

ASC Staff Recommended Minimum Education File Documentation

AQB/CAP Approved Qualifying and Continuing Education:

With the exception of the 7 and 15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) equivalency courses, Course Providers (Provider) and appraiser regulatory programs (Program) are not required to utilize the Appraiser Qualifications Board (AQB) Course Approval Program (CAP). In the event that a Provider has obtained CAP approval, and the jurisdiction relies upon such approval as a basis for their course approval, the following file documentation is sufficient.

Primary Provider (Distance and Classroom Education):

- ✓ CAP Approval Letter
 - The course title and Provider must match the name of the Provider/Applicant submitting the course to the Program for approval.
 - The Expiration date on the CAP approval letter must be current at the time of Program approval.
- ✓ The Program-issued approval letter or certificate
 - This document should include language that references the Provider's obligation to maintain CAP approval as a condition to maintain Program approval.

Secondary Provider (Classroom Education):

- ✓ CAP Approval Secondary Provider Record
 - This can be printed out from the Appraisal Foundation's Course Approval Program State Regulator website (appraisalfoundation.org) by selecting Secondary Providers after logging into AQB's CAP (password required¹).
 - The contract expiration date on the CAP approval record must be current at the time of Program approval, and the Secondary Provider must acknowledge that the approval is contingent upon maintaining CAP approval.
- ✓ The Program-issued approval letter or certificate
 - This document should include language that references the Provider's obligation to maintain CAP approval as a condition to maintain Program approval.

Secondary Provider (Distance Education):

- ✓ All of the above (as required for Classroom Education)
- ✓ International Distance Education Certification Center (IDECC) Distance Education Certification²
 - The course title and Provider Certification must match the name of the Secondary Provider/Applicant submitting the course to the Program for approval.

USPAP:

When reviewing the *7 and 15-Hour National USPAP Courses*, it is important to note that nothing can be added or omitted from the timed AQB Course Schedule outlines; however, there is leeway on how much time is spent on each topic³.

The 15 and 7-Hour National USPAP Courses (Classroom)

- ✓ Timed Course Outline
 - This must be consistent with the outline published by the AQB.
- ✓ AQB USPAP Instructor Certificate⁴
- ✓ Evidence of an AQB-Certified instructor's current Certified Residential or General Appraiser credential
 - Credentials may be verified by visiting www.ASC.gov and selecting "National Registry" and then "Find an Appraiser." A password is not required.⁵

The 15 and 7-Hour National USPAP On-Line Courses (Distance)

- ✓ All of the above (as required for Classroom)
- ✓ IDECC Distance Education Certification²
 - The course title and Provider must match the name of the Applicant/Provider submitting the course to the Program for approval.

The 15 and 7-Hour National USPAP Equivalency Courses (Classroom)

- ✓ AQB Course Approval with exact course title and Provider
- ✓ AQB USPAP Instructor Certificate or current USPAP Instructor Recertification Course Certificate
- ✓ Evidence of an AQB-Certified instructor's current Certified Residential or General Appraiser credential
 - Credentials may be verified by visiting www.ASC.gov and selecting "National Registry" and then "Find an Appraiser." A password is not required.⁵

The 15 and 7-Hour National USPAP Equivalency Courses (Distance)

- ✓ All of the above (as required for Classroom)
- ✓ IDECC Distance Education Certification²
 - The course title and Provider must match the name of the Applicant/Provider submitting the course to the Program for approval.

In the event that a CAP Course Approval is rescinded, and a Program based approval on CAP Approval, the Program must rescind the Program's approval or review the course, as would be required for any course that is not CAP approved, and document the file. However, USPAP equivalency courses MUST be CAP approved.

If the CAP Course Approval expires and the Provider chooses not to renew with CAP, the Program must obtain information from the Provider sufficient to review the course, as would be required for any course that is not CAP approved, and document the file as set forth below. However, USPAP equivalency courses MUST be CAP approved.

Distance Education Approvals: AQB Criteria provides that distance education course content approval is obtained from the AQB, a state licensing jurisdiction, or an accredited college, community college, or University that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the AQB or the state licensing jurisdiction. Course delivery mechanism approval is obtained from one of the following sources: (1) AQB approved organizations providing approval of course design and delivery (IDECC); (2) a college that qualifies for content approval that awards academic credit for the distance education course; or (3) a college that qualifies for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

Board/Department Approved Qualifying and Continuing Education (not CAP Approved):

Qualifying Education (Classroom)

- ✓ Timed Course Outline
 - This is a course outline that accounts for all of the hours for which approval is sought.
- ✓ Course objectives, synopsis and a Completed Topic Matrix⁶
 - This is a description of the course subject matter.
 - The Matrix may be completed by either the Board/Department's reviewer or the Provider/applicant.
- ✓ Reviewer's approval
 - The file must demonstrate that the course was reviewed and either approved or denied. This should also include notes that indicate the requested hours have been tabulated and the examination is appropriate.
- ✓ The Board/Department-issued course approval
 - This document should include issue and expiration dates, course title and Provider, and any other relevant information.

