ACTIVE STATUS		\$50.00		
NATIONAL REGISTRY <i>(not required for trainees)</i>		\$40.00 (1-12 months) \$80.00 (13-24 months)		

DO NOT WRITE ABOVE THIS LINE

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.
MAKE CHECKS OR MONEY ORDERS PAYABLE TO TALCB. FEES ARE NON-REFUNDABLE.**

Name (as it appears on license)

License No.

Email Address

The following items **MUST** accompany this request in order to be accepted for processing.

- \$50.00 Active Status Fee
- National Registry Fee (as applicable)
 - ◆ Required for licensed/certified appraisers only if NOT paid with your most recent renewal application. If uncertain, please contact TALCB at (512) 936-3001 or information@talcb.texas.gov to confirm.
- Course completion certificates for all ACE
- Addition or Termination of Appraiser Trainee Supervision** form and fee
 - ◆ Required for trainees only. **ge 11 of 28**

Complete the chart below with the Appraiser Continuing Education (ACE) you have completed to meet the minimum renewal education requirement. You must submit copies of ACE course completion documents for all education listed. If additional information is requested, you will be notified and will have 20 days to provide the required documentation.

Course/Seminar Title	Course Provider or Sponsor	Date Completed	Hours

Total ACE Hours Completed

CERTIFICATION STATEMENT

I have personally completed all coursework listed on this Request for Active Status form and am submitting copies of course completion documents with this form.

I understand that my certification or license will not become active until TALCB notifies me that I have been returned to active status.

Signature

Date Signed

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.



Appraiser Certification Renewal Form Information Sheet

**THIS FORM IS FOR THE TIMELY RENEWAL OF AN APPRAISER CERTIFICATION
OR FOR RENEWAL OF AN APPRAISER CERTIFICATION
THAT HAS BEEN EXPIRED LESS THAN SIX MONTHS**

BREAK DOWN OF FEES	RESIDENTIAL CERTIFICATION			GENERAL CERTIFICATION		
	Timely renewal	Late renewal 90 days or less	Late renewal more than 90 days but less than 6 mos.	Timely renewal	Late renewal 90 days or less	Late renewal more than 90 days but less than 6 mos.
TALCB Renewal Fee	310.00	465.00	620.00	360.00	540.00	720.00
National Registry Fee <i>(only for active renewals)</i>	80.00	80.00	80.00	80.00	80.00	80.00
Online Fee	5.00	5.00	5.00	5.00	5.00	5.00
Paper Filing Fee	20.00	20.00	20.00	20.00	20.00	20.00

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- **ALL FEES LISTED ABOVE ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION.** AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by a single **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to TALCB. DO NOT PAY WITH CASH. You can avoid the \$20 paper filing fee if you renew online at www.talcb.texas.gov.
- Renewals submitted by mail must be postmarked on or before your license expiration date.
- **Additional documents must be submitted to TALCB** regarding Appraiser Continuing Education (ACE) to complete this renewal application. See details below.
- NOTE: Under State Law, TALCB cannot renew your license if you have defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless you have entered into a repayment agreement with TG. Your renewal application will be rejected if we receive information from TG that you have defaulted on a student loan. **YOU MUST CONTACT TG BEFORE FILING THIS APPLICATION IF YOU HAVE DEFAULTED ON A STUDENT LOAN.** TG can be contacted at: P.O. Box 83100, Round Rock, TX 78683-3100 or 1-800-252-9743.
- Your certification is not renewed until TALCB has received AND approved the renewal application, fee, and ACE documentation. Please allow sufficient time prior to your expiration date for evaluation and processing.

REQUIREMENTS AND DOCUMENTATION

To renew **ACTIVE**

- License holders must complete 28 hours of acceptable ACE, that must include 7 hours from a National USPAP Update. **Supervisory Appraisers must complete a Board approved Appraiser Trainee/Supervisory Appraiser Course within 4 years of their current license expiration date to continue to supervise or relationships with their Appraiser Trainees will be terminated and Appraiser Trainees with one supervisor will be made inactive.**
- Required education must be completed during the term of the license being renewed. Hours cannot be carried over from one renewal term to another.
- Credit will not be awarded for the same course taken more than once within 3 years (except for the 7 hour National USPAP Update course).

If you expire and want to become active within 6 months of expiration, you must complete the required ACE hours and pay the applicable renewal fee.

If you have been expired more than 6 months, you must submit an initial application and meet all then-current requirements for authorization.

