



Department of Labor and Licensing
Appraiser Licensing & Certification Board

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

For Office Use Only
Date Received

Request for Temporary Approval of Virtual Classes

Name of Education Provider: _____

Name of Contact Person: _____

E-mail: _____ Phone: _____

Due to the current suspension of in-person CE courses, education providers may offer remote or distance-learning for continuing education courses if the meet the requirements listed below. This temporary approval expires on September 30, 2020:

- 1. Course was currently Board approved for traditional classroom presentation.
2. Platform being utilized is live and interactive. The instructor must be able to see the student and the student must be able to see the instructor. The student and instructor must be able to interact either over the video or a chat/message function.
3. Instructor is verifying photo identification of the students.
4. Instructor maintains attendance roster, which includes verifying 100% classroom attendance by, for example, taking attendance at various established times during the course

Please list the course title(s) you would like to offer virtually below. Within your e-mail, please provide the date(s) of instruction, processes in place for complying with the above four requirements, and login information for the Board to access the course at any time during the offering.

List course titles only:

Table with 2 columns and 6 rows for listing course titles.

Applicant Signature and Acknowledgement: I hereby swear (or affirm) that the information provided in this request and any attachments is true and correct to the best of my knowledge and belief.

Signature of Authorized Official: _____

Name: (print): _____ Date: _____