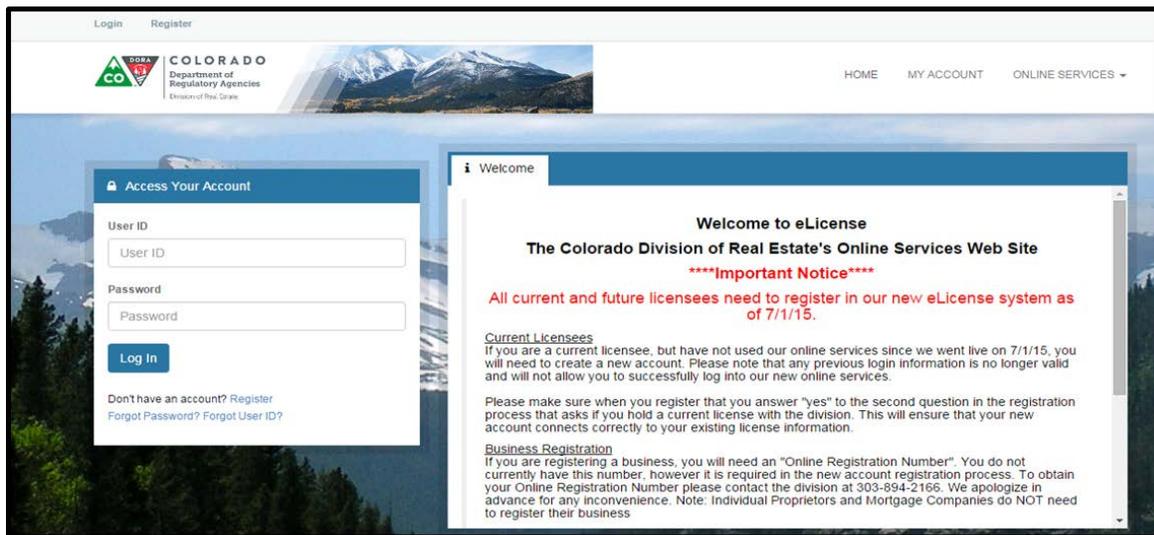


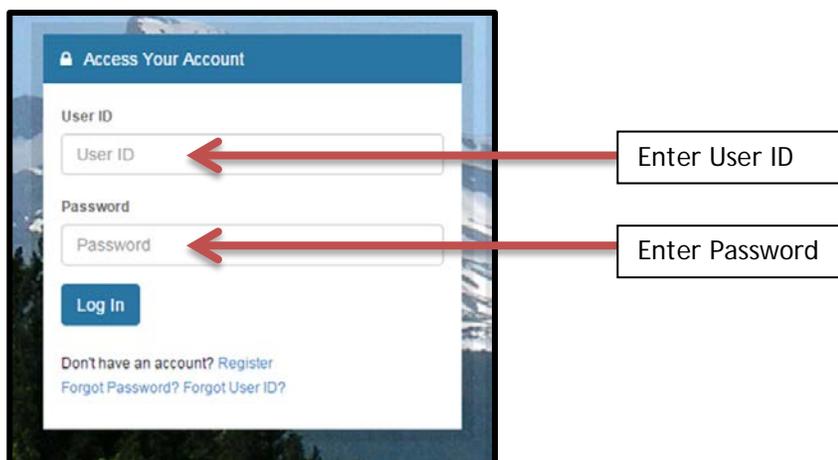
## USPAP Audit Instructions

Please follow the step-by-step instructions below.

