



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
2601 North Third Street
Harrisburg, PA 17110

Telephone: 717-783-4866
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

CONTINUING EDUCATION AND INITIAL EDUCATION PROGRAM APPROVAL APPLICATION

INSTRUCTIONS:

- a. Submit one application for each continuing education program. Please print or type.
- b. Applications cannot be considered unless all questions are answered.
- c. Submit \$85.00 application fee. Make check or money order payable to "Commonwealth of PA." **Application fees are not refundable.** If you do not receive the Board's approval of the continuing education program within one year from the date the application is received, you will be required to submit another application fee. A processing fee of \$20.00 will be charged for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.
- e. If your course has been approved by AQB or IDECC, please attach your approval.
- e. Program Schedule: Attach detailed time schedule, hour by hour, of subject matter.
- f. Certificate of Attendance: Providers must provide a Certificate of Attendance on the approved Board form, which is attached.
- g. Submit applications for approval of programs to this Board 30 days in advance of presentation.
- h. If your course has **not** been approved by AQB or IDECC your course must fall under the subject matters in accordance with the Board's regulations. See 49 Pa. Code § 36.42. You may access the Board's regulations at www.dos.pa.gov/real. The Continuing Education Committee will review your application for continuing education approval. **If the program is approved, please note the continuing education approval number, the number of approved credit hours, and the expiration date when you receive your approval letter. The approval number and the number of approved credit hours must be listed on certificates of attendance given to attendees of your program.**
- i. For information regarding distance education requirements, please review the Board's regulations at 49 Pa. Code 36.43.



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SUBMIT APPLICATION AT LEAST 30 DAYS PRIOR TO COURSE PRESENTATION **COURSE MAY NOT BE PRESENTED PRIOR TO RECEIPT OF BOARD APPROVAL**

FEES: \$85.00 NON-REFUNDABLE APPLICATION FEE. MAKE CHECK OR MONEY ORDER PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." FEE IS NON-REFUNDABLE, NON-TRANSFERABLE AND SUBJECT TO CHANGE. APPLICANTS WILL BE CHARGED \$20.00 FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT. IF A PENDING APPLICATION IS OLDER THAN ONE YEAR FROM THE DATE SUBMITTED AND THE APPLICANT WISHES TO CONTINUE THE APPLICATION PROCESS, THE BOARD SHALL REQUIRE THE APPLICANT TO SUBMIT A NEW APPLICATION INCLUDING THE REQUIRED FEE. IN ORDER TO COMPLETE THE APPLICATION PROCESS, MANY OF THE SUPPORTING DOCUMENTS ASSOCIATED WITH THE APPLICATION CANNOT BE MORE THAN SIX MONTHS FROM THE DATE OF ISSUANCE.

PLEASE NOTE: BOARD APPROVED COURSES EXPIRE THREE (3) YEARS FROM DATE OF APPROVAL. AQB OR IDECC APPROVED COURSES HAVE A SET EXPIRATION DATE. YOUR BOARD APPROVAL LETTER WILL STATE THE EXPIRATION DATE OF THIS COURSE. IN ORDER TO CONTINUE OFFERING THE COURSE AFTER THE EXPIRATION DATE, YOU MUST SUBMIT A NEW APPLICATION AND FEE.

INDICATE WHICH TYPE OF APPROVAL YOU ARE REQUESTING:

Existing Provider Number: _____	<input type="checkbox"/> New Course
<input type="checkbox"/> New Education Provider	<input type="checkbox"/> Resubmission of course previously approved; Expiration date _____
<input type="checkbox"/> Secondary Provider (must attach letter from original provider granting permission to offer their course.	
<input type="checkbox"/> Changes to Existing Course (Highlight Changes)	

SECTION 1 – Provider Information

PRINT OR TYPE	
PROVIDER NAME:	
PROVIDER NUMBER, IF APPLICABLE:	
MAILING ADDRESS:	
TELEPHONE:	Office: <input type="text"/> Fax: <input type="text"/>
WEBSITE ADDRESS:	
CONTACT PERSON:	
ADDRESS:	
TELEPHONE:	Office: <input type="text"/> Fax: <input type="text"/>
E-MAIL ADDRESS:	
TYPE OF PROVIDER:	<input type="checkbox"/> GOVERNMENT AGENCY (STATE LOCAL OR FEDERAL) <input type="checkbox"/> APPRAISAL ORGANIZATION <input type="checkbox"/> REAL ESTATE ORGANIZATION <input type="checkbox"/> OTHER: _____

