

**TRANSMITTAL SHEET FOR
NOTICE OF INTENDED ACTION**

Control 780 Department or Agency Alabama Real Estate Appraiser Board

Rule No. 780-X-16-.03

Rule Title: Education Approval Application Form

New Amend Repeal Adopt by Reference

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the State's police power and the protection of the Public health, safety, or welfare? Yes

Is there another, less restrictive method of Regulation available that could adequately Protect the public? No

Does the proposed rule have the effect Of directly or indirectly increasing the costs Of any goods or services involved and, if so, to what degree? No

Is the increase in cost, if any, more harmful To the public than the harm that might result from the absence of the proposed rule? No

Are all facets of the rulemaking process Designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Reference Service.

Signature of certifying officer 

Date 7-19-12

Alabama Real Estate Appraisers Board

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Real Estate Appraisers Board

RULE NO. & TITLE: 780-X-16-.03
Education Approval Application Form

INTENDED ACTION: Repeal and Replace

SUBSTANCE OF PROPOSED ACTION: To repeal existing forms for the approval of appraisal education courses and replace with updated forms and renumber the forms within the Administrative Code.

TIME, PLACE, MANNER OF PRESENTING VIEWS: Interested persons may submit their views regarding the proposed amended rule orally or in writing to the Alabama Real Estate Appraisers Board, P.O. Box 304355, Montgomery, Alabama 36130-4355; 334-242-8747 no later than September 10, 2012.

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE: Written or oral comments concerning this change must be received by the Alabama Real Estate Appraisers Board no later than September 10, 2012, 12:00 noon, 100 North Union Street, Suite 370, Montgomery, AL 36104 or 334-242-8747.

CONTACT PERSON AT AGENCY: Neva C. Conway
Assistant Attorney General



Lisa Brooks

INSTRUCTIONS FOR
COMPLETION OF APPLICATION
BOARD APPROVAL OF EDUCATIONAL OFFERING
AND/OR
BOARD APPROVAL OF INSTRUCTOR

1. All applications shall be made on a printed form provided by the Alabama Real Estate Appraisers Board, and no applications made otherwise will be accepted.
2. All applications, including "Instructor Acknowledgment Form", must be signed and dated.
3. Applications must be clearly typewritten or legibly printed in black suitable for photostatic copy, and all questions must be answered.
4. An application not properly completed, or not containing all the information required, or not accompanied by the required fees will be returned with a statement of the reasons for return.
5. Bi-Annual Application Fees:
 - a. Evaluation of each instructor for each course (minimum 15 hours) for licensure - \$50
 - b. Evaluation of each instructor for each course/seminar (minimum 2 hours) for continuing education - \$25
 - c. Review of each educational offering (course or seminar) for licensure or continuing education - \$10 Per Instruction Hour
6. Courses and instructors are approved for a twenty-four months period, or any portion thereof, with approval expiring September 30, 1996 and every other year thereafter. Applications for approval should be submitted at least two months in advance. A course should not be taught before Board approval is received.

7. Approval may be withdrawn if it is determined that a course is not taught in a manner that will promote real property appraisal practices and techniques which provide a high degree of service and protection to those members of the public with whom appraisers deal in a professional relationship.

ALABAMA REAL ESTATE APPRAISERS BOARD
PROCEDURAL RULES
APPROVAL OF EDUCATIONAL OFFERING AND/OR INSTRUCTOR

The National Uniform Examination Content Outline for real property appraisers adopted by the Appraiser Qualifications Board of the Appraisal Foundation includes the following:

1. Influences on Real Estate Value - conceptual.
2. Legal Considerations in Appraisal - conceptual and definitions. (Including real estate versus real property; real property versus personal property; limitations on real estate ownership; legal rights and interests; forms of property ownership; legal descriptions; and transfer of title.)
3. Types of values - conceptual and definitions.
4. Economic principles - conceptual and definitions.
5. Real Estate markets and analysis (Including characteristics of real estate market; absorption analysis; rule of money and capital markets; and real estate financing.)
6. Valuation Process (Including definition of the problem; collection and analysis of data; analysis of highest and best use; application and limitations of each approach to value; reconciliation and final value estimate; and the appraisal report.)
7. Property Description - conceptual and definitions (Including site description; improvement description; and basic construction and design.)

