

The Commonwealth of Massachusetts
Division of Professional Licensure
Board of Registration of
Real Estate Appraisers
1000 Washington Street, Suite 710
Boston, MA 02118-6100
617-727-3055
(Revised 5-4-11)

Dear Applicant:

In order to determine that the educational credits accrued by applicants for license renewal meet the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Registration of Real Estate Appraisers (Board), the Board will review courses in accordance with the following guidelines. Furthermore, the Board reserves the right to seek and obtain additional information in ruling on the acceptability of educational credit.

The Board will review materials provided by the course providers and evaluate the appropriateness of the subject matter, length of course and credit hours to be awarded, and the qualifications and preparation required of instructors.

The Board reviews course materials, reference texts, examinations, course catalogues, school publications, and other information in evaluating the acceptability of a course. (See 264 CMR 9.00)

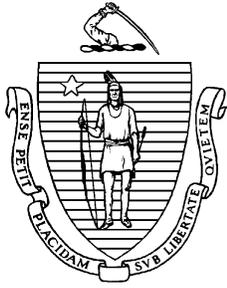
Each course's subject matter must cover at least one of the topics listed in the AQB Qualification Criteria for the Certified General Real Property Appraiser Classification and must be at least two (2) hours in length. Also, an examination is not required.

The Board will only award credit to courses that meet Massachusetts Board of Registration of Real Estate Appraisers (Board) and Appraiser Qualifications Board (AQB) criteria, as interpreted and set by the Board, for all classifications.

The Board's course approval is valid for two (2) years.

Thank you,

Massachusetts Board of Registration of Real Estate Appraisers



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Real Estate Appraiser Continuing Education Course Approval Application

Continuing Education Course approval fee = \$113.00

Before completing the information below, please review the Board's rules and regulations, 264 CMR 9.00. Rules and regulations are available at the State House Book Store at 617-727-2834 or on our web site www.mass.gov/dpl/boards/ra.

A provider may not use the name of the Board in connection with the offering until after an approval has been issued.

1. Payment must be made by check or money order payable to the Commonwealth of Massachusetts. Application fees are NON-REFUNDABLE. Each course must accompany a separate application. If multiple applications are submitted together, the checks MUST be separate and the materials must be appropriately organized together with its respective application.

Provider Information

2. Name of Provider: _____

3. Address: _____

4. Telephone (for public disclosure) _____

5. Contact Person: _____ Telephone: _____

6. Provide a brief description of the organization (attach additional sheets if needed).

Authorized Agent

7. Person legally authorized to act on behalf on the provider named in item 2 of this application in all matters before the Massachusetts Board of Registration of Real Estate Appraisers including but not limited to matters of discipline, approval or denial of course approval, maintenance of student records, course approval renewals, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Massachusetts Registration of Real Estate Appraisers is enforced. (This person must sign this application)

Name: _____

8. Authorized Agent Contact Address:

Phone: _____

9. Course Title: _____

10. Course length (hours): _____

11. Residential: ____ Non-Residential ____ Elective: _____ (Please select one)

12. Is the course owned by the provider herein making application for approval ____YES ____NO
If you answered NO, please provide a letter from the owner authorizing use of the course by the provider herein making application for approval.

13. Is this submission a Distance Education Course (see 264 CMR 9.07) ____YES ____NO

If yes, provide the appropriate supporting documentation in accordance with the requirements set forth in 264 CMR 9.07 (a) through (e).

14. Name of Textbook: _____ OR
_____None Used.

15. All of the following materials must be submitted together with this application.

- All texts and materials used in teaching the course.
- Course description and subject matter outline. The outline **MUST** include the time spent on each topic.
- A copy of the examination, if administered, and answer key (examination is required for primary education).
- The organization's instructor qualifications, policy and guidelines used in selecting instructors for appraisal education. These guidelines must, at a minimum, meet the Appraiser Instructor Qualifications and Requirements herein.
- If the course listed herein is not owned by the provider making this application you must provide a letter from the owner authorizing use of the course by the provider herein making application for approval.
- For Distance Education:
 - a. A description of the manner by which the course is presented
 - b. Evidence of accreditation and a list of other disciplines already offered by distance education;
 - c. A copy of the certification from the International Distance Education Certification Center (IDECC) or Certification from the Appraisal Qualification Board (AQB) course approval program (CAP).

