



# 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**

<b>BREAK DOWN OF FEES</b>	<b>Trainee timely renewal</b>	<b>Trainee late renewal 90 days or less</b>	<b>Trainee late renewal more than 90 days but less than 6 mos.</b>
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](http://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. See details below.
- If your sponsor(s) will be different during this renewal term, you must submit the Addition or Termination of Appraiser Trainee Sponsorship 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.
- 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 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 Sponsorship form and fee for each sponsor.

If you have been expired more than 6 months, you must submit the Application for Approval as an Appraiser Trainee 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.**