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 mn.gov/commerce

OFFICE USE ONLY

APPROVED DENIED Deficient/Pending & Letter/Email Sent

BY _____ Date: _____

CLASSROOM Webinar INTERACTIVE INTERNET

Number of credits approved _____ **6** _____

Supervisor/Trainee APPRAISER (CE Allowed If Licensed)

(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.)

Course Number: _____

Date Approved: _____

Requirements are based on Minn. Stat. Chapter 45 and Minn. Stat. Chapter 82B

APPRAISER

PREREQUISITE SUPERVISOR/TRAINEE COURSE APPROVAL APPLICATION

- Course Must Be Completed Prior to Initial Submission of an Appraiser Trainee License Application
 - Continuing Education Credit Is Allowed for a Currently Licensed Appraiser.
 - Course Will Contain 100% Supervisor/Trainee Outline Topic Only

Required Title: **MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE**

Initial Proposed Date(s) of Course: _____

PROVIDER/COORDINATOR INFORMATION [NOTE A completed Minnesota provider application & fee must also be included with this course application *if provider is not already Minnesota approved*]

Provider Name (Do not abbreviate)

MN Provider ID #
(If approved)

Coordinator Name (Printed):

Coordinator DIRECT Business Telephone:
()

Coordinator DIRECT Business Email:

REQUIRED Providers - Federal Employer Identification Number (FEIN):

Provider Website

APPLICATION FEE (Check or money order Only)

License Type: **APPRAISER**

New Course: \$10 per hour or fraction of an hour.

Number of Hours: **(6 Hours Required)**

Total Fee Submitted: **\$60 Required**

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 Outdated submissions will be returned without review.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

Changing the method of instruction after approval will require a new course application and fee.

Note: Classroom/synchronous/webinar approval means you can offer your course *three ways*: live classroom, live synchronous/webinar, or concurrently as live classroom/synchronous/webinar.

Make your initial application a classroom/synchronous/webinar application (*if you have the design and delivery software ready*) if you want to offer your live classroom course as a live classroom/synchronous/webinar course in the future. Because changing the method of instruction after approval as classroom only requires a new course application and fee.

Method of Instruction:

- Traditional Classroom Only
- Traditional Classroom **AND** Internet-Synchronous (a live, virtual, webinar, Zoom type method of instruction)
 - Meets MN Internet/Synchronous/Webinar Guidelines (**Read Appendix B**)
- Internet- Asynchronous (interactive internet)
 - Minnesota Statutes 2021, section 45.306. Subd. 1a. Appraiser Internet continuing education courses. The requirements for the *design and delivery* of an appraiser continuing education course are the requirements established by the Appraiser Qualifications Board of the Appraisal Foundation and published in the most recent version of the Real Property Appraiser Qualification Criteria. The most recent version can be found here [Real Property Appraiser Qualification Criteria; and](#)
 - Meets MN Interactive Internet Requirements in Minn. Stat. Chapter 45.306. (**Read Appendix C**)

Along with this application attach the following regarding your method of instruction:

- Internet Address/link, Login & Password for Interactive Internet
 - Current AQB and/or other approval(s) for Classroom, Internet-Synchronous, or Asynchronous-Internet
 - Current Design and Delivery approval(s) for Synchronous or Asynchronous Internet from AQB and/or AQB approved organizations providing approval of course design and delivery
 - An in-depth description how your **Internet-Synchronous** instruction method meets or exceeds each section of the **Minnesota Webinar Guidelines shown in Appendix B**
 - An in-depth description how your **Asynchronous Internet** instruction method meets or exceeds each section of Minn. Stat. Chapter 45.306 as **shown in Appendix C**
- See **APPENDIX A** for all other required attachments

Providers must complete the following section:

Has this course been approved by any 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.)

Has this course been approved by the AQB? Yes No AQB Course # _____

Does this course have current or prior appraiser CE approval in Minnesota? Yes No

• If yes: Indicate the current or prior MN Course #: _____

Is this course Replacing a course currently approved by Minnesota? Yes No

• If yes: Indicate the current MN Course #: _____

SYLLABUS FOR STUDENTS

Syllabus must be distributed to all students, along with a copy of the detailed, timed course outline.

