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 *(only for active renewals)*	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.