APPRAISER QUALIFYING AND CONTINUING EDUCATION INSTRUCTOR APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Complete and submit this **form,** the **items listed below**, and the **non-refundable fee** ($75) to the Division by fax, email, mail, or in person.

****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 _____ CCV# _____

Name: _____

Address: _____

Phone: _____ SS#: _____

Course Title: _____ Qualifying Ed or Continuing Ed

Course Sponsor: _____

Provide evidence demonstrating subject matter knowledge and ability to effectively teach:

- Any combination of at least three years of full time experience and/or college-level education related to the course subject (State teaching certificate, college courses in the field of education, professional teaching designation from a related industry association, or letters of reference regarding your teaching ability).
- If instructing the **7 hour** or **15 hour USPAP** course, **current** proof of being an approved **AQB Certified USPAP Instructor**.

Yes	No	
		1. Are you at least 18 years of age?
		2. Do you attest that you have a high school diploma or GED?
		3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
		4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
		5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
		6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
		7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
		8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?

160 East 300 South, PO Box 146711, Salt Lake City, UT 84114-6711
Telephone (801) 530-6747 • Facsimile (801) 526-4387 • Internet: *www.realestate.utah.gov* • Email: realestate@utah.gov

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Yes No

☐ ☐ 9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.

☐ ☐ 10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.

☐ ☐ 11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?

☐ ☐ 12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?

☐ ☐ 13. Have you EVER been required to register as a sex offender?

☐ ☐ 14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?

☐ ☐ 15. Have you EVER been found in contempt of court?

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.

Signature _____ Date _____

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