

# Accreditation Renewal Application

Official use only

Approved

Denied

Please submit your application at least two weeks prior to your certificate expiration date. Only emailed forms will be accepted. Prior form versions will be rejected. Providing missing or inaccurate information may cause processing delays.

Before completing fields, please save this form to your computer to enable the electronic signature feature.

## Are you eligible to apply?

Only use this form if ALL the following applies:

I have read [WAC 458-10-050](#), the continuing education requirements for accreditation renewals.

My certification is still active or has been expired for less than two years. If expired longer, renew with [Form 64 0081](#) and report 30 continuing education (CE) hours.

During the last two years, I earned a minimum of 15 CE and general interest (GI) hours from pre-approved trainings offered by:

- Department of Revenue's Property Tax Division (DOR).
- Washington State Association of County Assessors (WSACA).
- Department of Licensing (DOL).
- International Association of Assessing Officers (IAAO).
- McKissock, Appraisal Institute, or like sponsors.

My non-DOR/WSACA trainings have DOL pre-approval numbers like A22002571 or AP4124. If you cannot find your class on DOL's [Course search webpage](#), complete [Form 64 0094](#).

I can submit proof of attendance for each training such as a certificate, exam results, or roster.

The trainings I completed during the last four years do not have the same or similar content, regardless of sponsor or title. The annual West Puget Sound Chapter IAAO Spring Seminar is the exception to this rule.

## Your information

Name:

Mailing address:

City:

State:

Zip:

Employer:

Phone:

Email:

Accreditation #:

Initial issue date:

**Uniform Standards of Appraisal Practice (USPAP) completed:**

*Must complete within three years of this date.* 

**Continued...**

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## New hours

Report completed pre-approved trainings earned during the last two years and the portion of hours to be applied.

		New hours	
Title	Year	Amount earned	Portion to apply
		CE GI	
		CE GI	
		CE GI	
		CE GI	
		CE GI	
		CE GI	
		CE GI	
		CE GI	
			<b>A (3 GI max)</b>

## Carry over hours (optional)

If Box A is less than 15 hours, up to five unapplied CE hours reported on the prior application from two years ago may be carried over.

		Carry over hours	
Title	Year	Amount earned	Portion to apply
		GI hours are not eligible for carry over.	CE
			CE
			<b>B (5 max)</b>

**A + B = 15**

## How to submit

Electronically sign/date and email form to [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov). Attach proof of attendance.

Signature: