



APPLICATION FOR REAL ESTATE APPRAISER CONTINUING EDUCATION COURSE

State Form 53496 (2-08)

REAL ESTATE APPRAISER LICENSURE AND CERTIFICATION BOARD

PROFESSIONAL LICENSING AGENCY

402 West Washington Street, Room W072

Indianapolis, Indiana 46204

Telephone: (317) 234-3009

E-mail: pla9@pla.IN.gov

www.pla.IN.gov

INSTRUCTIONS: Please completely fill in your PDF viewer.

FOR OFFICE USE ONLY

COURSE NUMBER

DATE APPROVED (month, day, year)

DO NOT WRITE ABOVE THIS LINE

CONTINUING EDUCATION COURSE APPLICANT INFORMATION

Title of course

Length of course

Name of applicant (first, middle, last, maiden or previous)

Name of organization providing the continuing education course

Address of organization (number and street or rural route, city, state and ZIP code)

Work telephone number

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Other telephone number (cell or home)

()

E-mail address

Website URL

INSTRUCTOR INFORMATION

Name of instructor (first, middle, last, maiden or previous)

Current residential address of instructor (number and street or rural route, city, state and ZIP code)

Work telephone number

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Other telephone number (cell or home)

()

E-mail address

INSTRUCTOR QUALIFICATION REQUIREMENTS

Each instructor for an approved real estate appraiser continuing education course must possess at least one (1) on the following minimum requirements:

1. Is a licensed or certified real estate appraiser or licensed real estate broker and has a bachelor's degree with a major or minor in real estate from an accredited college or university. Each instructor qualified under this subdivision must also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that they teach.
2. Is a licensed or certified real estate appraiser or licensed real estate broker and has a bachelor's degree from an accredited college or university and a minimum of two (2) years of experience in real estate appraising. Each instructor qualified under this subdivision must also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that they teach.
3. Is a licensed or certified real estate appraiser and has a minimum of five (5) years of experience as a real estate appraiser. An instructor qualified under this subsection may not teach any course that contains subject matter that is beyond his or her licensed ability to appraise. Each instructor qualified under this subdivision must also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that they teach.
4. Has two (2) years of experience as a qualified instructor or professor in the business, finance, or economics department of an accredited college or university.
5. Has an Indiana real estate broker's license and a minimum of five (5) years of experience as a real estate broker. Each instructor qualified under this subdivision must also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that they teach.

I have read the instructor qualifications requirement above and certify that I meet the qualifications to perform continuing education to appraisers.

Yes No

INSTRUCTOR QUALIFICATION QUESTIONS

Below are questions that pertain to the qualifications to be an instructor for a continuing education course. Please include official documentation, including college transcripts with your application to support your affirmative response to any of the questions below.

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|---|--|
| 1. I am a licensed or certified real estate appraiser or licensed real estate broker and I have a bachelor's degree with a major or minor in real estate from an accredited college or university. I also meet the competency requirement of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that I teach. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. I am a licensed or certified real estate appraiser or licensed real estate broker and I have a bachelor's degree from an accredited college or university and a minimum of two (2) years of experience in real estate appraising. I also meet the competency requirement of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that I teach. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. I have an Indiana real estate broker's license and a minimum of five (5) years of experience as a real estate broker. I also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course I teach. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I have two (2) years of experience as a qualified instructor or professor in the business, finance, or economics department of an accredited college or university. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. I hold a professional license and have taken the necessary continuing education hours needed to renew my professional license from the last renewal cycle. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not hold a professional license |
| 6. Have you had any continuing education or qualifying education course revoked, or rescinded by any State, the Appraisal Qualifications Board, or the Appraisal Subcommittee? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Have you (the instructor) ever been convicted of, plead guilty, or nolo contendere to a violation of Federal, State, or local law to any offense, misdemeanor, or felony in any State, or by the Federal Courts, or any agency of government, or are criminal charges now pending against you? <i>(except for minor violations of traffic laws resulting in fines)</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Have you (the instructor) ever been denied a license, certification, registration or permit to practice real estate or any other profession in this or any other state? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Has any complaint been filed against you in the State of Indiana, or in any other state, regarding any professional license you currently hold or have previously held or have you practiced real estate or appraising without a license? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Has disciplinary action ever been taken regarding any professional license, certification, registration, or permit that you currently hold or have held? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

APPRAISAL QUALIFICATION BOARD CRITERIA AND COMPLIANCE WITH TITLE XI

Please answer and attest to the following questions below to ensure compliance with AQB criteria.

