

WYOMING REAL ESTATE APPRAISER BOARD

06/05

2020 CAREY AVENUE, SUITE 702

CHEYENNE, WY 82002-0180

APPLICATION FOR ACCREDITATION OF EDUCATIONAL COURSE/SEMINAR

1. Complete information concerning course/seminar, outline, examination, grading system challenge procedure, instructor qualifications, **the Matrix for all Qualifying Education Courses**, etc. must accompany application. **IF YOU ARE APPLYING FOR A PRECERTIFICATION COURSE, A SYLLABUS MUST ALSO BE SUBMITTED.**
2. **THERE IS AN ADMINISTRATIVE COST OF \$50 PER EACH COURSE/SEMINAR SUBMITTED FOR APPROVAL. COURSE/SEMINAR APPLICATION WILL EXPIRE THREE (3) YEARS FROM ORIGINAL APPROVAL DATE, IF NOT RENEWED PRIOR TO THE EXPIRATION DATE.**
3. Each pre-certification course/seminar submitted for accreditation must be a minimum of fifteen (15) classroom hours of instruction and each continuing education course/seminar submitted for accreditation must be a minimum of three (3) classroom hours of instruction.
4. Each participant must be issued an attendance certificate at the completion of the course/seminar. The certificate **CAN NOT** be issued until the course/seminar is completed. **YOU MUST TAKE ATTENDANCE AFTER EACH BREAK AND LUNCH.**
5. You must permanently maintain a record of attendance that indicates:
 - a. The name of the participant.
 - b. The hours and dates the permittee attended the course/seminar.
 - c. The title and description of the course/seminar offering.

These records are subject to inspection by the Board. An attendance report that indicates who attended the course/seminar and the number of hours of the course/seminar must be submitted to the Board after each course/seminar offering.

6. Class location must meet American Disability Act (ADA) requirements.
7. The Wyoming Certified Real Estate Appraiser Board must be notified if there is a material change in an approved offering.
8. You must notify the Board of each offering, to include date, place, time and advertising for such offering.
9. Your class may be monitored by a member of the Wyoming Certified Real Estate Appraiser Board or a representative of the Board. You are not allowed to charge a fee to anyone acting in this capacity.

Name of offering entity: _____

Address: _____

Telephone: _____

Name of person authorized to submit application: _____

Is the course/seminar accredited, approved or offered by any real estate commission, appraiser board or trade association? Yes_____ No_____ If yes, list names of commissions, boards and/or associations and enclose proof.

Title of course or seminar: _____

Purpose of course or seminar: _____

Maximum number of participants: _____

Cost: _____

Dates of offering(s) and location(s): _____

Number of hours of course or seminar: _____

(Please list classroom hours and exam hours separately.)

ATTACH a complete and comprehensive outline of course/seminar content.

ATTACH sample copy of certificate. Certificate must contain: Name of offering entity, name of participant, number of hours of instruction, dates of instruction, title of course or seminar and signature of person authorized to sign for offering entity.

ATTACH samples of proposed advertising.

ATTACH samples of course critique forms, which must be completed by participants after each offering and submitted to the Board.

INCLUDE \$50.00 FOR EACH COURSE/SEMINAR SUBMITTED FOR APPROVAL.

Explain, in detail, attendance monitoring system: _____

Names of qualifications of instructors (attach proof of qualification):

All instructors must have forty (40) hours of teaching appraisal course/seminar experience within the past two (2) years and must meet at least one of the following qualifications, unless granted a special exception by the Board: (PLEASE FURNISH PROOF - COPY OF DEGREE, RESUME, CERTIFICATE, ETC.)

- a. A bachelor's degree in the field in which the person is instructing.
- b. Five (5) years experience in the subject instructed.

If you are offering the course/seminar out-of state, would you bear the expenses of one (1) representative of the Wyoming Certified Real Estate Appraiser Board to monitor your course/seminar? Yes _____ No _____

Submitted by _____ on this _____ day
(Signature)
of _____, _____.

This application must be signed and submitted by person authorized to offer the course or seminar. Authorized person may also request a personal appearance before the Wyoming Certified Real Estate Appraiser Board. Please contact the Board Office for time, date and place of appointment.

PLEASE SUBMIT TWO (2) COPIES OF THIS APPLICATION TO THE WYOMING CERTIFIED REAL ESTATE APPRAISER BOARD, 2020 CAREY AVE, SUITE 702, CHEYENNE, WYOMING, 82002, AT LEAST SIXTY (60) DAYS PRIOR TO COURSE OFFERING.

FOR BOARD USE ONLY

Received by the Wyoming Appraiser Board on: _____

Submitted to the Board on: _____

Recommended _____ Denied _____ Other _____

Remarks: _____

APPROVED FOR: COURSE _____

SEMINAR _____

BOTH _____