

Accreditation Renewal Application

Email this form and proof of attendance to
dorpropertytaxeducation@dor.wa.gov.

Official use only	
Approved	Denied
Processed by:	

1 Your information

Name: _____ Accreditation #: _____

Employer: _____ Title: _____

Street address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Ext.: _____

2 New pre-approved class and/or credit hours

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

3 Carry over hours from previous renewal (optional)

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

4 Signature

Applicant: _____ Date: _____

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6715. Teletype (TTY) users may use the WA Relay Service by calling 711.

Form guide

Contact us

Email 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 two previous years of this application date, which are related to topics listed in [WAC 458-10-050\(7\)](#).
4. In section 3, report up to five “carry over” hours (optional). General interest hours are ineligible.
5. Apply 15 hours to your renewal from the reported credit from sections 2 and 3.
6. In section 4, electronically sign/date the form.
7. Email the signed form with proof of attendance to dorpropertytaxeducation@dor.wa.gov.

Next steps

- A response will be sent 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?

A legally required credential issued by DOR authorizing individuals who determine real property values, or conduct appraisals, for Ad Valorem taxation purposes. Important because it requires appraisers to:

- Follow state rules and law requirements.
- Administer programs uniformly, fairly, and with transparency.
- Conduct work according to the latest industry standards.
- Keep updated with legislative/administrative changes and best practices.

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

Is there an application fee?

No.

Who can renew?

Anyone who is accredited.

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:
 - Uniform Standards of Appraisal Practice (USPAP) 7-Hour Updates.
 - West Puget Sound Chapter IAAO Spring Seminar.
 - Real Estate Research Market Forum.
 - 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 expiring. Plan ahead! Otherwise, your status will be suspended. After 2+ years, your status will be revoked.

How do I earn continuing education hours?

Take a classes, teach a class, or conduct advisory appraisal. All credits must be pre-approved and CE or GI hours.

What is the difference between CE and GI hours?

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

How many hours must I report?

At least 15. Use this formula: New CEs with 3 GIs max + Carry over (5 CEs max, no GIs).

How do I get pre-approval for teaching a class?

Use [Form 64 0121](#) at least two weeks prior to renewing. To be eligible, the applicant must author and/or present original curriculum.

How do I get pre-approval for conducting an advisory appraisal for industrial properties?

Use [Form 61 0062](#) at least two weeks prior to renewing. Must be completed under supervision.

When must I take my pre-approved classes?

Take classes within the two years prior to applying. For example, if you applied on 4/24/25, classes must have been completed between 4/24/23 and 4/24/25.

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.

I earned 15+ class hours. Do I get credit for all?

For renewals, we require 15 hours to be reported. However, we will record all credit earned for pre-approved classes and just apply what you want.

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 but only applied 15. The remaining 5 hours may be applied to the 2024-2026 renewal, but 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.

How do I request an extension?

Email a request prior to expiring with a reason, like military leave, FMLA, or a serious personal or family illness. Heavy workload is an unacceptable reason for extension.

How do I check my accreditation status?

Visit DOR’s [Accredited appraiser search](#) page or [check your SAW account](#).