



Appraiser Certification and Licensure Board

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Salem, OR 97301

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oregonaclb.org

Application for Course Provider Approval

Course Index Identifier:

Course Provider Name: _____	
Address: _____ _____	
Phone: _____	Contact: _____
Email: _____	
_____ Qualifying Education	_____ Continuing Education

The following information **must** also be submitted for review:

- 1) **Attendance Policy:** The owner/affiliated entity shall have a written attendance policy that requires student attendance to be verified. The policy must:
 - (a) stipulate the percentage of attendance required by the student
 - (b) the student attendance records form must also contain the instructors name and the criteria under which the student qualified.
 - (c) provide that non-members of the course provider's association or organization may apply for the course without membership in the association/organization.
 - (d) provide for retention of attendance records for a minimum of 5 years.
- 2) **Course Scheduling Policy:** The course owner/affiliated entity shall have an established policy that provides a maximum of 8 classroom hours of instruction in any given day and appropriate breaks during each class session.
- 3) **Course Completion Certificate Policy:** The course owner/affiliated entity shall have an established policy assuring prompt issuance of signed course completion certificates to attendees which will include information regarding the number of classroom hours, whether there was successful passage of the course examination and the course approval number assigned by the Board.

4) **Audit Policy:** The course owner/affiliated entity shall permit the Board to audit the course and course material at no cost to the Board, to review records appropriate to selected course offerings.

You will be notified in writing of approval or disapproval.

Oregon Administrative Rules (OAR) 161 defines the topics that must be substantially covered to be considered.

Qualifying education must be a minimum of 15-hours with the successful passage of an exam.

Continuing education must be a minimum of 2-hours.

I certify, on behalf of the course provider, that the information contained in the application is true and correct, and as a course provider we agree to keep written records documenting that our instructor (s) meets ACLB qualifications.

Signature

Title

Date