

# Accreditation Renewal Application

Email this completed form and proof of attendance to [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov).

Submit your application at least two weeks prior to your certificate expiration date.

Official use only	
Approved	Denied
Processed by:	

## 1 Your information

Name: \_\_\_\_\_ Accreditation #: \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

## 2 New hours

Year	Title	DOL approval #	Total/type	Apply amount
			CE GI	
			CE GI	
			CE GI	
			CE GI	
			CE GI	
			CE GI	
			CE GI	
			<b>A</b>	CE GI (3 max)

## 3 Carry over hours (optional)

Year	Title	Apply amount
		CE
		CE
		<b>B</b>
		CE (5 max) 0 GI (Ineligible)
		<b>A + B = 15</b>

## 4 Signature

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## Form guide

### Contact us

Email questions to [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov) or call 360-534-1361.

### Instructions

1. Go to the [Property Tax forms page](#) and save the newest version of this form. Previous versions will not be accepted.
2. In section 1, enter your information.
3. In section 2, report new pre-approved classes completed within the last two years.
4. In section 3, report up to five “carry over” hours (optional). General interest hours are ineligible.
5. From the hours reported in sections 2 and 3, allocate 15 hours towards your renewal.
6. Electronically sign and date the form.
7. Email the signed form with proof of attendance to [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov).

### Next steps

- We will send a response to you within 14 calendar days.
- Missing or inaccurate information may cause processing delays.
- Retain a copy of your Certificate of Accreditation Renewal and note the expiration date.
- First renewal? Remember to complete the 15-hour USPAP class within three years of being initially accredited to avoid account suspension.

## Frequently asked questions

### What is accreditation?

Accreditation is a legally required credential issued by the Department of Revenue (DOR) that authorizes individuals to determine real property values or conduct appraisals for Ad Valorem taxation purposes. It requires appraisers to:

- Adhere to state laws and rules.
- Administer programs uniformly and fairly.
- Conduct work according to industry standards.
- Stay current with legislative and administrative changes, as well as best practices.

To learn more, visit the Property Tax Resource Center [Education](#) and [Accreditation](#) program pages.

### How do I check my accreditation status?

Visit the [Accredited appraiser search page](#).

### How do I determine if I am eligible to renew?

Only use this form if ALL of the following applies:

- Over the last two years, you earned a minimum of 15 continuing education (GE) and general interest (GI) hours from pre-approved classes.
- The classes you completed in the last four years do not cover the same or similar content, regardless of sponsor or title. Some exceptions include:
  - o Uniform Standards of Appraisal Practice (USPAP) 7-Hour Updates.
  - o West Puget Sound Chapter IAAO Spring Seminar.
  - o Real Estate Research Market Forum.
  - o Appraisal Institute’s Real Estate Conference.
- Your certification is either currently active or has been expired for less than two years.

### When should I submit my application?

Every two years, at least two weeks prior to your current active certificate expiration date.

### When must I take my pre-approved classes?

Pre-approved classes must be taken during the last two years of your previous certification period, assuming no gaps between renewals. For example, if your renewal period is from 2022 to 2024, with an anniversary date of July 1, credits must be earned between July 1, 2020, and July 1, 2022.

### How do I know if my trainings are pre-approved?

Classes listed on the Department of Licensing (DOL) [Course search page](#) and [DOR Property Tax calendar](#) are pre-approved. [Other training sponsors](#) may also offer classes eligible for continuing education or general interest credit. Prior to attending a non-DOL or non-DOR class and applying for accreditation renewal, use [Form 64 0094](#) to request course pre-approval.

## How do I prove my attendance?

Provide a certificate of completion or other documentation for each reported class, such as a test score or email from the presenter.

## What is the difference between CE and GI hours?

CE hours are for appraising classes. GI hours cover all other related topics, mainly administrative.

## What are “carry over” hours?

Carry over hours are pre-approved class credits from the previous renewal period that were reported, but not applied. For example, you earned 20 CE hours for the 2022-2024 renewal and only applied 15. The remaining 5 hours may be applied to the 2024-2026 renewal, only if your accreditation has been expired for less than two years.

## My certification is expired. May I still renew?

Yes, but the form to use depends on your lateness.

Less than two years expired: use this form

([Form 64 0083](#)). For example, if your certification

expired on July 1, 2022, and you apply on

November 7, 2023, you are 16 months overdue.

You can renew until June 30, 2024, the day before

the end of the certification period that would have

been in effect had the renewal been completed

timely (July 1, 2022, to July 1, 2024).

More than two years expired: use [Form 64 0081](#)

and report 30 CE hours. Carry over hours cannot be

used. For example, if your certification expired on

July 1, 2022, and you apply on July 3, 2024, you are

two years and three days overdue.

In both cases, the timeframe for eligible classes

shifts to the two years immediately prior to your

renewal request, reducing the pool of eligible

classes. In the first example, if applying on

November 7, 2023, eligible credit must be earned

between November 7, 2021, and November 7, 2023,

which causes a loss of 16 months of credit eligibility

compared to the original period of July 1, 2020, to

July 1, 2022.

In the second example, if applying on July 3, 2024,

credit must be earned between July 3, 2022, and

July 3, 2024, which causes a loss of two years of

credit eligibility.

## What happens if I renew late?

Your accreditation status will be suspended.

Training time, money, and other related resources could be wasted because the classes that would have been eligible to be reported, if done so timely, may now fall outside of the required time period they were supposed to be taken in relation to the application date. However, there is a significantly greater risk to consider—the appraisal work performed during the lapsed certification period could be legally challenged and questioned by taxpayers.