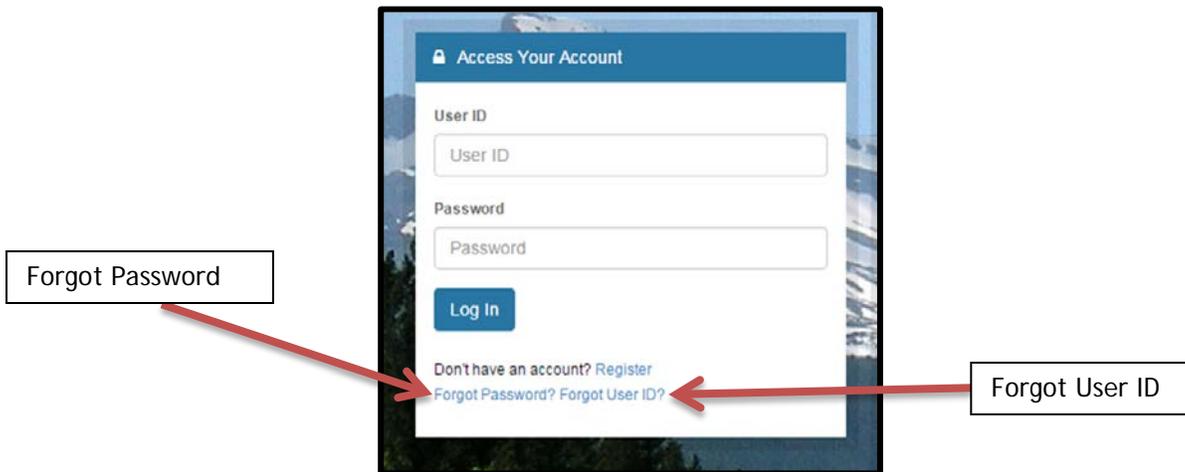
1. Go to the Division's [new licensing web portal](#) to access your online account.



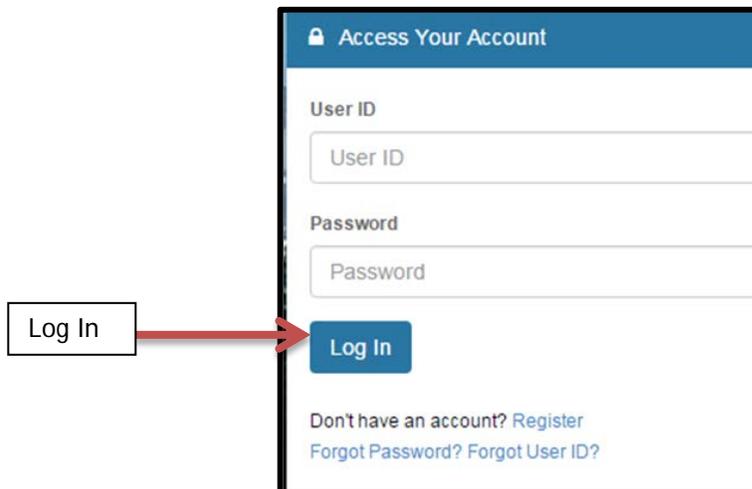
2. Enter your User ID and Password.



