

NORTH CAROLINA APPRAISAL BOARD

5830 Six Forks Road, Raleigh, NC 27609
Phone: (919) 870-4854 Fax: (919) 870-4859
Website: www.ncappraisalboard.org

Sponsor Application for Continuing Education

Board Use Only

Sponsor #: _____

1. Course #: _____
 Appr Not Appr # Hrs _____

2. Course #: _____
 Appr Not Appr # Hrs _____

3. Course #: _____
 Appr Not Appr # Hrs _____

Date: _____

By: _____

Amt Received: _____

Trans. No.: _____

Applicant is (check one):

- Private School State College or University Other
 Trade Organization Community College

Fee Schedule:

Private School or Trade Organization: \$100 per course

State College, University, Community College or Government Agency: \$0

Total enclosed (contingent upon the type of sponsor): \$ _____

Instructions: To apply for continuing education course approval, the NC Appraisal Board will need this continuing education Sponsor Application form completed. Along with this form, we must receive proper payment, the course material, and a timed course outline for each course submitted. You **MUST** obtain approval from the Appraisal Board before advertising any course. To see our complete rules and guidelines please visit our website, www.ncappraisalboard.org.

1. Sponsor Information:

Name of School: _____

Mailing Address: _____

Phone: _____ Email address: _____

URL: _____

Name of Director: _____

Contact Person (if different from Director): _____

Contact Person's Title: _____

Contact Person's Email: _____

2. The sponsor (check one):

- Is the owner of the course.
 Has permission of the course owner to seek course approval. (Attach evidence)

3. Course Information: Please list the courses for which you are seeking approval. ***If you are seeking approval for the 7-hour National USPAP Update course, please indicate which edition you will be offering. SYNCHRONOUS COURSES are considered classroom and do not need separate course approvals from the NC Appraisal Board.***

a. Title: _____

No. of Hours: _____ Is this an asynchronous course: Yes No

If yes, please provide proof of the course delivery mechanism approval by an organization approved by the AQB, such as IDECC.

b. Title: _____

No. of Hours: _____ Is this an asynchronous course: Yes No

If yes, please provide proof of the course delivery mechanism approval by an organization approved by the AQB, such as IDECC.

c. Title: _____

No. of Hours: _____ Is this an asynchronous course: Yes No

If yes, please provide proof of the course delivery mechanism approval by an organization approved by the AQB, such as IDECC.

4. Describe below or attach a copy of course cancellation and fee refund policies. (Rule 57B.0606(7)).

5. Indicate the names and signatures of the person(s) who are authorized to sign the course completion certificate. (Required only for NC-based course sponsors (Rule 57B.607).)

Name: _____ Signature: _____

Name: _____ Signature: _____

6. Instructor Information: Please complete the following for each course.

	<u>Instructor's Name</u>	<u>Phone Number</u>	<u>Email Address</u>
a.	1.		
	2.		
	3.		
b.	1.		
	2.		
	3.		
c.	1.		
	2.		
	3.		

7. Please attach a summary of all of the listed instructor's education and/or experience that he/she has in order to be qualified to teach the subject matter.

8. Character:

- a) Have any of the above instructors ever been denied a registration, license or certificate, had any disciplinary action, or have any current charges pending against them in NC or any other state? Yes No
- a) Have any of the above instructors ever been convicted of, plead guilty to or no contest to any criminal offense in NC or any other state? Yes No
- b) Do any of the above instructors have any criminal charges currently pending against them in NC or any other state? Yes No

IF YOU HAVE ANSWERED "YES," PLEASE PROVIDE THE INSTRUCTORS NAME AND A WRITTEN EXPLANATION.

II. Regarding Criminal Offenses:

- d) Have any of the above instructors ever been convicted of or plead guilty to or no contest to any criminal offense in NC or any other state? Yes No
- e) Are there currently any criminal charges now pending against any of the above instructors in NC or any other state? Yes No

"CRIMINAL CHARGES" DO NOT INCLUDE SPEEDING OR PARKING VIOLATIONS. THEY DO INCLUDE DRIVING WHILE INTOXICATED OR WHILE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS. IF YOU BELIEVE A CHARGE HAS BEEN ERASED FROM YOUR RECORD OR EXPUNGED, YOU MUST CHECK WITH THE APPROPRIATE COURT TO MAKE SURE THIS HAS HAPPENED.

IF ANY OF THESE ANSWERS ARE "YES," PROVIDE A COPY OF THE COURT JUDGMENT, ARREST WARRANT, OR BILL OF INDICTMENT. INCLUDE A RELEASE FROM PROBATION OR PAROLE IF APPROPRIATE. YOU MUST ALSO PROVIDE A COMPLETE WRITTEN EXPLANATION OF EACH CHARGE OR CONVICTION WITH THIS APPLICATION.

RULE 57B.0306(f) PROVIDES THAT INSTRUCTORS MUST NOT HAVE RECEIVED A REPRIMAND, SUSPENSION (ACTIVE OR INACTIVE), OR REVOCATION OF THEIR APPRAISER'S LICENSE OR CERTIFICATION WITHIN TWO YEARS PRIOR TO THE DATE OF THIS APPLICATION.

9. Certification and Signature. I hereby certify that I have read ALL North Carolina Appraiser Board's Rules relating to the conduct of Appraisal Continuing Education Courses and will fully comply with such Rules. I also certify that I will comply with the Appraisal Qualification Board's requirements for any courses that are being offered in a synchronous format and that the above course information and instructor information is correct to the best of my knowledge.

Name of Authorized Official (Print): _____

Signature: _____

Title: _____ Date: _____

***Please note that if you wish to add another instructor to teach an approved course, please notify the Board in writing of the instructor's name, contact information and character information. Submitting a completed page three with a cover letter will also be accepted.*