

Department of Consumer and Regulatory Affairs  
Occupational and Professional Licensing Administration  
District of Columbia Board of Appraisers  
941 North Capitol Street, NE, Room 7200  
Washington, DC 20002  
(202) 442-4320

**APPLICATION FOR APPROVAL**

**PRE-LICENSURE OR**  **CONTINUING EDUCATION**

An application for approval of a continuing education activity must be submitted to the Appraisers Licensing Board at least sixty (60) days prior to the activity. **Please note as of September 1, 2005 there will be a Sixty-five-dollar (\$65.00) application fee per course. Please make your check or money order payable Promissor.**

Groups approved to provide pre-licensure and continuing education must have procedures for issuing a certificate of completion to each participant who successfully completes the activity and pay the required fees. The certificate must contain: the title of the activity; date; number of continuing education credits earned; participant's names; and the name of the group providing the continuing education.

A certified list of attendees must be forwarded to the Licensing Board within ten (10) calendar days after completion of the final activity. The list must include the attendee's name, social security number, and license number.

You may hand deliver you application to the Board of Appraisers on the 4<sup>th</sup> floor, Monday through Friday, between the hours of 9:00 am and 4:00 pm. When mailing your application, send all material to Promissor Metro Plex II, Suite 400 8201 Corporate Drive Landover, MD. 20785.

Sponsoring Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_

Seminar/Workshop/Course Title \_\_\_\_\_

Date(s) \_\_\_\_\_

Location(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

**INSTRUCTORS**

(Please attach a resume for each instructor)

Name \_\_\_\_\_ Degree \_\_\_\_\_

Name \_\_\_\_\_ Degree \_\_\_\_\_

Name \_\_\_\_\_ Degree \_\_\_\_\_

Pre-licensure Hours Requested \_\_\_\_\_

Continuing Education Clock Hours Requested: \_\_\_\_\_

**The following support materials must be submitted with each application:**

- |  |  |
|--|--|
| <b>1. Instructor's resumes</b>         | <b>4. A certificate of completion</b>      |
| <b>2. An outline of course content</b> | <b>5. A copy of proposed advertisement</b> |
| <b>3. A program evaluation form</b>    |  |

[SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

|                            |           |                |
|----------------------------|-----------|----------------|
| For Office Use Only: _____ |           |                |
| Date Approved              | Signature | Number of CEUs |

## **IMPORTANT NOTICE**

**TO: Pre-licensure and Continuing Education Providers**

**FROM: The DC Board of Appraiser**

**SUBJECT: Acceptance of Online/Distance Learning Education**

**Effective April 19, 2005 The DC Board of Appraisers will no longer accept and approve Distance Learning Education and or Online providers without prior approval from International Distance Education Certification (IDEC) and Appraisal Qualification Board (AQB).**

**Please contact them at International Distance Education Certification (IDEC) on 334-260-2928 or [www.idecc.org](http://www.idecc.org), or Appraisal Qualification Board on 202 347-7722 or [www.appraisalfoundation.org](http://www.appraisalfoundation.org)**

**APPRAISER BOARD**  
RENEWAL APPLICATION FOR INSTRUCTORS AND CONTINUING EDUCATION COURSES

**INSTRUCTIONS**

1. ALL APPLICATIONS MUST BE TYPED, NOT HAND WRITTEN.
2. This renewal application is used to renew instructors and courses previously approved by the D.C. Appraiser Board when there is no change in Instructor and Course Outline/Content.
3. There are 4 sections to this application: I. Sponsor Information, II. Certification of Instructor, III. Seminar/Course Information, and IV. Affidavit by Sponsor. All 4 sections must be submitted in entirety for Board review.
4. The renewal application must be submitted 60 days prior to the scheduled course or seminar. Approval of the application must be obtained prior to the date the course or seminar is given.
5. A Certificate of Completion must be issued to each attendee who successfully completes the course taken.
6. A Certified list of Attendees, including students home address and D.C. License Number, must be Forwarded to the Commission within 10 days after the final class session.
7. Any change in instructor for any seminar or course approved by the Board within the renewal cycle, Requires submission of a (Application for Instructor and or Course Approval) together with a resume/biography for each instructor.

**I. SPONSOR INFORMATION**

COORDINATOR'S NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

**II. CERTIFICATION OF INSTRUCTOR**

INSTRUCTOR (S) NAME: \_\_\_\_\_

\_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

\*\*Last date instructor was approved by the D.C. Appraiser Board \_\_\_\_\_\*\*  
(Attach copy of approval letter)

### III. SEMINAR/COURSE INFORMATION

TITLE: \_\_\_\_\_

SITE/LOCATION: \_\_\_\_\_

BUSINESS PHONE NUMBER:(\_\_\_\_\_) \_\_\_\_\_

### IV. AFFIDAVIT BY SPONSOR

I, hereby, certify that all information contained herewith is true and accurate to the best of my knowledge.

SIGNATURE OF SPONSOR: \_\_\_\_\_

SPONSOR'S NAME: \_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by the Affiant, who personally appeared before me.

**NOTARY SEAL**

\_\_\_\_\_  
(NOTARY PUBLIC)

My commission expires \_\_\_\_\_  
Month/Day Year

THE DC BOARD NO LONGER ACCEPTS  
CHECKS OR  
MONEY ORDERS BY MAIL  
PLEASE MAIL ALL CORRESPONDENCE  
TO THE  
ADDRESS LISTED BELOW

ALL CHECKS AND OR MONEY ORDERS  
MUST BE PAYABLE TO  
PROMISSOR

PLEASE MAIL PACKAGE TO  
PROMISSOR/DC BOARD  
METRO/PLEX II  
8201 CORPORATE DRIVE SUITE 400  
LANDOVER, MD. 20785