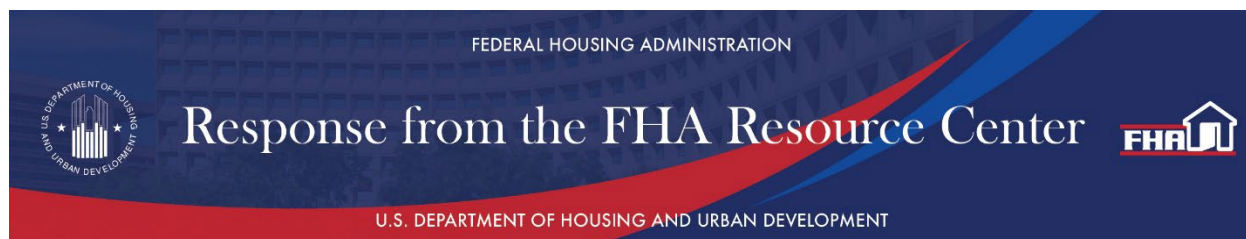


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1) How did the system update my appraiser roster data when I renewed my state certification?

FHA has a system that interfaces with the ASC's National Registry. If your FHA information matches that in the National Registry, the system will automatically update your expiration date. Although this automation occurs, you must continue to check the FHA roster when it is time for your renewal and to verify that all information in the system is correct. If it is not, you must update your information in FHA Connection (FHAC) with the information that will cause the National Registry to match when the renewal is processed.

For Appraiser Roster Renewal Instructions please visit: <https://www.hud.gov/hud-partners/single-family-appraisers-starting#7>

For more information about the FHA roster for appraisers please visit: <https://www.hud.gov/hud-partners/single-family-appraisers>

For information on the ASC National Registry visit: <https://www.asc.gov>

2) How does an Appraiser correct, update, or renew their FHA Appraiser Roster information?

To update, correct, or renew your information in the appraiser roster:

1. Go to FHA Connection (FHAC) at <https://entp.hud.gov/clas/index.cfm> and Sign in using your FHAC User ID which starts with an M.
2. Select ID Maintenance from the menu bar at the top of the screen.
3. Click Appraiser Roster to access the Appraiser Update screen.
4. Review your profile information and make any necessary updates.
5. When license / credential changes are needed: If your license/credential number within a state is changed, type your new credential number over the existing license credential number and make sure the license type and expiration date match your new credential. Do not enter the new credential on a new line as an appraiser can only have one license per state. Additionally, you cannot remove a state license regardless of its status.
6. When adding an additional state license / credential to your existing Roster profile: Populate the data into the next blank license line underneath your existing state credential keeping in mind that your license / credential must match what's listed on [ASC.gov](https://www.asc.gov) along with license type and expiration date. For Hawaii licenses, there are 2 embedded spaces in the credential ID between the alpha and numeric portion so be sure to enter your license / credential number with two spaces in it despite the fact it appears that your license has 1 space.
7. Re-type your email address in the Confirm E-mail field as this confirmation is required to proceed.
8. Read the Appraiser Certification and check the box if you agree.

9. If you updated any of your profile information, you will be required to enter comments on the screen.
10. Click Send
11. If you changed any of your license information or added an additional state credential, you will be directed to a subsequent screen which presents a warning stating that your application updates were entered successfully however for the updates to be processed you'll need to upload a PDF of your license for any license updates or added licenses.

When the Appraiser Roster update is requested, a check is made in the Credit Alert Verification Reporting System (CAIVRS), Limited Denial of Participation (LDP), and the Excluded Parties Listing System (EPLS). If your SSN is found on CAIVRS or your name is a very close match to a name on LDP or EPLS/SAM, then your updates will be put into a queue for HUD Headquarters staff to review. A warning message stating the Appraiser Roster Update/Renewal is being held for HUD review is displayed instead of a success message. An email notification will be sent to the appraiser with the results of the HUD review. If no matches on CAIVRS, LDP, or EPLS/SAM are found then a successful update message will appear.

For more information about the FHA roster for appraisers, please visit:

- FHA Roster Appraisers web page at <https://www.hud.gov/hud-partners/single-family-appraisers>
- Appraiser Roster Update Instructions web page at <https://www.hud.gov/hud-partners/single-family-appraisers-starting#6>
- Handbook 4000.1 I.B.1.e.v(C) available at <https://www.hud.gov/hud-partners/single-family-handbook-4000-1>

DISCLAIMER: All policy information contained in this knowledge base article is based upon the referenced HUD policy document. Any lending or insuring decisions should adhere to the specific information contained in that underlying policy document.