

Real Estate Appraiser Board
SUPERVISORY APPRAISER/TRAINEE APPRAISER COURSE APPLICATION
No Fee Required

1. Course Provider Name _____
2. Provider's Federal Employer Identification Number [❖] -
 - ❖ State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number.
3. Mailing Address (PO Box accepted) _____

 City _____ State _____ Zip Code _____
4. E-mail Address _____
5. Name of Course Administrator _____
6. Contact Number _____
 Primary Telephone
7. Type of Institution
 - Proprietary School
 - Real Estate or Real Estate Appraisal Organization
8. Course Title _____
9. Course Delivery Type
 - Classroom On-line [♦]
 - Correspondence [♦] Other Distance Learning [♦] _____
 - ♦ On-line, Correspondence and Other Distance Learning courses must include International Distance Education Certification Center (IDECC) approval.
10. Course Hours _____
11. Attendance Policy (must be 100%) _____

12. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Signature _____ Date _____
Course Administrator's Signature

OFFICE USE ONLY	DATE	FEE NO FEE	TRANS CODE 1023	ENTITY #	FILE #/LICENSE # 4006	ISSUE DATE
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REQUIRED ATTACHMENTS:

Please arrange the "Required Attachments" in number order behind the completed course application. Then follow the "Directions for Submitting a Supervisory Appraiser/Trainee Appraiser Course Application Electronically."

Label each attachment according to the number listed below.

For example, "Attachment #1 - AQB/IDECC Letter(s)"; "Attachment #2 - Instructor Expertise"; "Attachment #3 - Comprehensive Timed Course Outline"; "Attachment #4 - Course Materials"; "Attachment #5 - Course Completion Certificate"; and "Attachment #6 - Proposed Course Advertisement".

- Attachment #1 - The course's AQB-approval letter and IDECC-approval letter (if not a classroom course).
- Attachment #2 - Name, address, real estate appraiser license number(s), and expertise of instructors. Only one instructor per page. Instructors must submit proof of their expertise including, but not limited to, educational transcripts, professional certificates, letters of reference (a maximum of three), a resume, or any other type of documentation that verifies instructor expertise.
- Attachment #3 - A comprehensive, timed course outline (TCO) indicating course subjects and how many minutes of instruction are scheduled for each subject. The TCO must include detailed, clear information for each course section. Fifty minutes of instruction equals one hour of credit. On-line and other Distance Learning Courses must include the amount of time allocated for quizzes and final exam on the TCO.
- Attachment #4 - A copy of the course materials used/distributed including books, handouts, pamphlets, overhead slides and detailed lecture notes.
- Attachment #5 - A copy of the Course Completion Certificate (CCC). Please include the following information on the CCC: 1) Official School Name; 2) Student Name; 3) Course Name; 4) Course Approval Number; 5) Course Hours; 6) Course Date; 7) A statement that this course is approved by the Virginia Real Estate Appraiser Board for Supervisory and Trainee Appraisers; and 8) The name and signature of the School Director/Administrator.
- Attachment #6 - A copy of the proposed advertisement for the course (if one is available).



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

Terence R. McAuliffe
Governor

Maurice Jones
Secretary of
Commerce and Trade

Virginia Real Estate Appraiser Board

Directions for Submitting a Supervisory/Trainee Appraiser Course Application Electronically

The Virginia Real Estate Appraiser Board only accepts a "Supervisory/Trainee Appraiser Course Approval Application" (course application) electronically. The process for submitting a course application electronically to the Board is:

1. Fill out one course application completely and correctly. Make sure to: a) answer every question; b) place the Education Provider's official e-mail address with the Board on the application; and, c) sign and date the application.
2. Compile one set of the "Required Attachments" as outlined on the course application. Label each attachment.
3. Arrange the "Required Attachments" in number order behind the course application. This document is the complete course application that will be e-mailed to the Board.
4. Scan this document and convert to a PDF-format.
5. Name this PDF document according to the name you provided for "Supervisory/Trainee Appraiser Course Title" in Question 8.
6. E-mail this PDF document to reappraisers@dpor.virginia.gov. In the e-mail "Subject" line, type the Education Provider's name (an abbreviation will be fine, e.g., "AI" for Appraisal Institute), a hyphen and the name of the document. An example would be: "AI - Supervisory/Trainee Appraiser Course."

The course application will be reviewed. If the course application is incomplete or incorrect, it will be rejected, and the rejection reasons will be explained through a return e-mail. Feel free to contact the Real Estate Appraiser Board at reappraisers@dpor.virginia.gov or at 804-367-2039 with any questions.