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 mn.gov/commerce

OFFICE USE ONLY

Reviewed By: _____ Date: _____

- APPROVED DENIED RETURNED (Deficiency)
 Course # _____ APPRAISER USPAP

- APPRAISAL REAL ESTATE INSURANCE

APPLICATION TO ADD OR REPLACE A LICENSE EDUCATION INSTRUCTOR

(Copy and attach additional pages as needed (one for every course instructor))

Name of MN Approved Education Provider		MN Provider #
Name of MN Approved Coordinator	DIRECT Email Address	

Commerce Pre-Approved Course Title	Commerce Course Number
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**A BIO OR RESUME MUST BE ATTACHED TO THIS COMPLETED FORM
 OR IT WILL BE RETURNED WITHOUT REVIEW** (Be sure the Bio / Resume shows dates of experience.)

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, Real Estate, or Insurance license in <u>any</u> state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license number, state, and status.	
Do you currently hold or have you ever held any other type of occupational / professional license, permit, registration, certification, etc., in <u>any</u> 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 type of occupational / professional license, permit, registration, certification, etc., in <u>any</u> 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.	
Appraiser Instructor applicants Only. AQB instructor certification is required for all USPAP instructors. <input type="checkbox"/> National 7 HR USPAP Update Course Instructor. <input type="checkbox"/> National 15 HR USPAP Update Course Instructor. <input type="checkbox"/> Attach a copy of your Current Appraiser Qualifications Board (AQB) USPAP Instructor Certification. <input type="checkbox"/> Attach a copy of your Current Certified Residential or Certified General License.	

Continuing Education Instructors Mandatory Qualifications

(Must check at least one below)

MN Statutes 45.32. Subd.2. Qualification for continuing education instructors.

Qualified continuing education instructors must have one of the following qualifications:

- a four-year degree in any area plus two years practical experience in the subject area being taught;
- five years of practical experience in the subject area being taught; or
- a college or graduate degree in the subject area being taught.

MN Statutes 45.32. Subd.2a. Continuing education; qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course.

In addition to qualifying under subdivision 2, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as continuing education must:

- be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

Pre-License Education Instructors Mandatory Qualifications

(Must check at least one below)

MN Statutes 45.32. Subd. 3. Qualifications for pre-licensing instructors.

Qualified pre-license instructors must have one of the following qualifications:

- a four-year degree in the industry for which the course is being taught;
- a four-year degree with three years full-time experience in the industry for which the course is being taught;
- a four-year degree with three years full-time experience in the business or profession relating to the subject being taught;
- a postgraduate degree and completion of 45 hours of continuing education in the industry for which the course is being taught;
- a two-year degree in the industry for which the education is being given and completion of 45 hours of continuing education in the industry for which the course is being taught;
- a two-year degree or certificate with five years full-time experience in the industry for which the course is being taught;
- a degree or certificate with five years full-time experience in the business or profession relating to the subject being taught; or
- eight years of experience in the subject area being taught, gained in the eight years immediately preceding the first course offering taught.

MN Statutes 45.32. Subd. 3a. Prelicense education; qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course.

In addition to qualifying under subdivision 3, an instructor of the Minnesota Supervisor/Trainee Appraiser Course offered as pre-license education must:

- be licensed in good standing as either a certified residential real property appraiser or a certified general real property appraiser, and must have been so licensed for the three-year period immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course; and
- not have been the subject of any license or certificate suspension or revocation, or been prohibited from supervising activities in this state or any other state within the three years immediately preceding the individual's application to become an instructor of the Minnesota Supervisor/Trainee Appraiser Course.

INSTRUCTOR and COORDINATOR CERTIFICATION and SIGNATURE PAGE

INSTRUCTOR CERTIFICATION AND SIGNATURE

I declare that all of the instructor information and documentation provided by and for the instructor applicant is true and correct. I certify that I am qualified by education, training, or experience, and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Stat. §45, Minn. Stat. §60K, Minn. Stat. §72B, Minn. Stat. §82, and Minn. Stat. §82B. Furthermore, I declare that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. 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 Minnesota Department of Commerce.

Printed Instructor Name: _____
(Mandatory)

Instructor Signature _____ Submission Date: _____
(Mandatory) (Mandatory)

COORDINATOR CERTIFICATION AND SIGNATURE

I certify that I am pre-approved by the Minnesota Dept. of Commerce as the education Coordinator for the Provider listed above and that I am in compliance with all Minnesota education laws and regulations located in Minn. Stat. §45, Minn. Stat. §60K, Minn. Stat. §72B, Minn. Stat. §82, and Minn. Stat. §82B. Furthermore, I declare that all of the details in the information submitted in this application regarding the instructor information and qualifications claimed by the instructor named in this application are true and correct, I confirm this instructors qualifications, conduct, and compliance with course content, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. 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.

Printed Approved Coordinator Name: _____
(Mandatory)

Signature of Approved Coordinator: _____ Submission Date: _____
(Mandatory) (Mandatory)