For an **INACTIVE** renewal

A license holder may file a renewal application and renew a license in inactive status without submitting ACE. A license holder cannot engage in appraisal practice with an inactive license.

Complete the application fully and mail with check or money order payable to TALCB.



RENEWAL OF APPRAISER CERTIFICATION

FEES	RECEIPT NUMBER	RESIDENTIAL CERTIFICATION		GENERAL CERTIFICATION		MONEY TYPE
		Amount to Renew <u>ACTIVE</u>	Amount to Renew <u>INACTIVE</u>	Amount to Renew <u>ACTIVE</u>	Amount to Renew <u>INACTIVE</u>	
TIMELY RENEWAL		\$415.00	\$335.00	\$465.00	\$385.00	
EXPIRED 90 DAYS OR LESS		\$570.00	\$490.00	\$645.00	\$565.00	
EXPIRED MORE THAN 90 DAYS BUT LESS THAN 6 MONTHS		\$725.00	\$645.00	\$825.00	\$745.00	

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

1. Full Name: (as it appears on certification)

Last First Middle

2. Certification Number: _____ **3. Expiration Date:** _____

4. Renewal Type: Timely Expired 90 days or less Expired more than 90 days

5. Renewal Status: Active Inactive

6. Mailing Address and Contact Information: (Post Office Box may be used)

Number, Street and Apt No.

City State Zip Code Phone Number

Fax Number E-mail Address

7. Place of Business Address: (Must be a fixed street address, not a Post Office Box)

Number, Street and Suite No.

City State Zip Code Phone Number

8. Since your last renewal, have you: (1) had any professional or occupational license or certification suspended, canceled or revoked; (2) received a reprimand, warning letter, or disciplinary action; or (3) had an application for such denied in Texas or any other state? Yes No

If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

9. Are there any pending complaints, investigations, or disciplinary hearings against any professional or occupational licenses or certifications you hold? Yes No

If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

10. Since your last renewal, have you (1) been convicted of or pleaded *nolo contendere* to a criminal offense (Include ALL felonies and misdemeanors, including DWI and DUI. You do not have to include traffic tickets); (2) been placed on probation, community supervision, or deferred adjudication; or (3) are there any criminal charges pending against you? Yes No

If the answer to (1), (2), or (3) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

11. Since your last renewal, have you had a civil judgment rendered against you, or are there any civil suits pending against you? Yes No
If YES, submit a complete written explanation and copies of all petitions and judgments.

12. Are you currently in default on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG)? Yes No
If YES, submit a copy of your repayment agreement with TG.

13. Complete the chart below with the Appraiser Continuing Education (ACE) you have completed to meet the minimum renewal education requirement of 28 hours of acceptable ACE, that must include 7 hours from a National USPAP Update. Supervisory appraisers must complete a Board approved Appraiser Trainee/Supervisory Appraiser Course within 4 years of their current expiration date to continue to supervise or relationships with their Appraiser Trainees will be terminated and Appraiser Trainees with one supervisor will be made inactive. You must submit copies of ACE course completion documents for all education listed.

Course/Seminar Title	Course Provider or Sponsor	Date Completed	Hours
Total ACE Hours Completed			

CERTIFICATION OF APPRAISER

I have personally completed all coursework listed on this renewal form and am submitting copies of course completion documents with this form.

All information I have submitted in this renewal form is true and correct. I understand my certification or license may be revoked, or other disciplinary action taken, if I furnish false or misleading information on this renewal application. I further understand that information submitted in conjunction with this renewal may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code).

I understand that my certification is not renewed until the TALCB reissues my certification.

Date SignedSignature of Appraiser

Be certain that your renewal application:

* Is complete - incomplete renewals cannot be processed and will be returned	* Includes copies of ACE course completion documents for this renewal
* Is signed and dated	* Includes copies of required documents for any "YES" answers
* Is postmarked no later than the expiration date	

PRIVACY NOTICE

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(2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.

(3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.

