



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

Real Estate Appraiser Continuing Education Equivalency Education Credit Application

PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.

- Application and evidence of equivalency credit must be submitted for consideration no later than 30 days prior to the expiration of the real estate appraiser license/certification.
- Do not send a photocopy of this application.
- No fee is required for this application.

THIS APPLICATION IS A REQUEST FOR CONTINUING EDUCATION EQUIVALENCY CREDIT FOR NEW YORK STATE LICENSED OR CERTIFIED REAL ESTATE APPRAISER BASED ON THE FOLLOWING: CHECK THE BOX THAT APPLIES TO YOU AND SUBMIT THE REQUESTED INFORMATION.

- OUT OF STATE EDUCATION NOT APPROVED BY THE DEPARTMENT OF STATE**
Please submit official documentation of satisfactory completion and an official course outline which includes a breakdown of topics and hours. If you are licensed/certified in another state, please submit a copy of your license/certification. (Contact the Department of State for out-of-state approved courses.)
- INSTRUCTOR OF APPROVED OR RECOGNIZED APPRAISER QUALIFYING OR CONTINUING EDUCATION COURSES**
(one hour of continuing education credit for each hour of instruction during a license or certification cycle not to exceed 14 hours.)
Please submit statement from course coordinator(s) indicating qualifying and/or continuing education courses taught by you and a copy of your instructor approval letter. Credit shall not be awarded for teaching the same course/program more than once in a license/certification cycle.
- *AUTHORSHIP OF APPRAISAL PROGRAM DEVELOPMENT** (maximum number of hours that may be credited are 2 to 14 hours)
Please submit evidence of developing an appraisal related program that has been accepted by a school or organization and the program hours. Continuing education credit will be granted based on number of hours of the program, not to exceed 14 hours.
- * AUTHORSHIP OF APPRAISAL PUBLICATIONS** (maximum number of hours that may be credited are indicated)
Authorship of a published book related to real estate appraisal - 14 hours. A published monograph, a master's thesis or doctoral dissertation, a published article, book review or instructional material is eligible for continuing education credit in the year of publication - 10 hours. Please provide proof of the above.

*** Hours refer to sole authorship. In case of more than one author, hours may be reduced accordingly.**

APPLICANT'S NAME _____ UNIQUE IDENTIFICATION NUMBER _____ NUMBERS OF HOURS REQUESTED _____

HOME ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION) _____

CITY _____ STATE _____ ZIP+4 _____

CURRENT OCCUPATION _____

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

CITY _____ STATE _____ ZIP+4 _____

BUSINESS TELEPHONE NUMBER _____ HOME TELEPHONE NUMBER _____

() _____ () _____

Application Affirmation: 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.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY LICENSE/CERTIFICATION TERM _____ HOURS OF CREDIT _____

APPRAISER UNIQUE ID NO. _____ APPROVAL/DENIAL MAILED _____