INSTRUCTIONS and 2020 RENEWAL APPLICATION

INSTRUCTIONS:
You are encouraged to apply through the ONLINE RENEWAL APPLICATION process. The link to Online Renewal can be found on our website (as of 11/21/19). In the event that you experience issues with the online process, feel free to submit via paper copy. Credit cards will only be accepted via the online process.

DO NOT SUBMIT A PAPER COPY IF YOU HAVE RENEWED YOUR PERMIT ONLINE.

Following the instructions you will find the North Dakota Real Estate Appraiser Licensing/ Certification Renewal Application (paper copy) for the year “2020.” 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 dated by December 31, 2019. If you do not meet the filing deadline of December 31, 2019 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.”

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 2019 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 your appraisal 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 2020 renewal has been processed Staff will update the National Registry.

*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](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.
NORTH DAKOTA REAL ESTATE APPRAISER QUALIFICATIONS AND ETHICS BOARD

"2020" RENEWAL APPLICATION

FOR NORTH DAKOTA STATE CERTIFIED, LICENSED, OR APPRENTICE APPRAISERS

INSTRUCTIONS: (PLEASE TYPE OR PRINT)
1. Complete the information requested below and obtain notarization.
2. Attach a check or money order payable to the North Dakota Appraiser Board - All fees are non-refundable.
3. The annual renewal date is January 1 of each year.
4. Applications must be postmarked by 12/31/19. Applications postmarked after 12/31/19 are considered delinquent and a late filing fee of $100/month will be charged.
5. Permits may be renewed up to 90 days after the date of expiration. Renewal applications postmarked April 1 of the current renewal year will not be processed and returned to applicant. The applicant who does not file a renewal application by April 1 is subject to all requirements governing new applicants.
6. If your "Continuing Education Summary" form indicates your continuing education is due 12/31/19, attach a copy of the completed form and verification for all continuing education courses/seminars submitted for credit.
7. Your application is considered COMPLETE when continuing education requirements are met, the application is completed in its entirety, the application is notarized, and the renewal fee is attached.

(If your permit is currently on "Inactive Status", write "Inactive" on the "Current North Dakota Appraiser Number" line below, complete application and submit fee.)

CURRENT NORTH DAKOTA APPRAISER NUMBER:

Check ( ) the type of appraiser license/certificate that you are applying for renewal and complete the appropriate application sections.

SPECIFY CERTIFICATE/LICENSE RENEWAL:         ANNUAL RENEWAL FEES:

( ) STATE CERTIFIED GENERAL APPRAISER           Renewal Fee: $350 + $40 National Registry Fee ($390)
( ) STATE CERTIFIED RESIDENTIAL APPRAISER        Renewal Fee: $350 + $40 National Registry Fee ($390)
( ) STATE LICENSED APPRAISER                     Renewal Fee: $350 + $40 National Registry Fee ($390)
( ) STATE APPRENTICE APPRAISER                   Renewal Fee: $350
( ) INACTIVE STATUS                              ANNUAL FEE: $100

APPLICANT DATA:

Applicant Name (Last, First, Middle)

Name as you wish it to appear on your pocket card

Resident Address (Street/P.O. Box)       City

State, Zip Code                     County                     Home Telephone Number

Business Name                     Business Telephone Number

Business Street Address (City, State, Zip Code) County

(Business Mailing Address - if different - including Zip Code) E-mail Address
Please check either yes or no for each question in the appropriate box below.
(All applicants must complete).

1. Have you had your real estate appraiser certificate or license suspended, placed on probation, or otherwise disciplined in North Dakota or any other state in the past year?  ____yes  ____no (If yes, please provide explanation).

2. Are there any complaints currently pending against you as a real estate appraiser in North Dakota or any other state?  ____yes  ____no (If yes, please provide explanation).

3. Have you been convicted or found guilty of any criminal offense other than traffic violations this past year?  ____yes  ____no (If yes, please provide explanation).

4. Do you hold a real property appraiser license or certificate in another state?  ____yes  ____no. If yes, list state(s) and license or certificate number.  

AFFIDAVIT

I hereby state that I have fully read and understand the questions presented in this application and have answered them truthfully and completely. I affirm that I have read and agree to comply with all provisions of the North Dakota Appraiser License laws and rules. I acknowledge that my failure to make full and accurate disclosure of any information called for herein may result in the denial of my application. I further acknowledge that any license or certification I may obtain on the basis of this application may be revoked or suspended for my failure to disclose full and accurate information herein.

I hereby declare under penalty of perjury that the foregoing answers and statements are true and correct.

Signature of Applicant
(Must be signed in presence of Notary)

Date of Signature

SUBSCRIBED AND SWORN BEFORE ME, THIS ___________ DAY OF ___________ 20___.

Notary Public  Signature  Commission Expires

Notary Public Name  (Typed or Printed)

This completed renewal application, together with the appropriate renewal fees and all supporting documents should be submitted to:

North Dakota Appraiser Board
PO Box 1336
Bismarck ND 58502-1336