



**State of Rhode Island
Department of Business Regulation
Division of Commercial Licensing
Real Estate Appraisers Section
1511 Pontiac Ave, Bldg. 69-1
Cranston, RI 02920**

REQUIREMENTS FOR EDUCATION COURSE APPROVAL

1. A non-refundable fee of **\$25** - Check made payable to the RI General Treasurer, for each course submission. **INCOMPLETE SUBMISSIONS WILL BE RETURNED.**
2. All courses must relate to the real estate appraisal industry.
3. Provide on a **FLASH DRIVE ONLY** the courses you are seeking approval with the materials requested below.
4. Each of the following documents, if applicable, must be individually attached and clearly labeled on the FLASH Drive.
 - a. Course descriptions and subject matter outlines. The outline **MUST** include the time spent on each topic.
 - b. All texts and materials used in teaching the course (i.e. text book, handouts, online scripts, power point presentations, etc.).
 - c. A copy of the examination and answer key (a written proctored examination is required for **all** qualifying education course offerings).
 - d. Instructor's qualifications/resume.
 - e. A copy of the AQB certification, if applicable.
 - f. For Distance Education – A copy of the certification from the International Distance Education Certification Center (IDECC).
 - g. A currently used copy of the certificate of completion for the course.
 - h. A current copy of the secondary provider permission letter if you aren't the primary course provider.
5. All USPAP instructors shall at minimum meet the following criteria:
 - a. Instructor **MUST** be an active certified appraiser.
 - b. Have at least 7 years of appraisal experience in any discipline, and at least classroom 35 hours of appraisal teaching experience within the last 5 years.
 - c. Provide a copy of the AQB USPAP Instructor certification for the version to be taught.



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EDUCATION COURSE APPROVAL APPLICATION

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Course Provider Information			
Name of Provider			
Provider Street Address	City	State	Zip Code
Telephone Number	Website Address		
Contact Persons Name & Title	Contact Email Address		
Course Information			
Course Type: <input type="checkbox"/> Qualifying Education <input type="checkbox"/> Continuing Education <input type="checkbox"/> Both			
Course Title			
QE Course Hours	CE Course Hours	Delivery Type (i.e. online, classroom, seminar or conference)	Seminar/Conference Date(s)
Is the Course AQB approved? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the Course IDECC approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Instructor(s)			
Instructors' Name (if more than one instructor will be teaching the course, please attach a separate list of instructors)			
USPAP Instructors ONLY			
Does the USPAP Instructor have an active certified appraiser license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the USPAP Instructor have the requisite appraisal experience and teaching experience? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the Instructor completed the AQB USPAP Instructor certification for the version to be taught? <input type="checkbox"/> Yes <input type="checkbox"/> No			
OFFICIAL USE ONLY			
Credential Number	Date of Approval	Expiration Date	