

# ***Bureau of Certified Auto Appraisers***

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## **Appraiser Application Agreement – For Initial and Renewal Certification**

This Agreement is between the Bureau of Certified Auto Appraisers (“BCAA”), a privately held certification organization with a mailing address of 18 Quailwood Drive, Baytown, Texas 77521 and the Applicant (“Applicant”), residing at the address noted below.

BCAA, as Independent Appraiser Certification Programs (“IACP”), certifies appraisers, inspectors, examiners and other technical personnel that meet the guidelines and requirements for said specified programs.

Applicant desires to obtain certification under the BCAA program.

In consideration of the mutual covenants hereinafter stated, the parties agree as follows:

1. BCAA agrees to evaluate the Applicant’s qualifications to determine if the Appraiser/Inspector/Examiner satisfies the requirements of the IACP. Applicant understands and agrees that: (1) BCAA will not issue an IACP certificate to the Applicant unless BCAA determines that an Applicant meets all of the requirements and Applicant has submitted the applicable fees and documentation within the specified time frame, and (2) BCAA shall be the sole judge of whether the Applicant has the appropriate qualifications to become certified, remain certified, or be recertified.
2. The Applicant agrees to pay the applicable fees, comply with all of the program requirements and submit any supplemental information or documents deemed necessary by BCAA to verify an Applicant’s qualifications. Applicant understands and agrees that BCAA does not represent or warrant that the submission of the fees and materials by the Applicant will result in the Applicant being certified under the program.
3. No refunds will be made if an Applicant has taken the test and failed.
4. For normal processing, BCAA must receive recertification applications 30 calendar days prior to the current certification’s expiration date. Recertification applications must be mailed, as BCAA requires the original certification documentation.
5. BCAA may extend the certification term for 60 days after the expiration date. Appraisers/Inspectors/Examiners will remain authorized during that period of time. Recertification applications received by BCAA within this extension term will be processed; however, a \$150 late fee will be required, payable to BCAA by Applicant.
6. BCAA may extend the certification term for 60 days after the expiration date. Appraisers/Inspectors/Examiners who do not apply for recertification within the provided 60 days after the current certification expiration date will be decertified.
7. Applicants will not be relieved of the responsibility to file a timely renewal application under any circumstances.
8. Applicant understands and agrees that BCAA may modify the requirements for an Applicant to obtain, maintain, or renew the certification at any time. If BCAA requirements are modified, BCAA shall determine the date by which the new requirements become effective. Applicant agrees to comply with the modified requirements within the deadline specified by BCAA. BCAA agrees to attempt (but assumes no duty) to notify Applicant of significant changes to the program by either giving notice: (1) at the Applicant’s last known address, or (2) the Applicant’s last known e-mail address, or (3) by posting the changes on the BCAA website. It is the responsibility of the Applicant to file a timely renewal application or to comply with new certification requirements. It is the responsibility of the Applicant to obtain this information by contacting BCAA or by checking the BCAA website.
9. The Applicant agrees to comply strictly with all U.S. export laws relating to this program. The Applicant warrants that he is not located in, or under the control of, or a national or a resident of any embargoed countries.
10. The Applicant agrees to pay all sales, use, property, excise, and other taxes now or hereafter imposed by any government body or authority based on or in any way measured by this Agreement, or any portion of it, or any services related thereto.
11. Applicant warrants and represents that all information being submitted to BCAA is complete and accurate. Applicant understands that BCAA is relying upon the accuracy of this information in evaluating the Appraiser’s qualifications.

