

NORTH CAROLINA APPRAISAL BOARD  
PO Box 20500, Raleigh, NC 27619-0500  
Phone (919) 420-7920 Fax (919) 420-7925

**CONTINUING EDUCATION  
ORIGINAL APPROVAL  
APPLICATION**

Instructions: Course sponsors wishing to obtain approval of their course(s) for appraiser continuing education credit in North Carolina must make application on this form and must obtain approval prior to advertising or otherwise representing that the course(s) is or may be approved for appraiser continuing education credit in North Carolina. Applicants are referred to the North Carolina Appraisal Board's "Appraisal Continuing Education Rules" and "Course Content Guidelines."

<p style="text-align: center;">Application Fee <b>\$100 per course (nonrefundable)</b> Payable to NC Appraisal Board By Certified check, bank check, or money order. <i>No fee is required if the course sponsor is an accredited North Carolina college, university, junior college, or if the course sponsor is an agency of the federal, state, or local government in accordance with Rule 57B.0602.</i></p>
--

1. Total Amount Enclosed \$ \_\_\_\_\_

2. Name of Course Sponsor: \_\_\_\_\_

a. The course sponsor [check one]:

- is the owner of the course(s).
- has permission of the course owner to seek course approval. [Attach evidence of such permission.]

b. The course sponsor is [check one]:

- |  |   |
|--|---|
| <input type="checkbox"/> College/University          | <input type="checkbox"/> Appraisal Trade Organization |
| <input type="checkbox"/> Private RE/Appraisal School | <input type="checkbox"/> Community College            |
| <input type="checkbox"/> Individual                  | <input type="checkbox"/> Other Entity                 |

3. Mailing Address. \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_ / \_\_\_\_\_

4. Course(s). Describe each course and attach for each listed course the items indicated. If two

**(2) or more instructors will teach a course AND if the course will be taught outside North Carolina, attach a description of your minimum instructor requirements rather than listing the instructors' names and providing individual instructor's qualifications. See Rules 57B.0603 and 57B.0606, and especially the "Course Content Guidelines."**

**Required Attachments for Each Course**

- ◆ Copy of detailed course outline, lesson plan or instructor manual which indicates the number of classroom hours devoted to each major topic.
- ◆ Copy of course materials to be provided to students (if any).
- ◆ Title and author of textbook (if any).
- ◆ Qualifications of the instructor(s).
- ◆ Description of typical course schedule for all courses.
- ◆ Copy of the description of course content to be provided, upon request, to prospective students.

**Basic Course Information**

- (1) Title \_\_\_\_\_  
Course Number (if any) \_\_\_\_\_ Number of Classroom Hours \_\_\_\_\_  
\*Instructor(s) \_\_\_\_\_
- (2) Title \_\_\_\_\_  
Course Number (if any) \_\_\_\_\_ Number of Classroom Hours \_\_\_\_\_  
\*Instructor(s) \_\_\_\_\_
- (3) Title \_\_\_\_\_  
Course Number (if any) \_\_\_\_\_ Number of Classroom Hours \_\_\_\_\_  
\*Instructor(s) \_\_\_\_\_

**\* Provide an "Application for Continuing Education Instructor Approval" for each instructor listed above.**

5. Will any of the courses listed in Item 4 be conducted outside North Carolina? [Rule 57B.0602.]

Yes       No       Maybe

If "Yes," or "Maybe," which course(s)? \_\_\_\_\_

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

7. Describe below how attendance will be monitored to assure compliance with the 90% attendance requirements. [Rule 57B.0606(5)]

---

---

8. Indicate below the names and signatures of the person(s) who are authorized to sign certificates of course completion. *[Required ONLY for North Carolina-based course sponsors. Rule 57B.607.]*

\_\_\_\_\_  
*(Name)* \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Name)* \_\_\_\_\_  
*(Signature)*

9. Contact Person. *[Indicate contact person if different from authorized official signing in Item 10 of application.]*

\_\_\_\_\_  
*(Name)* \_\_\_\_\_  
*(Title)*

10. 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.

\_\_\_\_\_  
*(Name of Authorized Official)* \_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Title)* \_\_\_\_\_  
*(Date)*