SECTION 2 – Submit the following information for courses being offered to CERTIFIED RESIDENTIAL AND GENERAL APPRAISERS AND LICENSED APPRAISER TRAINEES:

Submit the following information:

INITIAL EDUCATION:

1. ATTACH A SAMPLE EXAMINATION that will be used to evaluate attendee performance.

INITIAL EDUCATION AND CONTINUING EDUCATION:

1. Course description, objectives and course content outline
2. Detailed time schedule, hour by hour, of subject matter. Classroom hour is defined as 50 minutes for each 60 minute segment.
3. Attach a description of the method to be used to verify attendance and satisfactory completion of the course/seminar.
4. IDECC Certificate (for distance education courses) in the Provider's name.
5. Instructor AQB certification or recertification course.
6. USPAP Courses: AQB letter granting permission to use their course (or AQB approval if equivalent course)
7. If course is approved by IDECC and/or CAP, the expiration date of the IDECC and/or CAP approval will be reflected on the Board's records. To continue offering the course after the expiration date, the provider must submit an approval letter from IDECC and/or CAP indicating a current expiration date.

Courses offered to CERTIFIED RESIDENTIAL, GENERAL APPRAISERS AND LICENSED APPRAISER TRAINEES:

Credit Requested for:

Initial Education
 MUST be at least 15 hours in length. Examination REQUIRED

Continuing Education
 MUST be at least 2 hours in length. No examination required.

Distance Education
 MUST be at least 2 hours in length. Examination REQUIRED

TITLE OF COURSE/SEMINAR: _____

TOTAL NUMBER OF HOURS: _____ **NUMBER OF EXAM HOURS (if applicable)** _____

INSERT NUMBER OF HOURS COVERED IN EACH OF THE FOLLOWING SUBJECTS

INITIAL EDUCATION		CONTINUING EDUCATION	
	BASIC APPRAISAL PRINCIPLES		AD VALOREM TAXATION
	BASIC APPRAISAL PROCEDURES		ARBITRATION, DISPUTE RESOLUTION
	NATIONAL 15 HOUR USPAP OR EQUIVALENT		COURSES RELATED TO THE PRACTICE OF REAL ESTATE APPRAISAL OR CONSULTING
	RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE		DEVELOPMENT COST-ESTIMATING
	RESIDENTIAL APPRAISAL SITE VALUATION AND COST APPROACH		ETHICS & STANDARDS OF PROFESSIONAL PRACTICE, USPAP
	RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES		LAND USE PLANNING, ZONING
	RESIDENTIAL REPORT WRITING AND CASE STUDIES		MANAGEMENT, LEASING, TIMESHARING
	STATISTICS, MODELING, AND FINANCE		PROPERTY DEVELOPMENT, PARTIAL INTERESTS
	ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES		REAL ESTATE LAW, EASEMENTS AND LEGAL INTERESTS
	GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE		REAL ESTATE LITIGATION, DAMAGES, CONDEMNATION
	GENERAL APPRAISER SALES COMPARISON APPROACH		REAL ESTATE FINANCING AND INVESTMENT
	GENERAL APPRAISER SITE VALUATION AND COST APPROACH		REAL ESTATE APPRAISAL RELATED COMPUTER APPLICATIONS
	GENERAL APPRAISER INCOME APPROACH		REAL ESTATE SECURITIES AND SYNDICATION
	GENERAL APPRAISER REPORT WRITING AND CASE STUDIES		DEVELOPING OPINIONS OF REAL PROPERTY VALUE IN APPRAISALS THAT ALSO INCLUDE PERSONAL PROPERTY AND/OR BUSINESS VALUE
	APPRAISAL SUBJECT MATTER ELECTIVES		SELLER CONCESSIONS AND IMPACT ON VALUE
			ENERGY EFFICIENT ITEMS AND "GREEN BUILDING" APPRAISALS

**SECTION 2 - SUBMIT THE FOLLOWING INFORMATION FOR COURSES BEING OFFERED TO
CERTIFIED PENNSYLVANIA EVALUATORS**

INITIAL EDUCATION:

1. Attach a sample examination that will be used to evaluate attendee performance.

INITIAL EDUCATION AND CONTINUING EDUCATION:

1. Course description, objectives and course content outline
2. Detailed time schedule, hour by hour, of subject matter. Classroom hour is defined as 50 minutes for each 60 minute segment.
3. Attach a description of the method to be used to verify attendance and satisfactory completion of the course/seminar.