Qualifying Education (Distance)

- ✓ All of the above (as required for Classroom)
- ✓ IDECC Distance Education Certification²
 - The course title and Provider must match the name of the Provider/Applicant submitting the Course to the Program for approval.

Continuing Education (classroom)

- ✓ Timed Course Outline
 - This is a course outline that accounts for all of the hours for which approval is sought.
- ✓ Course objectives or synopsis
 - This is a description of the course subject matter.
- ✓ The Program-issued course approval

- This document should include issue and expiration dates, course title and Provider, and any other relevant information.

Continuing Education (Distance)

- ✓ All of the above (as required for Classroom)
- ✓ IDECC Distance Education Certification²
 - The course title and Provider must match the name of the Provider/Applicant submitting the course to the Program for approval.

Qualifying and Continuing Education approved in another jurisdiction

Qualifying Education

Programs may accept Qualifying Education that has been approved by another jurisdiction's Program. An education file need not be created. However, a record that the approval was verified must be entered into the applicant's file.

Continuing Education

Programs may accept Continuing Education that has been approved by another jurisdiction's Program. An education file need not be created. However, a record that the approval was verified must be entered into the credential holder's file.⁷ In the event the course is not approved as appropriate for continuing education credit, the applicant may be subject to discipline.

Qualifying and Continuing Education not approved by any jurisdiction prior to application for credentialing

Qualifying Education

Programs may accept Qualifying Education that has not been approved by any jurisdiction's Program, provided the Program reviews the course as it would any course that is not previously approved, and either documents the applicant's file with evidence of the review, or creates an education file as outlined herein.

Continuing Education

Programs may accept Continuing Education that has not been approved by any jurisdiction's Program, provided the Program reviews the course as it would any course that is not previously approved, and either documents the applicant's file with evidence of the review⁷, or creates an education file as outlined herein.

College "in lieu of" Education and AQB Approved Real Estate Degree Programs

College "in lieu of" Education

Programs are not required to create education files for this type of education. However the application files must include the appropriate transcripts that have been reviewed by the Program.

AQB Approved Graduate Degree in Real Estate Programs

When an applicant has completed a CAP approved graduate (doctoral or masters) degree in Real Estate, the Program must review the transcript to ensure that the courses taken are the courses listed on the AQB graduate degree approval letter (available at www.appraisalfoundation.org). If any of the courses are different from those that appear on the approval letter, the Program must review those courses for equivalence. An education file need not be created; however, documentation of the review must be in the applicant's file.

¹ Passwords are issued by the Appraisal Foundation. Register for a password at www.appraisalfoundation.org by selecting "AQB Course Approval Program" and then "Register for an Account." Only one password is permitted per State regulatory agency.

² The IDECC Certification may be obtained from the Course Provider/Applicant, or by visiting www.idecc.org and select “Certified Courses” and enter the search criteria. Select the “View the Course Summary Certificate” option from the record of the desired course and then print (a password is not required).

³ Timing: The suggested “Course Schedule” in the Instructor Notes contains more specific recommended timing than is found in the Student Manual. There is flexibility in the pacing of the course. Breaks are scheduled, but the schedule is adaptable to meet the need to cover the course material in the time allotted.

⁴ Instructor certification may be verified by visiting www.appraisalfoundation.org and selecting the link to National USPAP course provider search.

⁵ If you would like the search results to show all disciplinary actions, you must have a user id and password. User id and passwords are issued to regulators by the Appraisal Subcommittee. Contact your State's ASC Policy Manager.

⁶ The AQB Required Core Curriculum Topic Matrix is available at www.appraisalfoundation.org. The Matrix breaks down the core subject matter into the major modules and subtopics described in AQB Guide Note 1 of the AQB Real Property Appraiser Qualification Criteria. Jurisdictions need only review courses to the extent of the first level of subtopics. Jurisdictions may develop their own matrix for this purpose.

⁷ It is understood that some jurisdictions rely upon affidavits of continuing education and subsequently conduct a continuing education compliance audit. In this case, evidence of, or reference to, the approval must be entered into the audit file, record or database.