

R162. Commerce, Real Estate.

R162-2g. Real Estate Appraiser Licensing and Certification Administrative Rules.

R162-2g-307b. Pre-licensing Course Certification.

(1) To certify a pre-licensing course, an applicant shall, at least 30 days prior to the course being taught, submit a completed application as required by the division, including:

- (a) a course outline, including:
 - (i) a description of the course;
 - (ii) the length of time to be spent on each subject area, broken into segments of no more than 30 minutes each; and

- (iii) three to five learning objectives for every three hours;
- (b) a description of any method of instruction that will be used other than lecture method, including:

- (i) webinar;
 - (ii) satellite broadcast; or
 - (iii) other form of distance education;
- (c) copies of at least three final examinations administered in the course and the answer keys that will be used to determine if a student passes the course;

- (d) the school procedure for maintaining the security of the final exams and answer keys;
 - (e) the titles, authors, and publishers of all required textbooks;
 - (f)(i) the instructor(s) who will teach each class; and
 - (ii) evidence that each instructor is:
 - (A) certified by the division;
 - (B) qualified to serve as a guest lecturer; or
 - (C) a college or university faculty member who has academic training or appraisal experience satisfactory to the division and the board;

- (g) a nonrefundable applicable fee; and
 - (h) a signed statement agreeing that the course provider will, within 10 business days of completing the class, upload to the division the following information:

- (i) course name;
 - (ii) course certificate number assigned by the division;
 - (iii) date the course was taught;
 - (iv) number of credit hours; and
 - (v) name and license number of each student receiving education credit.

(2) Standards for approval of traditional classroom courses. Each course shall:

- (a) meet the minimum standards set forth in the state-approved course outline governing the course, including minimum hourly requirements;

- (b) be approved through the AQB course approval program;
 - (c) allow a maximum of 10% of the required class time for testing, including review test and final examination;

- (d) use texts, workbooks, supplement pamphlets, and other materials that are appropriate and current in their application to the required course outline.

(3) Standards for approval of distance education

- (a) A distance education course shall:
 - (i) comply with this Subsection (2);
 - (ii) provide interaction between the student and instructor;
 - (iii) include a written examination personally proctored by an official approved by the

presenting entity;

(iv) meet the course delivery requirements established by the AQB and the International Distance Education Certification Center; and

(v) offer at least 15 credit hours.

(b) A distance education course offered by a college or university may be deemed acceptable to meet the credit hour requirement if the course content is approved by:

(i) the AQB;

(ii) a state licensing jurisdiction; or

(iii) a college or university that:

(A) offers distance education programs in other disciplines; and

(B) is approved or accredited by:

(I) the Commission on Colleges;

(II) a regional or national accreditation association; or

(III) an accrediting agency that is recognized by the United States Secretary of Education.

(4) Within 10 business days after the occurrence of any material change in a course that could affect approval, the school shall give the division written notice of the change.

(5) A course certification is valid for no more than 24 months.

(6) Credit for non-certified pre-licensing education.

(a) Division certification is not required for a pre-licensing course that is offered by a school, as defined in Subsection R162-2g-102(17) as long as:

(i) the course content:

(A) meets the minimum standards set forth in the Utah state-approved course outline; and

(B) is approved by the AQB course approval program;

(ii) the course provides at least 15 credit hours, including examination(s);

(iii) a closed-book, closed-note final examination is administered at the end of each course;

(iv) students are not allowed to earn credit from the course provider by challenge examination without first attending the course;

(v) credit is not awarded for duplicate or highly comparable classes;

(vi) where multiple classes are offered, they represent a progression in a student's knowledge; and

(vii) in order to receive credit, a student is required to:

(A) attend 100% of the scheduled class hours;

(B) complete all required exercises and assignments; and

(C) pass the course final examination.

(b) Hourly credit for a course taken from a professional appraisal organization shall be granted according to the division approved list.

(c) An applicant who wishes to be awarded credit for non-certified pre-licensing education shall:

(i) provide to the division a list of the cours(es) taken, including:

(A) course title(s);

(B) name(s) of the sponsoring organization(s);

(C) number of classroom hours completed;

(D) date(s) of course completion; and

(E) evidence that the cours(es) meet the requirements of:

(I) the AQB; and

(II) if distance education, the International Distance Education Certification Center;

- (ii) request review of the course by the division and board;
- (iii) establish that the criteria outlined in this Subsection (6)(a) are met;
- (iv) attest on a notarized affidavit that the courses have been completed as documented; and
- (v) if requested by the division, provide proof of completion of the courses in the form of certificates, transcripts, report cards, letters of verification, or similar proof.

(7) Supervisory Appraiser and Appraiser Trainee Course. In order to obtain certification of the supervisory appraiser and appraiser trainee course, a course provider shall:

- (a) comply with this Subsection (1); and
- (b) sign a written attestation agreeing to provide a paper copy of the course manual to each attendee.