1. This course requires the passage of an exam that contains a sufficient number of questions to adequately test the subject matter covered in the course; the amount of time devoted to examinations must be appropriate for the course; individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated course learning objectives; written in a clear and unambiguous manner; and does not permit open book exams.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does this course satisfy the education criteria established by the AQB for the licensure and certification of real estate appraisers pursuant to Title XI of the Financial Institutions Recovery, Reform, and Enforcement Act (FIRREA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the course provide a program that maintains and increases an appraiser's skill, knowledge and competency in real estate appraising?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you agree to cooperate with Board, and / or the Appraisal Subcommittee should any questions be raised regarding this continuing education course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The AQB requires that a classroom hour is defined as fifty (50) minutes of teaching out of each sixty (60) minutes segment. Does your course meet this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Credit toward the classroom hour requirement may be granted only where the length of the educational offering is at least two (2) hours. Does your course meet this requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is the course accredited, approved, or offered by any real estate or appraiser board or trade commission? If Yes, explain (<i>when, where, and approval number</i>): _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If Yes to the question above, has this course had their accreditation or approval revoked or rescinded by any real estate or appraiser commission or trade commission? If Yes, explain (<i>when, where, and approval number</i>): _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

MATERIALS TO BE INCLUDED WITH YOUR APPLICATION

Please include the following materials and information with your application. Failure to include any of these documents or insufficient information will result in your application being delayed for review by the Board.

COURSE DETAILS COVERING:

- Course Description
- Course Prerequisites
- Learning Objectives
- Topic Matrix
- Instructional Material for Students (*Textbooks, notebooks, etc.*)
- Material for Instructor Use (*Overheads, etc.*) (*If applicable*)
- Sample of Final Examination and Answer Key
- Times Course Outline

POLICIES COVERING:

- Attendance Policy
- Cancellation and Refund
- Record Retention Policy
- Plan to ensure compliance with Appraisal Qualification Board Criteria and Title XI

MISCELLANEOUS:

- Course Tuition / Fees
- Course Schedule
- Instructor's Resume / Bio
- Copy of Certification Awarded to Students
- Equivalency Matrix Completed
- Copies of your continuing educations certificates from your most recent renewal if you hold a professional license in Indiana. Be sure to include copies of your most recent USPAP course update certificates.

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize, request, and direct any person, firm, officer, corporation, association, organization or institution to release to the Indiana Professional Licensing Agency, or the Real Estate Appraiser Licensure and Certification Board, any files, documents, records or other information pertaining to the undersigned requested by the Agency, or the Board, or any of their authorized representatives, in connection with processing my application for licensure.

I hereby release the aforementioned persons, firms, corporations, associations, organization and institutions from any liability with regard to such inspection or furnishing of any such information.

I further authorize the Indiana Professional Licensing Agency, or the Real Estate Appraiser Licensure and Certification Board, to disclose to the aforementioned persons, firms, officers, corporations, associations, organizations, and institutions any information, which is material to my application, and I hereby specifically release the Agency, and the Board from any and all liability in connection with such disclosures.

A photostatic copy of this authorization has the same force and effect as the original.

AFFIRMATION

I hereby swear or affirm that I have read the above statements and agree to same.

Signature of Applicant	Date of signature (<i>month, day, year</i>)
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BOARD REVIEW SECTION - OFFICE USE ONLY

APPLICATION APPROVED

Signature of Reviewing Board Member	Date of signature (<i>month, day, year</i>)
Signature of Reviewing Board Member	Date of signature (<i>month, day, year</i>)

APPLICATION TABLED

Signature of Reviewing Board Member	Date of signature (<i>month, day, year</i>)
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Reason for table:

APPLICATION DENIED

Signature of Reviewing Board Member	Date of signature (<i>month, day, year</i>)
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Reason for denial: