



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING
BOARD OF CERTIFIED REAL ESTATE APPRAISERS
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INSTRUCTIONS FOR COURSE APPROVAL APPLICATIONS

Please review the requirements for acceptable education for initial certification (12 AAC 70.140-.145) and continuing education (12 AAC 70.200-.215) before applying for course/seminar board approval (see attached).

The following must be on file with the division before the course approval application will be considered by the board:

1. Complete application (08-4292).
2. Course/seminar approval fee of \$200.00; check or money order payable to the State of Alaska (this fee is required for each individual course/seminar application).
3. A complete course description, including the course or seminar title and a description of the learning objectives (space is provided on the application form, however, you may attach a separate sheet if necessary).
4. A course/seminar syllabus.
5. A detailed outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic (space is provided on the application form, however, you may attach a separate sheet if necessary).
6. A list of texts and instructional materials used in the course/seminar (**do not submit the texts and instructional materials unless specifically requested by the board**).
7. The instructor's résumé that includes the instructor's name, recognition in the real estate appraisal industry, and professional designations and affiliations.
8. A copy of the attendance policy and a description of the procedures used for keeping a record of attendance.

GENERAL INFORMATION

The primary focus of the course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

To be scheduled for review, an application (and all supporting information) for course/seminar approval must be complete and postmarked to the division at least 15 days before the scheduled date of a board meeting (12 AAC 70.150). Contact the division regarding meeting dates.

The board also reviews complete course approval applications between board meetings via "mail ballot" process.

Please refer to the attached regulations for course approved information.

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
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Website: www.commerce.state.ak.us/occ



FOR OFFICE USE ONLY

COURSE APPROVAL APPLICATION

Course Approval fee \$200.00 (Make check payable to the State of Alaska)

Course Title: _____

Instructor: _____

Sponsor: _____

Address: _____

Sponsor Contact Person and Telephone Number: _____

Date of Course: _____ Number of Classroom Hours: _____ Number of Final Exam Hours: _____
(See definition under 12 AAC 70.910) (for initial certification)

Course Category: Initial Certification Continuing Education Both

Method of Presentation: Traditional Classroom Correspondence Online Course
 Video Tape Distance Education

Course Description, including the course/seminar title and a description of the learning objectives (attach an additional sheet, if necessary):

Outline of major topics covered by course/seminar (attach an additional sheet, if necessary):

_____ Number of classroom hours for each topic:
Hours: _____
Hours: _____

Attachments:

- \$200.00 course/seminar approval fee
- Course Syllabus
- List of texts and instructional materials used
- Instructor Résumé
- Attendance policy and a description of the procedures used for keeping a record of attendance

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 APPROVED **DENIED**
Hours: _____
Type: _____
 Continuing Education
 Initial Certification Education
Date _____
Expiration Date: _____

PLEASE NOTE: In order for a course to qualify for 'continuing education', it must, be a minimum of 2 classroom hours in duration. In order for a course to qualify for initial certification it must be at least 15 classroom hours and include an examination. The final examination hours will be counted toward the total classroom hours of instruction. Course and seminar approval is valid for three years from the date of approval.

Signature of Applicant: _____ **Date:** _____

12 AAC 70.140. STANDARDS FOR ACCEPTABLE EDUCATION. (a) To comply with the real estate appraisal education requirements of 12 AAC 70.115 for initial certification, or the registered trainee education requirements of 12 AAC 70.125, an applicant's classroom hours of instruction, as defined in 12 AAC 70.910, must relate directly to real estate appraisal theory or practices and must be obtained through

- (1) a member organization of the Appraisal Foundation;
- (2) a junior college, college, or university;
- (3) a course approved by the Appraiser Qualifications Board Educational Course Review Program;
- (4) a real estate appraisal or real estate related organization;
- (5) a state or federal agency or commission;
- (6) a proprietary school; or
- (7) another organization or academic institution approved by the board.

