



New Jersey Office of the Attorney General

Division of Consumer Affairs
State Real Estate Appraiser Board
124 Halsey Street, 3rd Floor, P.O. Box 45032
Newark, New Jersey 07102
www.njconsumeraffairs.gov/real/



Trainee Permit Renewal Checklist

The information listed below **must** be submitted **with** the Trainee Permit renewal in order to be processed

- Renewal fee of \$100:** (Renewals received after renewal date will result in a late fee of \$100 plus the renewal fee of \$100.)
- Renewal form:** (If you have more than one supervisor all supervisors must be listed on renewal form).
- Certification of Supervisor Form:** (Effective 1/1/08 a new supervisor form must be completed and signed by each supervising appraiser)
- Evaluation & Certification Form:** (To be completed by any supervisor who is no longer supervising you since your last renewal)
- Competency Certification Form:** (To be completed by each supervising appraiser if not previously submitted)
- Educational documents:** (If this is your third time renewing your permit, in order for your permit to be renewed, you must submit with your renewal all certificates showing 14 hours of CE's.)
- Original Board issued Trainee Permit logs:** (Please keep a copy for your own records). Effective January 1, 2008 all experience must be on the Board approved log.