Provider Name & Number: _____

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

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 Business Email
Coordinator		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		
Instructor		

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

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.

Instructor Full Legal Name:	
Date of Birth:	
Business Address:	
City, State, Zip:	
Phone Number:	Business Email:
<input type="checkbox"/> Attach a copy of a Resume or Bio for EACH Course <u>Instructor</u> (Note: All speakers are considered instructors)	
Do you <u>currently hold, or have you ever held</u> , any Appraiser 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 <u>any other type of occupational / professional license in any state, including MN?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license type, number, state, and status.	
Has instructor applicant ever had <u>any</u> occupational / professional license <u>in any state</u> 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 (<i>Must check at least one below</i>) 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.	
Additional Mandatory Qualifications (<i>Must check Both</i>) Minn. Stat. Chapter 45.32. Subd.2a. Qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course. Minn. Stat. Chapter 45.32. Subd.3a. Qualifications for instructors of the Minnesota Supervisor/Trainee Appraiser Course. <i>In addition to qualifying above, an instructor of the Minnesota Supervisor/Trainee Appraiser Course must:</i> <input type="checkbox"/> (1) 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 <input type="checkbox"/> (2) 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.	

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 approved, 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 immediately notify the MN Department of Commerce in writing 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 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: MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

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)

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 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 course objectives
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. **[Proctor is NOT required unless student(s) are in a remote synchronous group setting or self-study.]**
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. **[Note: Textbook/workbook is required for this course.]**
7. **Examination and Answer Key REQUIRED** – (Submit a copy of the entire bank of questions along with an answer key.) **[Note: A closed book, end of course, exam is required for this required course.] [Proctor is NOT required unless student(s) are in a remote synchronous group setting or self-study.]**

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.

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** - Attach an in-depth description on how you verify attendance throughout:
 - a live Classroom
 - a live webinar / Internet-Synchronous
 - an interactive internet / Internet- Asynchronous
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. See Method of Instruction on Page Two (2)
2. See Other Approvals Bottom of Page Two (2)
3. Proposed Course Completion Certificate. **See Appendix D for requirements.**
4. Course Schedule
5. Attach a copy of a Resume or Bio for EACH Course *Instructor* (Note: All speakers are considered instructors)
6. Current IDECC **or other Instructor** approval for Synchronous or Asynchronous Internet delivery
7. Copy of the Students’ Course and Instructor Evaluation Form
8. 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 - Minnesota General Webinar Guidelines - Appendix B
Webinar instruction method should meet or exceed these guidelines.

Please note that when we use the term (webinar), we mean Internet-Synchronous, which is a virtual, webinar, Zoom type method of instruction.

1. These guidelines are intended to apply to courses conducted and viewed in real time (live) in all locations and are not intended to apply when courses have been recorded and are viewed at a later time or to other online courses.
2. Each student must be required to log in to the webinar using a distinct username, password, and/or email.