(b) The board will credit only a course approved under 12 AAC 70.145 toward the classroom hours of instruction required for certification or registration.

(c) An applicant's classroom hours of education must include coverage of all topics listed in the applicable Appraiser Qualification Criteria developed by the Appraiser Qualifications Board of the Appraisal Foundation as follows:

(1) for an applicant for certification as a general real estate appraiser, the Certified General Real Property Appraiser Classification portion of *The Real Property Appraiser Qualification Criteria* dated January 1, 2003 and adopted by reference;

(2) for an applicant for certification as a residential real estate appraiser, the Certified Residential Real Property Appraiser Classification portion of *The Real Property Appraiser Qualification Criteria* dated January 1, 2003 and adopted by reference.

(d) Repealed 1/16/2005.

(e) The board will award credit toward the classroom hour requirement to an applicant who obtained credit for a course by passing a challenge examination without attending the course, if the credit was granted by the course provider before July 1, 1990 and the board is satisfied with the quality of the challenge examination.

(f) The board will award credit toward the classroom hour requirement for initial certification or trainee registration for completion of a course by distance education if the course

- (1) meets the requirements of this section and 12 AAC 70.145(d);
- (2) requires successful completion of a written final examination that is proctored by an official approved by the presenting college or university, or by the sponsoring organization;
- (3) is presented to an organized group in an institutional setting with
 - (A) a person qualified and available to answer questions, provide information, and monitor student attendance;
 - (B) a minimum of two classroom hours;
- (4) meets the requirements for courses established by the Appraiser Qualifications Board;
- (5) has been presented by a college or university accredited by the Commission on Colleges or a regional accreditation association that offers distance education programs in other disciplines; and
- (6) has received approval
 - (A) repealed 1/16/2005; or
 - (B) of the International Distance Education Certification Center's (IDECC) for the course design and delivery mechanism and either the approval of the
 - (i) Appraiser Qualifications Board through the AQB Course Approval Program; or
 - (ii) licensing or certifying jurisdiction where the course is being offered, for the content of the course.

(g) The board will not award credit for non-instructional course time except for a maximum of 20 hours spent writing appraisal reports for a course on that subject. The number of hours credited under this subsection may not exceed 50 percent of the total classroom hours awarded for the course for which the appraisal reports were written. The board will award credit under this subsection for no more than one course during an applicant's total classroom hours of instruction.

(h) An applicant's classroom hours of instruction must include coverage of the full scope of the fundamentals of appraisal theory, principles, and practices. A course that is highly specialized or narrow in focus will not be credited toward an applicant's required classroom hours of instruction unless the applicant has also completed sufficient courses to cover the fundamental aspects of appraisal theory, principles, and practices.

(i) The board will not award credit for more than eight classroom hours of instruction per day. If no breakdown of instructional, assignment, and examination hours is given for a course or seminar, the board will award three and one half classroom hours of instruction for the last day of the course or seminar and seven classroom hours of instruction for all other days of the course or seminar.

(j) The board will require additional information if necessary to determine if an applicant's classroom hours of instruction meet the requirements in this section.

Editor's note: Copies of the Appraiser Qualification Criteria adopted by reference in 12 AAC 70.140 are available from the Appraisal Qualifications Board of the Appraisal Foundation, 1029 Vermont Ave. N.W., Suite 900, Washington, DC 20005-3517; phone: (202) 347-7722.

12 AAC 70.145. APPROVAL OF COURSE OR SEMINAR FOR INITIAL CERTIFICATION OR TRAINEE REGISTRATION. (a) The board will use the standards established in this section to determine if a course or seminar is in a subject related to real estate appraisal and will be credited toward an applicant's total classroom hours of instruction.

(b) The board will review each course or seminar submitted with an individual's application for certification or registration and approve a course or seminar that meets the requirements of this section. The board will require an applicant to submit additional information, including the information required in (e)(3) - (10) of this section, if necessary to determine if a course or seminar meets the requirements in this section.

