

Real Estate Appraiser Board
PRE-LICENSE EDUCATION COURSE RENEWAL APPLICATION
Fee \$150.00

A check or money order payable to the TREASURER OF VIRGINIA,
 or a completed [credit card insert](#) must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

1. Course Provider Name _____
2. Provider's Federal Employer Identification Number [❖] _____
[❖] State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number.
3. Course Title _____
4. Virginia Course License Number: _____
5. Mailing Address (PO Box accepted) _____
 The mailing address will be
 printed on the license. _____

City
State
Zip Code
6. Email Address _____
7. Name of Course Administrator _____
8. Contact Number _____
 Primary Telephone
9. Type of Institution
☐ Proprietary School
☐ Real Estate or Real Estate Appraisal Organization
10. Course Delivery Type
☐ Classroom ☐ On-line [♦]
☐ Correspondence [♦] ☐ Other Distance Learning [♦] _____
[♦] On-line, Correspondence and Other Distance Learning courses must include International Distance Education Certification Center (IDECC) approval.
11. Is this an Advanced Level Appraisal Course?
 No ☐
 Yes ☐
12. Is this an AQB Approved Course?
 No ☐
 Yes ☐ If yes, attach the AQB Approval Letter to this application.
13. Full Name Board-Certified Instructor _____

All pre-license courses must be taught by an Instructor certified by the Virginia Real Estate Appraiser Board. All 15-hour USPAP courses must be taught by an AQB certified USPAP® instructor. The USPAP Instructor Certification and the instructor's AQB Certification must be included with this application.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			2020		4006	

14. Grading information (state final examination requirements)

15. Attendance Policy (must be 100%)

16. Course Prerequisites (if any)

17. Course Length

Number of Meetings _____

Hours per Meeting _____

Meetings per Week _____

Total Course Hours _____

18. Promotion Used *

* If advertising is used, submit copies of advertisements and brochures.

19. *I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.*

Signature _____

Course Administrator's Signature

Date _____

REQUIRED ATTACHMENTS:

Label each attachment according to the number listed below.

Attachment #1 - A Comprehensive Timed Course Outline

Attachment #2 - Instructor's Resume, AQB Certification, and USPAP Instructor Certification

Attachment #3 - A Course Syllabus

Attachment #4 - A list of books, pamphlets, and materials to be used by the instructor and students.

Attachment #4 - A copy of the Course Final Examination