

**This is an important form for all Appraisers in NYS. You are required to meet your obligations by taking the required NYS Continuing Education Courses in NYS. Failure to take the required CE Classes can result in fine, suspension of license, etc. THIS FORM WAS DEVELOPED BY [www.merrellinstitute.com](http://www.merrellinstitute.com)**

**Appraiser Name** \_\_\_\_\_ **Lic. #** \_\_\_\_\_

**Address** \_\_\_\_\_

**My License New Start Date** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

You must complete your appraiser continuing education between the above dates...before you submit your renewal. When you renew, you are signing a statement certifying that you have completed the appraiser continuing education courses, which is 28 hours which MUST include the 7 Hour National USPAP Update course. You are required to supply proof of this to the State when you are audited. ALL APPRAISERS WILL BE AUDITED UPON EACH RENEWAL DATE. THERE ARE NO EXCEPTION. YOU WILL BE AUDITED.

**Successfully Completed Courses to meet your 28 hour Appraiser CEU Requirement:**

Course: \_\_\_\_\_ NYS Approval Code: \_\_\_\_\_ Completed on: \_\_\_\_\_

School \_\_\_\_\_ Credit Hours Received \_\_\_\_\_

I received a signed, raised seal certificate for the course listed above.

Course: \_\_\_\_\_ NYS Approval Code: \_\_\_\_\_ Completed on: \_\_\_\_\_

School \_\_\_\_\_ Credit Hours Received \_\_\_\_\_

I received a signed, raised seal certificate for the course listed above.

Course: \_\_\_\_\_ NYS Approval Code: \_\_\_\_\_ Completed on: \_\_\_\_\_

School \_\_\_\_\_ Credit Hours Received \_\_\_\_\_

I received a signed, raised seal certificate for the course listed above.

Course: \_\_\_\_\_ NYS Approval Code: \_\_\_\_\_ Completed on: \_\_\_\_\_

School \_\_\_\_\_ Credit Hours Received \_\_\_\_\_

I received a signed, raised seal certificate for the course listed above.

Course: \_\_\_\_\_ NYS Approval Code: \_\_\_\_\_ Completed on: \_\_\_\_\_

School \_\_\_\_\_ Credit Hours Received \_\_\_\_\_

I received a signed, raised seal certificate for the course listed above.

**7 HOUR USPAP UPDATE CLASS** NYS Approval Code: \_\_\_\_\_ Completed on: \_\_\_\_\_

School \_\_\_\_\_ Credit Hours Received: **7 Hrs USPAP**

I received a signed, raised seal certificate for the course listed above.

**REMEMBER, BEFORE YOU RENEW, YOU MUST HAVE COMPLETED 28 HOURS OF APPRAISER CE CLASSES WHICH MUST INCLUDE THE 7 HOUR NATIONAL UPDATE COURSE.**

**DATE ALL 28 HOURS HAS BEEN COMPLETED:** \_\_\_\_\_

**DATE YOU SENT TO NYS YOUR RENEWAL:** \_\_\_\_\_

**DATE YOU ARE AUDITED:** \_\_\_\_\_ WHEN AUDITED, YOU SHOULD SUPPLY THE NYS, DOS WITH THIS COMPLETED FORM AS WELL AS THE RAISED SEAL CERTIFICATES FOR EACH COURSE LISTED HERE. TO PASS THE AUDIT, YOU MUST HAVE ACHIEVED A MINIMUM OF 28 HOURS.



**Are you aware that, if you take all your classes with the Appraisal Education Network School, you will have achieved Platinum status. That means, when you are audited, you send us your audit form and the completed sheet on the reverse. We will submit you audit documents to NYS, to successfully conclude your audit.**



**Membership has it's Privileges! [www.merrellinstitute.com](http://www.merrellinstitute.com)  
 Appraisal Education Network School at the Merrell Institute  
 1461-16 Lakeland Ave., Bohemia, NY 11716 631-563-7720  
 Our Fax # is 631-563-7719**

I give permission for Bill Merrell to supply NYS, Dept. of State with documents needed to conclude my appraisal continuing education audit. I will supply Bill Merrell with the Audit Letter and I will fill out the reverse side. Since I took all my classes with Appraisal Education Network School, I don't need to send Bill Merrell the originals of the courses attended.

Bill Merrell will only supply all needed documents on your behalf if you have taken all your Appraiser Continuing Education with us. This grants you Platinum Status.

- I certify my courses have been taken at Appraisal Education Network School
- I have completed the reverse side for Bill Merrell to complete my audit
- I request Bill Merrell to mail me confirmation at the conclusion of the audit

• Address \_\_\_\_\_

• Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

• If Bill Merrell has questions, my phone number is \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Need Continuing Education for Appraisers in a hurry? go to:

**[www.merrellinstitute.com](http://www.merrellinstitute.com)  
[www.realestatefoundation.org](http://www.realestatefoundation.org)**

We offer Traditional and On-Line Courses to benefit our students throughout NYS

**Questions? Call us at 631-563-7720  
 (Fax # 631-563-7719)**