

COURSE APPROVAL PROGRAM – MISSOURI REAL ESTATE APPRAISERS COMMISSION

APPLICATION FOR: _____ INITIAL COURSE APPROVAL _____ RENEWAL

There is a \$25 fee per course for Continuing Education Course Approval. In addition, there is a \$10 fee per course for Continuing Education Course Renewal.

INSTRUCTIONS: The course owner must use this application form when applying for course approval through the **State of Missouri**. *A SEPARATE APPLICATION FORM MUST BE FILED FOR EACH COURSE SUBMITTED FOR APPROVAL.* All items on the form must be completed (enter "N/A" for any item that is not applicable) and all required attachments must be submitted with the application.

1. Name of Applicant (School): _____
2. Mailing Address: _____
3. Contact Person: _____
4. Phone: _____ Fax: _____
5. Website: _____ Email: _____
6. Course Title and Number: _____
7. Number of Classroom Hours: _____ Number of Exam Hours: _____
8. Course Category: _____ Qualifying Education _____ Continuing Education _____ Both
9. Indicate the level of the licensure/certification this course would meet:
_____ All _____ State License _____ Certified Residential _____ Certified General
10. Indicate the pre license requirement for this course would meet:
_____ Principles _____ USPAP _____ Income _____ Elective
11. Instructor(s): _____
12. Method of Presentation: _____ Traditional Classroom _____ Correspondence _____ Internet
_____ Video Tape _____ Remote TV _____ Computer
13. Owner of Course Materials: _____

14. Required Attachments:

For Qualifying Education Only: Please submit a copy of the contract between the course owner and course provider.

Fee: As Indicated Above

Course Materials:

Course Description
Detailed Course Outline
Learning Objectives
Final Exam and Answer Key (This is not required for the Continuing Education Application)

Policies Covering:

Instructor Qualifications
Attendance

Miscellaneous:

Course Schedule
Copy of Completion Certificate
Instructor's Resume/Bio

9. Teaching Experience:

School	From		To		Subjects Taught
	Month	Year	Month	Year	

10. Real Estate Appraisal Experience:

Employing Company	Job Description	From		To	
		Month	Year	Month	Year

(Attach additional pages as necessary)

11. I hereby affirm and swear that the information submitted with this application is true and accurate and that no willful omissions have been made.

(Signature of Appraiser Education Administrator)

(Date)