



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O Box 304355, Montgomery, AL 36130 / 100 N. Union Street Ste 370, Montgomery, AL 36104
Phone: (334) 242-8747 / Fax: (334) 242-8749 / Web: www.reab.state.al.us

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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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)

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.

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 and received in a timely manner.

ATTACH THE FOLLOWING INFORMATION TO THIS COMPLETED APPLICATION:

-Instructor's Resume

-Application Fee \$25.00 per CE Course OR \$50.00 per Licensure Course

Attention Instructors:

According to the Beason Hammon Taxpayer and Citizen Protection Act, all applicants are now required to provide proof of citizenship. Please send a legible photocopy of your driver's license or non-driver identification with your application.