

APPRAISER QUALIFICATIONS BOARD



THE APPRAISAL FOUNDATION

*Authorized by Congress as the Source of Appraisal
Standards and Appraiser Qualifications*

Course Approval Program

*“Established to promote
appraisal standards and
qualifications by providing
financial support for
and appointing members to the
Appraisal Standards Board
and the Appraiser
Qualifications Board.”*

INTRODUCTION

The Appraiser Qualifications Board (AQB) of The Appraisal Foundation has established this Course Approval Program upon the request of and as a service to state appraiser regulatory agencies and all providers of real estate appraisal education. The AQB hopes this Program, participation in which is entirely voluntary, will encourage the development of high quality real estate appraisal education programs and meaningful education standards.

The AQB was assisted in the development of the Program by three special task forces consisting of persons with outstanding qualifications as appraisers, state regulators, education providers and/or appraisal educators.

The adoption and implementation of The Real Property Appraiser Qualification Criteria effective January 1, 2008 created a need to transform existing education to the requirements of the new criteria. This program has developed a course matrix that will convert existing education courses to the requirements of the new criteria. This process will enable appraisers and state regulators to uniformly grant education hours to appraisers no matter when the education was completed. These individuals devoted many hours to this difficult task and we are deeply indebted to them for their efforts on behalf of the entire appraiser community.

In developing this Program, extensive consideration was given to both the current status of real estate appraisal education and the future educational needs of the real estate appraisal profession. The Program attempts to lay a foundation for the future development of real estate appraisal education programs and to facilitate future change. As the real estate appraiser education qualification criteria continues to evolve, this Program will evolve accordingly.

The AQB urges state appraiser regulatory agencies and providers of real estate appraisal education to participate in and support this Program.

APPRAISER QUALIFICATIONS BOARD

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**APPRAISER QUALIFICATIONS BOARD
COURSE APPROVAL PROGRAM**

POLICIES AND PROCEDURES

Section 1. Program Purposes and Participation

- A. The Appraiser Qualifications Board ("AQB") of The Appraisal Foundation establishes this COURSE APPROVAL PROGRAM ("Program") to offer a VOLUNTARY national system for the approval of courses of instruction that satisfy the education criteria established by the AQB for the licensure and certification of real estate appraisers pursuant to Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).
- B. Specific purposes of this Program are:
- (1) To assist state appraiser regulatory agencies in the task of reviewing courses and awarding credit for such courses toward the education requirement for initial real estate appraiser licensure or certification (i.e., "QUALIFYING EDUCATION" requirements) and the education requirements for retention of real estate appraiser licensure or certification (i.e., "CONTINUING EDUCATION" requirements).
 - (2) To assist providers of real estate appraiser "qualifying education" courses and "continuing education" courses to the extent that course approval by the AQB facilitates the processes by which such course providers obtain approval or recognition of their courses by the various state appraiser regulatory agencies.
 - (3) To encourage the development and availability of high quality education programs for licensed and certified real estate appraisers.
 - (4) To encourage the development and implementation of meaningful and consistent standards for the approval or recognition of education for licensed and certified real estate appraisers among the various state appraiser regulatory agencies, and to thereby improve the quality of appraisal education and promote reciprocity with regard to both appraiser education and licensure/certification.
 - (5) To provide a secure web site for posting of approved courses that will be available to state regulatory agencies for review of approved material and to reduce paper work.
 - (6) To provide a course equivalency matrix for conversion of existing and new courses to the Real Property Appraiser Qualification Criteria effective January 1, 2008.

- C. Participation in this Program by education providers is strongly encouraged, but is not mandatory. Similarly, state appraiser regulatory agencies are strongly encouraged to recognize courses approved by the AQB under this Program, but are not obligated to do so. Education providers that have obtained AQB approval of their course(s) under this Program must still satisfy any requirements for course approval or recognition promulgated by a state in which approval is sought.
- D. This Program is operated on a "self-supporting" basis. All funding for operation of the Program comes from the fees paid by education providers voluntarily participating in the Program.
- E. AQB will maintain an advisory panel to assist in providing recommendations to the AQB regarding the Course Approval Program. This panel will include representatives from the State Regulatory Agencies, Education Providers and others.