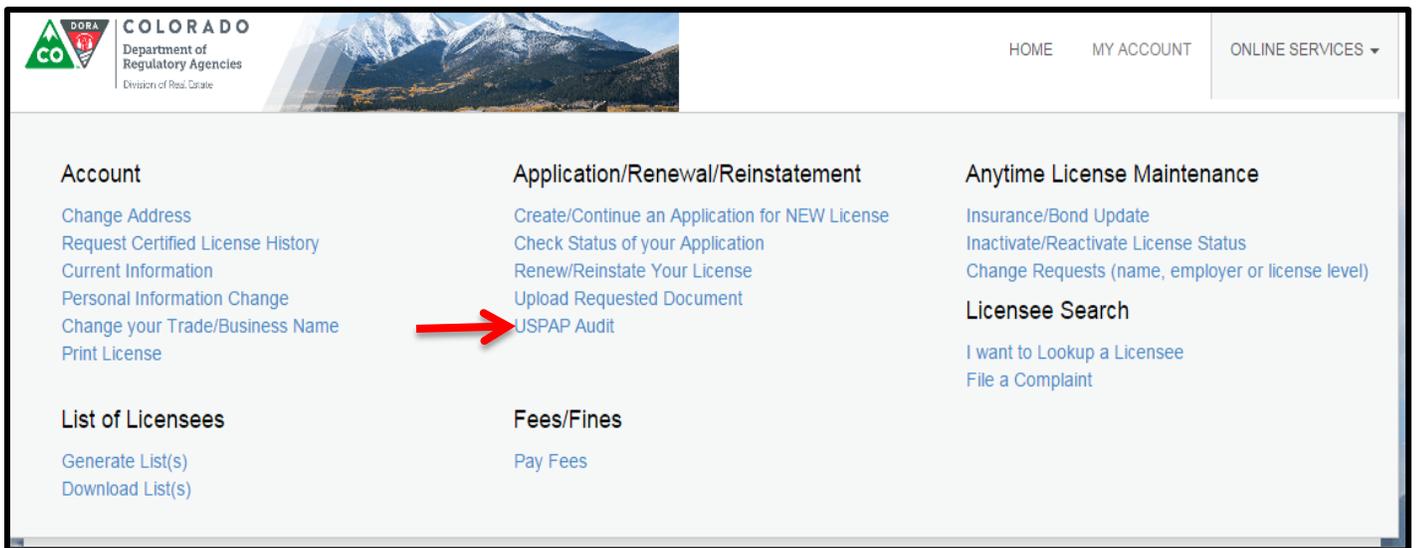
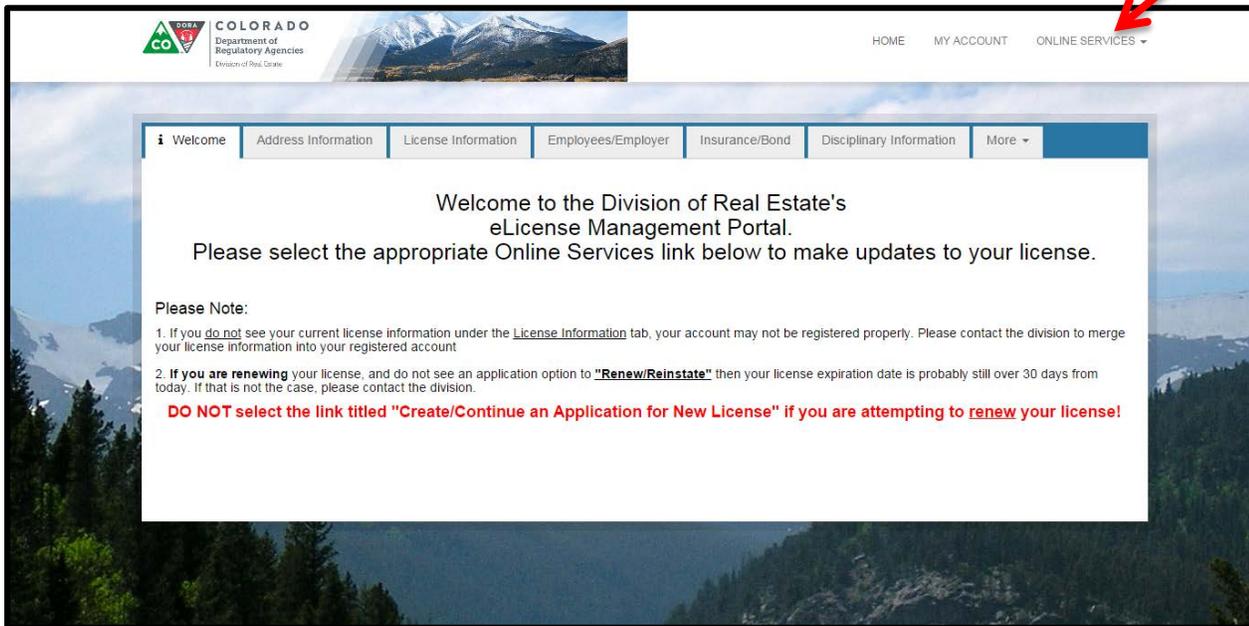
If you forgot either your User ID or password, click on “Forgot User ID” or “Forgot Password” under the “Log In” button.



