



Arkansas Appraiser Licensing and Certification Board

101 East Capitol, Suite 430
Little Rock, AR 72201
www.arkansas.gov/alcb
501-296-1843

FORM ECIPA-210

Application Received: _____
Received by: _____
Approved date: _____
Not approved date: _____

FOR BOARD USE ONLY

EDUCATION COURSE APPROVAL APPLICATION

Complete one (1) form for each educational program of study to be offered. A course cannot be advertised or offered (as approved) until such approval is granted by the Arkansas Appraiser Licensing & Certification Board.

Name of Provider: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Phone: _____

E-Mail: _____

Name of Course: _____

Date Course Offered: _____

Course Description: _____

Fee: \$100.00 per course. Enclosed: _____

Credited classroom hours (including examination, if applicable) _____

Qualify Education: _____ Continuing Education: _____ Both: _____

Course presented by: { } Traditional { } Non-Traditional **(If Non-Traditional (distance education method of delivery, see Section 5 rule)**

Course approved by TAF/AQB/CAP/IDECC: Yes { } No { } (If yes, please include approval letter)

Please provide a detailed outline with specific learning objectives for this course as they relate to the specific knowledge and/or skills students are expected to acquire. Also, please provide a copy of text and/or instructional materials that students will use.

Provider Name: _____

Instructors of qualifying or continuing education courses must meet the criteria outlined in the Minimum Standards for Instructors and be approved by the Arkansas Appraiser Licensing and Certification Board. Please provide a resume of instructor (s) qualifications.

List the name (s) of qualified instructor (s): _____

The above Alternate Instructor (s) has been: _____ or has not been: _____ previously approved by the Arkansas Appraiser Licensing Board.

Alternate Instructor (s) _____

CERTIFICATE OF COMPLIANCE: I certify that I have presented true statements throughout this application form and attachments submitted to the best of my knowledge and belief.

Signature of Official

Title

Date

I, the undersigned notary public, certify that the above named individual appeared before me in person and acknowledged signing the foregoing instrument for the purposes therein set forth on this _____ day of (month) _____, _____.

Notary Public Signature

State of: _____

County of: _____

My Commission expires: _____



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APPLICATION FOR INSTRUCTOR

For: Qualifying Education _____ Continuing Education _____ Both _____

Name: _____ Phone: _____

Address: _____

E-Mail: _____

State Appraiser License/Certification Number: _____

AQB USPAP Certification Number: _____ Neither (If applicable): _____

Educational background (general education, degrees, etc; appraisal education including course titles, year taken and source of education) _____

Experience (brief work experience; teaching experience; then emphasis on appraisal experience including types of properties appraised, courses taught; number of years or classroom hours teaching; whether full or part time.)

Course titles requesting to teach & number of classroom hours (Attach summary description of each course.)

Appraisal educational & experience directly related to subject matter to be taught (May already be listed above. If not, list here.) _____

Name: _____

MINIMUM STANDARDS FOR INSTRUCTOR

As a guide, instructors for qualifying and/or continuing education may be approved on a course by course basis after meeting one or more of the following minimum qualifications. Meeting minimum standards does not denote automatic acceptance to teach a particular course.

QUALIFYING EDUCATION:

_____ Holds a baccalaureate degree in any field and (a) currently holds an Arkansas appraiser license or certificate; or (b) has three years of experience directly related to the subject matter to be taught; or

_____ Has a masters degree in any field and two (2) years of appraisal experience directly related to the subject matter to be taught; or

_____ Has a doctorate in a field that is directly related to the subject matter to be taught; or

_____ Three (3) years or 300 classroom hours of real estate appraisal teaching experience directly related to the subject matter to be taught.

CONTINUING EDUCATION:

_____ Possession of three (3) years of experience directly related to the subject matter to be taught; or

_____ Possession of a baccalaureate or higher degree in a field directly related to the subject matter to be taught; or

_____ Possession of three (3) years of experience teaching the subject matter to be taught.

I certify that I have presented true statements throughout this application form that can be verified to the best of my knowledge and belief.

Signature of Applicant

Date



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EXAM PROCTOR(S) APPLICATION

Name of Proctor: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

OCCUPATION AND BACKGROUND

Please provide sufficient information to demonstrate that the above named individual has the appropriate credentials and background to meet the qualifications criteria set out in the Board's Rules.

