



West Virginia Real Estate Appraiser Licensing & Certification Board
 405 Capitol Street, Suite 906
 Charleston, WV 25301
 Phone: 304.558.3919
 Email: wvappraiserboard@wv.gov

Committee Recommendations <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Date: _____ Reviewed By: _____
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*Appraiser Application for Course Approval
 Classroom and Online Continuing Education*

**All Online Continuing Education Courses Must Be AQB and IDECC Approved.
 AQB and IDECC Approval Letters Must Be Attached.**

Information Required to be attached to Application:

- Course Materials
- Timed Course Outline
- Attendance Certificate
- Instructor Bio/Resume
- AQB or IDECC Approval Letter (If Provider Applied for Approval)

Applicant Information:

Name of Licensee:	License or Certification No:
Address:	City: State: Zip:
Email address:	Phone No:

Provider Information:

Organization Name:
Address: City: State: Zip:
Email address: Phone No: Fax No:
Course Sponsor:
Course Title: Date of Course:
Course Location:

Continuing Education Course: Hours Requested: _____
 Is this an Online Course? _____

Please Attach any Supporting Documentation

Signature: I hereby certify that the information provided in this application is true and correct to the best of my knowledge. I understand that omission, inaccuracy or failure to make full disclosure constitutes grounds for denial of appraisal continuing education approval. I also understand that the awarding of credit for such activities is based solely on the West Virginia Real Estate Appraiser Licensing & Certification Board.

 Name of Applicant (Please Print)

 Applicant's Signature

 Date

OFFICE USE ONLY:
Date Received:

Instructor Information:

Instructor Name: _____ Address: _____

 Licensed Residential Certified Residential Certified General Other _____

If applicable, USPAP certified instructor ID Number _____ Expiration Date: _____

Instructor must meet at least one of the following criteria. Check all that applies:

- Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught*
- Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years of teaching experience within the past the (10) years in the subject matter to be taught*
- Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught and pass an examination at the level to be taught*
- Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught and pass an examination at the level to be taught*
- Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught, and pass an examination at the level to be taught*
- Be a full-time faculty member at a college or university teaching a credit course in appraising*
- To teach a Uniform Standards of Professional Appraisal Practice (USPAP) course, the instructor must have successfully completed the 15-Hour national USPAP instructor training course and examination adopted by the Appraisal Qualifications Board of The Appraisal Foundation, or its equivalent, successfully complete the 7-hour national USPAP update course and examination, or its equivalent, every two years in order to maintain his or her USPAP teaching credential, and be a state certified appraiser in good standing.*