

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 4000
Richmond, Virginia 23233-1485
(804) 367-2039
www.dpor.virginia.gov



**Real Estate Appraiser Board
PRE-LICENSE COURSE APPLICATION
Fee \$135.00 per Course**

**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) _____
City, State, Zip Code _____
- 4. E-mail Address _____
- 5. Telephone & Facsimile Numbers () - _____ () - _____
Telephone Facsimile
- 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 **If yes, please attach the AQB Approval letter.**
- 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) _____

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE

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