



**Continuing Education (CE)
Hand-Out**

Biennial Renewal Period	Certificate Expiration Date After Renewal	When You Should Complete CE Activity	Required Courses (Included to the minimum required number of hours*)
06/30/2015 – 06/30/2017	06/30/2017	07/01/2013 to 06/30/2015	7-hour National USPAP Update Course (Board Approved)
06/30/2017 – 06/30/2019	06/30/2019	07/01/2015 to 06/30/2017	7-hour National USPAP Update Course (Board Approved)
06/30/2019 – 06/30/2021	06/30/2021	07/01/2017 to 06/30/2019	7-hour National USPAP Update Course (Board Approved)
06/30/2021 – 06/30/2023	06/30/2023	07/01/2019 to 06/30/2021	7-hour National USPAP Update Course (Board Approved)
06/30/2023 – 06/30/2025	06/30/2025	07/01/2021 to 06/30/2023	7-hour National USPAP Update Course (Board Approved)

Length of Certification	Minimum Hours Required	Allowable Online Hours
Licensed for less than 185 Days	0; See FAQ	-
Licensed for at least 185 Days, but less than 24 months	*14 total, including completion of a 7-hour National USPAP Update Course	Up to 7 can be online
Licensed for 24 months or more	*28 total, including completion of a 7-hour National USPAP Update Course	Up to 14 can be online

Fees Related to Continuing Education/Renewal	
Biennial Renewal Fee	\$ 1050
Prorated Renewal Fee (If licensed <185 Days)	\$ 525
Federal Registry Fee	\$ 80 (\$40 per calendar year)
Continuing Education Course Approval Fee	\$ 400

(See reverse side for Frequently Asked Questions)
FAQ's:

1.) Q: Where can I find the renewal application?

A: You can download the paper application form on our website here:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateAppraisers/Applications.aspx>

Please be aware that paper renewal application processing may take up to 4-6 weeks. You are highly encouraged to renew your certificate online. However, if it is your first time to renew, you would have to submit a paper renewal application.

Beginning from the 2017-2019 Renewal Period, you may now renew your certificate online on our website here: <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateAppraisers.aspx>

You will receive an email confirmation after you have successfully renewed your certificate. You can also verify the status of your certificate on the Division's license search website here:

<https://www.commerce.alaska.gov/cbp/Main/Search/Professional>

Please note that a hard copy of your license will not be mailed to you after a few days after you renew.

2.) Q: I tried to renew online, but when I typed my certificate number, I got an error message, saying that my certificate number is invalid. What should I do?

A: Valid certificate numbers may or may not include four alpha characters. If you have an alpha-numeric certificate number, you must enter all characters in order to renew online. Example: APRG4

3.) Q: Am I required to submit continuing education certificates with my renewal application?

A: No, please only submit certificates if you have been notified of a random audit of your continuing education activity.

4.) Q: What if I am audited?

A: If selected for an audit of your continuing education activity, you will be sent a letter requesting certificates of all activity used to satisfy the renewal requirements. The certificates must be received by our office within 30 days subsequent to the date of the notice.

5.) Q: I have been certified for less than 185 days. Am I required to submit continuing education activity?

A: No, you are not required to complete any hours of continuing education. Please refer to the first table on the reverse side of this document for guidance on when to participate in continuing education activity.

6.) Q: How do I search for Board-approved continuing education activity?

A: You can search it through the Division of Corporations, Business and Professional Licensing's Website here: <https://www.commerce.alaska.gov/cbp/ContinuingEducation/Sponsor>

You may also find it on the Alaska Board of Certified Real Estate Appraisers Board website:

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/RealEstateAppraisers.aspx>

You can search by course provider, title, or course.

7.) Q: How many hours of continuing education may I take online?

A: You may take up to half the required hours online depending on the length of your certification.

8.) Q: I am interested in taking a course, but it is not listed on the website of Board-approved courses. How can I participate in this course and earn credit?

A: You may contact the provider of the course/seminar/conference, and request that they submit a continuing education course approval application that can be downloaded here:

<https://www.commerce.alaska.gov/web/portals/5/pub/apr4292.pdf>

Please note that the course must be approved by the Board prior to the re-certification date.

9.) Q: I instructed and/or facilitated a course and would like to earn credit for this—is this possible?

A: Yes, the Board—on an individual basis—may award up to 10 hours of continuing education credit for nonstudent participation in a course that relates to real estate analysis or real property appraisal theory, practice, or technique. “Nonstudent participation” includes teaching, program development, and preparation for textbooks, monographs, articles, and other instructional materials. Please note that the course should still be approved by the Board.

10.)Q: If I mail out my renewal application on June 30th, but it does not arrive to the office of the Board until a later date, will my renewal be considered late?

A: As long as the postmark date of your renewal application is on or before June 30th, your renewal form will not be considered late. That is why you are encouraged to renew your certificate online, which will be a more efficient way for your certificate renewal.

11.)Q: Can I still renew my license after it has lapsed?

A: You may apply for a late renewal, but you would have to submit additional documents such as a letter of explanation for the delay of your certificate renewal, as well as copies of certificates documenting completion of continuing education.