



Name _____

Address _____

City _____

State _____

Zip Code _____

Info to renew online is below. To renew by mail - please return this entire page to the address above after answering all questions on the form. Be sure to enclose the renewal fee of \$190.00. Checks should be payable to: "Indiana Professional Licensing Agency". Please include \$50.00 late fee if postmarked after 6/30/2012.

Certified General/Certified Residential Appraiser Renewal Form

	DATE DUE	RENEWAL FEE	<p>I wish to have my license status remain the same as indicated on this application. I wish to have my Active license placed into Inactive status.</p> <p><u>SINCE YOU LAST RENEWED YOUR LICENSE:</u> (if yes to any question, attach details of action taken)</p> <p>1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined <i>or</i> are formal charges pending? (circle YES or NO) YES NO</p> <p>2. Have you been denied a license, certificate, registration, or permit in any state? (circle YES or NO) YES NO</p> <p>3. Have you been convicted of or pled guilty to a violation of a federal or state law <i>or</i> are criminal charges pending? (circle YES or NO) YES NO</p> <p>4. You may not renew your license until you have completed the required continuing education. Have you completed the continuing education required to renew your license? YES NO</p> <p><u>You must sign and date below. By signing this form, you are attesting that the information on this renewal is true and correct and that you have met all required continuing education hours if applicable. This form will be returned if it is not correctly completed which will delay the renewal.</u></p>
	06/30/2012		
	LICENSE NUMBER	CURRENT STATUS	
HOME ADDRESS CORRECTION:			
Signature _____			Date _____
			Email Address _____

- **Renew Online:** Go to www.pla.in.gov and select the License Express link. Your Login ID is your primary license number. Password is the last four digits of your social security number. You can update your address and other demographic information during the renewal or any other time by logging in to your records online.
- **Tax Lien Information:** If a tax protest has been recorded on your license according to the Indiana Department of Revenue, your license may not be renewed until this agency receives written confirmation that the tax protest has been removed by the Indiana Department of Revenue.
- **Active Status:** If your current license status is "Active", and you wish to renew under that same status, you must have completed twenty-eight (28) hours of continuing education from Real Estate Appraiser Licensure and Certification Board approved sponsors pursuant to IC 25-34.1-3-8(g) and 876 IAC 3-5-1. If you hold an "Active" license and have not completed the continuing education requirements necessary to renew the license in "Active" status, you must renew your license under the "Inactive" status.
- **Inactive Status:** If your current license status is "Inactive", you must renew the license under that same status. If you wish to change the status from "Inactive" to "Active", you will need to contact the Indiana Professional Licensing Agency and request an Application for Reactivation of Inactive Real Estate Appraiser License AFTER you have renewed the license under the current "Inactive" status. Under "Inactive" status, you are not required to complete the continuing education requirements and the Board will hold your license. You may *not* practice as a real estate appraiser while under this license status. To activate an inactive license, you must obtain twenty-eight (28) hours of qualifying continuing education, which must include a seven (7) hour course covering the updates to the Uniform Standards of Professional Appraisal Practice (USPAP).
- **Name Changes** must include a copy of a legal change document (marriage license, divorce decree, new social security card) and may be mailed to the address above or emailed to pla9@pla.in.gov. **Be sure to include your license number.**
- If you have questions, please feel free to contact the Real Estate Appraiser Board by email at pla9@pla.in.gov.