



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
Bureau of Educational Standards  
P.O. Box 22001  
Albany, NY 12201-2001  
(518) 486-3803  
www.dos.ny.gov

## Appraiser Qualifying Course Approval Application

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

- » All applications must be submitted **60 DAYS BEFORE** the proposed course is to be conducted.
- » The non-refundable fee must accompany this original, signed application (photocopies will not be accepted). Fees may be paid by check or money order (made payable to the Department of State) or by MasterCard or Visa, using a credit card authorization form. Do not send cash.
- » Annual registration period runs from October 1st to September 30th.
- » Attach to application: A detailed course outline and final exams for each course. See section eight of this application for further instructions.

### 1. PLEASE INDICATE [✓] THE COURSE(S) YOU HAVE SUBMITTED.

- RESIDENTIAL - \$250.00 - R-5                      R-6                      R-7                      R-8                      R-9                      R-10                      R-11
- GENERAL - \$250.00 - G-4                      G-5                      G-6                      G-7                      G-8
- 15 HOUR NATIONAL USPAP - \$250.00
- STATISTICS, MODELING AND FINANCE (SMF) - \$25.00
- RESIDENTIAL ELECTIVE (Introduction to Residential Income Properties-RE-1) - \$25.00
- RESIDENTIAL ELECTIVE (Fair Housing, Fair Lending and Environmental Issues (20 hours) - RE-2) - \$25.00
- GENERAL ELECTIVE 1 - (Fair Housing, Fair Lending and Environmental Issues (15 hours) - GE-1) - \$25.00
- GENERAL ELECTIVE 2 - (Specialty Appraisals - GE-2) - \$25.00
- GENERAL ELECTIVE 3 - (Using the HP12C Financial Calculator-GE-3) - \$25.00
- SECONDARY LOCATION 1 AND 2 - \$250.00 EACH FOR R-5, R-6, R-7, R-8, R-9, R-10, R-11, USPAP, G-4, G-5, G-6, G-7, G-8
- SECONDARY LOCATION 1 AND 2 - \$25.00 EACH FOR Statistics, Modeling and Finance, RE-1, RE-2, GE-1, GE-2, GE-3

**EXAMINATIONS FOR EACH COURSE MUST BE SUBMITTED WITH THIS APPLICATION. PARTIAL SUBMISSIONS WILL BE RETURNED.**

### 2. EDUCATIONAL ORGANIZATION DATA

SCHOOL NAME

ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION)

CITY

STATE

ZIP+4

E-MAIL ADDRESS (IF ANY)

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

BUSINESS TELEPHONE (with area code)

(      )

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)

CITY

STATE

ZIP+4

# Appraiser Qualifying Course Approval Application

## 3. PRIMARY COURSE LOCATION

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

## 4. SECONDARY LOCATIONS - (New York secondary locations 1 and 2 - fee required. Attach out of state locations - no fee required)

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

LOCATION ADDRESS (PLACE, NUMBER AND STREET; ROOM/FLOOR/SUITE DESIGNATION)

CITY

STATE

ZIP+4

## 5. TYPE OF EDUCATIONAL ORGANIZATION OWNERSHIP

Is this organization an accredited College or University?    Yes    No\*    If No\*, Please complete one of the following:

**INDIVIDUAL:** (Please submit a certified copy of the Trade Name Certificate and complete the following for Owner.)

NAME

HOME ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP+4

**PARTNERSHIP:** (Please submit a copy of Partnership Agreement and complete the following for all Partners.)

NAME

HOME ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP+4

NAME

HOME ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP+4

**CORPORATION:** (Please submit a copy of the Certificate of Incorporation and complete the following for all officers and other individuals who own 5% or more of the stock of this corporation. If needed, attach additional sheets.)

NAME

HOME ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP+4

NAME

HOME ADDRESS (NUMBER AND STREET)

CITY

STATE

ZIP+4

6. Has any owner, partner, owner of 5% or more of the stock of the entity, or individual authorized to submit this application on behalf of the entity been convicted of any crime or offense, other than a minor traffic violation?

**Yes\***      **No**    If Yes\*, submit a certified copy of each conviction.

7. Has any license or permit issued to, applied for by any owner, partner, holder of 5% or more of the stock of the entity, or individual authorized to submit this application on behalf of the entity, been denied, suspended or revoked by this state or elsewhere by any other governmental or regulatory body?

**Yes\***      **No**    If Yes\*, please provide details.

---

# Appraiser Qualifying Course Approval Application

---

**Course Instructors:** All instructors of approved courses must be approved with the Department of State. Instructors teaching the National USPAP course must also be AQB certified and a certified residential or general appraiser. Applications for real estate appraiser instructor approval are available by request to the Division of Licensing Services, Bureau of Educational Standards. A one time evaluation and filing fee of \$50 is required for each instructor's approval.

---

**8. COURSE CONTENT - ALL OF THE FOLLOWING MUST BE SUBMITTED:**

- a detailed outline for each course with the time sequence of each segment. (See Sections 1103.8, 1103.9 and 1103.10 for curriculum)
- the final examination to be presented for each course, including the answer key, the reference source, reference page for each question and subject matter category.
- a description of materials that will be distributed.
- the books that will be utilized in the course and final examinations.
- a sample certificate of successful completion as described in Section 1103.14.
- the procedure for taking attendance.
- list of names and signatures of individuals authorized to sign certificates (cannot be a real estate appraiser).
- the required fee for each program and each secondary location 1 and 2.

Correspondence Courses (see Section 1103.5):

- in addition to the above, you must submit a complete description of the method in which the course will be presented.
- the complete lesson plan that will be issued to the student.
- a complete description of the method as to how the final examination will be conducted.

I subscribe and affirm under the penalties of perjury that the statements made in this application (including statements made in any accompanying papers) have been examined by me, and to the best of my knowledge and belief, are true and correct.

I understand that any misstatement made on this application for approval could result in an immediate revocation or withdrawal of the recognition of the approval of the entity by the Department of State.

I affirm that in accordance with standards set forth in regulation and federal guidelines, all National USPAP courses offered by my school will be taught by an instructor who has been certified as a "Certified USPAP Instructor" by the Appraisal Qualifications Board of the Appraisal Foundation and who, in addition, is either a certified residential real estate appraiser or a certified general real estate appraiser.

Coordinator Signature X \_\_\_\_\_ Date \_\_\_\_\_

**A fee of \$20 will be charged for any check returned by a bank for insufficient funds.**