

June 01, 2014

Education Provider

RE: Licensure and Continuing Education **Renewal**

Dear Provider:

The Alabama Real Estate Appraisers Board is now accepting applications for renewal of education instructors and/or courses/seminars. Existing approval for instructors and/or courses/seminars taught in Alabama expire **September 30, 2014**. The new application period is for twenty-four months (or any portion thereof and every other year thereafter) beginning October 1, 2014 and expiring September 30, 2016.

The fees for course/seminar review are \$5.00 per instruction hour. Evaluation fees for instructors are \$25.00 for each Continuing Education course and \$50.00 for each Licensure course.

In conjunction with the education process, approved instructors will be required to distribute to each student a signed "Uniform Request for Licensure and Continuing Education Credit form" as proof of course completion. The student should retain the form for submission, with their original application for Licensure or Renewal. This form is enclosed for your convenience.

Applications and fees for course and instructor approval must be completed and submitted in all cases. If a course/seminar was approved in Alabama for the period ending September 30, 2016, the enclosed *AFFIDAVIT* form may be completed *in lieu* of the resubmission of course material, i.e. Textbook, instructor manual, syllabus, and/or other related material, etc. **Current AQB Approval and IDECC Approvals must be attached.** Alabama application forms and instruction sheets are enclosed.

The Board also accepts forms entitled COURSE APPROVAL PROGRAM developed by the Association of Appraiser Regulatory Officials (AARO) for potential Universal adoption. These forms may be used *if* you prefer. The AARO Education Course Application forms can be found at www.aaro.net. Whichever set of forms used (Alabama or AARO), must be completed in their entirety. The Instructor Acknowledgement Form must be included with either set of forms submitted.

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As in the past, approval is contingent on satisfactory evaluation from students and the lack of substantive complaints regarding the course/seminar or instructor. **If significant changes are made in a course or seminar, the course provider should notify the Board accordingly.**

Approved instructors must have record of having taught the course twice or courses substantially similar in content. In order for an appraiser to be given credit for a course taught outside Alabama it must be appraisal related as outlined in the Administrative Code and the course must be approved by The Appraiser Regulatory Board in that state.

Any approved Licensure course must meet AQB criteria and be at least 15 hours in length with an exam. Any approved Continuing Education course must be at least two hours in length and approved by the Board.

At least 7 hours of a Licensee's required 28 hours of Continuing Education each two year period must be approved (AQB & Board) USPAP **update**. An AQB Certified Instructor must teach all USPAP courses.

In addition to the education renewal forms we are also asking that any **secondary provider** complete the enclosed CAP form.

A Board appointed representative might randomly audit courses approved by the Board without prior notice.

It is the Policy of the State of Alabama and of this Board:

That any party to whom approval is granted shall not discriminate on the basis of race, ethnic background, religious creed, age, sex or disability.

I have included a copy of my personal Check List to assist you. If you have any questions or need additional information, please advise.

Sincerely,

Lisa Brooks
Executive Director

Enclosures: as stated



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104

Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: www.reab.state.al.us

RENEWAL
APPLICATION FOR COURSE APPROVAL

Course Title: _____ Continuing Education
 Licensure

Course offered via: Traditional Classroom _____ On-line _____
(All on-line courses must have IDECC approval prior to submission)

Sponsor Name & Address: _____

Individual Requesting Approval: _____ Email: _____

Telephone Number Fax Number Web Address

Is the course owned by the provider herein making application for approval? Yes ___ No ___
(If you answered NO, please provide a letter from the owner authorizing use of the course by the provider herein making application for approval)

Instructor(s) Requesting Approval: _____

Total Credit Hours: _____ Method of Certifying Attendance: _____

Instructor Materials: _____

Type of Examination: Narrative ___ Multiple Choice ___ None ___

Proposed Dates of Course Offering: _____

Estimated Response Time for Grading: _____

Is Course AQB Approved? Yes ___ No ___ (If yes, provide AQB Approval)

Purpose of Course: _____

Note:
Continuing Education Courses are not required to be tested and must be a minimum of two (2) classroom hours.
Licensure Courses must be a minimum of fifteen (15) hours.
USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser.
The Alabama Real Estate Appraisers Board meets every two months. Your application will be presented to the Board at the following meeting, given that all material is provided. The Application Fee is non-refundable.

THE FOLLOWING INFORMATION MUST BE ATTACHED TO THIS COMPLETED APPLICATION:
-Instructors Qualifications Form per Instructor -AQB Approval (Licensure Only)
-IDECC Approval (Online Only) -Detailed Timed Outline
-Detailed Course Outline/Information or Handout Material -Application Fee \$5.00 per Instruction Hour



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RENEWAL INSTRUCTORS QUALIFICATIONS FORM

The data submitted herein will be used in evaluation of the education and occupational experience of applicants for teaching the real estate appraisal course/seminar in accordance with the requirements established by the Alabama Real Estate Appraisers Board.

Name: _____ Social Security Number: ____-____-_____

Mailing Address: _____

Telephone Number: _____ Email: _____

Appraiser License or Certification No: _____ State Issuing License: _____

Name of Course/Seminar: _____

School Name & Address: _____

Have you ever been subject to a disciplinary action imposed by any local, state or national regulatory body? Yes___ No___
(If you answered YES, please provide further information on a copy of the final order)

EDUCATION

High School: _____

College(s): _____

Other: _____

List all real estate appraisal course work that you have completed: (Documentation Required)

Have you taught this course/seminar or one similar in content before? _____

If so, title of courses, name and location of school: _____

Previous Instructor Experience:

(List Below Courses Taught as Principal/Assistant Instructor. Attach Additional Sheets if Necessary)

OCCUPATIONAL EXPERIENCE

Present or most recent period of employment:

Employer Name & Address: _____ Type of Business: _____

Duties: _____

Employment Period: From: _____ To: _____

Reason for Leaving: _____

In addition to the foregoing, please attach a complete resume of your education and work experience.

I hereby certify that the information given herein is a true and accurate record of my training and experience. I agree to conduct my classes in accordance with the rules and regulations as established by the Alabama Real Estate Appraisers Board.

Signed: _____ Date: _____
(Prospective Instructor)

Signed: _____ Date: _____
(School Administrator)

Position of Administrator: _____

Note:

Submit a separate application for each course approval requested.

USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser.

The Alabama Real Estate Appraisers Board meets every two months. Your application will be presented to the Board at the following meeting, given that all material is provided and received in a timely manner.

ATTACH THE FOLLOWING INFORMATION TO THIS COMPLETED APPLICATION:

-Instructor's Resume

-Application Fee \$25.00 per CE Course OR \$50.00 per Licensure Course



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EDUCATION COURSE AFFIDAVIT

State of _____

County of _____

Personally appeared _____ on behalf of

_____*(Sponsor)*, who deposes and says the following statement
made to the **Alabama Real Estate Appraisers Board**, in connection with renewal application for the
licensure period **10-1-2014 thru 9-30-2016**.

The *textbook, instructor manual, syllabus and/or other related material* for the
COURSE _____,
were previously submitted and approved by the Alabama Real Estate Appraisers Board for the licensure
period 10-1-2010 thru 09-30-2012. *There have been **no changes in the previously approved course
material.***

Affiant

Date

Notary Certification

Date