

NORTH CAROLINA APPRAISAL BOARD

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

Fee Schedule: \$100 per course

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 pre-licensing 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 has 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, School’s Student Enrollment Contract, proof of the course delivery mechanism approval by an organization approved by the AQB, such as IDECC for any asynchronous courses and proper payment.** The proof of the course delivery mechanism approval must be in the secondary provider’s name if applicable. In addition, if this is the first time your school is applying, 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 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): _____

Has the school owner(s), director, or any proposed instructor ever been convicted of or entered a plea of no contest to any criminal offense other than a minor traffic violation? Yes No

Has the school owner(s), director, or any proposed instructor ever had a professional license revoked, suspended, or denied? Yes No

If you answered yes to either of the above questions, please attach a statement providing explanation and attach applicable disciplinary action.

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>Author & Instructor</u>	<u>Asynchronous Course</u>
Basic Appraisal Principles	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basic Appraisal Procedures	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
15-Hr National USPAP or its Equivalent	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Valuation Bias and Fair Housing Laws and Regulations	8	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Licensed Residential Curriculum

<u>Course</u>	<u>Hours</u>	<u>Author & Instructor</u>	<u>Asynchronous Course</u>
Residential Market Analysis & Highest & Best Use	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Appraiser Site Valuation & Cost Approach	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Sales Comparison & Income Approaches	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Report Writing & Case Studies	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certified Residential Curriculum

<u>Course</u>	<u>Hours</u>	<u>Author & Instructor</u>	<u>Asynchronous Course</u>
Residential Market Analysis & Highest & Best Use	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Appraiser Site Valuation & Cost Approach	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Sales Comparison & Income Approaches	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential Report Writing & Case Studies	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certified Residential Curriculum (continued)

<u>Course</u>	<u>Hours</u>	<u>Author & Instructor</u>	<u>Asynchronous Course</u>
Statistics, Modeling & Finance	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advanced Residential Applications & Case Studies	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Appraisal Subject Matter Electives	20	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

General Appraiser Curriculum

<u>Course</u>	<u>Hours</u>	<u>Author & Instructor</u>	<u>Asynchronous Course</u>
General Market Analysis & Highest & Best Use	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Statistics, Modeling & Finance	15	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Appraiser Sales Comparison Approach	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Appraiser Site Valuation and Cost Approach	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Appraiser Income Approach	60	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
General Appraiser Report Writing & Case Studies	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Appraisal Subject Matter Electives	30	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Note: For those instructors wishing to teach Statistics, Modeling & Finance, proof of completing this class, or having completed 3 semester hours of statistics in a regionally accredited college or university will be required.

Signature of School Official: I hereby swear (or affirm) that the information provided in this application, and any attachment is true and correct to the best of my knowledge and belief. I hereby certify that I have read the Board's Rules regarding schools, courses, and instructors and that the school and its instructors will comply fully with the Board's requirements relating to the conduct of appraisal qualifying courses.

Print Name and Title: _____

Signature: _____ Date: _____

If the school official named above is not the official who will be signing certificates of course completion issued to students, then provide below the name and title of the appropriate official.

Certifying Official (name and title): _____