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**APPRAISER TRAINEE/SUPERVISORY APPRAISER SPONSOR COURSE APPROVAL
MINIMUM REQUIRED COURSE TIME - 4 HOURS**

Provider Name

Title of Course

Name of Text or Workbook and Author

Part 1 - AQB Requirements

Qualifications and Credentialing Entities

The Creation and Role of The Appraisal Foundation

Location

FOR TALCB USE ONLY

Included Not Included

Role of AQB in Establishing Criteria for Real Property Appraisers

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AQB Minimum Qualifications for the Trainee Appraiser

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AQB Minimum Qualifications for Supervisory Sponsor Appraisers

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Explanation of AQB Minimum Qualifications, with the State or Jurisdictional Ability to Require Qualifications that Exceed the AQB Minimum

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Requirements, Expectations and Responsibilities of the Supervisory Sponsor Appraiser

Supervisory Sponsor Appraiser is to Provide the Trainee Appraiser with a Basic Understanding of USPAP Requirements

Location

Included

Not Included

Supervisory Sponsor Appraiser is to Understand the AQB Minimum Requirements of Both the Supervisory Sponsor Appraiser and the Appraiser Trainee as well as the Requirements of the Credentialing Jurisdiction that may Exceed Those of the Criteria

Supervisory Sponsor Appraiser is to Provide Proper Guidance to the Trainee Appraiser When He or She Selects a Specific Credentialing Path

Supervisory Sponsor Appraiser is to Monitor the Trainee Appraiser's Progress in Satisfying Both the Education and Experience Requirements Necessary to Achieve His or Her Selected Credentialing Path

Supervisory Sponsor Appraiser is to Verify that the Supervisory Sponsor Appraiser and Trainee Appraiser are Properly Documenting All Appropriate Experience Logs

Supervisory Sponsor Appraiser is to Accompany the Trainee Appraiser on All Inspections Until the Trainee Appraiser is Competent to Conduct Inspections Independently, and Has Met All Specific Requirements Pertaining to Property Inspection Established by the Credentialing Jurisdiction

Supervisory Sponsor Appraiser is to Monitor and Provide Assignments and Duties to Ensure that the Trainee Appraiser is Developing an Understanding and Progression of Knowledge and Experience of All Applicable Valuation Methodologies and Approaches to Value

Supervisory Sponsor Appraiser is to Verify that the Trainee Appraiser is Properly Identified and Acknowledged in the Appraisal Report and in Compliance with USPAP

Supervisory Sponsor Appraiser is to Immediately Notify the Trainee Appraiser if the Supervisory Sponsor Appraiser is No Longer Qualified to Supervise and/or Sign the Trainee Appraiser's

Trainee Appraiser Expectations and Responsibilities

Trainee Appraiser is to Have a Basic Understanding of the AQB Minimum Requirements to Become a Trainee Appraiser as well as the Requirements of the Credentialing Jurisdiction that may Exceed Those of the Criteria

Trainee Appraiser is to Have an Understanding that the Supervisory Sponsor Appraiser - Appraiser Trainee Relationship is a Long-Term Commitment by Both Parties

Trainee Appraiser is Inherently Connected to the "Good Standing" of the Supervisory Sponsor Appraiser

The Selection of a Supervisory Sponsor Appraiser Should Reflect the Experience and Competency that Best Reflects the Trainee Appraiser's Credentialing Path

Options for the Trainee Appraiser if a Supervisory Sponsor Appraiser is No Longer Qualified to Serve as a Supervisory Sponsor Appraiser

Trainee Appraiser is to Have an Understanding of How to Determine if an Appraiser is Qualified and in Good Standing to be a Supervisory Sponsor Appraiser by Searching the ASC National Registry and/or Jurisdictional Websites

Trainee Appraiser is to Understand that it is the Supervisory Sponsor Appraiser's Responsibility to Monitor the Progression of the Trainee Appraiser's Education and Experience Necessary to Achieve the Trainee Appraiser's Selected Credentialing Path

Trainee Appraiser is to Understand that it is the **Supervisory Sponsor** Appraiser's Responsibility to Provide Assignments and Duties that Ensure that the Trainee Appraiser is Developing an Understanding and Progression of Knowledge and Experience of All Applicable Valuation Methodologies and Approaches to Value

Location _____

Included Not Included

Trainee Appraiser is to Understand the Responsibility of Both the Trainee Appraiser and the **Supervisory Sponsor** Appraiser in Properly Documenting All Appropriate Trainee Appraiser Experience Logs

Trainee Appraiser is to Understand that the **Supervisory Sponsor** Appraiser Must Accompany the Trainee Appraiser on All Inspections Until He or She is Competent to Conduct Inspections Independently and has Met All Requirements Pertaining to Property Inspection Established by the Credentialing Jurisdiction

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Scope of Practice for the **Supervisory Sponsor** Appraiser and the Trainee Appraiser

Practicum on Filling Out Experience Logs

FOR TALCB USE ONLY

Other Relevant Topics

Upcoming, Proposed or Recent Legislative Changes

Location

Included

Not
Included

Upcoming, Proposed or Recent Rule Changes

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FAQ's

What Qualifies as Experience?

