



APPRAISER QUALIFYING AND CONTINUING EDUCATION COURSE APPLICATION

State of Utah Department of Commerce Division of Real Estate

Please complete (type or neatly print) and submit this form, the items listed below, and non-refundable fee (listed below) to the Utah Division of Real Estate by fax, mail, or in person at the address listed on the bottom of this form.

APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE DATE OF THE FIRST CLASS

OFFICE USE ONLY
Date Reviewed _____ By _____
() Denied () Approved
Certification _____ Exp. _____

() Check () Visa () MasterCard () American Express
Make checks payable to: Utah Division of Real Estate
Card # _____ Expires _____
Signature _____

Industry: () Appraisal - QE & CE (\$75) () Real Estate - \$75 Credit Hours Requested: _____
Course Title: _____
Course Description: () Traditional Classroom () Distance Education Course Credit: () QE () CE
Course Date(s): _____
Course Location: _____
Owner/Director: _____ Ph: _____
Company: _____ Fax: _____
Address: _____

- () CE Instructor Application or copy of the Instructor Certification for each proposed course instructor.
() Copies of ALL course materials.
() A copy of the written policy and procedure for ensuring student attendance during class time.
() For Distance Education approval, submit instructions for accessing and reviewing the course.
() A Course Outline that provides a subject matter description for each 15 minute interval, using the following format:
() AQB approval letter for all QE courses & CE if available. IDECC approval letters for all QE & CE (if applicable).

Length of Time Subject Matter Segment and Description

Provide learning objectives that indicate how the course will improve the licensee's ability to protect and serve the public:
Licensee will be able to: _____
Licensee will be able to: _____
Licensee will be able to: _____
Licensee will be able to: _____

I have read and understand the administrative rules governing continuing education. I agree to allow the course to be audited on an unannounced basis by the Division. I also agree to not market for a specific company, professional service, or personal sales products.

Signature _____ Date _____