(c) The board will review and preapprove a course or seminar that meets the requirements of this section if an individual or organization submits the course or seminar to the board for preapproval under (e) of this section.

(d) To be approved by the board, a course or seminar must meet the following requirements:

(1) the primary focus of the course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal;

(2) the course or seminar must be a minimum of 15 classroom hours in duration and include successful completion of a final examination; except as provided in 12 AAC 70.140(g), time spent on

(A) the final examination will be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification or registration;

(B) an assignment will not be counted toward the minimum course duration or credited toward the total classroom hours of instruction required for certification or registration;

(3) the number of hours of instruction must be sufficient for quality instruction on the subject matter covered by the course or seminar.

(e) An individual or organization wishing to receive preapproval of a course or seminar shall submit to the board

(1) a completed application form for course approval;

(2) the course approval fee in 12 AAC 02.370;

(3) the name of the course or seminar provider;

(4) a complete course description, including the course title and a description of the learning objectives;

(5) a course syllabus;

(6) an outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic;

(7) a list of texts and instructional materials used in the course or seminar;

(8) *repealed 6/22/05*;

(9) the instructor's résumé that includes the instructor's

- (A) name;
- (B) recognition in the real estate appraisal industry; and
- (C) professional designations and affiliations; and

(10) a copy of the attendance policy and a description of the procedures used for keeping a record of attendance.

(f) An individual or organization that has received preapproval of a course or seminar shall notify the board of any change in the information submitted under (e) of this section for an approved course or seminar.

(g) Course and seminar approval under this section is valid for three years from the date of approval.

(h) The board will maintain a list of courses and seminars approved under this section.

12 AAC 70.150. APPLICATION DEADLINE. To be scheduled for board review, an application for certification or course approval must be complete and filed with the department, as defined in 12 AAC 02.920, at least 15 days before the scheduled date of the board's application review.

ARTICLE 2. CONTINUING EDUCATION REQUIREMENTS

Section

200. Application for continuing education course or seminar approval

210. Approved continuing education courses and seminars

215. Approved online courses

220. Hours of continuing education required

12 AAC 70.200. APPLICATION FOR CONTINUING EDUCATION COURSE OR SEMINAR

APPROVAL. (a) A person or an organization wishing to sponsor a real estate appraisal continuing education course or seminar shall apply for board approval of that course or seminar by submitting

(1) a completed application on forms provided by the department;

(2) any fees required in 12 AAC 02.370;

(3) the following information:

(A) a complete course description, including the course or seminar title and a description of the learning objectives;

(B) an outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic;

(C) the name of the course or seminar provider;

(D) sample handouts and sample examinations used in the course or seminar;

(E) a copy of the attendance policy and a description of the procedures used for keeping a record of attendance;

(F) a course syllabus;

(G) a list of texts and instructional materials used in the course or seminar;

(H) the instructor's résumé that includes the instructor's

(i) name;

(ii) recognition in the real estate appraisal industry; and

(iii) professional designations and affiliations.

(b) An applicant for renewal may petition the board for approval of a course or seminar that the applicant believes will meet the requirements of 12 AAC 70.210.

(c) The board will award up to 10 hours of continuing education credit for nonstudent participation in an educational program as provided for in AS 08.87.120(b)(2). To receive credit under this subsection, an applicant for renewal shall provide the documentation necessary to substantiate the applicant's participation and experience, including

(1) information on the topics covered and the hours spent in the program; and

(2) documentation that the applicant's involvement in the program was in the technical and professional aspects of real estate appraisal and that the primary focus of the program was directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(d) Course and seminar approval under this section is valid for three years from the date of approval.

12 AAC 70.210. APPROVED CONTINUING EDUCATION COURSES AND SEMINARS. (a)

To be approved by the board, the primary focus of a continuing education course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(b) The board will approve a course or seminar on the following topics if the course or seminar meets the requirements of (a) of this section:

- (1) business courses related to real estate appraisal;
- (2) construction cost estimating;
- (3) ethics and standards of professional appraisal practice;
- (4) land use planning, zoning, and taxation;
- (5) property development;
- (6) real estate appraisal (including valuations and evaluations);
- (7) real estate financing and investment;
- (8) real estate law;
- (9) real estate litigation;
- (10) real estate appraisal related computer applications;
- (11) other topics related to real estate appraisal that are approved by the board.