8. Highest and best use analysis - conceptual definitions, analysis/application. (Including four tests; vacant site or as if vacant; as improved; and interior use.)
9. Residential: Appraisal statistical concepts. General: Appraisal Math and statistics - conceptual and analysis/application. (General: Including compound interest concepts and statistical concepts used in appraisal.)
10. Sales comparison approach - conceptual, definitions, analysis/application. (Including research and selection of comparables; elements of comparison; adjustment process; and application of sales comparison approach.)
11. Site value - conceptual, definitions, analysis application. (Including sales comparison; land residual; allocation; extraction; and plottage and assemblage.) (General: ground rent application and subdivision analysis.)
12. Cost Approach - conceptual, definitions, analysis/application. (Including steps in cost approach and application of the cost approach.)
13. Income approach - conceptual, definitions, analysis/application. (Residential: Estimation of income and expenses; operating expense ratios; and gross statement ratios, rent multiplier.) (General: including operating direct capitalization, cash flow estimates - before tax; measures of cash flow and discounted cash flow analysis.)
14. Valuation of partial interests - conceptual and definitions (General: including interests created by a lease, lease provisions, valuation considerations, and other partial interests.)
15. Appraisal Standards and Ethics - conceptual and definitions.

All courses must meet the above Appraiser Qualifications Board criteria and enhance the student's ability to understand and interpret real estate appraisal concepts, principles, and analysis procedures.

Basic concepts, principles, definitions of widely used terms, use of analysis skills, and reporting requirements of the Uniform Standards of Professional Appraisal Practice must be learned by the student. All approved courses must contribute to one or more of these areas of real estate appraiser education.

Application must be completed in its entirety. Please type or print legibly.

PROCEDRL.VB
1/23/98

State of Alabama
Real Estate Appraisers Board
 100 North Union Street Suite 370
 Montgomery, AL 36104
 (334) 242-8747 Fax: (334) 242-8749

Application for Course Approval "REPEALED"

Licensure Course

(Minimum 15 Hours with an exam)
 Application Fee and copy of Alabama Department
 of Education approval must be attached.

Continuing Education Course/Seminar

(Minimum 2 hours)
 Application Fee must accompany request

1. Course name (Attach syllabus or Course Outline): _____

- 1A. Type of Course: Continuing Education _____ Licensure _____
2. Name of Sponsoring School or Organization: _____
3. School/Organization Address: _____

- 3A. Telephone Number: _____ Fax Number: _____
4. Name of Individual Requesting Approval: _____
5. Names of Instructor(s) or Assistant Instructor(s): _____

6. Dates courses to be taught: _____
7. Total Hours: _____ Total hours per day: _____ To be taught _____ days
- 7A. Courses offered via: Traditional Classroom: _____ On-line _____
8. Method of Certifying Attendance: _____
9. Instructor materials (i.e. text, references): _____

10. Type of Examination: Narrative _____ Multiple Choice _____
- 10A. Number of Questions: _____ 10B. Time allotted: _____
11. Describe process of Monitoring Exam: _____
 (Minimum 1 monitor for 30 examinees)
12. Grading Procedure: _____
13. Estimated response time for grading: _____
14. How are students to be notified of grade: _____

★★★ Application Fee \$5.00 per Instruction Hour Requested ★★★

**State of Alabama
Real Estate Appraisers Board
100 N. Union Street, Suite 370
Montgomery, AL 36104**

INSTRUCTOR QUALIFICATIONS FORM ~~"REPEALED"~~

The data submitted herein will be used in evaluation the education and occupational experience of applicants for teaching the real estate appraisal course/seminar in accordance with the requirements established by the Alabama Real Estate Appraisers Board.

(APPLICATION FEE MUST BE ATTACHED: \$25.00 for C. E. \$50.00 for Licensure)

Name: _____ Social Security Number: ____-____-____

Appraiser License or Certification No. _____ State Issuing License _____

Name of Course/Seminar _____

School where course is offered _____

Location of school (Street address and City) _____

Your mailing address _____

City _____ State _____ Zip _____

Telephone numbers where you can be reached during the day _____

EDUCATION

Name of School	Address	From To Mo./Year	Did you Graduate	Degree & Date	Major
----------------	---------	---------------------	------------------	------------------	-------

High School _____

Jr. College _____

College or University _____

Others _____

If you have attended college, but did not graduate, how many semester hours of credit do you have? _____

(Submit College Transcript)

List all real estate appraisal course work that you have completed: (Documentation Required)

(OVER)

Have you taught this course/seminar or one similar in content before?