What Needs to be in the Work File?

When Should a **Supervisory Sponsor** Appraiser Sign the Trainee Appraiser Experience Log?

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TEXAS



APPRAISER LICENSING & CERTIFICATION BOARD

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APPLICATION FOR APPROVAL AS AN APPRAISER TRAINEE

FEES	RECEIPT NUMBER	AMOUNT	MONEY TYPE	DATE RECEIVED
TRAINEE APPLICATION		\$325.00		

DO NOT WRITE ABOVE THIS LINE

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.
 MAKE CHECKS OR MONEY ORDERS PAYABLE TO TALCB. FEES ARE NON-REFUNDABLE.
 THE AMOUNT ABOVE INCLUDES A \$20 PAPER FILING FEE THAT YOU CAN AVOID IF YOU APPLY ONLINE.**

1. Full Legal Name: _____
 Last First Middle

2. Social Security Number: _____ **3. Drivers License or State ID Number:** _____ State _____

4. Date of Birth: _____ **5. Gender:** Male Female

6. Ethnic Group: Black/African American White Hispanic Asian
 Other (specify): _____
 Decline to respond

7. Mailing Address and Contact Information: (Post Office Box may be used)

 Number, Street and Apt No.

 City State Zip Code Phone Number

 Fax Number E-mail Address

8. Supervisory Appraiser's Place of Business Address and Contact Information: (Must be a fixed street address, not a Post Office Box)

 Number, Street and Suite No.

 City State Zip Code Phone Number

9. List all names (maiden, aliases, nicknames, etc.) by which you have been known.

10. Provide the information indicated concerning each "professional or occupational license" that you currently hold, have held in the past five years, or for which you are currently applying. As used herein, a "professional license" is any state or federal license, permit, registration, or certification that is required to engage in a regulated business or activity.

License Type	License No.	Jurisdiction	Issue Date	Exp/Term Date	Status
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

11. Have you ever (1) had any professional or occupational license or certification suspended, canceled or revoked; (2) received a reprimand or disciplinary action; (3) surrendered a license or certification pending disciplinary action; or (4) had an application for such denied in Texas or any other state? Yes No
If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

12. Are there any pending complaints, investigations, or disciplinary hearings against any professional or occupational licenses or certifications you hold? Yes No
If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

13. Have you ever (1) been convicted of or pleaded *nolo contendere* to a criminal offense (Include ALL felonies and misdemeanors, including DWI and DUI. You do not have to include traffic tickets); (2) been placed on probation, community supervision, or deferred adjudication; or (3) are there any criminal charges pending against you? Yes No
If the answer to (1), (2), or (3) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

14. Have you ever had a civil judgment rendered against you, or are there any civil suits pending against you? Yes No
If YES, submit a complete written explanation and copies of all petitions and judgments.

15. Is education to meet the current education requirements being submitted at this time? Yes No
If YES, submit photocopies of transcripts and/or course completion certificates.

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
15-Hour National USPAP or Equivalent	15 Hours
Appraiser Trainee/Supervisory Appraiser Course	4 Hours

Please note that all qualifying education must be completed within the 5 year period prior to the date of application.

CERTIFICATION OF APPLICANT

I certify that I am eighteen (18) years of age or older; that I am a citizen of the United States or a lawfully admitted alien; and that I have been a legal resident of Texas for the sixty days preceding the date of this application.

I certify that I have read and understand this application and certification of **supervisory appraiser** and that the answers given herein are true, correct and complete. I will furnish all additional information or documentation requested by the Texas Appraiser Licensing and Certification Board (TALCB) for verification of the information given in this application. I understand that failing to provide information or providing information that is false, misleading or fraudulent is grounds for denial of this application or revocation of my license.

I authorize TALCB to conduct any investigations of me as authorized by law or TALCB rules. I understand that information revealed in an investigation may be cause for denial of the application even though other requirements for a license have been met and that if an investigation is necessary, it may not be conducted until I have passed the examination. I further understand that information submitted in conjunction with this application may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code).

