

CONNECTICUT REAL ESTATE APPRAISAL COURSE APPLICATION FOR CONTINUING EDUCATION

SCHOOL NAME: _____ **CT School Code:** _____

CONTACT NAME: _____ **PHONE** _____ **EMAIL** _____

EXACTLY AS IT WILL BE ADVERTISED
COURSE NAME: _____

ACTUAL COURSE HOURS (minimum of 2 hours) _____

TYPE OF INSTRUCTION: **CLASSROOM INSTRUCTION** **DISTANCE EDUCATION (on-line)**

TYPE OF COURSE: **MANDATORY SUBJECT** **ELECTIVE (New)** **ELECTIVE (Renewal of course)**

If submitting an ELECTIVE course, Type '✓' in all content areas covered in this course:

- | | | |
|---|--|--|
| <input type="checkbox"/> Ad valorem taxation | <input type="checkbox"/> Property Development | <input type="checkbox"/> Real Estate Litigation |
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Appraisal Valuation or Evaluation | <input type="checkbox"/> Real Property Exchanges |
| <input type="checkbox"/> Appraisal Business Courses | <input type="checkbox"/> Appraisal Licensing Law | <input type="checkbox"/> Real Estate Securities & Syndication |
| <input type="checkbox"/> Construction Estimating | <input type="checkbox"/> Appraisal Related Computer Use | <input type="checkbox"/> Management, leasing brokerage or time sharing |
| <input type="checkbox"/> Ethics & Standards of Practice | <input type="checkbox"/> Financing & Investment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Planning, Zoning & Taxation | <input type="checkbox"/> Real Estate Law | |

Approval Not Issued To Any Course Focusing Solely On Office Or Computer Skills, Salesmanship, Or Personal Motivation.

REQUIRED ATTACHMENTS Type '✓' in boxes below if included with this Course Application

- Detailed course outline/syllabus
 - Copy of text and/or related teaching materials
 - Copy of affidavits and sample of grade letter or certificate
 - Copy of all proposed advertising and publicity
 - Names, addresses and qualifications or resumes of all instructors
 - Copy of AQB certification & appraisal license for USPAP instructors
 - Policy regarding tuition, related costs, cancellation and refund
 - A description of the policy regarding minimum attendance
 - Copy of IDECC approval certificate for on-line courses
- Expiration Date: _____

CERTIFICATION OF SCHOOL OFFICIAL

- Courses may not be offered at a brokerage or appraisal office.
- Schools and instructors are prohibited from soliciting students to work for a specific brokerage or appraisal firm.
- Student Rights form shall be given to each student upon first appearance in classroom.
- If course is not held in a place of public assembly, course facility must have been approved by the local Fire Marshall for such purpose.
- All course advertisements must comply with Real Estate Appraisal Commission regulations regarding advertisements.
- Real Estate Appraisal Commission may request additional information regarding an application.
- Real Estate Appraisal Commission reserves the right to audit classes on random basis.
- Course approval is valid for two years from date of approval – IDECC certification must be current.
- instructors of the 7 and 15 hour National USPAP Course shall be both AQB Certified USPAP Instructors and State Certified Appraisers.
- School will submit a roster of licencess that have completed the course to the state contracted provider within ten days of completion.

MY SCHOOL WILL ABIDE BY THE CT REGULATIONS REGARDING REAL ESTATE APPRAISAL SCHOOLS AND COURSE OFFERINGS

SIGNATURE OF SCHOOL REPRESENTATIVE _____ **DATE** _____

OFFICIAL USE ONLY	<input type="checkbox"/> APPROVED FOR <input type="text"/> HOURS Signature: _____ Date: _____ Conditions: _____	<input type="checkbox"/> DENIED Reason: _____ _____	ENTERED
DCP Review			By: _____ Date: _____