

## Lost/Duplicate CE Certificates

All appraisers are required to retain their CE certificates and may be requested by the NYS Department of State for an audit to ascertain that the appropriate hours were taken during an appraiser's license renewal.

If for any reason you lost the certificate, you may request a duplicate copy in writing to the Director of Education indicating the name of the course and the date it was taken; a processing fee of \$20 is to be submitted to WCSREA along with the request.

Should you not know what certificates you are missing, we will research it for you at the cost of \$75 for the first hour of research and \$50 per hour thereafter along with the \$20 processing fee.

Education Department  
WCSREA  
[wcsrea521@aol.com](mailto:wcsrea521@aol.com)