



**LICENSING CHECKLIST FOR:
CONTINUING EDUCATION INSTRUCTOR**
Appraiser

State of Utah
Department of Commerce
Division of Real Estate

All the following items are required and must be completed in order to obtain a license for Appraiser Qualifying and Continuing Education Instructor. If the application is not complete at the time of submission, **it will delay approval and could result in a denial**. Fees are nonrefundable and are due at the time of application submission.

1. Evidence of at least three years of full time experience in course subject 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)
2. Evidence of at least 12 months of full-time teaching experience, part time teaching experience equal to 12 months full time teaching experience, or attendance at the Division's Instructor Development Workshop.
3. Current proof of being an approved AQB Certified USPAP Instructor if instructing the 7 hour USPAP course.
4. Documentation for "yes" answers as required.
5. Certification of Legal Presence.
6. Non-refundable \$75 application fee.

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial**.

Signature of Applicant

Date of Application