

**PRELIMINARY APPRAISER CONTINUING EDUCATION  
COURSE APPROVAL APPLICATION FOR DISTANCE LEARNING COURSES**

**PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.**

- ▶ This application is completed by schools that wish to have the content of a course reviewed prior to developing the computer program. Upon review of the course outline, a letter will be sent to the school indicating approval or denial of course content. If the outline is approved for course content, the school **must** then contact IDECC ([www.idecc.org](http://www.idecc.org)); telephone (334) 260-2902 - must ask for IDECC for certification of the course design and delivery mechanism. Once IDECC certification is obtained, the school may then submit a completed course approval application, proof of IDECC certification, appropriate fee, copy of the preliminary approval letter and any other required documentation.
- ▶ There is a minimum of two hours of instruction and a maximum of 28 hours of instruction.
- ▶ Attach to application: A detailed course outline with time sequence.

**What is the title and length of this course?**

TITLE	HOURS

**EDUCATIONAL ORGANIZATION DATA**

SCHOOL NAME \_\_\_\_\_

ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION) \_\_\_\_\_

CITY	STATE	ZIP+4

COORDINATOR'S NAME (Person authorized to submit application on behalf of entity and responsible for administering Department of State regulations)	BUSINESS TELEPHONE
	(    )

E-MAIL ADDRESS (if any) \_\_\_\_\_

**Does this individual hold a New York State Real Estate Appraiser License/Certification?    [    ] YES    [    ] NO**

HOME ADDRESS (NUMBER AND STREET)	HOME TELEPHONE
	(    )

CITY	STATE	ZIP+4

COORDINATOR SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE

USE ONLY

APPROVED: \_\_\_/\_\_\_/\_\_\_    DENIED: \_\_\_/\_\_\_/\_\_\_    MAILED: \_\_\_/\_\_\_/\_\_\_    RETURNED: \_\_\_/\_\_\_/\_\_\_    ENTERED: \_\_\_/\_\_\_/\_\_\_