



**Virginia Auctioneers Board**  
**APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL**

➔ To obtain board approval of your auctioneer continuing education course(s), your institution must comply with the required standards outlined in Regulation 18 VAC 25-21-230, 18 VAC 25-21-240, 18 VAC 25-21-270 and 18 VAC 25-21-280. Instructor résumés must accompany this application. Any change in the information provided by your institution as required by regulation 18 VAC 25-21-230, 18 VAC 25-21-240, and 18 VAC 25-21-270 must be reported to the board in writing within 30 days of the change.

1. Name of Course Provider/School \_\_\_\_\_

2. Federal Employer Identification Number   -

3. Street Address (PO Box not accepted) \_\_\_\_\_

City State Zip Code

4. Mailing Address (PO Box accepted) \_\_\_\_\_

City State Zip Code

5. E-mail Address \_\_\_\_\_

6. Contact Person \_\_\_\_\_  
 Name Title

7. Contact Numbers \_\_\_\_\_  
 Primary Telephone Alternate Telephone Facsimile

8. Name of Course \_\_\_\_\_

9. Will this course be offered more than once?  
 No  Scheduled course date \_\_\_\_\_ Hours of instruction \_\_\_\_\_  
 Yes  Scheduled course dates \_\_\_\_\_ Hours of instruction \_\_\_\_\_  
 Additional dates/instruction \_\_\_\_\_

10. Where will course(s) be taught?

11. Method of Instruction  
 Classroom  
 Correspondence Correspondence and other distance learning courses (non-classroom) must include appropriate testing procedures to verify successful course completion.  
 On-line  
 Other \_\_\_\_\_

12. Learning Objectives of Course \_\_\_\_\_

13. How will you assess whether the learning objectives have been achieved?  
 \_\_\_\_\_

FOR OFFICE USE ONLY	TRAINING PROVIDER NO. 2909	TRAINING COURSE NO. 2910	ISSUE DATE
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14. Method of Assessment \_\_\_\_\_
15. Instructor information. Course instructors must be competent in the subject being taught, either by education or experience, and in instructional techniques. **Instructor résumés must be included in your application package.**

Instructor's Name	Field of Auction Expertise/Experience

16. How will you monitoring attendance at the beginning, end, and during the course?  
 \_\_\_\_\_
17. 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. I certify that the laws, regulations and industry practices that will be taught or utilized in the above-referenced course are up-to-date and any subsequent changes in the laws, regulations or industry practices will be incorporated into the course curriculum as they occur. I also certify that the course provider will comply with the provisions of the laws of Virginia related to auctioneer licensure under the provisions of Title 54.1, Chapter 6 of the *Code of Virginia* and the *Virginia Auctioneers Board Regulations*.

Contact Person's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed applications for course approval must include the following attachments and must be marked with the appropriate attachment number (1 through 7):**

1. A copy of the course curriculum
2. A statement of the learning objectives of the course
3. A copy of the assessment that will be used to determine if the students have achieved the defined learning objectives of the course
4. A copy of the course materials either distributed or used in presentations such as handouts, pamphlets, etc.
5. A copy of the attendance record that will be used to monitor attendance at the beginning, end and during the course
6. A copy of the certificate of course completion that will be given to those who successfully complete the course
7. A copy of the course feedback/assessment form that will be distributed to attendees at course completion to obtain feedback on the quality and applicability of the course and instructor