



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 2-13-18)

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 264 CMR 9.00. 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 Conference or Seminar education providers and evaluate the appropriateness of the subject matter, length of Education components or programs and the qualifications and preparation required of instructors. Based on this review, the Board will include your course or seminar on its list of approved courses for which credit toward licensure or certification renewal will be allowed.

Conference and Seminar providers who wish to be included on the approved list must complete and submit this Application for Real Estate Appraisal Conference/Seminar Approval along with the appropriate fees and documentation. This must be done with ample time prior to the offering for Board approval, usually a minimum of 30 to 60 days.

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

The Board reviews the education materials, reference texts, catalogues, school publications, and other information in evaluating the acceptability of a conference/seminar.

Each educational module or program of the conference/seminar must cover at least one of sixteen topics listed in the AQB Qualification Criteria for the Certified General Real Property Appraiser Classification.

Unless the course is a one-time offering, the 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 Conference/Seminar Education Approval Application

Application Fee: **113.00**

Primary Education credit may not be awarded for Conferences or Seminars.

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.

Before completing this application, please review 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.

Check Only One

1.

___ OPTION A

One educational program (of one or more subject modules) is offered to **all** attendees and 100 percent of the program hours must be completed prior to awarding any educational credit

___ OPTION B

Multiple Educational Programs (consisting of one or more subject modules each) are offered. Attendees select the pre-designed program they wish to complete and attend 100 percent of the hours for that program for credit to be awarded.

___ OPTION C

Multiple Educational modules are offered separately to attendees and credit will be awarded for each module completed. **If this option is selected, you must submit a separate course approval application for each module or offer courses that have already been approved.**

School /Provider Information

2. Name: _____

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: _____

Authorized Agent Contact Address:

_____ Phone: _____

8.

OPTION A

Conference/Seminar Title: _____

Seeking approval for _____ Hours Type: _____

Types (one only): Residential (R), Non-Residential (NR), Elective (E), or USPAP – Fee: \$113.00

OPTION B

Copy this page for additional space

Conference/Seminar Title: _____

Program Title: _____ Hours: _____ Type: _____

Program Title: _____ Hours: _____ Type: _____

Program Title: _____ Hours: _____ Type: _____

Program Title: _____ Hours: _____ Type: _____

Types: Residential (R), Non-Residential (NR), Elective (E), USPAP, Elective (E) for each of the programs. One type per program. Fee \$113.00

Organize attached materials by Program and submit separate checks for each program

OPTION C

You must file a separate Course Approval Application for each separately offered module (course) that is not currently approved. Do not file this Course/Seminar Education Approval Application unless you wish to have the conference or seminar posted on the Board's list of approved courses. In that case complete the following.

Conference/Seminar Title: _____

Courses offered that are already approved

Course Name: _____ Board Approval Number: _____

Course Name: _____ Board Approval Number: _____

Course Name: _____ Board Approval Number: _____

Course Name: _____ Board Approval Number: _____

Fee: \$113.00 for Course Seminar approval. Documents requested in item 10 need not be submitted for currently approved courses. The Board approval number must be included.

Courses to be offered that are not yet approved:

Course Name: _____ Hours: _____ Type: _____

Course Name: _____ Hours: _____ Type: _____

Course Name: _____ Hours: _____ Type: _____

Course Name: _____ Hours: _____ Type: _____

Types: Residential (R), Non-Residential (NR), Elective (E), USPAP, for each of the programs.
Organize attached materials by course and attach a separate check for each course submission.

Fee: \$113.00 for each Course not yet approved or if *all* of the courses offered are *already approved* but you seek approval for the conference or seminar so that it can be posted on the Board's list, \$113.00 for the Conference/Seminar approval. Be sure to include a separate check for each new course submission and a check for the Seminar/Conference approval. The materials must be organized properly with each course distinctly separated.

9. IF USPAP attach a copy of the Appraisal Foundation license agreement in lieu of the documents requested in item 10. USPAP equivalency courses are not approved for MA education.

10. Is the course(s) owned by the provider herein making application for approval ____YES ____NO
If NO, provide a letter from the owner authorizing use of the (each) course by the provider herein making application for approval

11. Name of Textbook: _____ OR
_____None Used.

12. All of the following materials must be submitted together with this application. (In the case of option C, the documents must be submitted for each course or module)

- A completed Real Estate Appraiser Conference/Seminar Approval Application
- All texts and materials used in teaching the programs organized separately for each program.
- Program of Conference/Seminar description and subject matter outline. The outline **MUST** include a notation of time spent on each topic.
- The organization's instructor qualifications policy and guidelines used in selecting instructors for appraisal education. These guidelines must, at a minimum, 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
- A copy of the AQB Certification for the instructor and the provider's license agreement from the Appraisal Subcommittee.
- Appropriate approval fee(s) separate checks for each course or program.

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

13. 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 established by the Appraiser Qualifications Board (AQB) and the Board of Massachusetts Registration of Real Estate Appraisers and included as part of this application.

Signature of Authorized Agent

Date

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.

SAMPLE COURSE OR CONFERENCE/SEMINAR COMPLETION CERTIFICATE

Name of Provider/School
Address of Provider/School

Name of Seminar/Conference and or course completion date
Seminar/Conference and or course completion date

Name of Licensee or Licensee Applicant
Address of Licensee or Licensee Applicant

Congratulations, you have completed **(NAME OF CONFERENCE/SEMINAR AND/OR NAME OF SEPARATELY APPROVED MODULE (COURSE))** offered by **(NAME OF PROVIDER/SCHOOL)** at **(LOCATION AT WHICH THE COURSE WAS OFFERED)** on **(BEGIN AND END DATES AND TIMES)**.

The **(NAME OF CONFERENCE/SEMINAR AND/OR NAME OF SEPARATELY APPROVED MODULE (COURSE))** offered by **(NAME OF PROVIDER/SCHOOL)** is approved for **(NUMBER OF CREDIT HOURS APPROVED BY THE BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS)**.

Signature of Provider

Printed name of instructor