

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 Post Office Box 29570
 Richmond, Virginia 23242-0570
 (804) 367-2039
www.dpor.virginia.gov



**Real Estate Appraiser Board
 PRE-LICENSE RENEWAL 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.**

Virginia Course Approval Number 4003-

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