3. Once you have entered your User ID and Password, click the “Log In” button.



- 4. Go to "Online Services" and choose/click the "USPAP Audit" link under the "Application/Renewal/Reinstatement" heading.



5. Click "Start" to USPAP Audit.



6. Complete USPAP Audit.  
Please answer Questions 1-3 and then click "Next".

A screenshot of the "National USPAP Audit" form. The header is blue with the text "National USPAP Audit". Below the header, it says "Fields marked with an asterisk \* are required." and "Please note:" followed by three numbered instructions. Question 1 is a dropdown menu with "- select one -" and an asterisk. Question 2 is a text input field with an asterisk and the instruction "Please indicate the number of credits earned. If you elect the pay the noncompliance fee you MUST enter 0 as the number of USPAP credits for this renewal." Question 3 is a file upload section with the instruction "Please upload a copy of your current USPAP certification." and a "Choose File" button. At the bottom, there are "Previous", "Next", and "Save Progress and Close" buttons.

7. To answer Question 1, select either USPAP Course Certificates or Pay Non Compliance Fee.

1. As a condition of renewing your license, you must complete one of the following options:

\* - select one -



CG.040008581

National USPAP Audit

**Fields marked with an asterisk \* are required.**

Please note:

1. The 7 hour National USPAP Course Audit is based on the date of the course completion not the USPAP Version.
2. The 15 hour USPAP cannot be used to substitute the 7 hour National USPAP Update Course.
3. Do not provide any other continuing education certificate to the Division.

1. As a condition of renewing your license, you must complete one of the following options:

\* - select one -

\* - select one -

2. Pay USPAP Course Certificates credits earned.

Pay non compliance fee

If you elect to pay the noncompliance fee you MUST enter 0 as the number of USPAP credits for this renewal.



or

National USPAP Audit

**Fields marked with an asterisk \* are required.**

Please note:

1. The 7 hour National USPAP Course Audit is based on the date of the course completion not the USPAP Version.
2. The 15 hour USPAP cannot be used to substitute the 7 hour National USPAP Update Course.
3. Do not provide any other continuing education certificate to the Division.

1. As a condition of renewing your license, you must complete one of the following options:

\* - select one -

\* - select one -

2. Pay Pay non compliance fee credits earned.

If you elect to pay the noncompliance fee you MUST enter 0 as the number of USPAP credits for this renewal.



8. To answer Question 2, enter the number of credits earned if you selected USPAP Course Certificates. Otherwise, enter "0" for noncompliance.

**2. Please indicate the number of credits earned.**  
If you elect the pay the noncompliance fee you **MUST** enter 0 as the number of USPAP credits for this renewal.

\*



9. To complete Question 3, upload Current USPAP Certificate(s). To upload the certificate(s), click "Choose File" and then click "Upload Document". Repeat for multiple certificates. If you selected "noncompliance", click "Next" to complete USPAP Audit (skip to Instruction Step 10).

**3. Please upload a copy of your current USPAP certification.**

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

File types accepted: [bmp](#), [doc](#), [docx](#), [eml](#), [gif](#), [jpeg](#), [jpg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [xls](#), [xlsx](#), [zip](#)



National USPAP Audit

National USPAP Audit

Fields marked with an asterisk \* are required.

Please note:

- The 7 hour National USPAP Course Audit is based on the date of the course completion not the USPAP Version.
- The 15 hour USPAP cannot be used to substitute the 7 hour National USPAP Update Course.
- Do not provide any other continuing education certificate to the Division

1. As a condition of renewing your license, you must complete one of the following options:

\*

2. Please indicate the number of credits earned.  
If you elect the pay the noncompliance fee you **MUST** enter 0 as the number of USPAP credits for this renewal.

