A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

1. Name of Course Sponsor

2. Federal Employer Identification Number

3. Street Address (PO Box not accepted)

4. E-mail Address

5. Telephone & Facsimile Numbers

6. Type of Institution
   - Proprietary School
   - Real Estate or Real Estate Appraisal Organization

7. Course title

8. Type of Course (please check one)
   - Online Course
   - Classroom Course

9. Is this an Advanced Level Appraisal Course?
   - Yes
   - No

10. Is this an AQB Approved Course?
    - Yes
    - No

11. Full Name of Course Instructor

All pre-licensing courses must be taught by an instructor certified by the Virginia Real Estate Appraisers Board. All 15-hour USPAP courses must be taught by an AQB certified instructor.

12. Individual responsible for course administration

13. Grading information (state minimum requirements and provide sample examination)

14. Attendance policy (Must be 100%)

15. Course prerequisites (if any)

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16. Course length
   Number of meetings
   Hours per meeting
   Meetings per week
   Total hours

17. Scheduling information (check one)
   Quarter
   Semester
   Other

18. Promotion *

   * If advertising is used, please submit copies of advertisements and brochures.

19. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application.

   Sponsor's Signature
   Date

Please attach the following course documentation:

- a comprehensive course outline
- a course syllabus
- a list of books, pamphlets and materials to be used by the instructor and students