



# COMMONWEALTH OF MASSACHUSETTS

## Division of Occupational Licensure

### Board of Real Estate Appraisers

Email: [dpl-appraiser-board@mass.gov](mailto:dpl-appraiser-board@mass.gov)

Website: [www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra)

## APPLYING FOR AN CONTINUING EDUCATION APPRAISER COURSE

### HOW TO APPLY

All applications must be submitted online through the Division of Occupational Licensure's (DOL) ePlace portal: <https://elicensing21.mass.gov/CitizenAccess/Login.aspx>. In addition to completing the informational portions of the online application, applicants are required to upload electronic copies of all supporting documents. Please review the list below for a summary of the required documents. Applicants are advised that they should retain original copies of all supporting documents and that they may be required to submit original copies to the Board at a later date, if requested.

### REQUIRED DOCUMENTS

Please review the list below for a summary of the documents required for the business license type for which you are applying:

- 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 the answer key (examination is required for primary education).
- The organization's instructor qualifications, policy and guidelines used in selecting instructors of appraisal education. The guidelines must, at minimum, meet the Appraiser Instructor Qualifications and Requirements herein.
- For Distance Education
  - A description of the manner by which the course is presented
  - Evidence of accreditation and a list of other disciplines already offered by the distance education
  - A copy of the certification from the International Distance Education Certification Center (IDECC)
- If applicable, a copy of the Appraisal Qualification Board (AQB) approval notice
- If applicable, a letter from the owner of the course authorizing use of the course by the provider sending the application for approval if the course is not owned.

## **APPLICATION FEE**

The application fee is **\$113**. The fee is payable at the end of the online application process, by credit card, debit card, or bank account. Please note that there is a separate convenience fee charged by DPL's vendor for certain online payment transactions.

## **APPLICATION REVIEW AND PROCESSING TIME**

Please note applications are reviewed and approved at Board meetings which meet generally every other month. The Board will only review complete applications. Failure to submit all required information or supporting documents will result in your application being deemed incomplete or denied.

## **APPLICATION APPROVAL AND LICENSE ISSUANCE**

Once approved the Board will mail an approval letter to the mailing address provided by the applicant during the application process.