



**APPRAISER CERTIFICATION
AND
LICENSURE BOARD**

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For office use only
Date Received

CONTINUING EDUCATION APPLICATION

Course Title _____

Please check the appropriate box for course offering: One-time seminar Ongoing

Classroom On-line If one-time seminar, date(s) of seminar _____

Course Instructor _____ Total Classroom Hrs _____ Exam Hrs (if any) _____

Course Provider _____

Course Provider Address _____

Telephone Number _____

Email Address _____

Instructions: Type or print legibly, in ink, all information requested. *You must include the following:*

- A check payable to the ACLB or credit card authorization form in the amount of **\$75** (non-refundable application fee)
- AQB and IDECC approval for on-line courses.

CRITERIA CHECKLIST

Please review and initial the following and sign where indicated:

___ **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:

- be appropriate in view of the stated course learning objectives;
- reflect current knowledge and practice;
- contain no significant errors;
- reflect correct grammatical usage and spelling;
- effectively communicate and explain the information presented;
- be suitable in layout and format; and
- be suitably bound or packaged, and be produced in a quality manner.

COURSE INDEX NUMBER: _____ EXPIRATION DATE: _____

APPROVED

NOT APPROVED

Date Paid: _____ CK/CC _____ Amt: _____

____ **Course Description** - The course materials or syllabus must include a course description which clearly describes the content of the course.

____ **Summary Outline** - If more than one major topic is to be covered in the course, the course materials or syllabus should include a summary outline of major topics to be covered and the number of classroom hours devoted to each major topic.

____ **Learning Objectives** - The course materials or syllabus must to 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 textbook and/or other instructional materials; and
- (e) are reasonably achievable within the number of classroom hours allotted for the course.

____ **Attendance Policy** - You must to have a written attendance policy that requires student attendance to be verified. Policy must:

- (a) stipulate the 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 course provider's 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.

____ **Current Classroom Offering** - The course shall be a current offering that is generally presented by traditional classroom methods. Courses presented by correspondence, videotape or remote television are eligible for approval only as provided in OAR 161-20-140

____ **Course Length and Content** - The course shall involve a minimum of two classroom hours and comply with the "Continuing Education Course Content Guidelines".

____ **Course Scheduling Policy** - If the class involves more than 8 classroom hours, you must have an established policy on course scheduling that provides a maximum of eight (8) classroom hours of instruction in any given day and appropriate breaks during each class session.

____ **Course Completion Certificate Policy** - You are required to have an established policy assuring prompt issuance of **signed** course completion certificates to attendees. Completion certificates must include the attendees name, name of course, number of classroom hours, whether there was successful passage of the course examination, (if applicable) **and the approval number assigned** by the ACLB. Please use the same course name that was submitted for approval.

____ **Audit Policy** - You shall permit the Administrator, or the Administrator's representative, to audit the course and course material, at no cost to the Administrator or the Administrator's representative, in order to evaluate the instruction. You must also permit the Administrator or the Administrator's representative to review records appropriate to selected course offerings.

____ **Instructor Qualifications** - You must keep written records documenting that your instructors meet the ACLB 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.

I certify that the above information is true and correct, that the course will be presented by traditional classroom methods, and that the instructor(s) meets the ACLB qualifications for continuing education.

Signature: _____

Print Name: _____

Title: _____

Date: _____