

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 - Training course providers must employ at least **five** instructors who have been licensed auctioneers for at least five years and who specialize in different fields of the auction business. **Instructor resumes must be included in your application package.**

Instructor's Name	Auctioneer License No.	Initial Lic. Date	License Expiration Date	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. **Type of subjects** to be offered and **number of hours** for each. (Minimum of 80 hours classroom and field instruction.)

Subjects	Hrs. of Instruction
Fundamentals of Auctioneering	
Elementary Principles of Real Estate	
Brokerage	
Contract Drawing	
Advertising	
Sale Preparation	
Bid Calling	
Settlement Statements	
Ethics	
Rules and Regulations of the Virginia Auctioneers Board	

Total Hrs. of Instruction: _____

D. Where will the course be taught? _____

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 5):

1. A copy of the course curriculum;
2. A statement of the learning objectives of the course;
3. A copy of the course materials either distributed or used in presentations such as handouts, pamphlets, etc.;
4. A copy of the certificate of course completion that will be given to those who successfully complete the course; and
5. 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.