\*

3. Please upload a copy of your current USPAP certification.

No document(s) uploaded for this question.

Select a document to upload:

USPAP Certificate.JPG

File types accepted: [bmp](#), [doc](#), [docx](#), [eml](#), [gif](#), [jpeg](#), [jpg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [xls](#), [xlsx](#), [zip](#)




3. Please upload a copy of your current USPAP certification.

No document(s) uploaded for this question.

Select a document to upload:

Choose File USPAP Certificate.JPG

File types accepted: [bmp](#), [doc](#), [docx](#), [eml](#), [gif](#), [jpeg](#), [jpg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [xls](#), [xlsx](#), [zip](#)

Upload Document

3. Please upload a copy of your current USPAP certification.

No document(s) uploaded for this question.

Select a document to upload:

Choose File USPAP Certificate.JPG

File types accepted: [bmp](#), [doc](#), [docx](#), [eml](#), [gif](#), [jpeg](#), [jpg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [xls](#), [xlsx](#), [zip](#)

Upload Document

USPAP Certificate.JPG

Select a document to upload:

Choose File No file chosen

File types accepted: [bmp](#), [doc](#), [docx](#), [eml](#), [gif](#), [jpeg](#), [jpg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [xls](#), [xlsx](#), [zip](#)

Upload Document



### 10. Click "Next" to complete USPAP Audit.

National USPAP Audit

National USPAP Audit

**Fields marked with an asterisk \* are required.**

Please note:

1. The 7 hour National USPAP Course Audit is based on the date of the course completion not the USPAP Version.
2. The 15 hour USPAP cannot be used to substitute the 7 hour National USPAP Update Course.
3. Do not provide any other continuing education certificate to the Division.

1. As a condition of renewing your license, you must complete one of the following options:

\* USPAP Course Certificates ▾

2. Please indicate the number of credits earned.  
If you elect the pay the noncompliance fee you MUST enter 0 as the number of USPAP credits for this renewal.

\*

3. Please upload a copy of your current USPAP certification.

USPAP Certificate.JPG

Select a document to upload:

