



STATE OF MINNESOTA
 DEPARTMENT OF COMMERCE
 85 – 7TH PLACE EAST, SUITE 500
 ST. PAUL, MN 55101
 PHONE: 651-539-1599
 FAX: 651-539-0112

OFFICE USE ONLY

Date: _____ Course #: _____

APPROVED DENIED RETURNED

BY _____

CLASSROOM INTERACTIVE INTERNET

Number of credits approved _____

APPRAISER ALL OTHER CE APPRAISER 7Hr USPAP

(Please Note: A current, correctly completed application with all required attachments and fee must be submitted at least 30 days before the initial proposed course date.)

APPRAISER

CONTINUING EDUCATION COURSE APPROVAL APPLICATION

CHOOSE ONE COURSE TITLE TYPE

(This application cannot be used for the Trainee / Supervisor Course)

ALL OTHER Course Title: _____

(Please Print or Type)

USPAP Course Title: 2014-2015 NATIONAL 7-HOUR USPAP UPDATE COURSE

USPAP Course Title: 2014-2015 7-HOUR EQUIVALENT USPAP UPDATE COURSE

Initial Proposed Date(s) of Course: _____

PROVIDER/COORDINATOR INFORMATION

NOTE: MN PROVIDER / COORDINATOR APPLICATION & FEE MUST ALSO BE SUBMITTED ALONG WITH THIS COURSE APPLICATION IF PROVIDER / COORDINATOR IS NOT ALREADY MN APPROVED

Provider Name: (In Full - Exactly as it appears on your MN approval letter):	(REQUIRED) MN Provider ID #
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Provider Address: _____

City:	State:	Zip:
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Provider Phone Number: () () ()	Provider Fax: () () ()	Provider Toll-Free: () () ()
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Website: _____

Coordinator Name: _____

Coordinator Business Telephone: () () ()	(REQUIRED) Coordinator Business Email:
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Federal Employer Identification Number (REQUIRED) (FEIN): _____

APPLICATION FEE (Only check or money order accepted)
 \$10 per hour or fraction of an hour. (Example: 2.5Hrs = \$30)

License Type: **APPRAISER**
 Appraiser courses Must be at least **2 Hours**

This Submission Contains Concurrent / Breakout Sessions & fee submitted includes all sessions we are seeking approval for. (Must list & include fee for all hours you want reviewed; regardless of how many hours are awarded.)
 45.23 LICENSE EDUCATION FEES. The following fees must be paid to the commissioner: (1) initial course approval, \$10 for each hour or fraction of one hour of education course approval sought.

(A) Total # of Requested Hours to Review: _____ (B) Total # of Hours Requested for Credit: _____

Fee Submitted for Total # of Hours to Review: _____ Check Number: _____

Make sure that you are submitting the most current revision of this application located at www.commerce.state.mn.us. Outdated submissions will be returned without review.

[CHOOSE ONLY ONE INSTRUCTION METHOD PER APPLICATION AND FEE]

Method of Presentation / Instruction:

Attach an in-depth explanation of your Method of Presentation / Instruction along with this application.

See **APPENDIX C** for interactive internet course and proctor requirements.

Traditional Classroom

Internet

- Must meet MN Interactive Internet Requirements in Minn. Stat. Chapter 45.305. (See Appendix C)
- Required final examination must be either an encrypted online examination or a paper examination. Exam must be monitored by the qualified certified appraiser instructor or a qualifying proctor who certifies that the student took the examination. The student must not be allowed to review the course content once the examination has begun.
- The design and delivery of any interactive internet pre-license appraiser education course must be approved by the International Distance Education Certification Center (IDECC) **before** the course is submitted for the MN commissioner's approval. Attach a **current** IDECC certification.
- Attach a current Appraiser Qualifications Board (AQB) certification.
- Attach an internet address, login, and password for the MN DOC Education Dept. for review &/or audit.

ALL Providers must check whether this course is categorized under any of the following conditions:

Has this course been approved by any State or Federal (other than AQB) regulatory agency or other type of agency? Yes No

If yes: Indicate the following:

Name of Agency or Board: _____ State _____

Course number: _____ & Number of hours approved. _____, Expiration date of approval. _____

(Attach separate list as needed.)

(Attach copy of all agency approvals.)

