

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD
2110 KANAWHA BOULEVARD EAST, SUITE 101
CHARLESTON, WEST VIRGINIA 25311
(304) 558-3919

DISTANCE EDUCATION COURSE APPLICATION

INTERNET ONLY

DOES NOT APPLY TO CORRESPONDENCE OR HOME STUDY COURSES

COURSE APPLICATION FEE: \$50.00 (NON-REFUNDABLE)

1. The application for course approval is \$50.00. This fee is non-refundable. Incomplete applications will not be processed. Make check or money order payable to: West Virginia Appraiser Board (WVAB).

2. *Before the Board can approve the education course it must first be approved by the Appraisal Qualifications Board (AQB) and must also be IDECC approved. NO OTHER COURSES WILL BE ACCEPTED.*

3. **NOTE: No USPAP courses or courses over seven (7) hours will be approved.** Courses must be a minimum of 3 hours.

4. The distance education course application form and fee must be submitted to the West Virginia Real Estate Appraiser Board 30 days prior to the proposed initial date of the offering.

5. The West Virginia Real Estate Appraiser Board will approve a distance education course for continuing education credit, based upon a satisfactory review of the following criteria:

A. The application and accompanying materials;

B. The course is designed such that students actively participate in the instructional process, by utilizing techniques that require substantial student interaction with the instructor, other students, or a computer program. The course design must not permit students to sit passively and observe instruction or read instructional materials;

C. The sponsor provides the students with an orientation or information package that contains all necessary information about the course subject matter and learning objective; procedures and requirements for satisfactory course completion, special requirements with regard to computer hardware and software or other equipment, and the availability of instructor or technical support;

D. The sponsor provides appropriate instructor and technical support to enable students to satisfactorily complete the course;

E. The sponsor utilizes procedures that provide reasonable assurance of student identity and that the student receiving the continuing education credit actually performed all of the work required to complete the course;

F. Approval for a distance education course will only be granted until the expiration of the Appraisal Qualifications Board (AQB) expiration date. **FAILURE TO RENEW A COURSE ON OR BEFORE THE EXPIRATION DATE WILL RESULT WITH AUTOMATIC WITHDRAWAL.**

DATE RECEIVED:

CHECK NUMBER:
AMOUNT:

DEPOSIT NUMBER:

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DISTANCE EDUCATION COURSE APPLICATION (CONTINUED)

SECTION 1: COURSE PROVIDER			
NAME OF COURSE PROVIDER (entity offering course)		PROVIDER PHONE ()	
PROVIDER ADDRESS	CITY	STATE	ZIP CODE
NAME OF OWNER (if entity is privately owned)			
OWNER ADDRESS	CITY	STATE	ZIP CODE
CONTACT PERSON (person signing this application)	TITLE	CONTACT PHONE ()	
CONTACT PERSON ADDRESS	CITY	STATE	ZIP CODE
SECTION II: SUMMARY OF COURSE OFFERING			
COURSE TITLE:	DATE OF OFFERING	# OF AQB APPROVED HRS.	
INSTRUCTOR NAME:			
<p>CHECK EACH ITEM TO ENSURE IT IS INCLUDED WITH YOUR APPLICATION:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attach a copy of the Appraisal Qualifications Board (AQB) course approval letter. <input type="checkbox"/> Attach proof of your delivery mechanism certification (IDECC) <input type="checkbox"/> Attach (if applicable) a copy of the Appraisal Qualifications Board (AQB) secondary course provider agreement letter. <input type="checkbox"/> Attach a copy of the attendance certificate and a description of the methods utilized to provide reasonable assurance of the student's identity. <input type="checkbox"/> Attach a description of the methods of record maintenance. <input type="checkbox"/> Attach a summary of the course design, including methods utilized to assure active student participation, a detailed course outline of topics covered. <input type="checkbox"/> Specify the time required to complete the course without interruption (<i>cannot exceed seven (7) hours</i>). <input type="checkbox"/> Attach a complete copy of the course in the medium that is to be utilized. <input type="checkbox"/> Submit a user ID and password: _____ 			

A roster of participants by course title and dates must be supplied to the West Virginia Real Estate Appraiser Board within 20 days of completion of each course. The roster must include the name of the course instructor(s), location where the course was given, credit hours, and the complete name and address of the participants.

You must maintain a record of attendance of each person attending an offering. Records should reflect: course title and description, dates of the offering; clock hours of participation and, name and complete address of attendee.

At the end of the course or seminar a certificate of completion must be provided to participants. Certificates must include the following:

- Name of the course provider • Title of the course or seminar
- Name of the participant • Date of the course or seminar
- Number of credit hours • Signature of person authorized to sign the certificate
- Statement: **COURSE APPROVED BY THE WEST VIRGINIA REAL ESTATE APPRAISER BOARD**

***** CERTIFICATION *****

I affirm that the information provided within, and attached hereto, this application is complete and accurate, and that nothing has been withheld that would influence a complete evaluation of this offering

Name of Course Provider

Signature of Applicant

Name of Applicant (PRINT)

Title of Applicant