No file chosen

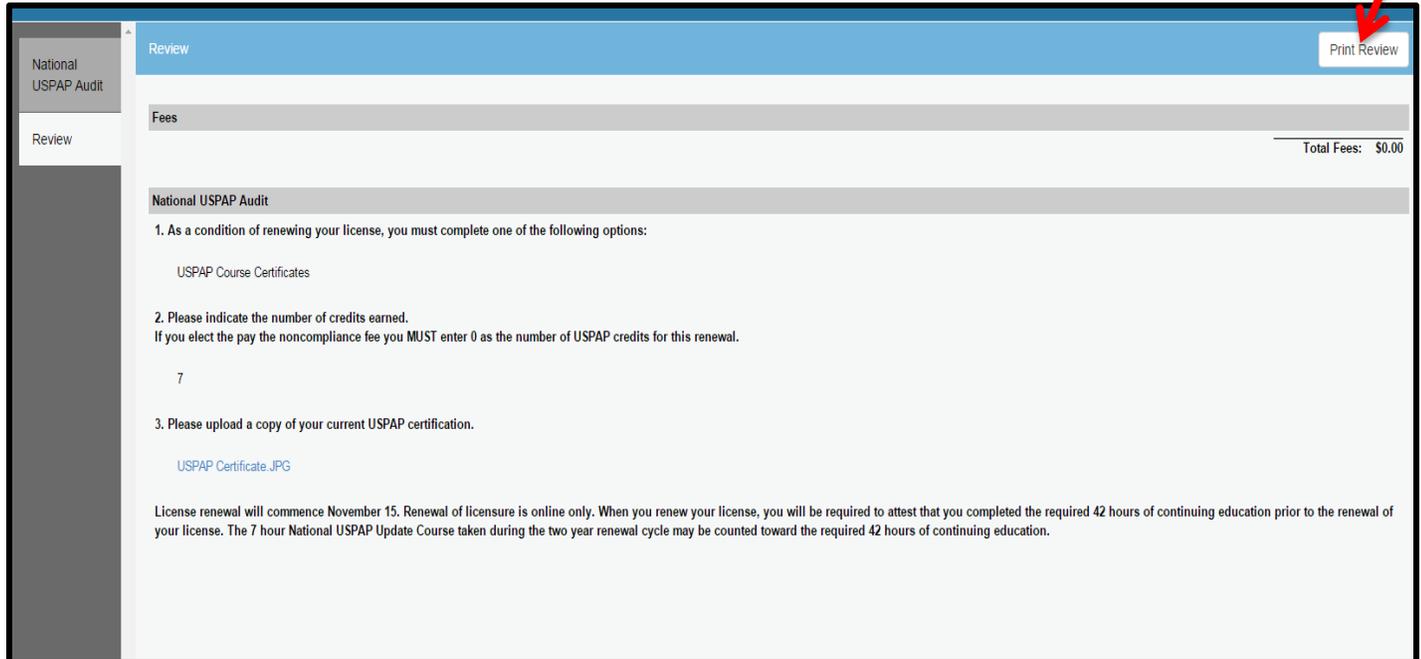
File types accepted: [bmp](#), [doc](#), [docx](#), [eml](#), [gif](#), [jpeg](#), [jpg](#), [pdf](#), [png](#), [rtf](#), [tif](#), [tiff](#), [txt](#), [xls](#), [xlsx](#), [zip](#)

License renewal will commence November 15. Renewal of licensure is online only. When you renew your license, you will be required to attest that you completed the required 42 hours of continuing education prior to the renewal of your license. The 7 hour National USPAP Update Course taken during the two year renewal cycle may be counted toward the required 42 hours of continuing education.

[Generate List\(s\)](#) [Pay Fees](#)