If so, title of courses, name and location of school:

Year(s) _____

Previous Instructor Experience: (List Below Courses Taught as Principal/Assistant Instructor)

(Attach Additional Sheets if Necessary)

OCCUPATIONAL EXPERIENCE:

Present or most recent period of employment:

Employer: _____

Address: _____

City & State: _____ Zip: _____

Type of Business: _____

Duties: _____

Employment Period: FROM: _____ TO: _____

Reason for Leaving: _____

In addition to the foregoing, please attach a complete resume of your education and work experience.

I hereby certify that the information given herein is a true and accurate record of my training and experience. I agree to conduct my classes in accordance with the rules and regulations as established by the Alabama Real Estate Appraisers Board.

Signed: _____ Date: _____
(Prospective Instructor)

Signed: _____ Date: _____
(School Administrator)

Position of Administrator: _____

State of Alabama
Real Estate Appraisers Board

Uniform Request for Licensure and/or Continuing Education Credit *Repealed*

This form was developed for your convenience in requesting education credit from the Alabama Real Estate Appraisers Board. IT DOES NOT IMPLY AUTOMATIC ACCEPTANCE BY AN ORGANIZATION OF AN EDUCATIONAL PROGRAM. Each organization retains its own recertification requirements and procedures for approving credit. A copy of the program brochure or outline may be required.

1. This form must be completed in its entirety.
2. Please type or print legibly.
3. Keep a copy of this form for your files.
4. Submit with application for license/certification or with biennial license renewal fee to:

Alabama Real Estate Appraisers Board
100 North Union Street, Suite 370
Montgomery, AL 36104

Name

Social Security Number

Mailing address

Certificate/License Number

City/State/Zip

Telephone Number

COURSE TITLE

Date course taught

No. of Instructional Hours

Sponsoring Organization

Program Location

Instructor

Description of Activity and Course Content (You may attach a brochure): _____

**Evidence of Completion (Instructor Signature must be on this form)

Signature of Licensee

Date

Social Security Number

Alabama Real Estate Appraisers Board

Instructor Acknowledgement Form **"REPEALED"**

The approval of an instructor for teaching appraisal classes in the State of Alabama requires that the instructor abide by the following requirements:

1. The instructor is to abide by the Competency Provision and the Ethic Provision of the Uniform Standards of Professional Appraisal Practice.
2. The instructor(s) are approved for specific classes. Any other instructor that is not approved that conducts the class may result in the approved instructor's losing the privilege of teaching that course and/or any other course.
3. The instructor must follow the course outline that was prepared and submitted to the Board for approval. All items on the course outline must be covered.
4. Exams that are a part of the course for the student to receive credit are to be taken by the student individually and are not to be taken in an open session. The exams are to test the individual student's ability. The exam is also to test the instructor's ability to convey the information to the students. The final exam may not be reviewed by the student prior to taking the exam.
5. The instructor should be aware that, from time to time, there might be students taking the course that are doing so to grade the instructor and the course for its quality and the quantity of information.
6. A negative review from a grader can result in the instructor being brought before the Board. This could result in the removal of the instructor for a period of time that the Board may deem necessary. The action taken by the Board concerning the discipline of the instructor will be communicated to the course provider. This could result in the removal of the course provider as an acceptable provider of education for appraisers in the State of Alabama.
7. The instructor should employ varied teaching methodologies (i.e. lecture, guided class discussion, inquiry, problem solving, homework, projects, outside sources, research, seminars, case studies). The objective is to challenge and enhance student involvement, enjoyment and learning opportunities through use of their analyzing and reasoning skills.

The purpose for the above requirements is to insure that the students that are taking courses in the State of Alabama have the opportunity to receive the best possible appraisal education.

I, the undersigned instructor have read and understand the requirements stated above and agree to abide by the requirements of the State of Alabama Real Estate Appraisers Board.

Signature

Type Name

Date

Date

"REPEALED"

RE: Education Approval

Gentlemen:

The Alabama Real Estate Appraisers Board has adopted its formal procedure for approving instructors and educational offerings for credit toward required licensure course hours and/or continuing education.

