



Real Estate Appraisers Program

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: RealEstateAppraisers@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BoardOfRealEstateAppraisers

Real Estate Appraisal Course Approval Application Instructions

Please review the requirements for acceptable education for initial certification (12 AAC 70.140-145) and continuing education (12 AAC 70.200-215) before applying for course/seminar board approval.

The following must be received by the division before your application for Real Estate Appraisal Course Approval can be reviewed:

1. APPLICATION

A signed, completed application (#08-4292, pages 1-3).

2. FEES

Fees made payable to "State of Alaska."

Course/Seminar Approval Fee:	\$400.00
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Total Fees Due:	\$400.00
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3. COURSE DESCRIPTION

A complete course description, including the course or seminar title and a description of the learning objectives.

4. COURSE SYLLABUS

A course/seminar syllabus.

5. MAJOR TOPICS

A detailed outline of the major topics covered by the course or seminar and the number of classroom hours allowed for each topic.

6. INSTRUCTIONAL MATERIALS

A list of texts and instructional materials used in the course/seminar. (Do not submit the texts and instructional materials unless specifically requested by the Board.)

7. INSTRUCTOR RÉSUMÉ

The instructor's résumé that includes the instructor's name, recognition in the real estate appraisal industry, and professional designations and affiliations.

8. ATTENDANCE POLICY

A copy of the attendance policy and a description of the procedures used for keeping a record of attendance.

9. AQB or IDECC

If AQB or IDECC approved, submit a certificate or other documents showing approval from these organizations.

The primary focus of the course or seminar must be directly related to the theories, concepts, principles, practices, techniques, methods, or problems applicable to one or more aspects of real property appraisal.

The board reviews complete course approval applications between board meetings via "mail ballot" process.

Please refer to the regulations for course approved information.



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

APR

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Real Estate Appraisal Course Approval Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Course Approval Fee	\$400.00
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PART II Sponsor Information

Provider Name:			
Provider Title:			
Course Title:			
Instructor Name:			
Mailing Address:	<small>P.O. Box or Street</small>	<small>City</small>	<small>State</small>
			<small>Zip</small>
Sponsor Contact:		Contact Phone:	
Email Address:		Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<i>Note: If both boxes are selected above, you will receive correspondence electronically.</i>			

PART III Course Information

The Board has amended Alaska regulations to follow the recent AQB update recognizing online synchronous education equivalent to in person traditional classroom education. It is still a requirement to identify how the course will be delivered.

Within Part III Course Information, please select all presentation methods you wish to seek Board approval for. (i.e., if the course will be presented in both online synchronous and in person traditional classroom, select both boxes for the course to seek Board approval for licensees to receive credit for the course in either delivery method.)

Is this course AQB or IDECC approved? <i>If yes, include documentation of approval.</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No		Date(s) of Course:	
Location(s) of Course:					
Course Category:		<input type="checkbox"/> Initial/Qualifying Certification		<input type="checkbox"/> Continuing Education	
				<input type="checkbox"/> Both	
Presentation Method: (Check All that Apply)		<input type="checkbox"/> Traditional Classroom		<input type="checkbox"/> Correspondence	
				<input type="checkbox"/> Online (synchronous and/or asynchronous)	
Number of Classroom Hours:		Number of Final Exam Hours:		Total Number of Hours:	

PART IV Required Documents

You must include the following attachments:

- Course description, including learning objectives.
- Outline of major topics with hour-by-hour breakdown.
- Copy of the attendance policy and description of attendance procedure.
- List of texts and instructional materials.
- Instructor résumés that should include real estate appraiser industry recognition and professional designations and affiliations.
- If AQB or IDECC approved, you must submit a certificate or other document showing approval from these organizations.



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Signature Page

PART V Agreement

Please Note: In order for a course to qualify for "continuing education," it must be a minimum of two classroom hours in duration. In order for a course to qualify for "initial certification," it must be at least 15 classroom hours and include an examination. The final examination hours will be counted toward the total classroom hours of instruction. Course and seminar approval is valid for three years from the date of approval or AQB expiration, whichever comes first.

Applicant Printed Name:

Applicant Signature:

Date Signed:



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State of Alaska
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee: _____

Profession Type (e.g., Acupuncture): _____

License Number (if applicable): _____

I wish to make payment by credit card for the following (check all that apply):

AMOUNT

Application Fee: _____

License or Renewal Fee: _____

Other (fine, exam, etc.): _____

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
1. Credit Card Number: _____	All 3 fields MUST be completed! This section will be destroyed after the payment is processed.
2. Expiration Date: _____	
3. Security Code: _____	