

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

Board Use Only			
	A	D	By
Residential	_____	_____	_____
General	_____	_____	_____
USPAP	_____	_____	_____
Statistics	_____	_____	_____
VBFH	_____	_____	_____
Date:	_____		

# Instructor Application for Qualifying Education

**Instructions:** Application for qualifying education instructor approval must be made on this form. Applicants may not attach a resume in lieu of completing this form or any portion thereof. The Appraisal Board reserves the right to demand verification of education/experience or any other relevant information prior to making a determination on any application.

Instructor Name: \_\_\_\_\_

List the course provider(s) you will be instructing for: \_\_\_\_\_

Indicate which program(s) approval is being sought:

Trainee/Residential Program  
 Trainee/General Program  
 USPAP       Statistics       VBFH

*Note: If you are applying for approval to teach the 15 hour National USPAP course, please attach a copy of your current AQB certificate to this form. If you are applying for approval to teach Statistics, Modeling & Finance, proof of completing this class, or having completed 3 semester hours of statistics in an accredited college or university will be required.*

### Instructor Information:

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Have you ever been Board approved to teach qualifying education?     Yes       No

If yes:

Please indicate the sponsor's name and approximately the time period that you were approved:

Indicate which program(s) you were approved for:     Trainee/Residential     Trainee/General  
 USPAP       Statistics       VBFH

**Licensing/Certification History:**

	State	Original Cert. Date (Mo/Yr)	To (Mo/Yr)	License Number
Licensed Residential Appraiser	_____	_____	_____	_____
Certified Residential Appraiser	_____	_____	_____	_____
Certified General Appraiser	_____	_____	_____	_____

List any other professional/occupational license(s) or any professional designation(s) currently or previously held in this State or any other State: \_\_\_\_\_

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**Character:**

I. Regarding Professional Licenses:

- a. Have you ever been denied a trainee registration, or an appraiser license or certificate in NC or any other state?  Yes  No
- b. Have you ever had any disciplinary action taken against a trainee registration or appraiser license or certificate in NC or any other state?  Yes  No
- c. Are there currently any charges pending against you in connection with any professional license in NC or any other state?  Yes  No

*IF ANY OF THESE ANSWERS ARE "YES," PROVIDE A COPY OF THE LICENSING AGENCY'S ORDER AS WELL AS ANY OTHER DOCUMENTATION REGARDING THE CASE. YOU MUST ALSO PROVIDE A COMPLETE WRITTEN EXPLANATION OF EACH CHARGE OR CONVICTION WITH THIS APPLICATION.*

II. Regarding Criminal Offenses:

- d. Have you 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 you 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.*

**Experience:**

Do you have at least two years' full-time experience, consisting of 1500 hours per year, as a certified residential or general real estate appraiser within the previous five years, with at least one-half of the experience in residential property appraising?  Yes  No

If you wish to teach the general appraisal courses, please answer the following:

Do you have three years' full-time experience as a general real estate appraiser within the previous five years, with at least one-half of the experience in income property appraising?  Yes  No

**Signature of Applicant:** I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for denial of instructor approval and for denial/withdrawal of the approval of the sponsoring school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_