

Department of Consumer and Regulatory Affairs
Occupational and Professional Licensing Administration
District of Columbia Board of Real Estate Appraisers
1100 4th Street SW, Suite E500
Washington, DC 20024
(202) 442-4320

APPLICATION FOR APPROVAL

PRE-LICENSURE OR **CONTINUING EDUCATION**

An application for approval of a continuing education activity must be submitted to the Appraisers Licensing Board at least 60 days prior to the activity. **Please note as of September 1, 2005 there will be a \$65.00 application fee per course. Make your check or money order payable to: DC Treasurer.**

Groups approved to provide pre-licensure and continuing education must have procedures for issuing a certificate of completion to each participant who successfully completes the activity and pay the required fees. The certificate must contain: the title of the activity; date; number of continuing education credits earned; participant's names; and the name of the group providing the continuing education.

A certified list of attendees must be forwarded to the Licensing Board within 10 calendar days after completion of the final activity. The list must include the attendee's name, social security number, and license number. You may hand deliver you application to the DC Board of Real Estate Appraisers, Monday through Friday, between the hours of 8:30 am and 4:00 pm. When mailing your application, send all material to:

**DC Board of Real Estate Appraisers,
1100 4th St. SW, Suite E500, Washington, DC 20024**

Sponsoring Organization _____

Address _____

Contact Person _____ Telephone _____

Seminar/Workshop/Course Title _____

Date(s) _____

Location(s) _____

Time(s) _____

INSTRUCTORS

(Please attach a resume for each instructor)

Name _____ Degree _____

Name _____ Degree _____

Name _____ Degree _____

Pre-licensure Hours Requested _____

Continuing Education Clock Hours Requested: _____

The following support materials must be submitted with each application:

- | | |
|--|--|
| 1. Instructor's resumes | 4. A certificate of completion |
| 2. An outline of course content | 5. A copy of proposed advertisement |
| 3. A program evaluation form | 6. Appropriate fee per course (\$65.00) |

[SEAL]

Notary Public

My Commission Expires: _____

For Office Use Only: _____		
Date Approved	Signature	Number of CEUs

IMPORTANT NOTICE

TO: Pre-licensure and Continuing Education Providers

FROM: The DC Board of Real Estate Appraisers

SUBJECT: Acceptance of Online / Distance Learning Education

Effective April 19, 2005 The DC Board of Real Estate Appraisers will no longer accept and approve Distance Learning Education and or Online providers without prior approval from International Distance Education Certification Center (IDECC) and Appraisal Qualification Board (AQB).

Please contact them at International Distance Education Certification Center (IDECC) on 334-260-2928 or www.idecc.org, or Appraisal Qualification Board on 202 347-7722 or www.appraisalfoundation.org

DC BOARD OF REAL ESTATE APPRAISERS
RENEWAL APPLICATION FOR INSTRUCTORS AND CONTINUING EDUCATION COURSES

INSTRUCTIONS

1. ALL APPLICATIONS MUST BE TYPED, NOT HAND WRITTEN.
2. This renewal application is used to renew instructors and courses previously approved by the DC Board of Real Estate Appraisers when there is no change in Instructor and Course Outline/Content.
3. There are 4 sections to this application: I. Sponsor Information, II. Certification of Instructor, III. Seminar/Course Information, and IV. Affidavit by Sponsor. All 4 sections must be submitted in entirety for Board review.
4. The renewal application must be submitted 60 days prior to the scheduled course or seminar. Approval of the application must be obtained prior to the date the course or seminar is given.
5. A Certificate of Completion must be issued to each attendee who successfully completes the course taken.
6. A Certified list of Attendees, including students home address and DC License Number, must be Forwarded to the Commission within 10 days after the final class session.
7. Any change in instructor for any seminar or course approved by the Board within the renewal cycle, Requires submission of a (Application for Instructor and or Course Approval) together with a resume/biography for each instructor.

I. SPONSOR INFORMATION

COORDINATOR'S NAME: _____

SCHOOL NAME: _____

FULL ADDRESS: _____

BUSINESS PHONE NUMBER: _____

II. CERTIFICATION OF INSTRUCTOR

INSTRUCTOR(S) NAME: _____

FULL ADDRESS: _____

Last date instructor was approved by the DC Board of Real Estate Appraisers _____
(Attach copy of approval letter)

III. SEMINAR/COURSE INFORMATION

TITLE: _____

SITE/LOCATION: _____

BUSINESS PHONE NUMBER:(_____) _____

IV. AFFIDAVIT BY SPONSOR

I, hereby, certify that all information contained herewith is true and accurate to the best of my knowledge.

SIGNATURE OF SPONSOR: _____

SPONSOR'S NAME: _____

NAME OF INSTITUTION: _____

TODAY'S DATE: _____

Subscribed and sworn to me before this _____ day of _____, 19____ by the Affiant, who personally appeared before me.

NOTARY SEAL

(NOTARY PUBLIC)

My commission expires _____
Month/Day Year

THE DC BOARD NO LONGER ACCEPTS
CHECKS OR MONEY ORDERS
BY MAIL
PLEASE MAIL ALL CORRESPONDENCE
TO THE
ADDRESS LISTED BELOW.

ALL CHECKS AND OR MONEY ORDERS
MUST BE PAYABLE TO:
DC TREASURER

PLEASE MAIL PACKAGE TO:
**DC BOARD OF
REAL ESTATE APPRAISERS**
1100 4TH ST. SW, SUITE E500
WASHINGTON, DC. 20024