

ONLINE: RENEWAL PROCESS FOR ALL LICENSED APPRAISERS

You **will not** receive a fingerprint card due to MAB having your prints on file. If you are not renewing online you will need to complete an Authorization to Release form and a Pledge Certification. Please follow the Mail In Renewal Process. Renewing online, you will automatically certified to the Authorization to Release and the Pledge Certification once you follow the renewal process online.

NOTE: MAB no longer charges a fee to update your background check.

Renewing Online:

You will need to provide the following with your payment at the end of you renewal process online:

- Payment can be obtained by using a credit card. All fees will be collected in one charge which will also include a service fee for the online process.
- Send any missing Continuing Education Certificates to the email address as follows:
info@mab.ms.gov
- Login on the MAB website and complete the below red asterisks. No username or password required to access your license information. If you know your license number and personal information you can log in. Once you have logged in, you will be able to see if you are compliant with CE. ****Be sure to verify your e-mail address is accurate****



* indicates a required field.

Login

* License Type << Select One >>

* License Number Enter License Number

* Last four digits of SSN XXXX

* Last Name Enter Last Name

* Date of Birth mm/dd/yyyy

Submit

- To verify you are CE compliance look to the top left, 6 down “CE Complaint” click and you can see what is missing. You can even view what has been submitted to MAB by clicking “View Course Summary”

Continuing Education Compliance Information

Licensing Period 10/01/2022-09/30/2024

CE Compliance Summary			
	Taken	Required	Balance
CE-Elective Credit	7.0	21.0	-14.0
USPAP	0.0	7.0	-7.0

Not Compliant

View Course Summary

- All licensed and certified appraisers are required by Rule 5.1 to complete 28 hours of continuing education to include a seven (7) hour USPAP update course.

- All Education must be Approved by the Board in order to count as CE. It is the appraiser's responsibility to verify that the course taken has been approved by the Mississippi Appraisal Board. Rule 5.2(3)
- Licensees are instructed to contact the educational provider to verify course has been approved.

ANY LICENSED OR CERTIFIED APPRAISER THAT IS NOT IN COMPLIANCE WITH CE BY THEIR EXPIRATION DATE WILL AUTOMATICALLY BE PLACED INACTIVE THE FOLLOWING DAY. THIS INCLUDES BEING PLACED INACTIVE ON THE NATIONAL REGISTRY.

- Top Left; second icon click “Renew License” and follow the renewal process online. Once you have renewed you will be allowed to download or print your updated pocket card.
- **NOTE: Even though you have renewed online and possess an updated pocket card with a new renewal date, if you are not in compliance with CE within your previous renewal cycle, you will be subject to the above in RED.**

Pocket Cards can be viewed/saved/printed at any time by logging into your licensing file at: <https://www.mab.ms.gov>

The Pocket Card is located at the top left side of your appraiser information.

The screenshot shows the appraiser's dashboard. On the left is a sidebar menu with options: Licensing Home, Renew License, Activate, Inactivate, Pay Balance, General Information, CE Compliance, Payment Tracking, Print License, Pocket Card, Report Changes, Contact Us, and Logout. The 'Pocket Card' option is highlighted. The main content area shows 'License Status: ACTIVE' and 'Residential Appraiser'. Below this is a preview of the 'PocketCard.aspx' page, which displays a sample pocket card. The card includes the State of Mississippi Real Estate Appraisal Board logo, the appraiser's license number (00), status (ACTIVE), and expiration date (09/30/2024). A blue arrow points from the 'Pocket Card' menu item to the sample card. To the right of the card, text reads: 'Appraiser License # and Name will be reflected on the Pocket Card with updated expiration date'.

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