

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

➤ To obtain board approval of your auctioneer course(s), your institution must offer a minimum of 80 hours of classroom and field instruction in the conduct of auction business (Regulation 18VAC25-21-200). Instructor resumes must accompany this application. Any change in the information provided by your institution as required by regulation 18VAC25-21-190, and 18VAC25-21-200 must be reported to the board in writing within 30 days of the change.

1. Provider/School Name \_\_\_\_\_

2. Trade, "Doing Business As" (DBA) or Fictitious Name <sup>▲</sup> \_\_\_\_\_  
 ▲ 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 <sup>♦</sup>     Corporation <sup>♦</sup>  
 Limited Partnership <sup>♦</sup>     Limited Liability Company <sup>♦</sup>     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](http://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)    

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 Federal Employer Identification Number (12-3456789)  
 *Sole Proprietor's/Individual's* Social Security Number    **or**

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 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) \_\_\_\_\_  
**PHYSICAL ADDRESS REQUIRED**  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

7. Contact Numbers    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
    Primary Telephone     Alternate Telephone     Fax

				TRANS CODE <b>1020</b>	FILE #/PROVIDER # <b>2909</b>	ISSUE DATE
OFFICE USE ONLY	DATE	FEE <b>NO FEE</b>	TRANS CODE <b>1020</b>	ENTITY #	FILE #/LICENSE # <b>2910</b>	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 - 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.