

NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

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MEMORANDUM

TO: State Certified, Licensed, and Apprentice Appraisers
FROM: Jodie R. Campbell, Executive Secretary
DATE: October 2017
SUBJECT: 2018 Renewal Application

APPLICATION FOR RENEWAL:

Enclosed is your North Dakota Real Estate Appraiser Licensing/ Certification Renewal Application for the year "2018". Please read the instructions on the application and answer all questions. Applications will not be processed if they are incomplete or improperly completed, and will be returned for corrections. The renewal application must be typed or printed clearly, notarized, and must be accompanied by the appropriate fees. Renewal fees include: Licensed and Certified levels: \$350 + \$40 National Registry fee; Apprentice level: \$350; Inactive Status: \$100.

Applications must be postmarked by December 31, 2017. If you do not meet the filing deadline of December 31, 2017 you will be assessed a late filing fee of \$100 for each month you are delinquent.

Permits may only be renewed up to 90 days after the date of expiration. Renewal applications postmarked after April 1 of the current renewal year **will not** be processed and will be returned to the applicant. Ultimately, should you fail to renew your permit by April 1, you will be required to 1) forfeit your current permit and 2) file a new application for licensure or certification with the Board and be subject to all requirements governing new applicants.

REMEMBER: The North Dakota Real Estate Appraiser Rules and Regulations state: "A person who, in any way, acts as a state-licensed or state-certified real property appraiser while that individual's license or certificate is expired will be subject to disciplinary action and penalties as described in North Dakota Century Code Chapter 43-23.3."

Once your renewal application has been processed, you will receive a current pocket card and gold seal.

CONTINUING EDUCATION REQUIREMENTS:

North Dakota Real Estate Appraiser Rules and Regulations require all permit holders, including apprentice, licensed and certified appraisers, to complete a minimum of 28 classroom hours of continuing education in courses or seminars every two-year continuing education cycle. The necessary 28 hours may be obtained any time during the two-year renewal period.

You received a copy of your "Continuing Education Summary Form" with your 2017 Renewal (new applicants would have received it as part of the initial permit information). It is your responsibility to 1) keep record of your continuing education hours, 2) update your Continuing Education Summary Form with any additional education you have completed, 3) attach copies of verification of course completion and 3) submit the completed Continuing Education Summary Form and education verification certificates with your renewal application. Verification of completion of continuing education hours is required. Verification may be in the form of a certificate or formal letter addressed to you from the education provider documenting your attendance. Your application will not be processed and will be considered incomplete and delinquent if your continuing education requirements are not current.

If you cannot locate your Continuing Education Summary Form or have questions regarding continuing education contact the Appraiser Board office at jcampbell@bis.midco.net.

Education taken out-of-state may be approved for credit. However, if you completed education out-of-state, you must provide verification that the education you completed was approved in that state for "appraiser" education.

INACTIVE STATUS:

If you wish to place your permit on Inactive Status, you must address a letter to the Board requesting your permit be placed on Inactive Status. Under current Rules, the appraiser on inactive status is not required to meet continuing education hours while on inactive status (Refer to 101-02-02-07).

NATIONAL REGISTRY:

Are you familiar with the National Registry?

The National Registry is a database consisting of all State Licensed, State Certified Residential and State Certified General Appraisers. It is intended to serve as an historical reference to every credential an appraiser holds or has ever held (with the exception of a trainee credential). Active and Inactive credentials are listed. Only State certified or licensed appraisers who are listed on this National Registry as having current valid certifications or licenses are authorized under Federal law to perform appraisals in connection with federally related transactions. Individuals with a trainee level credential will not appear on the National Registry because the trainee level is not federally recognized and the trainee is not able to independently appraise property for federally related transactions.

How do I get on the National Registry?

To be placed on the National Registry, you must be *licensed* or *certified* with a State. The information is provided to the Appraisal Subcommittee (ASC) directly from the State that issues the credential (permit). Most State appraiser regulatory agencies (ND inclusive) submit appraiser information to the ASC National Registry through an Extranet Application. This application allows each State to input information directly on to the National Registry. Data entered by States using the Extranet Application is in "real time" and will appear immediately on the National Registry.

Once your application for 2018 renewal has been processed Staff will update the National Registry. By the time you receive your pocket card and gold seal, the Registry should be updated with the 12/31/2018 expiration date, as well as any revisions you have provided on your Renewal application pertaining to your permit.

Is YOUR information on the National Registry current and/or correct? PLEASE DOUBLE CHECK...

The National Registry can be found on the Appraisal Subcommittee website at <https://www.asc.gov>. It is in your best interest to check the Registry to verify your credential information is current and correct as other Agencies (such as HUD/FHA) rely on the National Registry as part of their application and renewal process to verify credentials. If you note errors after reviewing your information on the Registry, notify the Appraisal Board office and corrections will be made in a timely manner.

Feel free to contact the Board Office, if you have *any* questions.