



December 8, 2017

REAL ESTATE APPRAISER LICENSE RENEWAL

Dear Licensee:

The Occupational and Professional Licensing Administration (OPLA) is excited to introduce a brand new license management system that will fully digitize the licensing process. This new platform is now available and is designed to improve your overall customer service experience.

The biennial license renewal deadline for Real Estate Appraisers is February 28, 2018. If you have not renewed your license by February 28, 2018, you will be required to reinstate your license. PLEASE NOTE: All requirements must be completed and fees received by February 28, 2018 as there will not be a late filing period this date.

We are pleased to invite you to utilize the new license management system. To complete your online renewal, follow the steps below:

1. Visit the Board's website: <https://www.dcopla.com/appraisal>.
2. Under "Licensing Services," click on the link to the online portal.
3. Under "Login," click "Forgot your password?"
4. Enter your license number as your User ID (include letters and numbers with no spaces).
5. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
6. Follow the prompts to create a new password.
7. Log in to the system using your license number and new password.
8. Once logged in, scroll down to your license type (i.e., Trainee, Licensed Residential Appraiser, Certified Residential Appraiser, Certified General Appraiser): Renewal or Reinstatement.
9. Click "Begin" to start the application.
10. Answer the screening questions and follow the prompts to upload documents and make payment.
 - a. You will need to upload a full front face "passport-style" photo with a plain white background. Please do not take a picture of a photo.

Continuing Education (CE) requirements for Appraiser Trainees, Licensed Residential Real Property Appraisers, Certified Residential Real Property Appraisers, and Certified General Real Property Appraisers: The District of Columbia Board of Real Estate Appraisers mandates a total of 28 hours of CEs to renew your license. Note: all CEs must be completed by February 28, 2018 and must have been completed during the period of March 1, 2016 – February 28, 2018. Licensees will need to upload continuing education certificates.



District of Columbia Municipal Regulations Chapter 17, Section 2310 states:

- Applicants who obtained an initial license on or after August 27, 2017 are not required to complete any hours of continuing education for this licensing cycle.
- Applicants obtaining an initial license after February 28, 2017 of this licensing cycle, but on or before August 26, 2017, must complete 14 hours of continuing education for this licensing cycle.
- All other licensees must complete the full 28 hours of continuing education for this license cycle; and
- All renewing licensees who are required to meet continuing education requirements must complete the 7- hour National USPAP Update course.

If you encounter any issues with this process or have questions, please contact a customer service representative at **1-866-270-9817**.

We are delighted to bring this innovation to OPLA, and we look forward to working with you to continue to deliver exceptional support and customer service.

Thank you,

DC Board of Real Estate Appraisers