Section 2. Course Approval

- A. The following definitions are provided for the terms "qualifying education" and "continuing education."
 - (1) QUALIFYING EDUCATION means education that is creditable toward the education requirements for the Trainee Classification and initial licensure or certification under one or more of the three real estate appraiser classifications (Licensed Real Property Appraiser, Certified Residential Real Property Appraiser, and Certified General Real Property Appraiser).
 - (2) CONTINUING EDUCATION means education that is creditable toward the education requirements that must be satisfied to renew licensure or certification as a Licensed Real Property Appraiser, Certified Residential Real Property Appraiser, and Certified General Real Property Appraiser.
- B. Courses approved for qualifying education approval, except for USPAP courses, will automatically be approved for continuing education. There will be two different numbers of hours awarded for continuing education credit: one if the student completes the examination and another if the student does not complete the examination.

IMPORTANT NOTE: States wishing to approve qualifying education courses only for qualifying education may do so. This program allows for course approval for both continuing education and qualifying education, but states may be more restrictive.

- C. Course approval commences on the date of initial approval granted by the AQB and expires in 3 years after issuance of approval. The exception is any course on the Uniform Standards of Professional Appraisal Practice (USPAP). USPAP courses

will be renewed on a yearly basis and will expire March 31 of the year following approval. Distance education courses will expire either 3 years from AQB approval or expiration of distance education certification, whichever is less.

- D. Course approval by the AQB does not apply retroactively (prior to the date approval is initially granted) because previous offerings of an approved course were not reviewed under this Program. However, previous offerings of an AQB-approved course are very likely to be appropriate for approval or recognition by state appraiser regulatory agencies, and such agencies are encouraged to grant appropriate credit for previous offerings of an AQB-approved course.
- E. Approval of a course as QUALIFYING EDUCATION will include assignment of a maximum number of classroom hours credit not to exceed the total number of scheduled classroom hours of instruction including examination time. The approval will include a course matrix reflecting class hours of credit per category as stated in the criteria effective 1/1/08. This assignment of classroom hour's credit does not, however, prohibit the need for state appraiser regulatory agencies to evaluate the education, including AQB-approved courses, of each applicant for licensure or certification to assure that the applicant possesses appropriate appraisal qualifying education. The appropriate amount of credit to be awarded to an individual applicant by a state appraiser regulatory agency for an AQB-approved course may be less than the maximum number of classroom hours credit awarded under this Program, depending on the appraiser license or certification classification for which application is made, the state's qualifying education requirements, and the applicant's particular appraisal education background.
- F. Approval of a course as CONTINUING EDUCATION will also include assignment of a maximum number of classroom hours credit not to exceed the total number of scheduled classroom hours of instruction (including examination time if applicable). The appropriate amount of credit to be awarded to an individual licensed or certified appraiser by a state appraiser regulatory agency for an AQB-approved course may, however, be less than the maximum number of classroom hour's credit awarded under this Program, depending on the state's continuing education requirements.
- G. After receiving course approval, the course owner/affiliated entity (such as a state or local chapter of a national organization that owns a course) or authorized entity may represent in any advertising or other materials that the course is an AQB-approved course, provided that the number of classroom hours credit awarded by the AQB for the course are also clearly indicated when the number of credit hours awarded is less than the actual number of scheduled classroom hours and class hours of credit per category as stated in the criteria effective 1/1/08.
- H. Course approval granted to a course owner shall be considered as extending to any entity that conducts or sponsors the course under the auspices or written authorization of the course owner, provided that the course owner:
 - (1) Requires the entity to conduct the course

- (a) Utilizing the OWNER'S course materials (including textbook and examinations, if any) without any change in the materials; and
 - (b) For the same number of classroom hours;
- (2) Requires the entity to conduct the course in accordance with the course OWNER'S policies relating to instructor qualifications, student attendance, course scheduling and course prerequisites (if applicable) or its own policies if they are at least equal to the requirements of this Program;
 - (3) Assumes full responsibility in the event the entity violates any of the provisions of Section 11 relating to withdrawal of approval; and
 - (4) Advises the AQB of the entities entitled to conduct the course under the OWNER'S auspices or written authorization and to claim AQB approval on that basis.
 - (5) Any secondary provider is required to obtain approval of the delivery system in accordance with Section 4 B 2 if the course will be offered by distance education.
- I. Each delivery method of a course will require a separate application and separate delivery system approvals and must be submitted to The Appraisal Foundation at the same time. On multiple delivery systems of the same course that are submitted at the same time the fees shall be, one initial fee in accordance with Section 4 and 50 % of this fee for each additional delivery method submitted.
 - J. Case study courses are limited to classroom offerings only.

