



APPLICATION FOR REAL ESTATE APPRAISER CONTINUING EDUCATION COURSE

State Form 53496 (R2 / 8-21)

REAL ESTATE APPRAISER LICENSURE AND CERTIFICATION BOARD
PROFESSIONAL LICENSING AGENCY
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 Indianapolis, Indiana 46204
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 www.pla.IN.gov

INSTRUCTIONS: Please completely fill in your PDF viewer.

FOR OFFICE USE ONLY	
Course number	Date approved (<i>month, day, year</i>)

DO NOT WRITE ABOVE THIS LINE

CONTINUING EDUCATION COURSE APPLICANT INFORMATION	
Title of course	Length of course
Name of applicant (<i>first, middle, last, maiden or previous</i>)	
Name of organization providing the continuing education course	
Address of organization (<i>number and street or rural route, city, state and ZIP code</i>)	
Work telephone number ()	Other telephone number (<i>cellular or home</i>) ()
E-mail address	Website URL

INSTRUCTOR INFORMATION	
Name of instructor (<i>first, middle, last, maiden or previous</i>)	
Current residential address of instructor (<i>number and street or rural route, city, state and ZIP code</i>)	
Work telephone number ()	Other telephone number (<i>cellular or home</i>) ()
E-mail address	

INSTRUCTOR QUALIFICATION REQUIREMENTS
<p>Each instructor for an approved real estate appraiser continuing education course must possess at least one (1) on the following minimum requirements:</p> <ol style="list-style-type: none"> 1. Is a licensed or certified real estate appraiser or licensed real estate broker and has a bachelor's degree: <ol style="list-style-type: none"> a. with a major or minor in real estate from an accredited college or university, or b. 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. 2. 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. 3. 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. 4. 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.
<p>I have read the instructor qualifications requirement above and certify that I meet the qualifications to perform continuing education to appraisers.</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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.

- 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. Yes No
- 2. I have an Indiana real estate appraiser's license or certification and 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 teach. 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. Yes No
- 3. 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. Yes No
- 4. I hold an Indiana real estate broker's license and have experience as a real estate broker for a minimum of five (5) years. Yes No
- 5. Have you had any continuing education or qualifying education course revoked, or rescinded by any State, the Appraisal Qualifications Board, or the Appraisal Subcommittee? Yes No
- 6. 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 (except for minor violations of traffic laws resulting in fines)? Yes No
- 7. 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? Yes No
- 8. 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? Yes No
- 9. Has disciplinary action ever been taken regarding any professional license, certification, registration, or permit that you currently hold or have held? Yes No

INSTRUCTOR EXPERIENCE

Please describe the instructor's experience. Include a brief work experience; teaching experience; then emphasize on appraisal experience, including type properties appraised, courses taught, number of years or classroom hours teaching, whether full or part time. This may include attaching a list of qualifications (e.g. curriculum vitae).

INSTRUCTOR EDUCATION BACKGROUND

Please describe the educational background of the instructor, general education, degrees, appraisal education including course titles, year taken and source of education. This may include attaching a list of courses taken, taught, or authored. Attach additional pages, if necessary.

INSTRUCTOR PROHIBITIONS

876 IAC 3-5-8 states that a course provider of an approved real estate appraiser continuing education course is prohibited from hiring, or retaining in its employ, an instructor who has:

1. had a real estate appraiser license revoked or suspended by any jurisdiction;
2. obtained or used, or attempted to obtain or use, in any manner, Indiana real estate appraiser licensing examination questions to be used on future examinations, unless authorized by law;
3. been convicted of a crime which has a direct bearing on the individual's ability to competently instruct, including, but not necessarily limited to, violations of real estate appraiser laws and abuse of fiduciary responsibilities;
4. falsely certified hours of attendance or grades for any student; or
5. unless allowed by law, refused to appear and/or testify under oath at any hearing held by the board.

We / I comply with 876 IAC 3-5-8. Yes No

We / I have taken appropriate steps to ensure compliance with 876 IAC 3-5-8. Yes No

PLAN TO COMPLY WITH 876 IAC 3-5-8

Below, please detail your plans to ensure compliance with 876 IAC 3-5-8. This may include policy statements, instructor contracts, or procedures followed. Attach additional pages, if necessary.

