



West Virginia Real Estate Appraiser Licensing & Certification Board
 405 Capitol Street, Suite 906
 Charleston, WV 25301
 Phone: 304.558.3919
 Email: wvappraiserboard@wv.gov

**Asynchronous (Distance) Education Course Application
 Internet ONLY**

Fee: \$60.00

Qualifying/Continuing Education

All courses, providers, and instructors must be approved by the WVREALCB prior to any advertising or promotion. Provider may advertise a course submitted for approval prior to approval by including a plain, visible statement that the course has not yet been approved by the WVREALCB.

Application must be received in the board office at least thirty (30) days prior to initial offering.

All Qualifying Courses and Continuing Education Courses Must Be AQB Approved.

A non-refundable application fee of \$60.00 per course must be submitted with each application. It is recommended that each application be submitted individually with separate checks. Multiple applications may be submitted in one envelope. For faster processing, limit physical paper to the application and provide the supplemental documents in a USB flash drive.

Mail check or money order, payable to WV Appraiser Board, and application to **PO Box 40267, Charleston, WV 25364.**

NOTE: The Board office cannot accept payments of any kind. The Post Office box will not accept FedEx, UPS, or other delivery services.

SUBMIT APPLICATION, FEE, AND ALL REQUIRED ATTACHMENTS TOGETHER.

- **Continuing Education** – Courses must be a minimum of three (3) hours. Course approval will expire on the AQB expiration date.
- **Qualifying Education** - Course Approval will expire on the AQB expiration date.
- Failure to renew an on-line course on or before the AQB expiration date will result with automatic withdrawal.

Information Required to be attached to Application: (Check each applicable box.)

- Course description and objectives
- Course materials and, if given, Exam and Answer Key. (Hard copies or flash drives only.)
- Copy of AQB letter and, if applicable, copy of AQB secondary course provider agreement
- Timed outline or timed syllabus of course design
- Description of the methods of record maintenance
- Sample of attendance certificate
- Bio or Resume and Instructor Information Page is required for EACH instructor/presenter
- If applicable for the 15-Hour Qualifying USPAP Course, USPAP Instructor certification certificate
- User ID and Password: _____

Provider Information:

Organization Name: _____ Person authorized to act for provider: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____ Phone No: _____ Fax No: _____

Course Information: Please check one: Internet Webinar

Course Title: _____ Date(s) to be offered: _____

1) **Qualifying Education Course:** AQB Hours _____
If the qualifying course is also approved for Continuing Education: Number of approved hours: _____

2) **Continuing Education Course:** AQB Hours: _____

Course Materials Required:

Required Textbook (if any): Title: _____

Required Materials (if any): _____

Office Use Only: Check No: _____

Deposit No: _____

Date Received: _____



Instructor Information: REQUIRED FOR EACH INSTRUCTOR/PRESENTOR

Instructor Name: _____ Address: _____

Licensed Residential Certified Residential Certified General Other _____

If applicable, USPAP certified instructor ID Number _____ Expiration Date: _____

Instructor must meet at least one of the following criteria. Check all that applies:

Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught.

Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught.

Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught and pass an examination at the level to be taught.

Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught and pass an examination at the level to be taught.

Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught and pass an examination at the level to be taught.

Be a full-time faculty member at a college or university teaching a credit course in appraising.

To teach a Uniform Standards of Professional Appraisal Practice (USPAP) course, the instructor must have successfully completed the 15-Hour national USPAP instructor training course and examination adopted by the Appraisal Qualifications Board of The Appraisal Foundation, or its equivalent, successfully complete the 7-hour national USPAP update course and examination, or its equivalent, every two years in order to maintain his or her USPAP teaching credential, and be a state certified appraiser in good standing.

Attendance and Record Keeping Policies:

Attendance /Identity Verification Method (please describe):

Name of Verifier of Attendance:

Are records located at the Provider address? Yes No: Where?

Name of Record Keeper:

Affirmation

The applicant hereby acknowledges that the following requirements will be complied with:

- The course title, instructor(s), date(s), and locations(s) stated on the application and its attachments will be the only ones approved.
- The Board must be notified in writing of any course changes including instructor(s) and course content at least 10 business days in advance. **If the course content should change at any time, a new application must be submitted.**
- Each participant who meets the attendance requirement will be issued a completion certificate at the end of the course or seminar.
- The course provider is required to maintain complete and accurate records of the course and attendees for FIVE years. These records shall include the following:
 - Name of the course, instructor(s), and a description of the course.
 - Number of hours approved for qualifying and/or continuing education.
 - Name, address, and signature of person who will verify the attendance of each person enrolled.
 - Name and address of each person enrolled in each course.
 - Clock hours when each certificate holder was in attendance.
 - Verification that each certificate holder receiving qualifying and/or continuing education credit was an active participant.
 - **A roster must be submitted to the Board within thirty days after the course is taken. Include name, license number, address, name of course, approved hours, date of completion, location, and instructor name.**

In signing this application, the applicant hereby consents to the inspection or monitoring of this course.

I certify that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to loss of course approval, if granted.

Name of Applicant Acting for Provider (Please Print)

Applicant's Title

Applicant's Signature

Date