Section 3. Eligibility of Applicants for Course Approval

- A. Any school, organization, person or other entity that owns the proprietary rights to a course is eligible to apply for course approval under this Program. For purposes of this Program, the following are considered a "course owner":
 - (1) An entity that owns a course and that conducts the course directly and/or through affiliated entities.
 - (2) An entity that has purchased or otherwise lawfully acquired from the course owner of an AQB-approved course the course materials for such course and that has the right to independently conduct a course using such acquired course materials.
- B. If licensure, approval or accreditation of the course owner as a school by the course owner's resident state is required in order for the course owner to conduct in that

state the course(s) for which AQB approval is sought, then the course owner must have obtained such state licensure, approval or accreditation.

Section 4. Application for Course Approval - Fees

A. Course owners seeking initial AQB approval of their courses must complete the application form prescribed for that purpose by the AQB, submit all information required by the application form and any accompanying instructions, and submit the appropriate application fee(s) as described in paragraph B. An application must be complete before it will be assigned to course reviewers for review.

B. An application fee(s) must be paid for each course submitted by an applicant for initial review and approval as either a qualifying or continuing education course. Additional fees may be required by other entities for approval of distance education courses.

(1) The amount of the fee for each course shall be determined according to the following fee schedule, which is based on the number of actual classroom hours including examination time in the course as indicated by the course owner on the application and the stated delivery method of the course material.

<u>Course Length in Classroom Hours</u>	<u>Fee(s) QE Course</u>
15	\$1,000
16-29.	\$1,200
30 or more	\$1,400
Equivalent 15-hour USPAP initial review	\$1,200
Equivalent 15-hour USPAP renewal	\$400
<u>Course Length in Classroom Hours</u>	<u>Fee(s) CE Course</u>
2-15.	\$800
16-29	\$900
Over 30.	\$1000
Equivalent 7-hour USPAP Update initial review	\$800
Equivalent 7-hour USPAP Update renewal	\$600

(2) Case study courses submitted to the AQB for review will be based on the hourly rate of the estimated time necessary for the reviewer to review the course.

(3) Distance education courses with multiple delivery systems of the same course that are submitted at the same time the fees shall be, one initial fee in accordance with Section 4 and 50 % of this fee for each additional delivery

method. Distance education courses are acceptable to meet class hour requirements if the course delivery mechanism approval is obtained from one of the following sources:

- (a) AQB approved organization providing approval of course design and delivery; or
- (b) an accredited college, community college, or University that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for the distance education courses; or
- (c) a qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity.

Contact the Appraisal Foundation Course Approval Program Administrator for a listing of AQB approved organizations for review of course design and delivery.

- (4) Separate courses may not be combined to reduce the total amount of application fees paid. If a segment of course instruction may be taken by students independently of other segments, or if separate credit is awarded for such segments, then the segment is a separate course for the purpose of application under this Program.
 - (5) The application fee shall be nonrefundable, except that when an application is canceled and returned by the Program Administrator due to incompleteness of the application or ineligibility of the applicant, the application fee shall be refunded except for an administrative fee of \$175 per course.
- C. The identity of an applicant during the application and course review process shall be disclosed only to those persons directly involved in the process. If a course is not approved, the identity of the applicant and the course involved shall continue to be treated by the AQB confidentially. The AQB will exercise its best efforts to protect the confidentiality of course examinations submitted by applicants as part of their course materials.
- D. Applicants may not state in any advertising or other materials that a course is being or has been submitted to the AQB for review. If an applicant violates this provision, the AQB may suspend the review of the course in question until the violation is corrected. If the violation is not corrected within thirty (30) days of notice by the AQB of the problem, then the application may be canceled and the application fee shall be forfeited.

