

**CONNECTICUT REAL ESTATE APPRAISAL COURSE APPLICATION FOR PRE-LICENSING EDUCATION**

SCHOOL NAME:

CT School Code:

CONTACT NAME:

PHONE

EMAIL

**EXACTLY AS IT WILL BE ADVERTISED**

COURSE NAME:

**ACTUAL COURSE HOURS (minimum of 15 hours)** \_\_\_\_\_

**TYPE OF INSTRUCTION:**     **CLASSROOM INSTRUCTION**                       **DISTANCE EDUCATION (on-line)**

**Curriculum Content per AQB Guide Note 1**

**Type '✓' in boxes below**

- |   |   |
|---|---|
| <input type="checkbox"/> Basic Appraisal Principles                           | <input type="checkbox"/> Statistics, Modeling & Finance                         |
| <input type="checkbox"/> Basic Appraisal Procedures                           | <input type="checkbox"/> Advanced Residential Applications & Case Studies       |
| <input type="checkbox"/> 15 Hour National USPAP Course                        | <input type="checkbox"/> General Appraiser Market Analysis & Highest & Best Use |
| <input type="checkbox"/> Residential Market Analysis & Highest & Best Use     | <input type="checkbox"/> General Appraiser Sales Comparison Approach            |
| <input type="checkbox"/> Residential Appraiser Site valuation & Cost Approach | <input type="checkbox"/> General Appraiser Site Valuation & Cost Approach       |
| <input type="checkbox"/> Residential Sales Comparison & Income Approaches     | <input type="checkbox"/> General Appraiser Income Approach                      |
| <input type="checkbox"/> Residential Report Writing & Case Studies            | <input type="checkbox"/> General Appraiser Report Writing & Case Studies        |

**REQUIRED ATTACHMENTS**

**Type '✓' in boxes below if included with this Course Application**

- Detailed course outline/syllabus
- Copy of text and/or related teaching materials
- Copy of final exam with answer key
- Copy of affidavits and sample of grade letter or certificate
- Copy of all proposed advertising and publicity
- Names, addresses and qualifications or resumes of all instructors
- Copy of AQB certification & appraisal license for USPAP instructors
- Policy regarding tuition, related costs, cancellation and refund
- A description of the policy regarding minimum attendance
- Copy of CAP approval certificate
- Copy of IDECC approval certificate for on-line courses

Expiration Date: \_\_\_\_\_

**CERTIFICATION OF SCHOOL OFFICIAL**

- Courses may not be offered at a brokerage or appraisal office.
- Schools and instructors are prohibited from soliciting students to work for a specific brokerage or appraisal firm.
- Student Rights form shall be given to each student upon first appearance in classroom.
- If course is not held in a place of public assembly, course facility must have been approved by the local Fire Marshall for such purpose.
- All course advertisements must comply with Real Estate Appraisal Commission regulations regarding advertisements.
- Real Estate Appraisal Commission may request additional information regarding an application.
- Real Estate Appraisal Commission reserves the right to audit classes on random basis.
- Course approval is valid for three years from date of approval – IDECC certification must be current.
- Course instructors of the 15 hour National USPAP Course shall be both AQB Certified USPAP Instructors and State Certified Appraisers.
- School will submit a roster of licencess that have completed the course to the state contracted provider within ten days of completion.

**MY SCHOOL WILL ABIDE BY THE CT REGULATIONS REGARDING REAL ESTATE APPRAISAL SCHOOLS AND COURSE OFFERINGS**

SIGNATURE OF SCHOOL REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>  DCP Review	<input type="checkbox"/> <b>APPROVED FOR</b> <input type="checkbox"/> <b>HOURS</b>	<input type="checkbox"/> <b>DENIED</b>	<b>ENTERED</b>
	Signature: _____ Date: _____	Reason: _____	By: _____
	Conditions: _____	_____	Date: _____