

On May 14, 2020, the Appraisal Board voted to adopt the following deadline extensions under emergency rule 21 NCAC 57B .0615 and go into effect May 22, 2020.

TITLE 21 – OCCUPATIONAL LICENSING BOARDS AND COMMISISONS

CHAPTER 57 - APPRAISAL BOARD

Rule-making Agency: *Appraisal Board*

Rule Citation: *21 NCAC 57B .0615*

Effective Date: *May 22, 2020*

Findings Reviewed and Approved by the Codifier: *May 14, 2020*

Reason for Action: *On May 4, 2020, the Governor of North Carolina signed into law Session Law 2020-3, entitled, "An Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (COVID-19) Crisis." Section 4.38 of SL 2020-3, entitled, "Authorize State Agencies to Exercise Regulatory Flexibility During the Coronavirus Emergency in Order to Protect the Economic Well-Being of the Citizens and Businesses of the State," requires that if a State agency determines that, due to the impacts of the coronavirus, it is in the public interest, including the public health, safety, and welfare and economic well-being of the citizens and businesses of the State, the agency shall take certain steps, as set forth in Section 4.38(b). The NC Appraisal Board has made the determination that due to the impacts of the coronavirus, it is in the public interest, including public health, safety, and welfare and the economic well-being of its licensees to take the steps set forth in this emergency rule to delay collection of renewal fees, modify continuing education requirements and allow for extensions of time to take the licensing examination. Section 4.38(e) authorizes the Board to adopt this emergency rule without commencing temporary rule making.*

SUBCHAPTER 57B - REAL ESTATE APPRAISAL EDUCATION

SECTION .0600 - CONTINUING EDUCATION COURSES

21 NCAC 57B .0615 EMERGENCY PROVISIONS FOR EXTENSION OF RENEWAL PERIODS AND PAYMENT OF RENEWAL FEES AND QUALIFYING EDUCATION, CONTINUING EDUCATION AND LICENSING EXAMINATION

Due to the current State of Emergency in North Carolina and the United States, the North Carolina Appraisal Board is taking the following action:

- (1) The deadline to pay the renewal fee for all current licensees, including registered trainees, licensed and certified appraisers, and registered appraisal management companies, shall be extended until September 30, 2020, and no late fee shall be charged if the renewal fee is paid no later than that date.
- (2) An appraiser licensee applicant for renewal shall not submit an application for renewal until receipt by the Board of the roster that the applicant has completed the current version of the seven hour USPAP continuing education course, as required by 21 NCAC 57A .0204(d).
- (3) No other deadlines shall be extended for payments of any other late fees or for late renewals or reinstatements of licenses, as set forth in G.S. 93E-1-7(c), G.S. 93E-2-6(b), and Rules 21 NCAC 57A .0206 and 57D .0203, except the extension for payment of the renewal fee for current licensees until September 30, 2020 set forth in this rule.
- (4) Until June 30, 2020, schools and course sponsors for qualifying education courses and continuing education courses shall cancel or suspend all in-person courses. After that time, in-person courses may resume, so long as the course is conducted in compliance with all requirements set forth in the Governor's Executive Orders.

- (5) Until September 30, 2020, schools and course sponsors may offer remote distance learning for continuing education courses. In order to offer remote distance learning, the school shall provide to the Board documentation that it has met the following requirements prior to the course taking place:
 - (a) The educational offering under consideration is currently approved for traditional classroom presentation;
 - (b) The platform utilized for distance education is live and interactive;
 - (c) The instructor verifies photo identification of the students; and
 - (d) The instructor maintains an attendance roster, which includes verifying 100 percent classroom attendance by, for example, taking attendance at various established times during the course.
- (6) Until September 30, 2020, schools shall allow students to make-up qualifying education course hours by attending another course that is equivalent to the original course offered by the same school. The make-up hours attended by the student shall be for the same content that the student missed.
- (7) Until September 30, 2020, schools and course sponsors may offer remote distance learning for qualifying education courses, as long as the qualifying education courses are approved in accordance with Sections III D.3 and III.F.6 of the AQB criteria.
- (8) All other Board rules that apply to continuing education or qualifying education that do not conflict with this Rule are in effect and enforced by the Board.
- (9) An appraiser licensee applicant who is unable to take the licensing examination within one year pursuant to 21 NCAC 57A .0301, due to illness or the testing service locations being closed shall make a written request to the Board. The Board shall grant appraiser licensee applicants an extension to take the licensing examination.