[Note: multiple students in one remote location, without an online individual process to authenticate student's identity and technology to guarantee seat time, requires proctor certifications. *Two-page proctor forms are located at the end of each course application or at <http://mn.gov/commerce-stat/pdfs/exam-proctor-affidavit.pdf>*]
3. The provider must verify the identity and license number of all students.
4. A provider representative, using computer-based attendance-monitoring technology, must monitor 100% attendance throughout the course.
5. The provider must have a process to determine when a participant is inactive or not fully participating, such as when the screen is minimized, or the participant does not answer the polling questions and/or verification codes.
6. The provider must maintain an electronic roster to include records for each participant's log-in/log-out times. Chat history and polling responses must be captured as part of the electronic record.
7. *No less than two polling questions and/or attendance verification codes must be asked, with appropriate response provided, at unannounced intervals during each one-hour webinar session to determine participant attentiveness.
8. *When a student is deemed inactive or not fully participating in the course by the course monitor of failure to enter appropriate polling question response or verification codes, continuing education (CE) credit is denied.
9. Students in all locations must be able to interact in real time with the instructor. Students must be able to submit questions or comments at any point during the webinar session.
10. The course pace must be set by the instructor and does not allow for independent completion.
11. Instruction time is considered the amount of time devoted to the actual course instruction and does not include breaks, lunch, dinner or introductions of speakers.
12. One credit will be awarded for each 50 minutes of webinar/webcast instruction, and the minimum number of Continuing Education credits that will be awarded for webinar courses is one credit. **Note#1: Appraiser** Continuing Education courses cannot be less than **two**, 50-minute hours. **Note#2: Pre-License Education** courses cannot be less than the statutorily required number of 50-minute hours for each specific license type.
13. The provider must have a procedure that informs each student in advance of course participation requirements and consequences for failing to actively participate in the course.
14. **An end of course exam is required for this MN Supervisor/Trainee Appraiser Course. However, a Proctor is NOT required unless student(s) are in a remote synchronous group setting. (see #2 above)**
15. Compliance with the procedures outlined above are subject to audit by the Commerce Department.

***Regarding #7 & #8 above:** Minnesota, like the NAIC guidelines, requires at least 2 questions per one-hour of webinar. However, if the education provider asks more than 2 questions, *ALL questions must be responded to for a Minnesota licensee to receive any CE credit.* Otherwise, students are not attending or paying attention throughout the entire course. Minnesota does not allow partial course credits.

45.30 CONTINUING EDUCATION.

Subd. 4. Credit earned.

- (a) Upon completion of approved courses, students must earn one hour of continuing education credit for each hour approved by the commissioner. Continuing education courses must be attended in their entirety to receive credit for the number of approved hours.

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

45.306 CONTINUING EDUCATION COURSES OFFERED OVER THE INTERNET.

Subdivision 1.(REPEALED)

Subd. 1a. Appraiser Internet continuing education courses.

The requirements for the design and delivery of an appraiser continuing education course are the requirements established by the Appraiser Qualifications Board of the Appraisal Foundation and published in the most recent version of the Real Property Appraiser Qualification Criteria. **[FOUND HERE:**

<https://appraisalfoundation.sharefile.com/share/view/s76b6cc0c2c9d4af0b7c73169fa16af38>]

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.

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.)

**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 licensees CE record on the PULSE database at www.pulseportal.com.

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

11. **Presentation Type Course is Approved for:**
 - Traditional Classroom Only**
 - Traditional Classroom AND Internet-Synchronous (a live, virtual, webinar, Zoom type method of instruction)**
 - Internet- Asynchronous (interactive internet)**

12. **MN Department of Commerce’s Current Address and Licensing Unit’s Contact Information**

MN Department of Commerce	PHONE Number: 651-539-1599
85 7 th Place East, Suite 280	E-MAIL: Education.Commerce@state.mn.us
St. Paul, MN 55101	

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.)

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE
COURSE OBJECTIVES AND COURSE CONTENT OUTLINE

Course Objectives

Per The Appraisal Foundation / Appraiser Qualifications Board:

In developing the course, providers must include the following course objectives addressing both the Supervisory Appraiser and Trainee Appraiser.

Supervisory Appraiser Objectives

The course must provide adequate information to ensure the Supervisory Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser;
- Jurisdictional credentialing requirements for both Supervisory Appraisers and Trainee Appraisers that may exceed those of the *Criteria*;
- Expectations and responsibilities of being a Supervisory Appraiser;
- Responsibilities and requirements of a Supervisory Appraiser in maintaining and signing all appropriate Trainee Appraiser experience logs; and
- Expectations and responsibilities of the Trainee Appraiser.

