

2023-2024 RENEWAL ONLINE APPLICATION CHECKLIST

*** PLEASE DO NOT SUBMIT THIS PAGE WITH THE APPLICATION ***

► **ONLINE APPLICATIONS MUST BE FULLY COMPLETED, NO EXCEPTIONS**

1. COMPLETE EVERY SECTION
2. ANSWER ALL QUESTIONS

► **PROVIDE CERTIFICATE COPIES FOR 14 HOURS OF CONTINUING EDUCATION**

1. **NOTE:** EDUCATION PROVIDERS DO NOT SUPPLY YOUR CERTIFICATES TO THE BOARD (CERTIFICATE COPIES ARE THE RESPONSIBILITY OF THE APPLICANT)
2. CERTIFICATES MUST BE DATED ON, OR AFTER, OCTOBER 1, 2022
3. COURSES MUST BE WEST VIRGINIA APPROVED (REFER TO *EDUCATION* TAB ON THE BOARD'S WEBSITE TO VERIFY WHICH COURSES ARE APPROVED)
4. DO NOT RESUBMIT A COURSE THAT WAS SUBMITTED FOR THE 2020, 2021, OR 2022 RENEWAL CYCLE (*TRACKING INDIVIDUAL COURSES IS THE RESPONSIBILITY OF THE APPLICANT*)
5. THE WV APPRAISAL LAW COURSE MUST BE TAKEN EVERY 4 YEARS, AND IS IN ADDITION TO THE REQUIRED 14 HOURS OF CONTINUING EDUCATION
6. LICENSES AND PERMITS ISSUED AFTER 4.1.2023 ARE EXEMPT FROM PROVIDING CONTINUING EDUCATION

► **PROVIDE A PHOTO TAKEN WITHIN LAST 12 MONTHS**

1. PHOTO MUST HAVE BEEN TAKEN WITHIN THE LAST 12 MONTHS
2. **NOTE:** THE BOARD WILL NOT ACCEPT PREVIOUSLY PROVIDED PHOTOS OR COPIES OF A LICENSE/ID CARD

► **IF RENEWING FROM AN INACTIVE STATUS:**

1. YOU MUST INCLUDE AN INACTIVE STATUS REQUEST, \$120 FEE, AND 14 HOURS OF CONTINUING EDUCATION

► **ONLINE PAYMENT:**

1. ONCE AN ONLINE PAYMENT IS MADE, YOU WILL NEED TO GO BACK TO THE APPLICATION. SUBMIT IT BY CLICKING *SAVE AND SUBMIT*. IF THE APPLICATION STATUS SHOWS "PENDING," IT HAS BEEN SUBMITTED.
2. IF SOMEONE IS PAYING ON YOUR BEHALF, YOUR NAME MUST BE ENTERED IN THE CUSTOMER NAME SECTION ON THE STATE TREASURY WEBSITE. THIS ENSURES THE PAYMENT IS APPLIED TO YOUR APPLICATION.

PLEASE NOTE: IF YOUR LAST RENEWAL WAS NOT COMPLETED SUCCESSFULLY, THE BOARD WILL REQUIRE THE MISSING ITEMS FOR THAT RENEWAL CYCLE PRIOR TO PROCESSING THE 2023-2024 APPLICATION.

*** INCOMPLETE APPLICATIONS DELAY PROCESSING, AT NO FAULT OF THE BOARD ***