



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.
- Renewals submitted by mail must be postmarked on or before your license expiration date.

REQUIREMENTS AND DOCUMENTATION

To renew ACTIVE

- You must complete 28 hours of acceptable Appraiser Continuing Education (ACE), which must include a 7 hour National USPAP Update course.
- You must also complete a Board approved Trainee/Supervisory Appraiser Course within 4 years of your current license expiration date in addition to the 28 hours of ACE.
- 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 assignments completed during the renewal term.

To renew INACTIVE

You must request inactive status prior to submitting your renewal.

You may renew an authorization on inactive status without submitting ACE.

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