Real Estate Appraiser Board
PRE-LICENSE EDUCATION COURSE RENEWAL APPLICATION
Fee $25.00

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

3. Course Title

4. Virginia Course License Number: 4006

5. Mailing Address (PO Box accepted)

6. Email Address

7. Name of Course Administrator

8. Contact Number

9. Type of Institution
   - Proprietary School
   - Real Estate or Real Estate Appraisal Organization

10. Course Delivery Type

11. Is this an Advanced Level Appraisal Course?
   - No
   - Yes

12. Is this an AQB Approved Course?
   - No
   - Yes
      - If yes, attach the AQB Approval Letter to this application.

13. 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.
14. Grading information (state final examination requirements)

15. Attendance Policy  (must be 100%)

16. Course Prerequisites (if any)

17. Course Length
   - Number of Meetings
   - Hours per Meeting
   - Meetings per Week
   - Total Course Hours

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

19. 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