Has this course been approved by the AQB? Yes No

If yes: Indicate the following:

AQB-CAP course number _____, # of hours approved. _____, Expiration date of approval. _____

(Attach a copy of the AQB approval certificate.)

See Appendix A for a list of REQUIRED ATTACHMENTS

The application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the mandatory items listed in Appendix A, it will be considered deficient, will be returned to you, and we will be unable to process the application until it is completed. *In most cases, a deficient application will result in your course not being approved before the first offering date.* Therefore, it is in your best interest to initially submit a complete application.

SYLLABUS FOR STUDENTS

If you will not be distributing a textbook containing all of the details below, you must complete this page (or attach your own Syllabus containing all of the information below) before your application can be processed. **Syllabus must be distributed to all students, along with a copy of the detailed, timed course outline.**

Note Exception: USPAP courses (require a textbook)

Provider Name & Number: _____

Course title: _____

Dates and times of course offerings: (if date/time unknown write TBD)

DATE & TIME	LOCATION

Required: Name and address or telephone number or direct email address of Course Coordinator and ALL Course Instructors (add pages as needed).

	Name	Address or Phone Number or Direct Email
Coordinator		
Instructor		

When distributing this syllabus to students, you **MUST** attach a copy of the detailed, timed course outline.

APPRAISER CONTINUING EDUCATION **INSTRUCTOR**

QUALIFICATIONS AND CONTACT INFORMATION PAGE

(All Sections of This Form Must Be Completed In Full.)

Copy and attach additional pages as needed; one for every continuing education course instructor.

Attach a Bio or Resume to this completed form.

Instructor Full Legal Name:	
Date of Birth:	
Business Address:	
City, State, Zip:	
Phone Number:	Business Email Address:
Do you currently hold, or have you held, any Appraiser license in any state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license number, state, and status.	
Resident Appraiser License #	& Name of Resident State
All Non-Resident Appraiser License #(s)	& Name of Non-Resident State(s)
Do you currently hold or have you ever held any other type of occupational / professional license in any state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license type, number, state, and status.	
Has instructor applicant ever had any occupational / professional license in any state including Minnesota that has been suspended, revoked, or terminated, or been the subject of inquiry or investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Has instructor applicant ever been convicted of a felony or gross misdemeanor, or been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds, breach of fiduciary duty or breach of contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Mandatory Qualifications (Please check one below)	
Minn. Stat. Chapter 45.32. Subd.2. Qualified Continuing Education instructors must have one of the following qualifications.	
<input type="checkbox"/> a four-year degree in any area plus two years practical experience in the subject area being taught;	
<input type="checkbox"/> five years of practical experience in the subject area being taught; or	
<input type="checkbox"/> a college or graduate degree in the subject area being taught.	

National 7 HR USPAP Update Course Instructor.

National 15 HR USPAP Course Instructor.

(Attach a copy of the required AQB instructor certification for all USPAP instructors.)

Instructor AQB identification number # _____ Expiration date of Instructor approval: _____

Current Certified Residential or General License #: _____ State: _____

APPLICABLE EDUCATION LAWS

Minnesota Statutes Chapter 45 contains licensing education laws.
Minnesota Statutes Chapter 82B contains Appraiser license laws.

COORDINATOR'S SIGNATURE AND CERTIFICATION PAGE

I certify that I am or I am applying to be the Minnesota approved Coordinator for the Provider and I am responsible for compliance with Minnesota education laws and regulations.

I understand that courses may not be advertised before approval, unless this application has already been submitted to the MN Department of Commerce and the course is described in the advertising as "approval pending."

I understand that the number of approved hours must be accurately displayed on any advertisement for the course, and if the course offering is longer than the number of approved continuing education hours, any advertisement must be clear that continuing education credit is not earned for the entire course.

I understand that failure to have only qualified instructors teach an approved course offering will result in loss of course approval and possible loss of provider and/or coordinator approval.

I certify that I will notify the MN Department of Commerce in writing within 10 days of any change in the information in this application for approval, including any addition or change in the name(s) of instructors who will teach the course.