History Note: Authority G.S. 93E-1-6; 93E-1-7; 93E-1-8; 91E-2-6; S.L. 2020-03, s. 4.38; Emergency Adoption Eff. April 1, 2020; Emergency Adoption Eff. May 22, 2020 to expire pursuant to S.L. 2020-3, s. 4.38.(e).

How does an appraiser renew and what does this extension mean?

Go to the NC Appraisal Board's homepage, www.ncappraisalboard.org, and click on Renew Online or Renew by Mail.

While the Board is pleased to afford an extension to renew to current licensees during this time, the Board does want appraisers to be aware that this may create situations with clients, AMCs, and lenders that the Board has no control over. A client may have a database showing when their vendors licenses renew, and it is not updated until they receive renewal information from the appraiser. This may inadvertently cause an appraiser to be dropped from receiving orders or require a response from a client who believes a license has lapsed. In order to prevent such complications, the Board strongly encourages licensees to renew on time if possible. While your current license will remain active until September 30, 2020, **you will not receive an updated pocket card with a new expiration date until you renew your license.**

Option 1: Complete the required 2020-2021 7 Hour USPAP Update and pay on or before June 30, 2020 to avoid any unknown complications.

Option 2: If you do not renew on or before June 30, 2020, the expiration date on your license will automatically be extended until September 30, 2020. If you are on the

national registry as of June 30th, you will remain active on the registry until September 30, unless renewed.

At this point, you are still required to complete your CE before you can renew. The CE must be completed and uploaded by the sponsor into your record in order for you to be eligible to renew. Once you complete the course, the sponsor has 15 days to report your CE to the Board.

This extension does not apply to those licensees that are currently lapsed or expired and does not grant an extension for reinstatement applications these still must be received by June 1.

Will I be charged late fees?

The Board will not collect any late fees during July, August and September. Anyone that renews after September 30 will begin paying the \$10 per month late fee and their license status will be changed from active to lapsed.

I have not completed CE yet; can I still renew?

No. You cannot renew your license until you have completed the 2020-2021 7 HR USPAP Update. The course must be reported to the Board and showing in your CE record before you can renew. It is important to note that course sponsors have 15 days to report your course completion to the Board. The 15 Hour USPAP course does NOT satisfy the requirement for the 7 Hour USPAP course.

All Board approved CE is listed on the Board website and must be reported to the Board by the course sponsor. Do NOT send course completion certificates for Board approved CE to the Board.

I am an Out of State licensee, what are my requirements?

Out of State licensees are still required to show that they have completed the 2020-2021 7 Hour USPAP Update. If you complete the course through a Board approved sponsor, you should have the sponsor report your course completion to the Board. If the course was taken from a sponsor not on our approved list, you may submit the Affidavit form to the Board. All Out of State licensees were emailed the affidavit form in early April. If you need another form, you may request one from the Board by emailing ncab@ncab.org.

How much is the renewal fee?

The renewal fee is \$200.00. Those that are eligible and would like to join the National Registry may do so by paying an additional \$60.00.

Will I get a receipt?

If you pay online, yes. Those that mail in their payment and need a receipt must request a receipt by emailing the Board at ncab@ncab.org.

Can I pay my renewal fee by check?

Yes. Please do NOT submit the renewal form and check to the Board unless you have completed the required CE and verified that the sponsor has reported it to the Board by using the licensee login link to check your CE record. Sponsors have 15 days after course completion to report CE to the Board. All checks must be accompanied by the signed renewal form to be processed. Renewals received from licensees who have not completed the 7-Hour USPAP Update will be returned.

