



**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"/>
		No <input type="checkbox"/> Yes <input type="checkbox"/>

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

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

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:

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.