

NORTH CAROLINA APPRAISAL BOARD

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

<u>Board Use Only</u>	
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Not Approved
Date:	_____
By:	_____
Amt Received:	_____
Trans. No.:	_____

**Private School/Trade Organization
Application for Core Curriculum
2008 Criteria**

Instructions: If you are a private school or trade organization and wish to apply to teach NC Appraisal Board qualifying education, you must make application on this form. Course providers wishing to create prelicensing courses to be approved by the Board must create courses that match the title and content of the modules shown in the *Real Property Appraiser Qualification Criteria* as set forth by The Appraisal Qualifications Board of the Appraisal Foundation. Course sponsors who do not wish to create their own course material may apply to the Board using materials from a course provider that have been approved by the AQB Course Approval Program as suitable for qualifying education. **The following is what must be submitted for approval: this form completed in its entirety, permission of the course owner to seek approval, Secondary Provider Agreement, School's Student Enrollment Contract and proper payment.** In addition, if this is the first time your school has been considered for Board Qualifying classes, we will need the School Director form completed. Applicants are referred to Board Rule 57B which is posted on our website at www.ncappraisalboard.org.

Instructor Requirements: You are required to use a Board approved instructor for all core curriculum courses. If you are using an instructor who is not currently approved by the Board then he or she must submit an Instructor Application that must be approved by the Board at a scheduled meeting prior to the instructor teaching.

Name of School: _____

Mailing Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Name of School Owner: _____ Email: _____

Contact Person (if different from owner): _____ Email: _____

School Director (see Rule 57B.0207): _____

Applicant is (check one): Sole Owner Partnership Corporation Association

Has the school owner(s), director, or any proposed instructor (1) ever been convicted of or entered a plea of no contest to any criminal offense other than a minor traffic violation or (2) ever had a professional license revoked, suspended, or denied? (If yes, attach a statement providing full details.) Yes No

Classroom Facilities (see Rule 57B.0204): All classroom facilities at a minimum meet all Board rules and regulations as stated in rule 57B.0204. (If no, provide statement with full details.) Yes No

Proposed Appraisal Program(s) (See Rules 57B sections .0302, .0306, and .0307):

Registered Trainee Curriculum

<u>Course</u>	<u>Hours</u>	<u>Textbook & Author</u>	
Basic Appraisal Principles	30	_____	<input type="checkbox"/>
Basic Appraisal Procedures	30	_____	<input type="checkbox"/>
Residential Market Analysis & Highest & Best Use	15	_____	<input type="checkbox"/>
15-Hr National USPAP or its Equivalent	15	_____	<input type="checkbox"/>

Certified Residential Program

<u>Course</u>	<u>Hours</u>	<u>Textbook & Author</u>	
Residential Appraiser Site Valuation & Cost Approach	15	_____	<input type="checkbox"/>
Residential Sales Comparison & Income Approaches	30	_____	<input type="checkbox"/>
Residential Report Writing & Case Studies	15	_____	<input type="checkbox"/>
Advanced Residential Applications & Case Studies	15	_____	<input type="checkbox"/>
Appraisal Subject Matter Electives	20	_____	<input type="checkbox"/>

<u>Course</u>	<u>Hours</u>	<u>Textbook & Author</u>	
Statistics, Modeling & Finance	15	_____	<input type="checkbox"/>

General Appraiser Program

<u>Course</u>	<u>Hours</u>	<u>Textbook & Author</u>	
General Market Analysis & Highest & Best Use	30	_____	<input type="checkbox"/>
General Appraiser Sales Comparison Approach	30	_____	<input type="checkbox"/>
General Appraiser Site Valuation and Cost Approach	30	_____	<input type="checkbox"/>
General Appraiser Income Approach	60	_____	<input type="checkbox"/>
General Appraiser Report Writing & Case Studies	30	_____	<input type="checkbox"/>
Appraisal Subject Matter Electives	30	_____	<input type="checkbox"/>

TOTAL COURSES x \$100.00 \$ _____

Proposed Instructor(s):

Name Residential General USPAP Statistics

Name Residential General USPAP Statistics

If instructor has not received approval for all categories requested, please attach Instructor Application(s).

Note: For those instructors wishing to teach USPAP, a copy of their AQB certificate must be attached to their Instructor Application for Qualifying Education.

Signature and Acknowledgement: I hereby swear (or affirm) that the information provided in this application and any attachments is true and correct to the best of my knowledge and belief. Further, I certify that all classrooms where appraisal courses are conducted are of sufficient size to accommodate comfortably all students enrolled in a course, have adequate light, heat, cooling/ventilation, and are free of distractions which would disrupt class sessions.

Signature of sole Owner, Partner, or President/Chief Officer of Corporation or Association

Print Name of sole Owner, Partner, or President/Chief Officer of Corporation or Association

Date