Trainee Appraiser Objectives

The course must provide adequate information to ensure the Trainee Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming a Trainee Appraiser;
- Jurisdictional credentialing requirements for Trainee Appraisers that may exceed those of the *Criteria*;
- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser, as well as jurisdictional credentialing requirements that may exceed those of the *Criteria*;
- Processes and roles of the entities involved in establishing qualifications for credentialed appraisers;
- Expectations and responsibilities of the Trainee Appraiser;
- Qualifications to become a credentialed appraiser;
- Basics of the Uniform Standards of Professional Appraisal Practice (USPAP); and
- Responsibilities and requirements of a Trainee Appraiser's role in maintaining and signing all appropriate Trainee Appraiser experience logs.

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

Core Matrix Course Content Outline

Per: The Appraisal Foundation / Appraiser Qualifications Board

In developing this course, developers must include the topics contained in the following outline when creating the course content:

REQUIRED CORE CURRICULUM

This FULLY COMPLETED Core Matrix Outline must be submitted along with the course application for:

MINNESOTA SUPERVISOR / TRAINEE APPRAISER COURSE

(This is a 4-page outline.)

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
I. Table of Contents				
II. Course Introduction and Overview				
III. Qualification and Credentialing Entities				
A. The Appraisal Foundation				
1. Overview of the creation and role of The Appraisal Foundation				
B. The Appraiser Qualifications Board (AQB)				
1. Overview of the role of the AQB in establishing qualifications for real property appraisers				
C. Individual State or Territory Credentialing Authorities				
1. Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers.				
2. Specific information regarding the regulatory structure of the individual jurisdiction (Optional)				
D. Professional Appraiser Organizations				
1. Overview of the role of professional appraiser organizations				
2. Explain difference between required regulatory state appraiser <i>credentials</i> and "voluntary" professional appraiser organization <i>designations</i>				
IV. Qualifications for Appraiser Credentials				
A. AQB Qualifications				
1. Overview of the AQB minimum qualifications for real property appraisers, including the education, experience and examination requirements for the following categories:				
a) Trainee Appraiser				
b) Licensed Residential				
c) Certified Residential				
d) Certified General				
Comment: For section (IV) above, course developers <u>must</u> include a summary matrix outlining the minimum education, experience, and examination requirements necessary for each of the different credentials.				
2. Overview of Supervisory Appraiser qualifications				
a) AQB minimum qualifications				
b) Discussion noting individual credentialing jurisdictions could have qualifications that may exceed AQB minimum qualifications (See 82B.094)				

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
B. Individual Jurisdiction Qualifications				
1. Overview explaining how AQB sets minimum qualifications, but states may have qualifications that exceed AQB Criteria (See 82B)				
2. Outline and explain the specific steps/requirements to becoming licensed or certified in the particular jurisdiction in which the course is being provided (See 82B.08)				
V. Overview of USPAP				
A. Provide brief overview of sections of USPAP relevant to Trainee Appraisers including overviews of:				
1. ETHICS RULE				
2. COMPETENCY RULE				
3. SCOPE OF WORK RULE				
4. RECORD KEEPING RULE				
5. STANDARD 1 (Development) and STANDARD 2 (Reporting)				
Comment: Section (V) above is NOT a substitute for the 15-Hour National USPAP Course (or its equivalent) or the 7-Hour National USPAP Update Course (or its equivalent).				
VI. Overview of Supervisory Appraiser Expectations and Responsibilities				
A. The Course material must include a presentation of the requirements, expectations and responsibilities of Supervisory Appraiser. At a minimum, the Course materials must include and discuss the following topics:				
1. The expectations and responsibilities of the Supervisory Appraiser to provide the Trainee Appraiser with a basic understanding of USPAP requirements				
2. The expectations and responsibilities of the Supervisory Appraiser to understand the AQB minimum requirements of both the Supervisory Appraiser and Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the Criteria (See 82B.093 & 82B.094)				
3. The expectations and responsibilities of the Supervisory Appraiser to provide proper guidance to the Trainee Appraiser when he or she selects a specific credentialing path (i.e., Licensed Residential, Certified Residential or Certified General)				
4. The expectations and responsibilities of the Supervisory Appraiser to monitor the Trainee Appraiser's progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path				
5. The expectations and responsibilities of the Supervisory Appraiser to verify that the Supervisory Appraiser and Trainee Appraiser are properly documenting all appropriate experience logs				

