

REAL ESTATE APPRAISER & TRAINEE RENEWAL REQUIREMENTS

Please note there is no online renewal process for appraisers because of the requirement to submit hard copy CE completion certificates. Renewal applications will be mailed out on November 5th. If not received shortly thereafter we may not have your current mailing address. Please email us with the correct address at: appraiser@dcca.hawaii.gov.

To renew for the January 1, 2024 - December 31, 2025 license period, all appraisers must:

- 1. Demonstrate possession of the requisite hours of continuing education ("CE"); and**
- 2. Provide evidence of having taken a 7-hour National Uniform Standard of Professional Appraisal Practice ("USPAP") update course or its equivalent during the renewal period. The 15-hour USPAP course cannot be used to fulfill this requirement.**
- 3. All CE used to renew for this period must have been completed after December 31, 2021.**

The requisite hours of CE are as follows:

- Appraisers receiving their **first license or certificate** (new license or certificate including endorsement; not upgrade) **from** January 1, 2022 to December 31, 2022 or those **renewing existing credentials** (licensed prior to January 1, 2022) must provide proof of **28 hours** of CE.
- Appraisers receiving their **first license or certificate** (new license or certificate including endorsement; not upgrade) **from** January 1, 2023 to June 30, 2023 must provide proof of **14 hours** of CE.
- Appraisers receiving their **first license or certificate** (new license or certificate including endorsement; not upgrade) **after** June 30, 2023 **are not** required to submit any proof of CE hours.

NOTE:

The 7-hour USPAP update course **is included** in the total number of requisite hours mentioned above. A **15-hour USPAP course will not be accepted to fulfill either the USPAP requirement or the additional hours required to renew your license.**

All CE courses must be approved by Hawaii, another state or the Appraisal Qualifications Board (AQB). If you submit a course from another state, it is your responsibility to provide that state's course index or course approval number. CE hours may be completed via an internet course. Please click on the following hyperlink for Hawaii approved CE courses:

http://cca.hawaii.gov/pvl/programs/realestateappraiser/education_information/

Please click on the following hyperlink for AQB approved CE courses:

https://www.appraisalfoundation.org/iMIS/TAF/AQB_Active_Course_by_Organization.aspx

Reminder: All licensed and certified appraisers must take the 7-hour USPAP update course every two calendar years.