

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 10-10-13)

Dear Applicant:

In order to determine that the educational credits accrued by applicants for licensure and certification 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 all course materials provided by the course providers and evaluate the appropriateness of the subject matter, length of course and credit hours to be awarded, the examination given for the course, and the qualifications and preparation required of instructors. Based on this review, the Board will generate a list of approved courses for which credit toward licensure or certification will be allowed.

The 15-hour National Uniform Standards of Professional Appraisal Practice (USPAP) material is designed to aid appraisers in all areas of appraisal practice seeking competency in the USPAP. This course or an AQB certified equivalent course is intended to fulfill the 15-hour requirement as established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

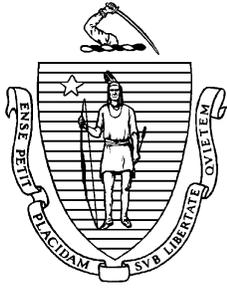
The 7-hour National USPAP course or a certified equivalent course focuses on the changes to the Uniform Standards of Professional Appraisal Practice (USPAP). This course is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation.

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

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 Uniform Standards of Professional Appraisal Practice (USPAP)
Courses Application**

(Revised 3-5-12)

Credit awarded for completing the 15-Hour USPAP Course may not be applied toward continuing education course requirements.

15-hour USPAP Course Application Fee: \$225.00

7-Hour USPAP Course Application Fee: \$113.00

Before completing the information below, please review the Board's rules and regulations, 264 CMR 9.00, available at the State House Book Store at 617-727-2834 or on our web site www.mass.gov/dpl/boards/ra . **The Board does not approve on line or distance 15-hour USPAP courses.**

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.

2. Name of course 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.

Name: _____

8. Authorized Agent Address:

_____ Phone: _____

Course Title (check one):

___ 15-Hour National USPAP

___ 15-Hour National USPAP Equivalency

___ 7-Hour National USPAP Update

___ 7-Hour National USPAP Update Equivalency

___ 7-Hour National USPAP Update (Distance Ed.)

9. Name of Textbook: _____ OR

_____ None Used.

10. All of the following materials are required and must be submitted together with this application.

- All texts and materials used in teaching the course including materials for the instructor’s use.
- Course description and subject matter outline. The outline **MUST** include the time spent on each segment of the course
- The method used in taking attendance.
- Instructor AQB certification
- 15-Hour National USPAP course: AQB Confidentiality or License Agreement if executed
- Equivalency course: AQB Certification

Failure to include all the documents together with the completed application will result in denial of course approval. Course approval takes 30 to 60 days at a minimum

11. I, _____, legally authorized agent for the provider 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 certified by the Appraiser Qualifications Board (AQB).

Signature of Authorized Agent

Date

Notary Public

Date

My commission expires on: _____

SAMPLE PRIMARY COURSE COMPLETION CERTIFICATE

Bolded text is required information

Name of Provider

Address of Provider

Name of Licensee or Licensee Applicant

Address of Licensee or Licensee Applicant

Congratulations, you have **successfully 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 achieved a score of (**SCORE**) on the examination offered upon the conclusion of the course. Examination Date: (**DATE OF EXAM**).

The above named course offered by the above named Provider is approved for (**NUMBER OF HOURS APPROVED BY THE MASSACHUSETTS BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS FOR EACH EDUCATION TOPIC FOR WHICH THE COURSE IS APPROVED**). You have been awarded a total of (**TOTAL NUMBER OF COURSE HOURS APPROVED BY THE BOARD**) of Primary Education credit.

Signature and printed name of Provider/Authorized Agent

Printed name of instructor

Distance Education Requirements

FOR ON-LINE 7-HOUR USPAP COURSES ONLY

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
- 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.

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