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
6. The expectations and responsibilities of the Supervisory Appraiser to accompany the Trainee Appraiser on all inspections until the Trainee Appraiser is competent to conduct inspections independently, and has met all specific requirements pertaining to property inspection established by the credentialing jurisdiction (See 82B.094)				
7. The expectations and responsibilities of the Supervisory Appraiser to monitor and provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value				
8. The expectations and responsibilities of the Supervisory Appraiser to verify that the Trainee Appraiser is properly identified and acknowledged in the appraisal report in compliance with USPAP requirements				
9. The expectations and responsibilities of the Supervisory Appraiser to immediately notify the Trainee Appraiser if the Supervisory Appraiser is no longer qualified to supervise and/or sign the Trainee Appraiser's experience log				
VII. Overview of Trainee Appraiser Expectations and Responsibilities				
A. The Course material must include a presentation of the requirements, expectations and responsibilities of the Trainee Appraiser. At a minimum, the Course materials must include and discuss the following topics:				
1. The expectations and responsibilities of the Trainee Appraiser to have a basic understanding of the AQB minimum requirements to become a Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the <i>Criteria</i> (See 82B.093)				
2. The expectations and responsibilities of the Trainee Appraiser to have an understanding about the importance of selecting an appropriate Supervisory Appraiser. Points covered shall include:				
a) The Supervisory Appraiser-Trainee Appraiser relationship is a long-term commitment by both parties				
b) The Trainee Appraiser is inherently connected to the "good standing" of the Supervisory Appraiser				
c) The importance of selecting a Supervisory Appraiser with the experience and competency that best matches the Trainee Appraiser's selected credentialing path				
d) Options for the Trainee Appraiser if a Supervisory Appraiser is no longer qualified to serve as a Supervisory Appraiser				

TOPIC	Min/Hrs Requested By Provider	MATERIAL X-Ref Textbook Pg #'s	EXAM X-Ref Question #'s	Reviewer Notes
3. The expectations and responsibilities of the Trainee Appraiser to have an understanding of how to determine if an appraiser is qualified and in good standing to be a Supervisory Appraiser by searching the Appraisal Subcommittee (ASC) National Registry and/or jurisdictional websites				
4. The expectations and responsibilities of the Trainee Appraiser to understand it is the Supervisory Appraiser's responsibility to monitor the progression of the Trainee Appraiser's education and experience necessary to achieve the Trainee Appraiser's selected credentialing path				
5. The expectations and responsibilities of the Trainee Appraiser to understand it is the Supervisory Appraiser's responsibility to provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value				
6. The expectations and responsibilities of the Trainee Appraiser to understand the responsibilities of both the Trainee Appraiser and the Supervisory Appraiser in properly documenting all appropriate Trainee Appraiser's experience logs				
7. The expectations and responsibilities of the Trainee Appraiser to understand the Supervisory Appraiser must accompany the Trainee Appraiser on all inspections until he or she is competent to conduct inspections independently, and has met all requirements pertaining to property inspection established by the credentialing jurisdiction (See 82B.093)				
VIII. Overview of Jurisdictional Requirements for Supervisory Appraiser and Trainee Appraiser Requirements (See 82B)				
A. Provide Summary of jurisdictional requirements that may exceed those of the AQB Criteria (See 82B)				
B. Course Developers may elect to present jurisdictional requirements as a separate add-on module, or incorporate differences between AQB minimum and jurisdictional requirements in each appropriate section of the outline (See 82B)				
IX. Summary				
X. Definitions				
A. Provide glossary of definitions utilized throughout the course				
TOTAL COURSE TIME – (6 Hours Required)	6 HOURS			
XI. End of Course Closed Book EXAM – (Required)				

[Proctor is NOT required for this Course unless student(s) are in a remote synchronous group setting.]