Failure to include all the documents together with the completed application will result in denial of course approval.

16. I, _____, legally authorized agent for the provider/school named herein, state under the pains and penalties of perjury that all of the information contained in the application and accompanying documents are true and correct. I further attest that **ALL** of the instructors used in the offering of the course named herein are qualified under the criteria the Massachusetts Board of Registration of Real Estate Appraisers and included as part of this application.

Signature of Authorized Agent

Date

Notary Public

Date

My commission expires on: _____

APPRAISER INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS

Real estate appraiser instructors must:

- (1) Each course must be taught by a qualified instructor. In order to be qualified, an instructor must have:
 - (a) two (2) years of experience directly related to the subject matter being taught; or
 - (b) a baccalaureate or higher degree in a field directly related to the subject matter being taught; or
 - (c) one (1) year prior experience teaching the subject matter to be taught; and
 - (d) completed a course audit or co-taught the course to be taught; or
 - (e) a combination of education and experience equivalent to (a), (b) or (c) above.
- (2) USPAP courses may only be taught by an AQB certified instructor.
- (3) A provider must keep on file all documents that demonstrate the competence and qualifications of the instructors and make them available to the Board for inspection upon request.

Exemption (not applicable to 15-hour National USPAP): Full- time college or university instructors teaching real estate appraisal theory or techniques courses in a real estate related degree program in which full college credit is awarded are exempt from the instructor qualification requirements listed herein.

Distance Education Requirements

A Distance Education course must comply with AQB requirements for Distance Education and may be approved by the Board only if it:

- a. is presented to an organized group in an instructional setting with a person present who is qualified and available to answer questions, provide information, and monitor student attendance;
- b. is offered by an accredited college or university that offers Distance Education programs in other disciplines and the student successfully completes a written examination proctored by an official approved by the presenting college or university consistent with the requirements of the course accreditation; or, if a written examination is not required for accreditation, the student successfully completes the course mechanisms required for accreditation which demonstrate mastery and fluency;
- c. the course has received approval of the International Distance Education Certification Center (IDECC) for the course design and delivery mechanism and the student successfully completes a written examination proctored by an official approved by the presenting college or university or by the sponsoring organization consistent with the requirements of the course accreditation; or if a written examination is not required for accreditation, the student successfully completes the course mechanisms required for accreditation which demonstrates mastery and fluency (said mechanisms must be present in a course without an exam in order to be acceptable).¹

¹ The Board is no longer able to accept ACE accreditation as the Appraisal Subcommittee has changed its guidelines effective.

- d. has received the approval of an AQB recognized organization that certifies the course design and delivery mechanism and the student successfully completes a written examination proctored by an official approved by the Course Provider consistent with the requirements of the course accreditation; or, if a written examination is not required for accreditation, the student successfully completes the course mechanisms required for accreditation which demonstrate mastery and fluency; or
- e. is approved as a Distance Education course through the AQB course approval program.

SAMPLE CONTINUING EDUCATION COURSE COMPLETION CERTIFICATE

Bolded text is required information

Name of Provider/School

Address of Provider

Name of Licensee or Licensee Applicant

Address of Licensee or Licensee Applicant

Congratulations, you have completed **(NAME OF COURSE)**, **(COURSE APPROVAL NUMBER)** offered by the provider named above at **(LOCATION AT WHICH THE COURSE WAS OFFERED)** on **(BEGIN AND END DATES MM/DD/YY)**. You have been awarded **(NUMBER OF HOURS APPROVED BY THE BOARD)** hours of Continuing Education credit.

Signature of Provider/Authorized Agent

Printed name of instructor