



APPRAISER QUALIFYING EDUCATION COURSE APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Complete and submit this **form**, the **items listed below**, and **non-refundable** fee of \$70 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 _____	CCV# _____

Credit Hours Requested: _____ (must be a minimum of 15 hours)

Course Title: _____

Course Instruction Method: () Traditional Classroom () Distance Education (online)

Required Textbook Title: _____ Author _____ Publisher _____

**Course Date(s): _____

Course Location: _____

Owner/Director: _____ Ph: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Instructor: _____ License #: _____ Expiration: _____

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Instructor: _____ License #: _____ Expiration: _____

- () Instructor Application or copy of the Instructor Certification for each proposed course instructor.
- () Copy of ALL course materials.
- () 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.
- () IDECC approval letter for all distance education courses.
- () Course outline that provides a subject matter description for **each 30 minute interval**. (3-5 learning objectives for every 3 hours)
- () Copies of at least 3 final examinations administered in the course with answer keys.

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, to not market for a specific company, professional service, or personal sales products, and within 10 days of course completion, bank the hours each student has earned through the Division's vendor.

Signature _____

Date _____