



**APPRAISER CERTIFICATION
AND LICENSURE BOARD**

3000 Market Street NE, Suite 541
Salem, OR 97301
(503) 485-2555
Fax (503) 485-2559

**2 x 2 photo required
(date photo and attach
here)**

Active or Inactive Appraiser Renewal Form

PLEASE READ CAREFULLY: Type or print legibly in ink the following information required to renew your license or certificate. Your renewal application must be **complete** and **received** (postmark date is not acceptable) in the ACLB office no later than the expiration date of your current license or certificate to maintain an active status and to avoid paying a late fee. **You must include the following:**

- Signed certificates of completion for **ALL** required continuing education;
- 2"x2" **CURRENT** color passport style photo (within last 30 days);
- A check payable to ACLB, or a completed credit card payment form – **DO NOT SEND CASH**

License/Certificate Number _____ Issue Date _____ Expiration Date _____

APPLICANT: _____
Last Name First Name M.I.

HOME PHYSICAL ADDRESS: _____
Address City State Zip Code

HOME MAILING ADDRESS: _____
Address City State Zip Code

COUNTY: _____
Home Phone Work Phone Fax Number

SOCIAL SECURITY NUMBER: _____ **SEX:** Male _____ Female _____
(Required/Mandatory)

DATE AND PLACE OF BIRTH: _____
Month Day Year City State

DRIVER LICENSE NUMBER: _____ **STATE OF ISSUE:** _____

US CITIZEN OR LEGAL RESIDENT YES ___ NO ___ **E-MAIL ADDRESS:** _____

PHYSICAL WORK ADDRESS: _____

EMPLOYER NAME & MAILING ADDRESS (This name & address will be reflected on your license/certificate): _____

RENEWAL FEES for Two (2) years
(\$500 renewal fee; \$80 Federal Registry fee)

\$580 (Active)

\$100 (Inactive)(28-hrs CE required)

\$100 (Late Renewal Fee)

For Office Use Only

ASC _____

OSP/LEDS _____

Date Paid _____

CC/CK _____

AMT _____

For Office Use Only

CONTINUING EDUCATION: Continuing education hours for Active and Inactive status may be obtained anytime during the term *between the date of issue and expiration of your current license/certificate*. **(28 hours total, including the 7-hour USPAP Update Course.** All continuing education must be documented by attaching signed certificates of completion or official college transcripts.

- The minimum length of time for continuing education course or seminar to be acceptable is two (2) hours.
- Attendance at organizations chapter meetings is specifically excluded unless approved as an “educational offering”.
- “Carry over” hours from past to future years is not allowed.
- The same or similar course cannot be repeated for use as continuing education within a license cycle.
- Courses or seminars not approved by the Board or the Administrator cannot be used for continuing education credit.
- Extension of time to satisfy continuing education hour requirements will not be permitted.
- The Appraisal Foundation’s 7-hour National USPAP Update Course, or its equivalent, is required as part of the 28 hours of continuing education for license/certificate renewal for Active and Inactive status. **The 15-hour National USPAP Course cannot be used in place of the 7-hour National USPAP Update Course.**

Continuing Education Courses			
Course Title	Date	Hrs.	Course Provider

Total Continuing Education Hours _____

QUESTIONS: If you answer yes to any of the following questions, provide written explanation and documentation on separate sheets of paper and attach them to your application.

1. Have you **EVER** had an application for certification or licensure as an appraiser denied by the State of Oregon or any other state? If yes, please provide written explanation Yes _____ No _____

2. Have you **EVER** been the subject of a disciplinary action, public or otherwise, in this or any other state by any agency that has granted you a license, certificate or registration to engage in regulated occupation, trade or profession? Disciplinary action may include, but is not limited to, warnings or corrective actions, additional education, fine, probation, downgrade, suspension, revocation, voluntary surrender, or official reprimand. If yes, please explain and provide a copy of any documentation that describes the charges against you and the action taken by the agency. Yes _____ No _____

3. Are you the subject of **ANY** pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate or registration to engage in a regulated occupation, trade or profession? If yes, explain and submit a copy of any documentation that describes the charges against you. Yes _____ No _____

4. Have you **EVER** entered a plea of nolo contendere, plead or been found guilty of or convicted of a *felony*? If yes, and the information has not been previously submitted in a prior application to the ACLB, fully explain the facts of the offense and identify the location of jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties. The Appraiser Certification and Licensure Board conducts criminal background checks on all applicants. Yes _____ No _____

5. Have you **IN THE LAST TEN YEARS** entered a plea of nolo contendere, been found guilty of or convicted of a *misdemeanor*? If yes to either of these questions and the information has not been previously submitted in a prior application to the ACLB, fully explain the facts of the offense and identify the location of jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties. The Appraiser Certification and Licensure Board conducts criminal background checks on all applicants. Yes _____ No _____

6. Are you now awaiting trial or sentencing in any criminal proceeding? If yes, fully explain the facts of the alleged offense and identify the location of jurisdiction of the proceedings. Yes_____No_____
7. Have you **EVER** used any name other than the one herein, either initials, surname, maiden name, or alias? If yes, please state all other names used. Yes_____No_____

Acknowledgement

- **I CERTIFY** that the information provided on my renewal application for licensure, as well as all information submitted to verify continuing education as part of my application, is true and accurate to the best of my knowledge.
- **I ACKNOWLEDGE** that falsification of any of the information submitted as part of this application is grounds for denial of renewal of an appraiser license or certificate, or subsequent disciplinary action during the term of the license or certificate.
- **I ACKNOWLEDGE** that if I fail to renew on or before the expiration date of my license or certificate, during the period beginning on the day following the expiration date of my license, and ending on the date of the renewal of my license or certificate it is unlawful for me to engage in, carry on, advertise, or purport to engage in or carry on real estate appraisal activity within the state of Oregon (OAR 161-010-0010).
- **I ACKNOWLEDGE** that if I fail to renew my license or certificate within one year from the date of expiration, the status of my license or certificate becomes terminated and I must reapply meeting qualifying education and experience requirements.
- **I UNDERSTAND** that my signature on this renewal application is my consent for a criminal offender record check by the Appraiser Certification and Licensure Board.
- **I UNDERSTAND** that my social security number is required pursuant to ORS 25.785 and that failure to provide my social security number will be a basis to refuse to issue or renew my license/certificate. I further understand that my social security number will be used for child support enforcement purposes, criminal background checks, National Registry identification and/or taxpayer identification.
- **I UNDERSTAND** that I am required to comply with Oregon Revised Statutes Chapter 674 and Oregon Administrative Rules Chapter 161.

Signature of Applicant

Date