All continuing education and education licensure courses and seminars taught in Alabama require prior approval by the Alabama Real Estate Appraisers Board in order for the course/seminar to qualify for education requirements for licensure in Alabama. In conjunction with the course/seminar approval, we also require prior approval of instructors. Instructors and appraisal courses taught as a part of the core curriculum by an accredited (SACS) 4-year college or university will have blanket approval. Courses taught by an accredited Junior or Community College will be automatically approved but the instructor must submit an application for Board approval. Courses taught as a part of the Continuing Education Department of any school, college or university require application and approval of both the course and the instructor. Alabama will accept for credit courses/seminars taken in another state, if the course has been approved by the appraisal regulatory Board of the state in which it is taught.

Any course offered in Alabama by an appraisal organization, proprietary school, private or governmental group requires approval of both the course and the instructor by our Board. Approved instructors must have education experience, preferably a BS degree and record of having taught two courses similar in content to the course for which he/she is seeking approval. If the instructor has not taught the course before, he/she could be approved after teaching the course four times as an assistant.

Private secondary schools must be licensed by the State Department of Education in order to offer instructional programs to students in Alabama unless specifically exempt by Alabama Code Chapter 16, Title 46, Section 3. It is the responsibility of the course provider to obtain approval from the State Department of Education.

Education Approval
Page 2

If you wish the Board to evaluate your courses and/or instructors, please complete and return to us the enclosed application forms and necessary fees. A separate application form should be submitted as far in advance as possible, on each course/seminar and each instructor. If needed, you may duplicate the forms or enclose additional supporting documentation for clarification.

If you have questions, please advise. We look forward to hearing from you soon.

Sincerely,

J. W. Holland, Jr.
Executive Director

JH:vb

Enclosures: Instruction Sheet, INST./96, EVAL. 7/96,
COURSE/SEMINAR.7/96 & INSTACKN.KH.11/96
Instructor Role 780-X-16 and 780-X-5
Administrative Code.

COURS-A.DOC

Author:

Statutory Authority: Code of Ala. 1975,

History: New Rule: Filed February 27, 1996; effective
April 3, 1996.

"REPLACE"
(NEW RULE)

INSTRUCTIONS FOR
COMPLETION OF APPLICATION
BOARD APPROVAL OF EDUCATIONAL OFFERING
AND/OR
BOARD APPROVAL OF INSTRUCTOR

1. All applications shall be made on a printed form provided by the Alabama Real Estate Appraisers Board, and no applications made otherwise will be accepted.
2. All applications, including "Instructor Acknowledgment Form", must be signed and dated.
3. Applications must be clearly typewritten or legibly printed in black suitable for photostatic copy, and all questions must be answered.
4. An application not properly completed, or not containing all the information required, or not accompanied by the required fees will be returned with a statement of the reasons for return.
5. Bi-Annual Application Fees:
 - a. Evaluation of each instructor for each course (minimum 15 hours) for licensure - \$50
 - b. Evaluation of each instructor for each course/seminar (minimum 2 hours) for continuing education - \$25
 - c. Review of each educational offering (course or seminar) for licensure or continuing education - \$10 Per Instruction Hour
6. Courses and instructors are approved for a twenty-four months period, or any portion thereof, with approval expiring September 30, 1996 and every other year thereafter. Applications for approval should be submitted at least two months in advance. A course should not be taught before Board approval is received.

7. Approval may be withdrawn if it is determined that a course is not taught in a manner that will promote real property appraisal practices and techniques which provide a high degree of service and protection to those members of the public with whom appraisers deal in a professional relationship.

**ALABAMA REAL ESTATE APPRAISERS BOARD
PROCEDURAL RULES
APPROVAL OF EDUCATIONAL OFFERING AND/OR INSTRUCTOR**

The National Uniform Examination Content Outline for real property appraisers adopted by the Appraiser Qualifications Board of the Appraisal Foundation includes the following:

1. Influences on Real Estate Value - conceptual.
2. Legal Considerations in Appraisal - conceptual and definitions. (Including real estate versus real property; real property versus personal property; limitations on real estate ownership; legal rights and interests; forms of property ownership; legal descriptions; and transfer of title.)
3. Types of values - conceptual and definitions.
4. Economic principles - conceptual and definitions.
5. Real Estate markets and analysis (Including characteristics of real estate market; absorption analysis; rule of money and capital markets; and real estate financing.)
6. Valuation Process (Including definition of the problem; collection and analysis of data; analysis of highest and best use; application and limitations of each approach to value; reconciliation and final value estimate; and the appraisal report.)
7. Property Description - conceptual and definitions (Including site description; improvement description; and basic construction and design.)

