

CRITERIA FOR COURSE APPROVAL AS CONTINUING EDUCATION

161-020-0055 Criteria for Approval of Course as Continuing Education

In order to be approved as continuing education, the course must satisfy all criteria described in this rule.

- (1) Current Classroom Offering - The course shall be a current offering of the course owner/affiliated entity that is presented by traditional classroom methods. Courses presented by correspondence, videotape or remote television are eligible for approval only as provided in OAR 161-020-0140.
- (2) Course Length and Content - The course shall involve a minimum of two classroom hours with the "Continuing Education Course Content Guidelines" in these rules.
- (3) Course Description - The course materials or syllabus shall include a course description which clearly describes the content of the course.
- (4) Summary Outline - If more than one major topic is to be covered in the course, the course materials or syllabus shall include a summary outline of major topics to be covered and the number of classroom hours devoted to each major topic.
- (5) Learning Objectives - The course materials or syllabus shall include specific learning objectives which:
 - (a) are appropriate for a continuing education course;
 - (b) clearly state the specific knowledge and/or skills students are expected to acquire by completing the course;
 - (c) are consistent with the course description;
 - (d) are consistent with the instructional materials; and
 - (e) are reasonably achievable within the number of classroom hours allotted for the course.
- (6) Instructional Materials - Instructional materials for students shall be provided unless the applicant demonstrates to the satisfaction of the Administrator that such materials are not needed to accomplish the stated course learning objectives. Any such instructional materials shall:
 - (a) be appropriate in view of the stated course learning objectives;
 - (b) reflect current knowledge and practice;
 - (c) contain no significant errors;
 - (d) reflect correct grammatical usage and spelling;
 - (e) effectively communicate and explain the information presented;
 - (f) be suitable in layout and format; and
 - (g) be suitably bound or packaged, and be produced in a quality manner.
- (7) Instructor Qualification - Course provider shall keep written records documenting that their instructors meet the Board qualifications as set forth below:
 - (a) three years of experience directly related to the subject matter to be taught; or
 - (b) a baccalaureate or higher degree in a field directly related to the subject matter to be taught; or
 - (c) three years of experience teaching the subject matter to be taught; or
 - (d) a combination of education and experience equivalent to (a), (b) or (c) of this section
 - (e) For those instructing the Appraisal Foundation's National USPAP Course, and/or the seven-hour Appraisal Foundation's National USPAP Update Course:
 - (A) At least one instructor must be a certified residential or certified general appraiser and;
 - (B) The instructor must be an AQB certified USPAP instructor.
 - (f) For those instructing courses equivalent to either the Appraisal Foundation's National USPAP Course or the seven-hour Appraisal Foundation's National USPAP Update course:
 - (A) At least one instructor must be a certified residential or certified general appraiser.
- (8) Attendance Policy - The course owner/affiliated entity shall have a written attendance policy that requires student attendance to be verified. Policy must:
 - (a) stipulate as to a percentage of attendance required by the student;
 - (b) include on the attendance records form the Instructor(s) name and the criteria under which they qualified;
 - (c) provide that non-members of the association or organization may apply for the course without membership in the association;
 - (d) provide for retention of attendance records for a minimum of five years.

(9) Course Scheduling Policy - If the course involves more than eight classroom hours, the course owner/affiliated entity shall have an established policy on course scheduling that provides for a maximum of eight (8) classroom hours of instruction in any given day and for appropriate breaks during each class session.

(10) Course Completion Certificate Policy - The course owner/affiliated entity shall have an established policy assuring prompt issuance of course completion certificates to attendees which should include information regarding the number of classroom hours, and whether there was successful passage of the course examination (if applicable).

(11) Audit Policy - The course owner/affiliated entity shall permit the Administrator or the Administrator's representative to audit the course and course materials at no cost to the Administrator or the Administrator's representative in order to evaluate the instruction. The course owner/affiliated entity shall permit the Administrator or the Administrator's representative to review their records appropriate to selected course offerings.