CE Course &/or Exam Proctor Affidavit

Student / Licensee Name and Certification

(Please Print or Type – Writing Must Be Legible)

Name of Course &/or Exam _____

Date & Time of Course &/or Exam Completion _____

Company & Address where course &/or exam was completed _____

City _____ State _____ Zip Code _____

Student's Full Legal Name, License Number, & DOB

(Please Print or Type – Writing Must Be Legible)

(Name) (License #) (Date of Birth)

Business Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ E-mail _____

I certify that I personally completed the above-named course &/or exam *without outside assistance of any kind.*

Student Signature

Date (____/____/____)

(Must match course &/or exam)

Proctor Name and Certification

Proctor's Full Legal Name

(Please Print or Type – Writing Must Be Legible)

Note any relationship to the student. _____

I certify that I am a disinterested third party *with no conflict of interest.* I verified the identity of the student listed above on this form (i.e. valid photo ID), and I ensured that:

the course was completed in its entirety and that I physically monitored the student throughout the entire course process.

the exam was completed without outside assistance of any kind (i.e. human, study material, notes, computer, cell phone, etc.), and that I physically monitored the student throughout the entire exam process.

Proctor Signature

Date (____/____/____)

(Must match course &/or exam)

Employer & Job Title _____

Business Address _____

City _____ State _____ Zip Code _____

Business/Daytime Phone _____ E-mail _____

(Rev 9.13.21)

(Please Print or Type – Writing Must Be Legible)

Student / Licensee Name and Certification Page

TO BE ATTACHED TO

CE Course &/or Exam Proctor Affidavit

(Please Print or Type – Writing Must Be Legible)

(Use this two-page form only when there are **multiple** students in one location.)

Notice: One of these forms must be completed & signed by each student. The completed form MUST be attached to the multiple student Proctor Affidavit form completed by the Proctor. Both completed forms must be kept on file by the Education Provider for 3 years from the date of course completion.

Name of Course &/or Exam _____ Course# _____

Date & Time of Course &/or Exam Completion _____

Company & Address where course &/or exam was completed _____

City _____ State _____ Zip Code _____

Student's Full Legal Name, License Number, & DOB _____ (Please Print or Type – Writing Must Be Legible)

(Name) _____ (License #) _____ (Date of Birth) _____

Business Address _____

City _____ State _____ Zip Code _____

Daytime Phone _____ E-mail _____

I certify that I personally completed the above-named course &/or exam *without outside assistance of any kind.*

Student Signature _____ Date (____/____/____)
(Must match date of course &/or exam & Proctor form)

(Please Print or Type – Writing Must Be Legible)

CE Course &/or Exam Proctors (Multiple Student) Affidavit Form

(Please Print or Type – Writing Must Be Legible)

(Use only when there are **multiple** students in one location.)

Notice: This form must be completed & signed by the qualifying Proctor. This completed form **MUST be attached to a completed student Affidavit form for each student listed below.** (Up to 24 student forms per Proctor form.) All completed forms must be kept on file by the Education Provider for 3 years from the date of course completion.

Name of Course &/or Exam _____ Course # _____

Date & Time of Course &/or Exam Completion _____

Company & Address where course &/or exam was completed _____

City _____ State _____ Zip Code _____

Student's Full Legal Name & License Number – (One Per Box) (Please Print or Type – Writing Must Be Legible)

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Proctor Name and Certification

Proctor's Full Legal Name _____ (Please Print or Type – Writing Must Be Legible)

Note any relationship to any student on above list.

I certify that I am a disinterested third party **with no conflict of interest.** I verified the identity of each and every student listed above on this form (or attached on additional pages) (i.e. valid photo ID), and I ensured that:

- the course was completed in its entirety and that I physically monitored each and every student throughout the entire course process.
- the exam was completed without outside assistance of any kind (i.e. human, study material, notes, computer, cell phone, etc.), and that I physically monitored the student throughout the entire exam process.

Proctor Signature _____ Date (____/____/____)

(Must match date of course &/or exam & Students form)

Employer & Job Title _____

City _____ State _____ Zip Code _____

Business/Daytime Phone _____ E-mail _____