I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Name of Course: _____
(Exactly as it appears on page 1 of the application)

I certify that I am including a new application submission for provider/coordinator approval to, or I am currently approved by, the Minnesota Dept. of Commerce as the education coordinator for the provider listed below and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Stat. 45 and Minn. Stat. 82B. Furthermore, I accept responsibility for instructor qualifications, conduct and their compliance with course content. I declare that the information provided for the above-named course on the attached continuing education course approval application, the timed, detailed content outline, and all the attachments is true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Printed name of Coordinator: _____

Signature of Coordinator: _____ Submission Date: _____

Printed name of Provider: _____ Provider #: _____
(Exactly as it appears on provider approval letter or page 1 of the provider & course application)

Appendix A - REQUIRED ATTACHMENTS - Appendix A

The application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the mandatory items listed below, it will be considered deficient, will be returned to you, and we will be unable to process the application until it is completed. In most cases, a deficient application will result in your course not being approved before the first offering date. Therefore, it is in your best interest to initially submit a complete application.

A. Course Materials

1. *Course Description* – detailed description of course content
2. *Learning Objectives* – detailed description of objectives for the students to learn
3. Detailed Course Outline – timed in 15 minute increments (**If multiple Instructors, identify section of outline for each Instructor**).
4. Attach an in-depth explanation of your (1) Method of Instruction/Presentation, (2) Exam Presentation and (3) the Use & Verification of Proctors
5. Instructional Material for Instructors – overheads, PowerPoint, etc. (if used, you must attach them, if none are used, put it in writing)
6. Instructional Material for Students – textbooks, notebooks, guides, documents, brochures, any handouts, etc. If textbooks are not used, you must hand out a Syllabus to each student in the class. Textbooks must contain the same detailed information as the Syllabus. Please see Syllabus page for guidelines.
7. *Examination and Answer Key* – (if exam is given a copy of the entire bank of questions must be attached, if no exam is given, you must state that) (**Note that a closed book end of course exam is required for all internet courses.**)

B. Provider Policies

1. **Course Prerequisites** – If there are none, put it in writing.
2. **Regarding Instructor Qualifications:** Attach statement that ALL instructors meet or exceed the instructor requirements as stated in Minn. Statute Chapter 45.32.

Read Minn. Law Chapter 45.32 before submitting your application.

Classroom: Any individual speaking to licensees during your course is considered an instructor.

Distance Learning: Any individual speaking at a “live” distance learning course is considered an instructor.

Interactive Internet: For the purposes of this section **any author** of an internet course is considered an instructor.

Distance Learning & Interactive Internet: For the purposes of this section **any** individual used as a contact for students to answer questions regarding a course is considered an instructor.

3. Attendance:

- How do you verify attendance throughout the course for Classroom? How do you physically monitor the students? Include a description.
- How do you verify attendance throughout the course for Distance Learning? Certification is required. What type of certification method do you use? Include a description.

4. **Cancellation & Refund** – Attach a copy of your required course cancellation and refund procedures. *Note:* If no fees are charged attach details as to who pays the fee.

C. Assorted Attachments - Attach copy of:

1. Internet Address, Login & Password for Interactive Internet
2. Current IDECC &/or AQB course approval for Interactive Internet
3. Current IDECC Instructor approval for Interactive Internet
4. Current AQB Instructor Certification for USPAP courses
5. Students' Course and Instructor Evaluation Form
6. ALL Course Instructors' Resumes or Bios (*Note:* All speakers are considered instructors)
7. Proposed Course Completion Certificate. See Appendix B for requirements.
8. Course Schedule
9. Proposed Advertising – if no advertising, put it in writing

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Appendix B – COURSE COMPLETION CERTIFICATES - Appendix B

REQUIRED INFORMATION FOR COURSE COMPLETION CERTIFICATES IF DISTRIBUTED BY PROVIDER

It is not necessary to provide a written course completion certificate if the course completion credit has been uploaded to the licensee's CE record on the PULSE database at www.pulseportal.com.

Note: Attach copy of your actual certificate.

Course Completion Certificates must contain the following information:

1. **Course Title**
2. **MN Department of Commerce Approved Course Number**
3. **Date of Course Completion**
4. **Name of Approved Provider**
5. **Name and Signature of the Approved Coordinator**
6. **Name and Address of the Student**
7. **License Number of the Student**
8. **Number of Hours Completed** – This must be the number of hours the course was approved for by the MN Department of Commerce; partial credit may not be given.
9. **License Type Course is Approved for:**
Appraiser
10. **Education Type Course is Approved for:**
Continuing Education or Pre-License Education
11. **Presentation Type Course is Approved for:**
Classroom – Traditional
Non-classroom (explanation: a course not held in a traditional classroom)
Internet – Interactive
12. **MN Department of Commerce's Current Address and Licensing Unit's Contact Information**
MN Department of Commerce PHONE Number: 651-296-6319
85 7th Place East, Suite 500 FAX Number: 651-284-4210
St. Paul, MN 55101 E-MAIL: Education.Commerce@state.mn.us
13. **This statement must be included on the Certificate:**
"If you have any comments about this course offering, please mail them to the Minnesota Commissioner of Commerce."