CERTIFICATION: As a provider of distance education and in compliance with the Arkansas Appraiser Licensing Board Rules regarding an exam proctor(s) qualifications, we herein certify that (1) the above named individual meets or exceeds the Board's qualification criteria; and (2) the prescribed duties and expectations of an exam proctor have been discussed with the individual.

Signed this _____ day of _____, 20 _____.

Applicant

Date

(Provide separate application for each individual proctor submitted.)

SECTION 5

Excerpts from ALCB Rules adopted August, 2005 regarding distance education

- (d) Pre-license, Pre-certification, and continuing educational requirements may be satisfied through the completion of Board approved correspondence courses or other distance educational offerings.

Distance education is defined as an educational process in which instruction does not take place in a traditional classroom setting but rather through other media (non-conventional methods) in which teacher and student are separated by distance and sometimes by time and the course provides interaction.

Persons or entities seeking Board approval for a distance educational offering shall submit an outline and description of the entire course and provide documentation which demonstrates the course complies with the following criteria:

- i. That the educational offering is presented by an approved or accredited college, community or junior college or university that offers distance educational programs and credit in other disciplines; or
- ii. That the course has received approval for college credit by an accrediting agency recognized by the U.S. Secretary of Education; or
- iii. That approval of the course design and delivery mechanism has been obtained from an AQB approved organization or an accredited college or university; and
- iv. That the course teaches to the mastery of the subject and at a minimum covers the following criteria.
 - A. Divides the material into major units as approved by the board;
 - B. Divides each of the major units of content into modules of instruction for delivery on a computer or other approved interactive audio or audio visual programs;
 - C. Divides the learning objectives for each module of instructions. The learning objectives must be comprehensive enough to insure that if all the objectives are met, the entire content of the course will be mastered;
 - D. Specify an objective, quantitative criterion for mastery used for each learning objective;
 - E. Provide a means of diagnostic assessment of each student's performance on an ongoing basis during each module of instruction;
 - F. Require the student to demonstrate mastery of all material covered by the learning objectives for the module before the module is completed;
 - G. That the course offering is designed in such a way that the material is presented under an approved instructor who shall be available to answer student questions or provide assistance on a timely basis as necessary;
 - H. The instructor will provide reasonable oversight of a student's work to ensure that the student who completes the work is the student who enrolled in the course;
- v. The course provider must provide documentation of an acceptable method that ensures that the student achieves the classroom hourly equivalent as approved by the Board;
- vi. The provider must submit satisfactory documentation that (1) the International Distance Education Certification Center (IDECC) or is an AQB approved certification entity has certified the course/seminar as meeting acceptable distance education standards for course design and delivery mechanism. Any approvals based on such certification will cease upon notice that the certification has been discontinued for any reason.
- vii. For distance education courses where an official cannot proctor classroom attendance, and an exam is required, such an examination shall be proctored by an individual approved pursuant to (e) and (f) below;
- viii. And such other information as the Board may require
- ix. Students are to certify that they have personally completed each assigned module of instruction.

(e) Examination Proctors Qualifications

- i. The person shall not be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student.
- ii. The proctor may be selected from the following professions:
 - a. A university, college or community college professor or instructor.
 - b. A public and private school professional (superintendent, principal, guidance counselor, librarian, etc.)
 - c. An AQB certified instructor or an approved professional association's instructor.
- iii. Proctor(s) shall be approved, in advance, by the Arkansas Appraiser Licensing and Certification Board.

(f) Examination Proctor Duties

- i. The proctor shall be satisfied that the person taking the examination is the person registered for the course. This should be verified with a picture ID and another identification document (driver's license, student ID card, etc.).
- ii. The proctor shall be in the room while the student is taking the exam or within line of sight of the student. Assure that the student does all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource. If the exam calls for mathematical calculations, a non-programmable hand-held calculator may be used.
- iii. The proctor shall see that the student adheres to the time limit requirement specified for the examination. The examination must be completed in one sitting. If the examination is interrupted for any reason, the examination can be re-started only by notifying the Arkansas Appraiser Licensing Board that the examination was interrupted, the reason for the interruption and the ALCB, or its designee, must approve the request to resume.
- iv. Upon completion of the examination, the proctor shall submit a certificate indicating the verification of the identity of the student, that the examination was completed on the date assigned during the time permitted and that the student has done all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource while taking the examination, including access to Internet search engines or web pages other than that displaying the examination.

(See Proctor Application Form for Distance Education Pre-Qualification Course(s))