I certify that I will not perform any act as an appraiser trainee until an approval has been issued to me by the TALCB and I am working under the supervision of an eligible **supervisory** certified Real Property Appraiser. If approved as an appraiser trainee, I will abide by the provisions of The Texas Appraiser Licensing and Certification Act (TEX OCC CODE Chapter 1103), TALCB Rules (22 TAC Chapters 153-157) and the Uniform Standards of Professional Appraisal Practice (USPAP).

 Applicant's Signature

 Date Signed

CERTIFICATION OF SUPERVISORY APPRAISER

I agree to **supervise** the person named as applicant in this application. I have reviewed the application, and to the best of my knowledge, the information is true, correct, and complete. I will not allow the applicant to act as an appraiser trainee for me until the Texas Appraiser Licensing and Certification Board (TALCB) approves this applicant to act as an appraiser trainee under my **supervision**.

If applicant is granted appraiser trainee status, I agree to actively, personally and diligently supervise, and train the appraiser trainee and sign the trainee's reports completed under my supervision. I will review and sign the trainee's experience log quarterly. I understand that I will be responsible to the public and to TALCB for the professional conduct of the appraiser trainee until I notify TALCB and the appraiser trainee in writing that my **supervision** of the appraiser trainee has been terminated. I understand that I may be subject to disciplinary action if I or an appraiser trainee that I **supervise** violates the provisions of The Texas Appraiser Licensing and Certification Act (TEX OCC CODE Chapter 1103), TALCB Rules (22 TAC Chapters 153-157) or the Uniform Standards of Professional Appraisal Practice (USPAP).

I certify that I have not been subject to any disciplinary action that affected my legal ability to engage in appraisal practice in the last three years, and that I HAVE HAVE NOT **[check one]** been subject to any other disciplinary action during the last three years.

I further certify that I HAVE HAVE NOT **[check one]** been certified for three years and have completed the **Appraiser Trainee/Supervisory Appraiser Course** as required by the AQB.

Supervisory Appraiser's Typed or Printed Name: _____

TALCB Certification Number: _____ Expiration Date: _____

Supervisory Appraiser's Signature Date Signed

NOTE: State law prohibits renewing a license after a license holder has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the license holder has entered into a repayment agreement with TG. YOU should contact the TG BEFORE filing this application if you have defaulted on a student loan. A renewal may be rejected if this agency has received information from TG that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: Texas Guaranteed Student Loan Corporation, P.O. Box 83100, Round Rock, TX 78683-3100. Phone: 1-800-252-9743.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.

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ADDITION OR TERMINATION OF APPRAISER TRAINEE SUPERVISION

FEEs	RECEIPT NUMBER	AMOUNT	MONEY TYPE
ADDITION OR TERMINATION OF SUPERVISION		\$20.00	

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

Payment must be a single remittance payable to the Texas Appraiser Licensing and Certification Board and is NOT refundable.

Appraiser Trainee's Name: _____

Appraiser Trainee's Authorization Number: _____ Expiration Date: _____

ADDITION OF SUPERVISION Note: Both signatures (supervisory appraiser AND appraiser trainee) are required.

SUPERVISORY APPRAISER'S CERTIFICATION

I hereby certify that I am currently a certified general or certified residential real property appraiser under the Texas Appraiser Licensing and Certification Act and am in good standing. I agree to supervise the appraiser trainee named above on this form. I agree to be responsible to the public and to the TALCB for the professional actions of the appraiser trainee. I agree to allow the trainee to perform appraisals only under my active, personal, and diligent supervision and direction, and I shall sign the trainee's reports. I have carefully investigated this person and, in my opinion, the person is honest, trustworthy, and a person of integrity. I will not allow this person to act as an appraiser trainee for me until I have received the TALCB acknowledgement authorizing the person to do so.

I certify that I have not been subject to any disciplinary action that affected my legal eligibility to engage in appraisal practice in the last 3 years, and that I HAVE HAVE NOT [check one] been subject to any other disciplinary action during the last 3 years.

I further certify that I HAVE HAVE NOT [check one] been certified for three years and have completed the Appraiser Trainee/Supervisory Appraiser Course as required by the AQB.

Supervisory Appraiser's Name: _____

Certification Number: _____ Expiration Date: _____

Supervisory Appraiser's Signature: _____ Date: _____

TRAINEE'S CERTIFICATION

I acknowledge the above statement by the supervisory appraiser. I understand that I may not perform appraisals under this supervisory appraiser until the TALCB has authorized me to do so.

