



**Real Estate Appraiser Board
 CONTINUING EDUCATION COURSE APPLICATION
 No Fee Required**

1. Course Title _____

2. Education Provider Name _____

3. Provider's Federal Employer Identification Number [❖] -

[❖] State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number.

4. Mailing Address (PO Box accepted) _____

The mailing address will be printed on the license.

 City State Zip Code

5. Email Address _____

Email address is considered a public record and will be disclosed upon request from a third party.

6. Name of Contact Person _____

7. Contact Person's Telephone Number _____
 Primary Telephone

8. Course Delivery Type

- Classroom (single date) Date: _____ Location: _____
- Classroom (ongoing, no date selected)
- Correspondence[♦]
- On-line[♦]
- Other Distance Learning[♦] _____

[♦] On-line, Correspondence and Other Distance Learning courses should include International Distance Education Certification Center (IDECC) approval if applicable.

9. Number of course credit hours requested? _____

10. Is this an AQB Approved Course?

- No
- Yes If yes, attach the AQB Approval Letter to this application.

11. List the instructor(s) who will be teaching this course and attach a resume for each:

Instructor Name	Title	Resume Attached?
		No <input type="checkbox"/> Yes <input type="checkbox"/>
		No <input type="checkbox"/> Yes <input type="checkbox"/>
		No <input type="checkbox"/> Yes <input type="checkbox"/>
		No <input type="checkbox"/> Yes <input type="checkbox"/>

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		4006	

Instructor Name	Title	Resume Attached?
		No <input type="checkbox"/> Yes <input type="checkbox"/>

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

REQUIRED ATTACHMENTS:

Label each attachment according to the number listed below.

- Attachment #1 - A comprehensive timed course outline for the course indicating the subjects to be taught in the course and the number of minutes each subject will be taught.
- Attachment #2 - A summary of each instructor's qualifications to teach the continuing education course. A resume expressing each instructor's qualification should be sufficient.
- Attachment #3 - A copy of the Course Materials that will be covered or distributed, such as handouts, power-points, lecture notes, etc.
- Attachment #4 - A copy of the course completion certificate your organization will issue to licensees who complete this course. The course completion certificate must include (1) your organization's name; (2) the name of the instructor; (3) the date the course was completed; (4) the course title, as listed on this application; (5) the number of hours for which the course is approved; (6) the name of the licensee (with license number, if possible; and the name and signature of the school director/administrator

Directions for Submitting a Continuing Education Course Application Electronically

To ensure prompt processing, the Virginia Real Estate Board only accepts a "Continuing Education Course Approval Application" (course application) electronically. The process for submitting a course application electronically to the Board is as follows:

1. Fill out one course application completely and correctly. Make sure to: a) answer every question; b) place the Education Provider's official email address on the application; and, c) sign and date the application.
2. Compile one set of the "Required Attachments" as outlined above. Label each attachment accordingly (i.e. Attachment #1, Attachment #2, etc.).
3. Arrange the "Required Attachments" in number order behind the course application. This document will be the completed course application.
4. Scan the completed course application and convert to a PDF-format.
5. Name this PDF document according to the name you provided for "CE Course Title" in Question #1.
6. Email this PDF document to reappraisers@dpor.virginia.gov. In the email "Subject" line, type your Education Provider's name (an abbreviation will be fine, e.g., "VAR" for Virginia Association of Realtors), a hyphen and the name of the document. An example would be: "VAR - Ethics and Standards of Conduct."

The course application will be reviewed and if there are deficiencies with the application, an email will be sent to the Course Administrator/Contact Person explaining the reason(s) why the application is incomplete. Feel free to contact the Real Estate Appraiser Board at reappraisers@dpor.virginia.gov or at 804-367-2039 with any questions.