8. Highest and best use analysis - conceptual definitions, analysis/application. (Including four tests; vacant site or as if vacant; as improved; and interior use.)
9. Residential: Appraisal statistical concepts. General: Appraisal Math and statistics - conceptual and analysis/application. (General: Including compound interest concepts and statistical concepts used in appraisal.)
10. Sales comparison approach - conceptual, definitions, analysis/application. (Including research and selection of comparables; elements of comparison; adjustment process; and application of sales comparison approach.)
11. Site value - conceptual, definitions, analysis application. (Including sales comparison; land residual; allocation; extraction; and plottage and assemblage.) (General: ground rent application and subdivision analysis.)
12. Cost Approach - conceptual, definitions, analysis/application. (Including steps in cost approach and application of the cost approach.)
13. Income approach - conceptual, definitions, analysis/application. (Residential: Estimation of income and expenses; operating expense ratios; and gross statement ratios, rent multiplier.) (General: including operating direct capitalization, cash flow estimates - before tax; measures of cash flow and discounted cash flow analysis.)
14. Valuation of partial interests - conceptual and definitions (General: including interests created by a lease, lease provisions, valuation considerations, and other partial interests.)
15. Appraisal Standards and Ethics - conceptual and definitions.

All courses must meet the above Appraiser Qualifications Board criteria and enhance the student's ability to understand and interpret real estate appraisal concepts, principles, and analysis procedures.

Basic concepts, principles, definitions of widely used terms, use of analysis skills, and reporting requirements of the Uniform Standards of Professional Appraisal Practice must be learned by the student. All approved courses must contribute to one or more of these areas of real estate appraiser education.

Application must be completed in its entirety. Please type or print legibly.



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104

Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: www.reab.state.al.us

APPLICATION FOR COURSE APPROVAL "NEW RULE"

Course Title: _____ Continuing Education
 Licensure

Course offered via: Traditional Classroom _____ On-line _____
 (All on-line courses must have IDECC approval prior to submission)

Sponsor Name & Address: _____

Individual Requesting Approval: _____ Email: _____

Telephone Number

Fax Number

Web Address

Is the course owned by the provider herein making application for approval? Yes ___ No ___
 (If you answered NO, please provide a letter from the owner authorizing use of the course by the provider herein making application for approval)

Instructor(s) Requesting Approval: _____

Total Credit Hours: _____ Method of Certifying Attendance: _____

Instructor Materials: _____

Type of Examination: Narrative ___ Multiple Choice ___ None ___

Proposed Dates of Course Offering: _____

Estimated Response Time for Grading: _____

Is Course AQB Approved? Yes ___ No ___ (If yes, provide AQB Approval)

Purpose of Course: _____

Note:

Continuing Education Courses are not required to be tested and must be a minimum of two (2) classroom hours.

Licensure Courses must be a minimum of fifteen (15) hours.

USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser. The Alabama Real Estate Appraisers Board meets every two months. Your application will be presented to the Board at the following meeting, given that all material is provided. The Application Fee is non-refundable.

THE FOLLOWING INFORMATION MUST BE ATTACHED TO THIS COMPLETED APPLICATION:

-Instructors Qualifications Form per Instructor

-AQB Approval (Licensure Only)

-IDECC Approval (Online Only)

-Detailed Timed Outline

-Detailed Course Outline/Information or Handout Material

-Application Fee \$5.00 per Instruction Hour



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD
P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104
Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: www.reab.state.al.us

INSTRUCTORS QUALIFICATIONS FORM "NEW RULE"

The data submitted herein will be used in evaluation of the education and occupational experience of applicants for teaching the real estate appraisal course/seminar in accordance with the requirements established by the Alabama Real Estate Appraisers Board.

Name: _____ Social Security Number: ____ - ____ - ____

Mailing Address: _____

Telephone Number: _____ Email: _____

Appraiser License or Certification No: _____ State Issuing License: _____

Name of Course/Seminar: _____

School Name & Address: _____

Have you ever been subject to a disciplinary action imposed by any local, state or national regulatory body? Yes ___ No ___
(If you answered YES, please provide further information or a copy of the final order)

EDUCATION

High School: _____

College(s): _____

Other: _____

List all real estate appraisal course work that you have completed: (Documentation Required)

Have you taught this course/seminar or one similar in content before? _____

If so, title of courses, name and location of school: _____

Previous Instructor Experience:

(List Below Courses Taught as Principal/Assistant Instructor. Attach Additional Sheets if Necessary)

OCCUPATIONAL EXPERIENCE

Present or most recent period of employment:

Employer Name & Address: _____ Type of Business: _____

Duties: _____

Employment Period: From: _____ To: _____

Reason for Leaving: _____

In addition to the foregoing, please attach a complete resume of your education and work experience.