Trainee's Signature: _____ Date: _____

TERMINATION OF SUPERVISION Note: Only one signature (supervisory appraiser OR appraiser trainee) is required.

SUPERVISORY APPRAISER'S CERTIFICATION

My supervision of the appraiser trainee listed above is terminated, and I am no longer responsible for the individual's professional actions. I have notified the appraiser trainee of this fact in writing. I understand that I must notify the TALCB in writing within ten days of any termination of supervision of an appraiser trainee.

Supervisory Appraiser's Name: _____

Certification Number: _____ Expiration Date: _____

Sponsoring Appraiser's Signature: _____ Date: _____

TRAINEE'S CERTIFICATION

My supervision with the supervisory appraiser listed above is terminated. I have notified the supervisory appraiser of this fact in writing. I understand that I may not perform appraisals until the TALCB has authorized me to work under a supervisory appraiser.

Trainee's Signature: _____ Date: _____

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**



Appraiser Trainee Renewal Form Information Sheet

**THIS FORM IS FOR THE TIMELY RENEWAL OF A TRAINEE APPROVAL
OR FOR RENEWAL OF A TRAINEE APPROVAL
THAT HAS BEEN EXPIRED LESS THAN SIX MONTHS**

BREAK DOWN OF FEES	Trainee timely renewal	Trainee late renewal 90 days or less	Trainee late renewal more than 90 days but less than 6 mos.
TALCB Renewal Fee	250.00	375.00	500.00
Online Fee	5.00	5.00	5.00
Paper Filing Fee	20.00	20.00	20.00

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- **ALL FEES LISTED ABOVE ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION.** AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by a single **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to TALCB. DO NOT PAY WITH CASH. You can avoid the \$20 paper filing fee if you renew online at www.talcb.texas.gov.
- Renewals submitted by mail must be postmarked on or before your license expiration date.
- **Additional documents must be submitted to TALCB** regarding Appraiser Continuing Education (ACE) to complete this renewal application. See details below.
- If your **supervisor(s)** will be different during this renewal term, you must submit the **Addition or Termination of Appraiser Trainee Supervision** form and the applicable fee with this application.
- NOTE: Under State Law, TALCB cannot renew your license if you have defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless you have entered into a repayment agreement with TG. Your renewal application will be rejected if we receive information from TG that you have defaulted on a student loan. **YOU MUST CONTACT TG BEFORE FILING THIS APPLICATION IF YOU HAVE DEFAULTED ON A STUDENT LOAN.** TG can be contacted at: P.O. Box 83100, Round Rock, TX 78683-3100 or 1-800-252-9743.
- Your authorization is not renewed until TALCB has received AND approved the renewal application, fee, and ACE documentation. Please allow sufficient time prior to your expiration date for evaluation and processing.

REQUIREMENTS AND DOCUMENTATION

To renew ACTIVE

- Trainees must complete 28 hours of acceptable ACE that must include 7 hours from a National USPAP Update. **A Board approved Appraiser Trainee/Supervisory Appraiser Course must be completed within 4 years of the current license expiration date.**
- Required education must be completed during the term of the license being renewed. Hours cannot be carried over from one term to another.
- Credit will not be awarded for the same course taken more than once within 3 years (except for the 7 hour National USPAP Update course).
- You must maintain an Appraisal Experience Log and accompanying Appraisal Experience Affidavit for all appraisal assignments completed during the renewal term.

If you expire and want to become active within 6 months of expiration, you must complete the required ACE hours, pay the applicable renewal fee, as well as submit an **Addition or Termination of Appraiser Trainee Supervision** form and fee for each supervisor.

If you have been expired more than 6 months, you must submit an initial application and meet all then-current requirements for authorization.

To renew INACTIVE

A trainee may file a renewal application and renew an authorization in inactive status without submitting ACE. A license holder cannot engage in appraisal practice with an inactive license.

Complete the application fully and mail with check or money order payable to TALCB.

