Commonwealth of Virginia Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1485 (804) 367-8506



www.dpor.virginia.gov

Virginia Auctioneers Board SCHOOL OF AUCTIONEERING - COURSE APPROVAL APPLICATION No Fee Required

a <u>a</u>	nd fie	eld instru pany this	ction in the capplication.	conduct of au Any change i	uction business (n the information	Regulation for provided b	st offer a minimum 18VAC25-21-200). y your institution a vriting within 30 days	Instructor as required	resumes must by regulation
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							d by the locality).	
3.	A. Type of business entity (select only one)								
		Sole F	Proprietorship	General	Partnership S	olely Owned I	_LC [♦] ☐ Corporati	ion •	
		Other: As		s Trust, Governm	Liability Company ♠ nent Agency, Joint Ve Proprietor (Non-Broker	nture, Limited L	lease specify:iability Partnership, Non	Profit, Profes	ssional Corporation
	B. State Corporation Commission Numb				per: (If applicable))	
		the Virginia under the la trade or fict	State Corporation aws of the Commo	n Commission (in onwealth of Virgin the State Corpor	ncluding all out-of-state ia or otherwise author ation Commission or t	e businesses). I zed to transact he clerk of cour	ip, your business/trade r Firm/Businesses shall be business in Virginia. Fir t in the county or jurisdic y phone at (804) 371-97	e organized a m/Businesse tion where th	s business entities s must register any
4.	Provi	de <u>one</u> o	f the following i	identification n	numbers*:				
	*	Sole Prop <u>Virginia</u> I Enter the sa State law rea	prietor's/Individua Department of M me identification nur quires every applica	al's Social Secu lotor Vehicles C nber as used on pront, who is not a sol	Control Number evious applications or lice to proprietor or solely own	Soc enses on file with ned LLC, to provio	ral Employer Identification I al Security or Virginia DMV the department. de a federal employer ident number issued by the Virgi	- 123-	-45-6789) er. Sole proprietor of
5.	Maili	ng Addres	ss (PO Box acc	cepted)					
6.	Stree		s (PO Box <u>not</u> L address rec	. ,	City Check here if S	reet Address is th	ne <u>same</u> as the Mailing Add	State Press listed abo	Zip Code ve.
7.	Conta	act Numb	ers	Primary Telepho	City	Alternate Te	elephone	State	Zip Code
					TRANS CODE		FILE #/PROVIDER #		ISSUE DATE
					1020	2909			
OFFICE		DATE	FEE	TRANS CODE	ENTITY#		FILE #/LICENSE #		ISSUE DATE
USE ONLY			NO FEE	1020		2910			

			Email address is cons	idered a public re	ecord and will be disc	closed upon request from a th	ird party.			
	Contact Perso					Titlo				
	- "		Name Title							
	Email Address		Contact Numbers Primary Telephone							
	Instructor Information - Training course providers must employ at least <u>five</u> instructors who have been licensed auctioneers for at least five years and <u>who specialize in different fields of the auction business</u> . Instructor resumes must be included in your application package .									
	Instructo	r's Name	Auctioneer License No.	Initial Lic. Date	License Expiration Date	Field of Expertise	Resume Attached?			
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- 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.