I hereby certify that the information given herein is a true and accurate record of my training and experience. I agree to conduct my classes in accordance with the rules and regulations as established by the Alabama Real Estate Appraisers Board.

Signed: _____ Date: _____
(Prospective Instructor)

Signed: _____ Date: _____
(School Administrator)

Position of Administrator: _____

Note:

Submit a separate application for each course approval requested.

USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser.

The Alabama Real Estate Appraisers Board meets every two months. Your application will be presented to the Board at the following meeting, given that all material is provided and received in a timely manner.

ATTACH THE FOLLOWING INFORMATION TO THIS COMPLETED APPLICATION:

-Instructor's Resume

-Application Fee \$25.00 per CE Course OR \$50.00 per Licensure Course



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104
Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: www.reab.state.al.us

UNIFORM REQUEST FOR LICENSURE AND/OR CONTINUING EDUCATION CREDIT "NEW RULE"

1. This form must be completed in its entirety.
2. Please type or print legibly.
3. Keep a copy of this form for your files.
4. Submit with application for license/certification or with biennial license renewal fee to:
Alabama Real Estate Appraisers Board
P.O. Box 304355
Montgomery, AL 36130

Name: _____ Certificate/License Number: _____
First M Last

Mailing Address: _____
Street/PO Box City State Zip

Telephone Number: _____ Email: _____

_____ Course Title Course No.

_____ Sponsoring Organization

Course Date: _____ No. of Instructional Hours: _____

Program Location: _____

Instructor: _____

Instructor's Signature: _____
(Evidence of Completion)

Licensee Signature: _____ Date: _____ SS# _____



STATE OF ALABAMA REAL ESTATE APPRAISERS BOARD

P.O. Box 304355, Montgomery, AL 36130 / 100 N. Union Street Suite 370, Montgomery, AL 36104

Phone: (334) 242-8747 / Fax: (334)242-8749 / Web: www.reab.state.al.us

INSTRUCTOR ACKNOWLEDGEMENT FORM "NEW RULE"

The approval of an instructor for teaching appraisal classes in the State of Alabama requires that the instructor abide by the following requirements:

1. The instructor is to abide by the Competency Provision and the Ethic Provision of the Uniform Standards of Professional Appraisal Practice.
2. The instructor(s) are approved for specific classes. Any other instructor that is not approved that conducts the class may result in the approved instructor's losing the privilege of teaching that course and/or any other course.
3. The instructor must follow the course outline that was prepared and submitted to the Board for approval. All items on the course outline must be covered.
4. Exams that are a part of the course for the student to receive credit are to be taken by the student individually and are not to be taken in an open session. The exams are to test the individual student's ability. The exam is also to test the instructor's ability to convey the information to the students. The final exam may not be reviewed by the student prior to taking the exam.
5. The instructor should be aware that, from time to time, there might be students taking the course that are doing so to grade the instructor and the course for its quality and the quantity of information.
6. A negative review from a grader can result in the instructor being brought before the Board. This could result in the removal of the instructor for a period of time that the Board may deem necessary. The action taken by the Board concerning the discipline of the instructor will be communicated to the course provider. This could result in the removal of the course provider as an acceptable provider of education for appraisers in the State of Alabama.
7. The instructor should employ varied teaching methodologies (i.e. lecture, guided class discussion, inquiry, problem solving, homework, projects, outside sources, research, seminars, case studies). The objective is to challenge and enhance student involvement, enjoyment and learning opportunities through use of their analyzing and reasoning skills.

The purpose for the above requirements is to insure that the students that are taking courses in the State of Alabama have the opportunity to receive the best possible appraisal education.

I, the undersigned instructor have read and understand the requirements stated above and agree to abide by the requirements of the State of Alabama Real Estate Appraisers Board.

Signature

Date

Print Name

AUTHOR: Lisa Brooks

STATUTORY AUTHORITY: §34-27A-5, Code of Alabama 1975.

HISTORY: Filed February 27, 1996; effective April 3, 1996.