



Virginia Auctioneers Board
CONTINUING EDUCATION COURSE APPROVAL APPLICATION
No Fee Required

➤ To obtain board approval of your auctioneer continuing education course(s), your institution must comply with the required standards outlined in Regulation 18VAC25-21-230, 18VAC25-21-240, 18VAC25-21-270 and 18VAC25-21-280. Instructor resumes must accompany this application. Any change in the information provided by your institution as required by Regulation 18VAC25-21-270 must be reported to the board in writing within 10 days of the change.

1. Provider/School Name _____
 2. Trade, "Doing Business As" (DBA) or Fictitious Name [▲] _____

▲ Attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality).

3. A. Type of business entity (select only **one**)
 Sole Proprietorship General Partnership Solely Owned LLC [◆] Corporation [◆]
 Limited Partnership [◆] Limited Liability Company [◆] Other, please specify: _____

Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, Professional Limited Liability Company, or Sole Proprietor (Non-Broker Owned)

B. State Corporation Commission Number: _____ (If applicable)

◆ If your business is a **corporation, limited liability company, or limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). Firm/Businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firm/Businesses must register any trade or fictitious names with the State Corporation Commission or the clerk of court in the county or jurisdiction where the business is to be conducted. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

4. Provide **one** of the following identification numbers*:

Business Federal Employer Identification Number (FEIN)

Federal Employer Identification Number (12-3456789)											

Sole Proprietor's/Individual's Social Security Number **or**

Social Security or Virginia DMV Number (123-45-6789)											

Virginia Department of Motor Vehicles Control Number

➤ Enter the same identification number as used on previous applications or licenses on file with the department.

* State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

5. Mailing Address (PO Box accepted) _____

City _____ State _____ Zip Code _____

6. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.

City _____ State _____ Zip Code _____

7. Contact Numbers
 _____ Primary Telephone _____ Alternate Telephone _____ Fax

				TRANS CODE 1020	FILE #/PROVIDER # 2909	ISSUE DATE
OFFICE USE ONLY	DATE	FEE NO FEE	TRANS CODE 1020	ENTITY #	FILE #/COURSE # 2910	ISSUE DATE

8. Email Address _____

Email address is considered a public record and will be disclosed upon request from a third party.

9. Contact Person _____

Name

Title

Email Address _____

Contact Numbers _____

Primary Telephone

10. Instructor Information - Course instructors must be competent in the subject being taught, either by education or experience, and in instructional techniques. **Instructor resumes must be included in your application package.**

Instructor's Name	Auctioneer License No. (if applicable)	Field of Expertise	Resume Attached?
			<input type="checkbox"/> N <input type="checkbox"/> Y
			<input type="checkbox"/> N <input type="checkbox"/> Y
			<input type="checkbox"/> N <input type="checkbox"/> Y
			<input type="checkbox"/> N <input type="checkbox"/> Y
			<input type="checkbox"/> N <input type="checkbox"/> Y

11. A. Name of Course _____

B. Method of Instruction:

- Classroom Online ✧
 Correspondence ✧ Other ✧

✧ Correspondence and other distance learning courses (non-classroom) must include appropriate testing procedures to verify successful course completion.

C. Will this course be offered more than once?

- No If no, provide: Scheduled Course Date* - Start Date _____ End Date _____
Yes If yes, provide all dates* for this course being offered:

D. Where will the course be taught? _____

E. Total Credit Hours offered for this course: _____

F. Learning Objectives of the Course _____

G. Method of Assessment _____

H. How will the school assess whether the learning objectives have been achieved?

I. How will the school monitor attendance at the beginning, end, and during the course?

12. By signing this application, I certify the following statements:

- I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.
- I certify that the laws, regulations and industry practices that will be taught or utilized in the above-referenced course are up-to-date and any subsequent changes in the laws, regulations or industry practices will be incorporated into the course curriculum as they occur.
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I certify that as the course provider; I will comply with the provisions of the laws of Virginia related to the auctioneer license under the provisions of Title 54.1, Chapter 6 of the *Code of Virginia* and the *Virginia Regulations Governing Auctioneers*.

Contact Person:

Print Name _____

Signature _____ Date _____

Attachments required for Board Approval

Completed applications for course approval must include the following attachments and must be marked with the appropriate attachment number (1 through 7):

1. A copy of the course curriculum;
2. A statement of the learning objectives of the course;
3. A copy of the assessment that will be used to determine if the students have achieved the defined learning objectives of the course;
4. A copy of the course materials either distributed or used in presentations such as handouts, pamphlets, etc.;
5. A copy of the attendance record used to monitor attendance in the beginning, end and during the course;
6. A copy of the certificate of course completion that will be given to those who successfully complete the course; and
7. A copy of the course feedback/assessment form that will be distributed to attendees at course completion to obtain feedback on the quality and applicability of the course and instructor.