

**PUBLIC PROTECTION CABINET**  
**Real Estate Appraisers Board**  
**(New Administrative Regulation)**

**831 KAR 3:110. Renewal and reinstatement of certificates and licenses.**

RELATES TO: KRS Chapter 324A, 12 U.S.C. § 3350

STATUTORY AUTHORITY: KRS 324A.035, 324A.065

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 324A.020 and 324A.035 require the Real Estate Appraisers Board, with the review of the director of the Division of Real Property Boards, to promulgate administrative regulations necessary to carry out the provisions of KRS Chapter 324A. This administrative regulation is necessary to comply with Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (12 U.S.C. § 3331 through 12 U.S.C. § 3351), and KRS Chapter 324A. KRS 324A.035(3) (a), (b), and (c) require the board to establish by administrative regulations requirements for classifications of appraisers, certification and licensure, and renewal of certification or licensure. KRS 324A.045(2) requires every certificate and license shall be subject to annual renewal on the date or dates determined by the board by administrative regulation and that each certificate and license holder provide proof of compliance with the continuing education requirements, or the certificate or license shall expire. KRS 324A.045(3) requires that an expired certificate or license may be reinstated by complying with renewal requirements and payment of a late fee. This administrative regulation describes how to renew certificates and licenses issued by the board and how to apply for reinstatement of a certificate or license previously issued by the board.

Section 1. Certificate and license annual renewal date and expiration.

- (1) The annual renewal date shall be July 1 of each calendar year.
- (2) A certificate or license issued by the board shall expire if the credential holder fails to comply with Section 2 of this administrative regulation on or before the annual renewal date of each calendar year.
- (3) Prior to the annual renewal date, the board shall notify each credential holder that the license or certificate is due to expire. Failure to receive notification shall not excuse the credential holder of the obligation to renew.

Section 2. How to renew a license or certificate.

- (1) Except as provided in subsection (2) of this section or Section 3 of this regulation, a person seeking to renew a license or certificate issued by the board shall, on or before the annual renewal date, through the online license renewal system offered by the board at [www.kreab.ky.gov](http://www.kreab.ky.gov):
  - (a) Complete and submit the online Application to Renew or Reinstate a Certificate or License;
  - (b) Complete the continuing education required by administrative regulation 831 KAR 3:100;
  - (c) Pay the annual certificate or licensure fee established in administrative regulation 831 KAR 3:010 Section 1(1)(c); and
  - (d) Unless renewing an associate real property appraiser license, pay the roster fee established in administrative regulation 831 KAR 3:010 Section 1 (1)(f).
- (2) If a licensed or certified appraiser is unable to use the online license renewal system, he or she shall, on or before the annual renewal date:
  - (a) Complete and submit to the board an Application to Renew or Reinstate a Certificate or License;

(b) Complete the continuing education required by administrative regulation 831 KAR 3:100;

(c) Pay the annual certificate or licensure fee established in administrative regulation 831 KAR 3:010 Section 1(1)(c); and

(d) Unless renewing an associate real property appraiser license, submit payment for the roster fee established in administrative regulation 831 KAR 3:010 Section 1(1)(f).

Section 3. Renewal of nonfederal real property appraiser license. To renew a nonfederal real property appraiser license issued by the board, the nonfederal real property appraiser shall, on or before the annual renewal date:

(1) Complete and submit to the board an Application to Renew or Reinstatement a Certificate or License; and

(2) Pay the annual certificate or licensure fee established in administrative regulation 831 KAR 3:010 Section 1(1)(c).

Section 4. Reinstatement of expired certificate or license.

(1) A former credential holder for federally related transactions may apply for reinstatement through January 2 of the calendar year following the year in which a certificate or license expired by:

(a) Completing and submitting to the board an Application to Renew or Reinstatement a Certificate or License;

(b) Completing the continuing education required by administrative regulation 831 KAR 3:100;

(c) Paying the annual certificate or licensure fee established in administrative regulation 831 KAR 3:010 Section 1(1)(c);

(d) Unless most recently credentialed as an associate real property appraiser, submitting payment for the roster fee established in administrative regulation 831 KAR 3:010 Section 1(1)(f); and

(e) Paying the late fee established in 831 KAR 3:010 Section 1(1)(j).

(2) A former licensed nonfederal real property appraiser may apply for reinstatement through January 2 of the calendar year following the year in which a certificate or license expired by:

(a) Completing and submitting to the board a Nonfederal Real Property Appraiser Application;

(b) Paying the annual certificate or licensure fee established in administrative regulation 831 KAR 3:010 Section 1(1)(c); and

(c) Paying the late fee established in 831 KAR 3:010 Section 1(1)(j).

(3) If six (6) months or more elapse after a certificate or license expires, the former credential holder shall not be eligible for reinstatement and shall be required to meet all requirements for initial certification or licensure established in 831 KAR 3:020.

(4) An application for reinstatement under this section shall be presented to the board for review at the first regularly scheduled meeting of the board after an application is received by the board at least five (5) business days before the first regularly scheduled meeting and at the following regularly scheduled meeting if an application is received by the board less than five (5) business days before the first regularly scheduled meeting.

Section 5. Incorporation by Reference.

(1) "Application to Renew or Reinstatement a Certification or License," KREAB Form 010, March 2026, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Real Estate Appraisers Board, 500 Mero Street, Frankfort, Kentucky 40601, (502) 564-4000, Monday through Friday, 8 a.m. to 4:30 p.m. Eastern Time, and is available on the board website, kreab.ky.gov.

*JOHN DEXTER OUTLAW, Board Chairperson*  
*TRACY CARROLL, Director*  
*RAY A. PERRY, Secretary*

APPROVED BY AGENCY: March 25, 2026

FILED WITH LRC: March 30, 2026 at 2:50 p.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on June 24, 2026, at 1:00 P.M. Eastern Time at the Mayo-Underwood Building, Room 133CE, 500 Mero Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be canceled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through June 30, 2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Patrick Riley, General Counsel, Kentucky Real Estate Appraisers Board, 500 Mero Street, Frankfort, Kentucky 40601, Email [patrick.riley@ky.gov](mailto:patrick.riley@ky.gov), Tel. (502) 782-2618.