

# Real Estate Appraiser Course Approval Application

Please check one:  Original application  Renewal application

1. School name \_\_\_\_\_ Contact person \_\_\_\_\_

Address \_\_\_\_\_ (Area code) Telephone no. \_\_\_\_\_

City, State, ZIP code \_\_\_\_\_

2. Course title \_\_\_\_\_ Classroom hours \_\_\_\_\_

(50 minutes of classroom or workshop instruction equals 1 classroom hour.)

3. Course is designed to meet classroom hours for: *(check all that apply)*

Pre-Examination (Minimum of 15 hours w/exam)

Elective (Minimum of 15 hours w/exam)

Continuing education (Minimum of two hours)

4. Course is designed for the following levels: *(check all that apply)*

State licensed

Certified residential

Certified general

5. Submit all instructional material(s).

Description of instructional material(s):

(Textbook and/or instructional material must be included with new applications or with renewal applications for courses with changes.)

6. Include exam and key (necessary for original certification). Number of questions \_\_\_\_\_

7. A syllabus or curriculum must be attached. Indicate which you have included:

Syllabus

Curriculum

8. The course meets WAC 308-125-050, 308-125-090, and 308-125-100, and the requirements of the Appraisal Qualification Board.

Yes

No

*I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place

**X**

\_\_\_\_\_  
School administrator's signature

**We cannot process incomplete applications. See instructions on page 2.**

## Instructions

### Original application

1. Please complete an application for each course or seminar you are submitting for approval.
2. Enclose a course outline, syllabus or curriculum, examination, exam key, and copies of all required textbooks and handout material for each course or seminar. Textbook and/or instructional material must be included with new applications (*see application item #5*). Place the completed application **on top** of all other application materials to ensure proper credit.
3. **Mail complete application package to:**  
Real Estate Appraiser Program, Department of Licensing, PO Box 9015, Olympia, WA 98507-9015
4. Allow a minimum of 90 days for processing (WAC 308-125-050). Failure to submit all instructional materials will extend processing time.
5. Courses will not be approved retroactively.

If you have questions, please contact this office by phone (360) 664-6504, FAX (360) 586-0998 or email to realestate@dol.wa.gov.

### Renewal application

1. Please complete an application for each course or seminar you are submitting for renewal. Indicate any changes in the course from the previous application submission.
2. Enclose copies of all material which has changed from the previous submission. Textbook and/or instructional material must be included with renewal applications for courses with changes (*see application item #5*). Place the completed application **on top** of all other application materials to ensure proper credit.
3. **Mail complete application package to:**  
Real Estate Appraiser Program, Department of Licensing, PO Box 9015, Olympia, WA 98507-9015
4. Allow a **minimum** of two weeks for processing.
5. Courses will not be approved retroactively.

If you have questions, please contact this office by phone (360) 664-6504, FAX (360) 586-0998 or email to realestate@dol.wa.gov.

### International Distance Education Certification (IDECC) approval

Each individual course provider offering distance-learning courses is required to have their own delivery methods for the courses approved by the IDECC.

### Course content guidelines

- The course must include a minimum of two classroom hours of instruction on acceptable real estate appraisal or related topics.
- The course must contribute to the goal of maintaining or increasing the knowledge, skill, and competence of real estate appraisers with regard to the performance of real estate appraisals in a manner that best serves the public interest.
- Any real estate appraisal topic is acceptable. Topics must be applicable to the level of classification held by the real estate appraiser.
- In order to be an acceptable real estate appraisal related topic, the education provided in the course must directly contribute to increasing or maintaining the appraiser's ability to perform real estate appraisals.

### Courses are not acceptable if:

- they present information so basic in nature that the stated goal of continuing education will not be satisfied by the course.
- they would merely contribute to the appraiser's personal development rather than to his/her ability to perform real estate appraisals.
- they would contribute only generally to the appraiser's knowledge of the business field rather than specifically to operating an appraisal business.