

**Board of Real Estate Appraisers
Policy on Distance Education**

September 9, 2021

The Board of Real Estate Appraisers ("Board") voted at its meeting on September 9, 2021, to adopt the following Policy on Distance Education.

In this Policy, the following words and acronyms shall have the following meanings:

“AQB” means the federal Appraiser Qualifications Board established by Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989;

“AQB Criteria” means the Real Property Appraiser Qualifications Criteria established by the AQB;

“Second Exposure Draft” means the Second Exposure Draft of Proposed Changes to the Criteria adopted by the AQB on August 24, 2021 and available [here](#).

This Policy incorporates provisions of the AQB Real Property Appraiser Qualification Criteria, including the Second Exposure Draft of Proposed Changes to the AQB Criteria, which the AQB voted to adopt on August 24, 2021, to become effective January 1, 2022.

This Policy incorporates the Second Exposure Draft immediately, although the effective date of the changes to the AQB Criteria is January 1, 2022.

Policy: Distance Education

1. Board Approved Distance Education Courses may be utilized for Primary Education and Continuing Education requirements in accordance with (1) this Policy and (2) the AQB Criteria, including the Second Exposure Draft of Proposed Changes to the AQB Criteria adopted by the AQB on August 24, 2021. The mandatory course governing the requirements and responsibilities of trainees and supervisory appraisers, as referred to in 264 CMR 5.02 and 264 CMR 6.01(6)(a)(8), may be a Distance Education course.
2. Distance education is defined as any education process based on the geographical separation of student and instructor. Components of distance education include synchronous, asynchronous, and hybrid. In synchronous educational offerings, the instructor and students interact simultaneously online, similar to a phone call, video chat or live webinar, or web-based meeting. In asynchronous educational offerings, the instructor and student interaction is non-simultaneous; the students progress at their own pace and follow a structured course content and quiz/exam schedule. Hybrid courses, also known as blended courses, are learning environments that allow for both in-person and online (synchronous, or asynchronous) interaction.

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3. Synchronous courses provide for instruction and interaction substantially the same as on-site classroom courses. Synchronous courses meet class hour requirements if they comply with requirements III.A and III.B of the AQB Criteria.
4. An asynchronous distance education course is acceptable to meet class hour requirements if:
 - a. The course provides interaction. Interaction is a reciprocal environment where the student has verbal or written communication with the instructor; and
 - b. Content approval is obtained from the AQB, the Board, or an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the US Secretary of Education. Non-academic credit college courses provided by a college shall be approved by the AQB or the Board; and
 - c. Course delivery mechanism approval is obtained in compliance with AQB requirements.
5. Hybrid courses meet class hour requirements if each of its sessions meet the requirement for the delivery method employed:
 - a. in-person course sessions must meet all requirements for classroom education in the Board's regulations;
 - b. synchronous course sessions must meet all requirements for classroom education in the Board's regulations.
 - c. asynchronous courses sessions must meet requirements in paragraph 4 above.

Primary Education, a/k/a Qualifying Education

6. In addition to the requirements **for Primary Education described in the Board's regulations 264 CMR 5.00**, distance education courses intended for use as qualifying education must include a written, closed-book final examination. The examination must be proctored in person or remotely by (proctored by an official approved by the college or university, or by the sponsoring organization). Bio-metric proctoring¹ is acceptable as part of the method of proctoring, but a natural person must supplement the bio-metric proctoring at the time all exams for qualifying education are administered. The term, "written," as used herein, refers to an exam that might be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable. The testing must comply with the examination requirements of this section.

¹ Bio-metric proctoring process provides that student identity is continually verified through processes, such as facial recognition, consistency in keystroke cadence, and the observation of activity in the testing location. Aberrant behavior or activity can be readily observed.

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Continuing Education

7. In addition to **the requirements for continuing education** described in the Board's **regulations 264 CMR 4.00**, asynchronous distance education courses intended for use as continuing education must include at least one of the following:
 - a. A written examination proctored by an official approved by the sponsoring organization. Remote proctoring, including bio-metric procedures supplemented by a natural person per paragraph 6 and Footnote 1 above, is acceptable. The term, "written," as used herein, refers to an exam that might be written on paper or administered electronically on a computer workstation or other device. Oral exams are not acceptable; or
 - b. Successful completion of prescribed course mechanisms required to demonstrate knowledge of the subject matter.