

DCP - Real Estate - Online Appraisal Course Registration & Application Instructions (AAL and APR)

IMPORTANT - Following the completion of your **SCHOOL** online Registration and Application, you will be required to Register and fill out an Application online for each requested **COURSE** separately.

Please follow the **Online Course Registration** instructions below.

(You may want to screen print these instructions to make it easier for you to remember how to register each course.)

After your School has been approved by the Department of Consumer Protection, and been given an active Credential Number, each Course you request must be submitted with its own online Registration and online Application.

From the **"State of Connecticut eLicensing Website"**:

First click the **"Register"** option, found near the top right side of the screen, to open the Registration screen.

Then click the **"Business"** radio button.

Then at the bottom of the Registration screen, following the paragraph where it asks the question:
"**Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following state agencies...?"**

Click the **"No"** radio button, and then click the **"Next"** button to continue.

Each Course must be registered online as if it were its own Business, with its own unique "User ID".

You must retain these unique "User ID"(s) for each Course in order to have online access to your course accounts.

IMPORTANT - You may however use the Same Password for each Course that you used when you registered your School.

You must also enter your School's Email Address, and the School's Public Address.

IMPORTANT - You must then enter the full name of the Course in the "Business Name" field of the registration, exactly as it will be advertised.

Once the Course Registration process is complete, you will be logged in, so you may fill out an **Online Course Application** by selecting the **"New Application"** option found under **"ONLINE SERVICES"** and then choosing the appropriate Real Estate Appraisal Course Application.

The two Real Estate Appraisal Course Applications to choose from are:

"APPRAISAL CONTINUING EDUCATION COURSE (AAL)" and **"APPRAISAL PRE-LICENSING COURSE (APR)"**.

If you are unable to fill out an application at that time, you may re-login at any time using your **"User ID"** that is now assigned to that specific course, and its **password**, to complete that specific course application.