Important Notice:

45.43 REPORTING REQUIREMENTS.

Subdivision 1. **Course completions.** Required education must be reported in a manner prescribed by the commissioner within ten days of the course completion.

Subd. 2. **Violations and penalties.**

(a) Each failure to report an individual licensee's course completion in the manner prescribed by subdivision 1 constitutes a separate violation.

(b) The commissioner may impose a civil penalty not to exceed \$500 per violation upon an education provider that violates subdivision 1.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Appendix C
Minnesota Department of Commerce (DOC)
Interactive CE Training On-Line Basic Requirements

45.306 CONTINUING EDUCATION COURSES OFFERED OVER THE INTERNET.

Subdivision 1. Appraiser Internet continuing education courses.

The design and delivery of an appraiser continuing education course must be approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the commissioner's approval.

Subd. 2. Interactive Internet course requirements.

An interactive Internet continuing education course must:

- (1) specify the minimum system requirements;
- (2) provide encryption that ensures that all personal information, including the student's name, address, and credit card number, cannot be read as it passes across the Internet;
- (3) include technology to guarantee seat time; (*See clarification below.)**
- (4) include a high level of interactivity;
- (5) include graphics that reinforce the content;
- (6) include the ability for the student to contact an instructor within a reasonable amount of time;
- (7) include the ability for the student to get technical support within a reasonable amount of time;
- (8) include a statement that the student's information will not be sold or distributed to any third party without prior written consent of the student. Taking the course does not constitute consent;
- (9) be available 24 hours a day, seven days a week, excluding minimal down time for updating and administration, except that this provision does not apply to live courses taught by an actual instructor and delivered over the Internet;
- (10) provide viewing access to the online course at all times to the commissioner, excluding minimal down time for updating and administration;
- (11) include a process to authenticate the student's identity;
- (12) inform the student and the commissioner how long after its purchase a course will be accessible;
- (13) inform the student that license education credit will not be awarded for taking the course after it loses its status as an approved course;
- (14) provide clear instructions on how to navigate through the course;
- (15) provide automatic bookmarking at any point in the course;
- (16) provide questions after each unit or chapter that must be answered before the student can proceed to the next unit or chapter;
- (17) include a reinforcement response when a quiz question is answered correctly;
- (18) include a response when a quiz question is answered incorrectly;
- (19) include a final examination;
- (20) allow the student to go back and review any unit at any time, except during the final examination;
- (21) provide a course evaluation at the end of the course. 10.1 At a minimum, the evaluation must ask the student to report any difficulties caused by the online education delivery method; and
- (22) provide a completion certificate when the course and exam have been completed and the provider has verified the completion. Electronic certificates are sufficient.

Subd. 3. Final examination. The final examination must be either an encrypted online examination or a paper examination that is monitored by a proctor who certifies that the student took the examination. The student must not be allowed to review the course content once the examination has begun.

*** Minnesota Seat Time Clarification for 45.306 Subd2. (3):**

While seat time is a definite requirement and you must include technology to guarantee it, this does not mean that to accomplish it, a licensee should be sitting in front of a computer waiting for X number of hours to pass. The course itself must contain the right amount of interactive instruction content to take the same X number of hours, or more, as requested by the provider. If a provider is asking for 2 hours of credit, that course must take a licensee 2 hours, or more, of interactive learning to complete. This also means that your course must have the technology to time out (automatically log out) if a licensee leaves the course inactive for more than ten minutes. The system should not allow a student to log into a course and then either walk away from the computer or visit other computer sites for the 2 hours and still receive credit.

****Minnesota Proctor Guidelines are as follows:**

45.25 DEFINITIONS. Subd. 12. Proctor.

"Proctor" means a disinterested third party with no conflict of interest who verifies a student's identity and processes an affidavit testifying that the student received no outside assistance with the course or examination.

(NOTE: This page does NOT need to be sent in as part of the application submission.)