



New Hampshire Real Estate Appraiser Board

APPLICATION FOR COURSE APPROVAL

Please check **one**:

- Qualifying Education
- Continuing Education
- Both Qualifying and Continuing Ed.

Please check **one**:

- Initial Approval
- Renewal

Name of School: _____

Mailing Address: _____

Contact Person: _____ Phone: _____

Fax: _____ E-mail Address: _____

Course Title: _____

Education Hours: _____ Exam Hours: _____ **Total Hours:** _____

Method of Presentation: Traditional Classroom Internet Correspondence
 Videotape Remote TV Computer

Do you own the course materials? Yes No
(If "No" list owner): _____

Required attachments for all submissions:

- Course content outline (including time outline)
- Instructor qualification criteria
- Student & Instructor materials
- \$35 application fee

For Qualifying Education, also include:

- Sample final exam and answer key
- List of course prerequisites
- Passing grade requirements

See Instructions and Policy on Next Page

Submitted by (name): _____ Date : ____/____/____

Signature: _____

FOR BOARD USE ONLY:

Application Complete: Yes No Education Chair Recommendation: Yes No

Approved by Board: Yes No Date of Board Action: ____/____/____

Instructions and Policy

- If the course is already approved by the AQB Course Approval Program, you need only submit this application, the \$35 application fee and a copy of the AQB approval letter (as well as the IDECC approval letter if distance education).
- USPAP courses require only the application and the fee to be submitted.
- Effective January 1, 2008, all qualifying education courses must be AQB CAP approved, although pursuant to Rab 302.17(b) the Board may waive this requirement.
- Qualifying education and USPAP courses must be taught in a classroom setting.
- Course approvals are valid for 3 years (or when CAP approval expires, if that is sooner). USPAP course approval is valid only until the edition for which it was approved has been superseded.
- The \$35.00 course submission fee due with application is non-refundable. Make check payable to Treasurer, State of New Hampshire.
- To RENEW an existing course approval for another cycle, include only the course outline and all revised pages. Clearly cross-reference by page number or topic all changes made to original course materials.
- Qualifying education courses must be a minimum of 15 hours in length. All qualifying education courses must include student testing.
- Continuing education courses must be a minimum of 2 hours in length.
- Qualifying education must cover all or part of the subject areas outlined by the AQB.
- The allowed subject matter area for continuing education is broader than for qualifying education. Essentially, courses should cover topics that will enhance the appraiser's skills or knowledge in areas that relate directly to real estate appraisal. Among the subject areas that are **not** appropriate are such topics as the laws of real estate agency and brokerage, marketing the appraiser, basic computer skills (not appraisal specific), personal property appraisal, and office management.
- A course provider seeking to offer a course that has already been approved by the board shall submit evidence that it has the course owner's permission to teach that course and evidence that the instructor's qualifications meet or exceed those required to teach the course.
- The information on this page is only a summary of key requirements. All applications are subject to both the AQB's and the New Hampshire Real Estate Appraiser Board's criteria for course approval.

You do not need to return this page with your application.