INSERT THE NUMBER OF HOURS COVERED IN EACH OF THE FOLLOWING CORE SUBJECTS:

INITIAL EDUCATION		CONTINUING EDUCATION	
	INFLUENCES IN REAL ESTATE VALUE		AD VALOREM TAXATION
	LEGAL CONSIDERATION IN APPRAISAL		ARBITRATION
	TYPES OF VALUE		BUSINESS COURSES RELATED TO THE PRACTICE OF REAL ESTATE APPRAISAL
	ECONOMIC PRINCIPLES		DEVELOPMENT COST-ESTIMATING
	REAL ESTATE MARKET AND ANALYSIS		NATIONAL 7 HOUR USPAP OR EQUIVALENT
	VALUATION PROCESS		ETHICS AND STANDARDS OF PROFESSIONAL PRACTICE
	PROPERTY DESCRIPTION		LAND USE PLANNING, ZONING AND TAXATION
	HIGHEST AND BEST USE ANALYSIS		MANAGEMENT, LEASING, BROKERAGE TIMESHARING
	APPRAISAL STATISTICAL CONCEPTS		PROPERTY DEVELOPMENT
	SALES COMPARISON APPROACH		REAL ESTATE APPRAISAL
	SITE VALUE		REAL ESTATE FINANCE AND INVESTMENT
	COST APPROACH		REAL ESTATE LAW
	INCOME APPROACH, INCLUDING DIRECT & YIELD CAPITALIZATION TECHNIQUES		REAL ESTATE LITIGATION
	VALUATION OF PARTIAL INTERESTS		REAL ESTATE APPRAISAL RELATED COMPUTER APPLICATIONS
	USPAP		REAL ESTATE SECURITIES AND SYNDICATION
	NARRATIVE REPORT WRITING		REAL PROPERTY EXCHANGE
	ASSESSMENT LAW AND PRACTICE		MASS APPRAISAL MODEL BUILDING
	MASS APPRAISAL SYSTEMS		MASS APPRAISAL MODEL CALIBRATION
	MAPPING		ASSESSMENT ADMINISTRATION
			MAPPING
			PENNSYLVANIA ASSESSORS CERTIFICATION LAW AND RULES AND REGULATIONS

SECTION 3 – Standards for Providers

By signing this application, I certify that:

1. The provider has established a mechanism measuring the quality of the course/continuing education program being offered.
2. The provider has established criteria for selecting and evaluating faculty.
3. The provider has established criteria for the evaluation of each course/continuing education program upon completion.
4. The provider shall provide adequate facilities and appropriate instructional materials to carry out the courses/continuing education programs.
5. The provider shall ensure that the instructors have suitable qualifications and are of good reputation and character.
6. The provider will not present the course until official approval has been received from the Board office.
7. Any transcripts/completion certificates provided to students will reflect the correct course title and provider as listed on this application.

SECTION 4: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS FORM IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 Pa. C.S. § 49.11.

ADDITIONALLY, I CERTIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I UNDERSTAND THAT ANY FALSE STATEMENT MADE IS SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES AND MAY RESULT IN THE SUSPENSION OR REVOCATION OF MY LICENSE OR CERTIFICATE.

PROVIDER REPRESENTATIVE SIGNATURE _____ DATE _____



Commonwealth of Pennsylvania
 DEPARTMENT OF STATE
 BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS
 PO Box 2649
 HARRISBURG, PA 17105-2649

**STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
 CERTIFICATE OF COMPLETION**

THIS FORM IS FOR USE IN REPORTING CONTINUING EDUCATION CREDITS.

CERTIFICATE HOLDER: This form must be completed properly. **YOU MUST RETAIN A COPY OF THIS FORM FOR SUBMISSION TO THE BOARD.** You must submit a separate form for each program attended. Continuing education hours shall be applied to ONLY one renewal period. The same continuing education hours cannot be applied to a subsequent renewal.

SECTION A – To be completed by Program Provider

Name of Participant & Certificate # →	
Number of Program Hours →	
Provider →	
Provider # →	
Title of Program →	
Date(s) of Program →	
Instructor(s) /Presenter(s) →	

SIGNATURE OF INSTRUCTOR/PRESENTER: _____ **DATE:** _____

SECTION B – TO BE COMPLETED BY CERTIFICATE HOLDER

I certify that I have read and understand the information contained in the instructions and completed the program described in Section A. I am aware that any misrepresentations by me may be subject to appropriate disciplinary action. I further understand that any false statement made is subject to the penalties of 18 PA C.S. Section 4904 relating to unsworn falsification to authorities and may result to the suspension or revocation of my license or certificate.

Signature: _____ **Date:** _____

Printed Name: _____ **PA Certificate#** _____