



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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**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 **10-1-2016 thru 9-30-2018**.

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 10-1-2014 thru 09-30-2016. *There have been **no changes in the previously approved course  
material.***

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Certification

\_\_\_\_\_  
Date



**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 or 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)

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**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.

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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.

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**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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