(c) In addition to the courses approved by the board under 12 AAC 70.200, the following courses are approved for continuing education when they are consistent with (a) of this section:

- (1) courses offered by a member organization of The Appraisal Foundation;
- (2) courses offered by a regionally accredited junior college, college, or university; or
- (3) courses approved by the Appraiser Qualifications Board Educational Course Review Program.

(d) To be approved by the board, a continuing education course or seminar must include a minimum of two classroom hours, that meet the requirements of (a) of this section.

(e) The board will award continuing education credit for completion of a course by distance education if the course

- (1) meets the requirements of 12 AAC 70.140(f); or
- (2) is a course other than the one that qualifies under (1) of this subsection that
 - (A) is presented in a classroom setting with a person who can verify student attendance and is qualified to answer questions and provide information on course content; and
 - (B) meets the requirements of (a) - (d) of this section.

(f) Course and seminar approval under this section is valid for three years from the date of approval.

12 AAC 70.215. APPROVED ONLINE COURSES. (a) To be approved by the board to meet the continuing education requirements of 12 AAC 70.220, the primary purpose of an online course must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

(b) The board will approve an online course on the following topics if the online course meets the requirements of (a) of this section:

- (1) business courses related to real estate appraisal;
- (2) construction cost estimating;
- (3) ethics and standards of professional appraisal practice;
- (4) land use planning, zoning, and taxation;
- (5) property development;
- (6) real estate appraisal, including valuations and evaluations;

- (7) real estate financing and investment;
- (8) real estate law;
- (9) real estate litigation;
- (10) real estate appraisal related computer applications;
- (11) other topics related to real estate appraisal that are approved by the board.

(c) In addition to the online courses approved by the board under (b) of this section, the following online courses are approved for continuing education if they are consistent with (a) of this section:

- (1) courses presented by a regionally accredited junior college, college, or university that offers distance education programs in other disciplines;
- (2) repealed 1/16/2005;
- (3) courses approved by the Appraiser Qualifications Board Educational Course Review Program;
- (4) courses offered by a member organization of The Appraisal Foundation.

12 AAC 70.220. HOURS OF CONTINUING EDUCATION REQUIRED. (a) At the time of certificate renewal, an applicant for renewal who has been certified for

- (1) 24 months or more shall document satisfactory completion of at least 28 hours of continuing education;
- (2) at least 12 months, but less than 24 months, shall document satisfactory completion of at least 14 hours of continuing education;
- (3) less than 12 months is not required to meet continuing education requirements for that renewal.

(b) The board will not recognize continuing education hours claimed by an applicant for renewal for taking the same, or substantially identical, course more than once during a certification period.

(c) Except as provided in (d) of this section, credit is given for classroom and examination hours only and not for hours devoted to class preparation or completion of assignments. A classroom hour is defined in 12 AAC 70.910.

(d) Up to one-fourth of the hours required by this section may be obtained through distance education approved under 12 AAC 70.210 or online courses approved under 12 AAC 70.215.

(e) As part of the requirements of (a)(1) of this section, an applicant for renewal of a certificate shall document satisfactory completion of a 7-hour National USPAP Update Course, taught by an Appraiser Qualification Board certified instructor or its equivalent.

12 AAC 70.910. DEFINITION OF CLASSROOM HOUR. For the purposes of this chapter,

- (1) except as provided in 12 AAC 70.145(d)(2)(A) and 12 AAC 70.220(c), one classroom hour equals a minimum of 50 minutes of instruction;
- (2) one academic semester credit hour equals 15 classroom hours; and
- (3) one academic quarter credit hour equals 10 classroom hours.