

RENEWAL INFORMATION

Renewal notices will be mailed in early May. Please ensure that your mailing address is correct. You may use the licensee login link to update your address and view your CE record. Your PIN is the last 4 digits of your social security number.

<https://www.membersbase.com/ncab/directory/login.asp> The current CE cycle is June 1, 2017 – May 31, 2019.

Only licensees **originally** registered, licensed, or certified in North Carolina after January 1, 2019 are exempt from continuing education this cycle, but not from renewal.

All registrations, licenses and certificates expire on June 30th and must be renewed before this date to maintain your current status. You will only receive one renewal notice. If you do not renew by June 30th, your registration, license or certificate will lapse. Any person who acts as a trainee, licensed or certified real estate appraiser while lapsed shall be subject to disciplinary action and penalties as prescribed by the Appraiser's Act. Please note that we do not have online renewals or accept credit cards.

- In-State Licensees

You are required to have 28 hours of CE (including the 2018-2019 7 HR National USPAP Update) completed by May 31, 2019 in order to renew on time. It is strongly suggested that you not wait until the last minute to obtain your required continuing education. Please be advised that your CE record is not updated as soon as the sponsor reports it to the Board. Once the sponsor submits the roster, the Board has to review it and then upload it to your CE record.

Do NOT send Course Completion Certificates to the Board for any Board approved courses. Board approved CE must be reported by sponsor. Utilize the Equivalent Approval for Continuing Education form (<http://www.ncappraisalboard.org/forms/equivalentce.pdf>) to request CE for a course not listed on website as Board approved. The fee is \$50 per course and the instructions are on the form.

- Out-of-State Licensees

You are required to have 28 hours of CE (including the 2018-2019 7 HR National USPAP Update) completed by May 31, 2019 in order to renew on time. It is strongly suggested that you not wait until the last minute to obtain your required continuing education.

If you complete a **Board approved** course, the sponsor will report your course completion directly to the Board electronically; you DO NOT need to do so. *Please make sure to provide the course sponsor with your current NC license number.* All Board approved courses are listed on the Board website under the link to education. Please be advised that your CE record is not updated as soon as the sponsor reports it to the Board. Once the sponsor submits the roster, the Board has to review it and then upload it to your CE record.

Do NOT send Course Completion Certificates to the Board for any Board approved courses. **Board approved CE must be reported by sponsor.** Utilize the Equivalent Approval for Continuing Education form (<http://www.ncappraisalboard.org/forms/equivalentce.pdf>) to request CE for a course not listed on website as Board approved. The fee is \$50 per course and the instructions are on the form.

In lieu of completing Board approved CE or requesting equivalent approval for taking courses that are not Board approved, you may opt to provide a current letter of good standing with your renewal from another state showing that you have met all continuing education requirements in the other state. Your letter of good standing must be an original document and dated within the previous 30 days. It is suggested that you order this in May to renew on time in NC.

If you were issued your reciprocal license after July 1, 2018, and do NOT have a "Y" in the USPAP box on your renewal notice, you must also show proof of completing the 2018-2019 7 HR National USPAP Update no later than May 31st by signing a USPAP affidavit form. Please send an email requesting the form to ncab@ncab.org.