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RENEWAL OF APPRAISER TRAINEE APPROVAL

Table with 5 columns: FEES, RECEIPT NUMBER, AMOUNT, MONEY TYPE, DATE RECEIVED. Rows include: TIMELY RENEWAL (\$275.00), EXPIRED 90 DAYS OR LESS (\$400.00), EXPIRED MORE THAN 90 DAYS BUT LESS THAN 6 MONTHS (\$525.00)

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

1. Full Name: (as it appears on trainee approval)
Last First Middle

2. Trainee Approval Number: 3. Expiration Date:

4. Renewal Type: [] Timely [] Expired 90 days or less [] Expired more than 90 days

5. Renewal Status: [] Active [] Inactive

6. Mailing Address and Contact Information: (Post Office Box may be used)
Number, Street and Apt No.
City State Zip Code Phone Number
Fax Number E-mail Address

7. Since your last renewal, have you: (1) had any professional or occupational license or certification suspended, canceled or revoked; (2) received a reprimand, warning letter, or disciplinary action; or (3) had an application for such denied in Texas or any other state? [] Yes [] No
If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

8. Are there any pending complaints, investigations, or disciplinary hearings against any professional or occupational licenses or certifications you hold? [] Yes [] No
If YES, submit a complete written explanation and appropriate documentation such as final orders, etc.

9. Since your last renewal, have you (1) been convicted of or pleaded nolo contendere to a criminal offense (Include ALL felonies and misdemeanors, including DWI and DUI. You do not have to include traffic tickets); (2) been placed on probation, community supervision, or deferred adjudication; or (3) are there any criminal charges pending against you? [] Yes [] No
If the answer to (1), (2), or (3) is YES, submit copies of all indictments, information, judgments, orders and charges, and a written explanation.

10. Since your last renewal, have you had a civil judgment rendered against you, or are there any civil suits pending against you? [] Yes [] No
If YES, submit a complete written explanation and copies of all petitions and judgments.

11. Are you maintaining appraisal experience logs and appraisal experience affidavits on forms prescribed by the Board for the period of authorization being renewed as required in Rule §153.17? Yes No
Note: You must promptly provide copies of the experience logs and affidavits to the Board upon request.

12. Are you currently in default on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG)? Yes No
If YES, submit a copy of your repayment agreement with TG.

13. Complete the chart below with the Appraiser Continuing Education (ACE) you have completed to meet the minimum renewal education requirement of 28 hours of acceptable ACE, that must include 7 hours from a National USPAP Update. **You must have completed a Board approved Appraiser Trainee/Supervisory Appraiser Course within 4 years of your current expiration date in order to renew active.** **You must submit copies of ACE course completion documents for all education listed.**

Course/Seminar Title	Course Provider or Sponsor	Date Completed	Hours
Total ACE Hours Completed			

CERTIFICATION OF TRAINEE

I have personally completed all coursework listed on this renewal form and am submitting copies of course completion documents with this form.

All information I have submitted in this renewal form is true and correct. I understand my certification or license may be revoked, or other disciplinary action taken, if I furnish false or misleading information on this renewal application. I further understand that information submitted in conjunction with this renewal may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code).

I certify that my sponsor(s) have not changed unless noted on an Addition or Termination of Appraiser Trainee Sponsorship form submitted with this application.

I understand that my certification or license is not renewed until the TALCB reissues my certification or license.

_____ **Date Signed**

_____ **Signature of Trainee**

Be certain that your renewal application:

- * Is complete - incomplete renewals cannot be processed and will be returned
- * Is signed and dated
- * Is postmarked no later than the expiration date
- * Includes copies of ACE course completion documents for this renewal
- * Includes copies of required documents for any "YES" answers

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Governmental Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Governmental Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.

Outline - Voluntary Experience Reviews for Appraiser Trainees

- Review of Appraisals
 - PIC Members will review appraisals
- Work submitted for review must fall within the categories of experience credit approved by the AQB
- Two Opportunities for Voluntary Experience Reviews
 - First Opportunity: After accumulating 500 hours of appraisal experience
 - Second Opportunity: After accumulating 1,000 hours of appraisal experience.
- Review Process:
 - Submit
 - Application for Review of Trainee Experience
 - Completed Appraisal and work file chosen by Appraiser Trainee
 - Pay applicable fee
 - Amount to be determined
 - Should cover PIC Member cost
- Voluntary reviews will not result in a complaint unless the review reveals:
 - Knowing or intentional misrepresentation;
 - Fraud;
 - Other criminal conduct;
 - Serious USPAP deficiencies, which constitute grossly negligent acts or omissions.
- Goals:
 - Give Appraiser Trainees two opportunities for voluntary experience reviews
 - Complete reviews within 45 days of complete submission
 - Provide appraiser trainees with:
 - PIC Member/SES report identifying any deficiencies in appraisals
 - List of Board mentors who may help appraiser trainees remedy deficiencies