## 11. Review and print USPAP Audit by clicking "Print Review".

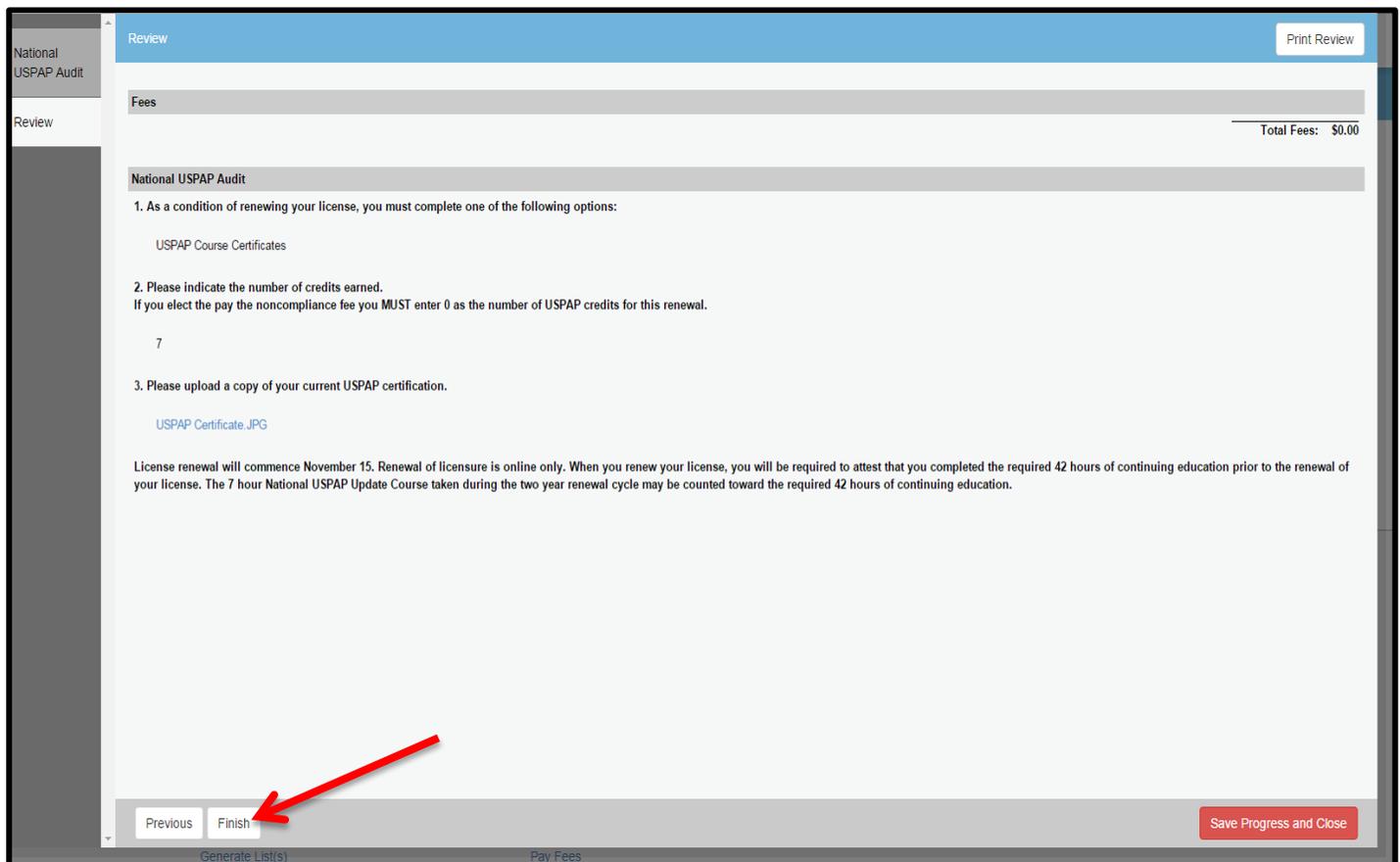


The screenshot shows the 'Review' page for the National USPAP Audit. The page has a blue header with the text 'Review' and a 'Print Review' button in the top right corner, which is highlighted by a red arrow. Below the header, there is a 'Fees' section with a 'Total Fees: \$0.00' label. The main content area is titled 'National USPAP Audit' and contains three numbered instructions:

1. As a condition of renewing your license, you must complete one of the following options:  
USPAP Course Certificates
2. Please indicate the number of credits earned.  
If you elect the pay the noncompliance fee you MUST enter 0 as the number of USPAP credits for this renewal.  
7
3. Please upload a copy of your current USPAP certification.  
[USPAP Certificate.JPG](#)

At the bottom of the main content area, there is a paragraph: "License renewal will commence November 15. Renewal of licensure is online only. When you renew your license, you will be required to attest that you completed the required 42 hours of continuing education prior to the renewal of your license. The 7 hour National USPAP Update Course taken during the two year renewal cycle may be counted toward the required 42 hours of continuing education."

## 12. Click "Finish" to complete USPAP Audit.



This screenshot is identical to the one above, showing the 'Review' page for the National USPAP Audit. However, a red arrow points to the 'Finish' button located at the bottom left of the page, next to a 'Previous' button. To the right of these buttons is a 'Save Progress and Close' button. Below the 'Finish' button, there are two links: 'Generate List(s)' and 'Pay Fees'.



13. The USPAP Audit was submitted if you are directed to the License Maintenance Page.

License Maintenance		
Item		
	Board	License
<a href="#">Start</a>	Board of Real Estate Appraisers	[REDACTED]

14. Please wait for the Division to notify you in 7-10 business days to complete your renewal application online.

