

RENEW A LICENSE

The following documents must be submitted along with the renewal applications for all license levels.

- A. Application:** Applicants must submit the [REA 3012 License Renewal Application](#) that can be accessed on BREAs website. Applicants are encouraged to complete and submit the renewal applications online in order to expedite the process.
- B.** Online renewal is not available for licensees who live out of state, have an enforcement case being investigated, and those whose license has been suspended, resigned, revoked, or have had their right to renew revoked.
- C. Proof of Continuing Education:** The applicants must have completed the following required continuing education prior to the submission of the [REA 3012 License Renewal Application](#). The courses may be listed using [REA 3017](#) form (optional).
 - 1. Two-year Renewal Cycle:**
 - a. 7-hour National USPAP Continuing Education course.
 - b. 7-hour Valuation Bias and Fair Housing Laws and Regulations course for the first time and 4-hour Valuation Bias and Fair Housing Laws and Regulations course thereafter.
 - 2. Four-year Renewal Cycle:** A total of fifty-six (56) hours. The four-year cycle continuing education should include:
 - a. The second 7-hour National USPAP Continuing Education Course, completed within the most recent two-year period. *Note: This course must be newly completed since the last USPAP course submission.*
 - b. The second 4-hour Valuation Bias and Fair Housing Laws and Regulations course within the most recent two-year period.
 - c. Minimum four (4) hours course on federal and California appraisal related statutory and regulatory law.
 - d. One hour course on cultural competency course
 - e. Two-hour (2) course on elimination of bias course (Note: the 4-hour Valuation Bias and Fair Housing Laws and Regulations course should satisfy this requirement).

f. Elective Coursework: Additional AQB and/or BREB-approved continuing education courses to make a total of 56 hours.

D. Consent to Service of Process (REA 3006): Applicants whose address of record is located outside the State of California must submit a completed Consent to Service of Process form (REA 3006) as part of the renewal application.

E. Payment of fees: The applicable fee must be submitted along with the application.

- For Appraiser Trainee license renewal: \$850
- For Licensed Residential license renewal: \$955
- For Certified Residential license renewal: \$1,030
- For Certified General license renewal: \$1,030
- Dishonored checks will result in an extra \$25 fee.

Application fees must be paid by credit card, preprinted personal or company check, certified check, cashier's check or money order.

F. Active-Duty Military or Spouses/Domestic Partners

Pursuant to Business and Professions Code section 114.3, the Bureau shall waive renewal requirements for California-licensed appraisers who are members of the United States Armed Forces on active-duty status.

1. Waiver of Renewal Requirements:

Renewal requirements waived during the period of active-duty status include:

- Renewal fees;
- Continuing education requirements; and
- Any other renewal requirements as determined by the Bureau.

2. Eligibility Requirements

To qualify for a renewal waiver, the licensee must:

- Hold a current and valid California appraiser license; and
- Provide written documentation substantiating active-duty status (e.g., military orders).

3. Submission Requirements

To request a waiver, the licensee must submit:

- A completed [REA 3012- License Renewal Application](#) ;
and
- Written documentation verifying active-duty status.

“Active duty” status refers to full-time duty in the active military service of the United States for members of all branches of the United States Armed Forces.

4. Duration of Waiver

Renewal requirements are waived only for the period during which the licensee is on active-duty status. The licensee must notify the Bureau within sixty (60) days of receipt of a notice of discharge date. (Business and Professions Code section 114.3(e))

5. Practice Restrictions

Licensees granted a renewal waiver may not engage in private appraisal practice (i.e., practice not affiliated with military service) unless all renewal requirements have been completed and the license is current and in good standing.

Licensees who continue to practice solely under military service may do so under a “Military Active” status. The United States Armed Forces may consider this status restricted and may require completion of all renewal requirements for unrestricted practice.

6. Spouses or Domestic Partners of Active-Duty Military Members

The Bureau shall expedite the licensure process for applicants who:

- Hold a current appraiser license in another state; and
- Are married to, in a domestic partnership with, or in another legal union with an active-duty member of the United States Armed Forces assigned to a duty station in California.