Appraiser Continuing Education Course Approval Renewal Application

PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.

➤ The non-refundable fee of $25 must accompany this original, signed application (photocopies will not be accepted). Fees may be paid by check or money order (made payable to the Department of State) or by MasterCard or Visa, using a credit card authorization form. Do not send cash.

➤ A non-refundable fee of $25 must be submitted for each additional location.

➤ Attached is a list of all out of state locations. No fee required.

➤ Annual registration period runs from January to December 31st.

➤ All instructors must be approved.

➤ No classes may begin until final approval is granted.

WHAT TYPE OF COURSE DO YOU WANT TO OFFER?

☐ Classroom Instruction ☐ Distance Learning (Asynchronous) ☐ Live Distance Education (Synchronous with Instructor)

☐ Check box if you are submitting this course for approval to satisfy the Fair Housing/Fair Lending requirement

PLEASE INDICATE THE COURSE CODE NUMBER, HOURS AND TITLE.

Code#: ______________  Course Hours: ______________

TITLE:

SCHOOL NAME

ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION)

CITY  STATE  ZIP+4

E-MAIL ADDRESS (IF ANY)

PRIMARY LOCATION (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY  STATE  ZIP+4

CLASSROOM COURSES ONLY SECONDARY LOCATION #1 (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY  STATE  ZIP+4

SECONDARY LOCATION #2 (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY  STATE  ZIP+4

1. Is any change being made or is any change contemplated in the presentation of this course in the forthcoming year relative to study material or procedures for taking attendance?

☐ Yes*  ☐ No  If Yes*, attach explanation of change

2. Indicate names and signatures of persons authorized to sign course completion certificates. (Cannot be Real Estate Appraiser.)

PRINT NAME ____________________________  PRINT NAME ____________________________

SIGNATURE ____________________________  SIGNATURE ____________________________
3. Do you intend to offer this course in a distance learning format?
   ☐ Yes* ☐ No  If Yes*, attach copy of current IDECC approval.

*Approval of this course is based on IDECC approval. Failure to maintain IDECC approval will result in revocation of course approval.

I affirm that in accordance with standards set forth in regulation and federal guidelines, all National USPAP courses offered by my school will be taught by an instructor who has been certified as a “Certified USPAP instructor” by the Appraisal Qualifications Board of the Appraisal Foundation and who, in addition, is either a certified residential real estate appraiser or a certified general real estate appraiser.

4. Do you intend to offer this course in a Live Distance Education format?
   ☐ Yes* ☐ No  If Yes*, attach a copy of current description of design and delivery format of course.