



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 |

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.
- TREC and TALCB have activated the mandatory FBI rap back program for all of the Agency's license holders. This program is free and eliminates the \$28.25 fee you pay for a subsequent background check at each license renewal. If you are **not** currently enrolled in the program, you can access and submit the FBI rap back form when you log in to your online services account. You will be not be able to renew your license until you have submitted the FBI rap back form online.
- Renewals submitted by mail must be postmarked on or before your license expiration date.
- 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.

REQUIREMENTS AND DOCUMENTATION

To renew ACTIVE

- Trainees must complete 28 hours of acceptable ACE which must include 7 hours from a National USPAP Update. A Board approved Appraiser Trainee/Supervisory Appraiser Course must also be completed within 4 years before 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 the license holder's continuing education cycle.
- 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.