

DEPARTMENT OF FINANCIAL INSTITUTIONS (DFI)
TRAINEE APPRAISER RENEWAL REQUIREMENTS

Renewal applications are accepted within 90 days prior to expiration date or within 90 days after expiration date. If renewal is received within 90 days after expiration date, a delinquent fee of \$25.00 will be due. To allow time for processing, submit your application 30 days prior to your expiration. Applications are processed in the order they are received.

Important:

To help ensure your renewal is completed and issued prior to your expiration date, please submit your application no later than 20 business days before the expiration date stated on your license.

Our processing time is typically around 14 business days. If your renewal has not been issued, we kindly ask that you wait 14 business days from your submission date before calling or emailing for any inquires on the status of a renewal.

1. CONTINUING EDUCATION that includes a NATIONAL 7-HR USPAP UPDATE:

Submit proof (copies of certificates) of completion of the required **42 continuing education hours** taken within trainee appraiser's renewal period.

- a. Course certificate should provide proof of state or AQB/CAP approval.
- b. A course less than three hours long will not be accepted.
- c. The same course cannot be repeated for use as continuing education credit within a renewal period.
- d. A course instructor may receive up to 14 hours of continuing education credit for course instruction within a renewal period; however, a course instructor may not receive credit for the same course in consecutive renewal periods. Course must have been approved by DFI.
- e. Continuing education courses taken through **distance education may not exceed 75% of the 42 hours.**
- f. Complete a 7-hour National USPAP Update or its AQB-approved equivalent course.
 - According to the Department's rules, the 7-hour USPAP course cannot be taken online even if it was taken in another state. Certificate or attachment should include the delivery type.
 - USPAP course must be instructed by an AQB Certified USPAP Instructor who is also a state certified appraiser in good standing. Certificate or attachment should include the name of instructor.

2. FEES DUE:

\$300.00 Biennial Renewal Fee

\$25.00 Delinquent Fee (if received after expiration date)

- a. Accepted payment types:
 - 1) Cashier's check, certified check or money order payable to: The Department of Financial Institutions. Personal or business check will not be accepted.
OR
 - 2) Credit card payment using a Visa card or Master Card. For your security do not mail or email your credit card information. Submit your application to the Department via email, mail or in person. If submitted by email or mail, a confirmation email will be sent to you with a phone number to call in for payment.

3 ARIZONA CLEARANCE CARD

All applicants must undergo a criminal background check through Arizona Department of Public Safety (DPS).

- a. Include the issued valid clearance card number on your renewal application.
- b. If you need to reapply for a clearance card, you can do so by visiting AZ DPS's website at:
<https://www.azdps.gov/services/public/fingerprint>
- c. Include the DPS application number on your renewal application.

4. **DOCUMENTATION OF ANY "YES" ANSWERS** Mark "yes" only if not previously disclosed.
- a. If you answer "YES" to any question 1 through 8 (Page 3), inclusive, provide a signed, detailed statement describing the facts and circumstances. Include the date and location of the incident or event.
 - b. In addition, submit the following:
 - 1) For **CRIMINAL** matters, a certified copy of: (1) Complaint and Indictment; (2) Information; (3) Plea agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of Civil Rights/Expungement/Dismissal documents.
 - 2) For **CIVIL** matters, a certified copy of: (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
 - 3) For **DISCIPLINARY ACTIONS**, a certified copy of: (1) Notice of hearing and/or complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/Certificate History from each state, except Arizona, in which applicant is licensed/certified at the time of application.
 - c. Provide any other documentation that the applicant believes supports the applicant's qualifications for licensure/certification or additional documentation that the Department may require. **Note:** If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and court. *Do not detach or unstaple certified documents. Documents must remain in the original order received.*
5. **ARIZONA STATEMENT OF CITIZENSHIP AND ALIEN STATUS and PROOF OF LEGAL STATUS:**
- a. Complete and sign pages 5 and 6.
 - b. If you are not a citizen or national of the United States, submit proof of current legal status as follows:

41-1080. Licensing eligibility; authorized presence; documentation; applicability; definitions

- A. Subject to subsections C and D of this section, an agency or political subdivision of this state shall not issue a license to an individual if the individual does not provide documentation of citizenship or alien status by presenting any of the following documents to the agency or political subdivision indicating that the individual's presence in the United States is authorized under federal law:
1. An Arizona driver license issued after 1996 or an Arizona non-operating identification license
 2. A driver license issued by a state that verifies lawful presence in the United States
 3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States
 4. A United States certificate of birth abroad
 5. A United States passport
 6. A foreign passport with a United States visa
 7. An I-94 form with a photograph
 8. A United States citizenship and immigration services employment authorization document or refugee travel document
 9. A United States certificate of naturalization
 10. A United States certificate of citizenship
 11. A tribal certificate of Indian blood
 12. A tribal or bureau of Indian affairs affidavit of birth
 13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.
- B. This section does not apply to an individual if:
1. Both of the following apply:
 - (a) The individual is a citizen of a foreign country or, if at the time of application, the individual resides in a foreign country.
 - (b) The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.
 2. All of the following apply:
 - (a) The individual is a resident of another state.
 - (b) The individual holds an equivalent license in that other state and the equivalent license is of the same type being sought in this state.
 - (c) The individual seeks the Arizona license to comply with this state's licensing laws and not to establish residency in this state.
- C. If, pursuant to subsection A of this section, an individual has affirmatively established citizenship of the United States or a form of non-expiring work authorization issued by the federal government, the individual, on renewal or reinstatement of a license, is not required to provide subsequent documentation of that status.
- D. If, on renewal or reinstatement of a license, an individual holds a limited form of work authorization issued by the federal government that has expired, the individual shall provide documentation of that status.
- E. If a document listed in subsection A, paragraphs 1 through 12 of this section, does not contain a photograph of the individual, the individual shall also present a government issued document that contains a photograph of the individual.

F. For the purposes of this section:

1. "Agency" means any agency, department, board or commission of this state or any political subdivision of this state that issues a license for the purposes of operating a business in this state or to an individual who provides a service to any person.
2. "License" means any agency permit, certificate, approval, registration, charter or similar form of authorization that is required by law and that is issued by any agency for the purposes of operating a business in this state or to an individual who provides a service to any person where the license is necessary in performing that service.

CONTACT INFORMATION:

Department of Financial Institutions
2910 N. 44th Street, Suite 310, Phoenix, AZ 85018
Main Phone: (602)771-2800
Main Email: Licensing@azdfi.gov

If the trainee appraiser does not file a renewal application and **MEET ALL REQUIREMENTS FOR RENEWAL WITHIN 90 DAYS AFTER THE EXPIRATION DATE**, the expiration of the registration will be permanent and *the trainee appraiser will have to reapply as a new applicant and comply with the current application requirements.*