



**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920**

**Division of Commercial Licensing
Real Estate Appraisers Section**

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 or CD, 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 or CD.
 - 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 | |