Can I call the Board office and pay by phone?

No. For security reasons, we will not accept payment by phone.

Can I come to the Board office and pay in person?

Not at this time. As of March 27, 2020, the Board office is closed to the public due to the COVID-19 pandemic. The Board office remains closed to the public during Phase 2, but essential staff will continue to come in to check the mail and process applications and renewals that cannot be handled remotely.

Will the Board mail me a new pocket card?

No. Once your renewal has been processed, you may download your new pocket card from the licensee log in section.

How will this affect the National Registry?

Anyone who has not renewed as of July 1, 2020 will have their expiration date, on the National Registry changed to September 30, 2020. If you do not renew by that date you will become lapsed as of October 1, 2020. Please note that the registry is not updated in real time. The Board must send a report to the registry before it is updated.

What should I put as the license expiration date on my appraisal report?

Until June 30, 2020, or until you renew, you should have June 30, 2020 as the expiration date of your license/certification. Beginning July 1 if you have not renewed, you can put September 30, 2020. There will be a letter posted on the website, from the Executive Director, explaining that 2019-2020 licenses remain current through September 30, 2020 unless renewed before then. Staff suggests you reach out to your clients and provide them a copy of this letter before issuing reports with a September 30th license expiration.

I have questions about renewal. Where do I go for help?

If you have any questions about the renewal process, please send an email to ncab@ncab.org.

Appraisal Management Companies

How does an AMC renew and what does this extension mean for AMCs?

Go to the NC Appraisal Board's homepage, www.ncappraisalboard.org, and download the AMC Renewal Application found under the forms tab. Complete your application and mail it to the Board with the appropriate documents and fees. Please note that we do not currently have online renewals for AMCs.

Option 1: Renew your registration on or before June 30, 2020, this will renew your license until June 30, 2021 and place you on the AMC National Registry as of July 1, 2020 if your AMC qualifies to be on the National Registry. The Board strongly recommends renewing on time in order to avoid any unknown complications with clients.

Option 2: If you do not renew on or before June 30, 2020, the expiration date on your registration will automatically be extended until September 30, 2020. The Board will not collect any late fees during July, August and September. AMCs that renew after September 30 will begin paying the \$20 per month late fee and their status will be changed from active to lapsed. If you fail to renew your registration by December 31, 2020, it will permanently expire. It will then become necessary for a new application for registration with all required attachments to be submitted in order to do business in North Carolina.

While your current registration will remain active through September 30, 2020, **you will not receive an updated license with a new expiration date or be added to the National Registry until you renew your registration.**

Course Providers

What does this extension mean for course providers?

The prohibition for in class courses has been extended from May 30, 2020 to June 30, 2020. After this date, providers may offer in class courses as long as they comply with any current Executive Order from the Governor.

Continuing Education Providers – Pursuant to Board Policy, sponsors may offer remote distance learning for continuing education courses through December 31, 2020. Sponsors must submit the Request for Virtual Course Approval Form and meet the following requirements prior to the course taking place:

1. Course is currently Board approved for traditional classroom presentation.
2. Platform being utilized is live and interactive. The instructor must be able to see the student and the student must be able to see the instructor. The student and instructor must be able to interact either over the video or a chat/message function.
3. Instructor is verifying photo identification of the students.
4. Instructor maintains attendance roster, which includes verifying 100% classroom attendance by, for example, taking attendance at various established times during the course.

For those that have already received Board approval for Virtual Course offerings, please update the Board with any changes to courses and/or schedules as soon as possible.

Qualifying Education Providers - Sponsors may offer remote distance learning for qualifying education courses if the qualifying education courses are approved in accordance with Sections III D.3 and III.F.6 of the AQB Criteria. This includes Basic Appraisal Principles, Basic Appraisal Procedures and the 15 HR USPAP course. If you wish to offer these courses online, you must submit a new application and be sure to include the current IDECC/AQB approval letters. Students do not have to complete the course by December 31, only be registered by December 31, 2020.