RECORDS RETENTION POLICY

876 IAC 3-5-3 requires the provider of an approved real estate appraiser continuing education course must retain records of students who complete the course for a minimum of six (6) years. The records must include:

1. attendance records;
2. examination score records *(if applicable)*; and
3. duplicate copies of completion certificates.

Appropriate measures are in place to ensure compliance with 876 IAC 3-5-3. Yes No

PLAN TO COMPLY WITH 876 IAC 3-5-3

Below, please detail your plans to ensure compliance with 876 IAC 3-5-3. This may include policy statements, instructor contracts, or procedures followed. Attach additional pages, if necessary.

APPRAISAL QUALIFICATION BOARD CRITERIA AND COMPLIANCE WITH TITLE XI

The Appraisal Qualifications Board (AQB) and the Appraisal Subcommittee (ASC) require that all appraiser continuing education programs and courses meet their criteria of ensuring that it ensures an appraiser participates in a program that maintains and increases his / her skill, knowledge and competency in real estate appraising. Your course must also 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). Your course will be reviewed during a filed review by the ASC. If the ASC determines that your course does not meet AQB criteria, your course could be invalidated by the ASC and rescinded by the Board. The ASC could also invalidate the continuing education hours you awarded to your students.

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| 1. I understand the above information and accept responsibility for my course and students should it be questioned, invalidated, or rescinded by the Appraisal Subcommittee or the Board. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. This course satisfies 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. I agree to cooperate with any inquiry, investigation, questions, or requests made by the Board, the Appraisal Subcommittee, the Appraisal Qualifications Board, or any other government body about this course. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. I understand that this course will be reviewed and may be investigated by the Appraisal Subcommittee, or they could mandate the Appraiser Board to conduct an investigation or inquiry into this course. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. I understand that the Appraisal Subcommittee or the Board can determine that my course does not meet AQB criteria and that it could be invalidated by the ASC and/or the Board and/or be rescinded or revoked by the Board or the ASC without warning. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. I have instituted measures, safeguards, and / or other checks and balances to ensure compliance with Title XI and AQB Criteria. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Does the instructor of this course conform to AQB criteria and Indiana Administrative Rules? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. I understand that there is an inherent risk in submitting my application to the Real Estate Appraiser Licensure and Certification Board for approval rather than the Appraisal Qualifications Board. I understand that the AQB, not the Real Estate Appraiser Licensure and Certification Board is the source for establishing educational and experience qualification criteria for the licensing, certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If you answered "NO" to any of the questions above, please elaborate on your reasons for doing so.

PLANS TO ENSURE COMPLIANCE WITH APPRAISAL QUALIFICATION BOARD CRITERIA AND TITLE XI

Below, please detail safeguards, measures, and plans you have in place to ensure your compliance with current AQB criteria for approved CE classes. Attach additional pages, if necessary.

COURSE COMPLIANCE WITH APPRAISAL QUALIFICATION BOARD CRITERIA AND TITLE XI

Please explain how this course provides a program that maintains and increases an appraiser's skill, knowledge, and competency in real estate appraising. The Board can deny your application for failing to adequately present sufficient information and documentation to ensure compliance with AQB criteria. Attach additional pages, if necessary.

Empty text area for course compliance explanation.

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. 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)? [] Yes [] No
2. Does the course provide a program that maintains and increases an appraiser's skill, knowledge and competency in real estate appraising? [] Yes [] No
3. Do you agree to cooperate with Board, and/or the Appraisal Subcommittee should any questions be raised regarding this continuing education course? [] Yes [] No
4. 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? [] Yes [] No
5. 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? [] Yes [] No
6. Is the course accredited, approved, or offered by any real estate or appraiser board or trade commission? If Yes, explain (when, where, and approval number): [] Yes [] No
7. 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? [] Yes [] No

Explanations:

Empty text area for explanations.

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 [] Timed Outline [] Instructor's in-class material, if different
[] Learning Objectives [] Student's in-class material [] Examination, if one is required or included

POLICIES COVERING:

- [] Attendance Policy [] Record Retention Policy
[] Cancellation and Refund [] Plan to ensure compliance with AQB Criteria and Title XI

MISCELLANEOUS:

- [] Course Tuition / Fees [] Instructor's Resume / Curriculum Vitae (CV)
[] Course Schedule [] Copy of Certification Awarded to Students

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 (*month, day, year*)