Real Estate Appraiser Board

PRE-LICENSE EDUCATION COURSE APPLICATION

Fee $150.00

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

1. Course Provider Name

2. Provider's Federal Employer Identification Number

   ✦ State law requires every applicant, who is not a sole proprietor, to provide a federal employer identification number.

3. Mailing Address (PO Box accepted)

   The mailing address will be printed on the license.

   City
   State
   Zip Code

4. E-mail Address

5. Name of Course Appraiser

6. Contact Number

   Primary Telephone

7. Type of Institution

   ☐ Proprietary School
   ☐ Real Estate or Real Estate Appraisal Organization

8. Course Title

9. Course Delivery Type

   ☐ Classroom
   ☐ On-line
   ☐ Correspondence
   ☐ Other Distance Learning

   ✦ On-line, Correspondence and Other Distance Learning courses must include International Distance Education Certification Center (IDECC) approval.

10. Is this an Advanced Level Appraisal Course?

    No ☐
    Yes ☐

11. Is this an AQB Approved Course?

    No ☐
    Yes ☐ If yes, attach the AQB Approval Letter to this application.

12. Full Name Board-Certified Instructor

    All pre-license courses must be taught by an Instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP courses must be taught by an AQB certified USPAP© instructor.
13. Grading information (state final examination requirements)

14. Attendance Policy (must be 100%)

15. Course Prerequisites (if any)

16. Course Length

   Number of Meetings ____________________________
   Hours per Meeting ____________________________
   Meetings per Week ____________________________
   Total Course Hours ____________________________

17. Promotion Used *

   * If advertising is used, submit copies of advertisements and brochures.

18. 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
   Attachment #2 - A Course Syllabus
   Attachment #3 - A list of books, pamphlets and materials to be used by the instructor and students.
   Attachment #4 - A copy of the Course Final Examination