- E. If the AQB finds a course to be deficient and requests that it be resubmitted to review the course materials, a letter indicating the deficiencies in the course will be provided. Resubmissions will be in accordance with Section 10 B.
- F. If a course has been materially revised during the three-year approval period, it must be resubmitted for review and approval. The resubmission must include the completed course matrix for course equivalency to the criteria effective 1/1/08. The provider will be charged a fee of \$125 per course for qualifying education and \$100 per course for continuing education course review of the revised material. Revised material must be shaded, coded or otherwise designated to quickly aid in the review process. Material changes do not include updates year to year such as USPAP courses.

Section 5. Criteria for Approval and Renewal of a Course

In order to be approved as qualifying education, the course must be found to satisfy all the criteria described in this section.

- A. **Current Offering and Presentation Method.**
 - (1) The course must be a current offering of the course applicant that is presented by traditional classroom methods or distance learning methods as described in the current AQB Real Property Appraiser Qualification Criteria.
 - (2) The term “classroom hours” as used in this document shall refer to the classroom hour equivalent as determined by the AQB as part of course approval under this program. In distance learning education courses where classroom attendance cannot be proctored by an on-site official approved by the presenting entity, there must be an acceptable method of ensuring that the student achieves the classroom hour equivalent. Electronic access to the distance education course must also be sent with the paginated paper form to the AQB. All distance courses must include supporting documentation for course delivery approval that complies with Section 4 B 3 above.
 - (3) In the event of a USPAP Course, the course must be reviewed and approved during the current USPAP applicable calendar year.
- B. **Course Description.** The course materials or syllabus must include a course description, which clearly describes the content of the course.
- C. **Summary Outline.** The course materials or syllabus must include a summary outline of major topics to be covered and the number of classroom hours devoted to each major topic.

- D. Learning Objectives. The course materials or syllabus must include a statement of specific learning objectives which:
- (1) are appropriate for a qualifying education course;
 - (2) clearly state the specific knowledge and/or skills students are expected to acquire by completing the course;
 - (3) are consistent with the course description;
 - (4) are consistent with the textbook and/or other instructional materials; and
 - (5) are reasonably achievable within the number of classroom hours allotted for the course.
 - (6) include material to adequately cover the depth and breadth of the required topic area.
- E. Work Assignments. The course materials or syllabus must provide for in-class work assignments and/or out-of-class work/reading assignments if necessary to accomplish the stated learning objectives.
- F. Instructional Materials. Instructional materials to be used by students in the course must:
- (1) cover the subject matter in sufficient depth to achieve the stated course learning objectives;
 - (2) provide appropriately balanced coverage of the subject matter in view of the stated course learning objectives;
 - (3) reflect current knowledge and practice;
 - (4) contain no significant errors;
 - (5) reflect correct grammatical usage and spelling;
 - (6) effectively communicate and explain the information presented;
 - (7) be suitable in layout and format; and
 - (8) be suitably bound/packaged and be produced in a quality manner.
- G. Examination(s). Courses that include multiple topics identified within the Required Core Curriculum, there must be appropriate testing of each component. Course examinations may consist of either a series of examinations or a comprehensive final examination or both if necessary. There must be appropriate testing of each

component in courses that include multiple topics identified within the Required Core Curriculum. The course examination(s) must comply with the following criteria:

- (1) The examination(s) must contain a sufficient number of questions to adequately test the subject matter covered in the course.
 - (2) The amount of time devoted to examinations must be appropriate for the course.
 - (3) Examination questions must, individually and collectively, test at a difficulty level appropriate to measure student achievement of the stated course learning objectives.
 - (4) The subject matter tested by examination questions must be adequately addressed in the course instructional materials.
 - (5) Examination questions must be written in a clear and unambiguous manner.
 - (6) Examination questions must be accurate and the intended correct answer must clearly be the best answer choice.
 - (7) Explain/include requirements for proctored test.
 - (8) No open book exams are permitted.
- H. Prerequisites. The course applicant must have established appropriate prerequisites for any courses other than Basic Real Estate Appraisal Principles and Basic Real Estate Appraisal Procedures or a course on USPAP.
- I. Instructor Qualifications Policy. The course applicant must have a written policy regarding instructor qualifications that requires the use of instructors who satisfy, at least one of the following qualification requirements at a minimum:
- (1) A baccalaureate degree in any field and three (3) years of experience directly related to the subject matter to be taught; or
 - (2) A masters degree in any field and one (1) year of experience directly related to the subject matter to be taught; or
 - (3) A masters or higher degree in a field that is directly related to the subject matter to be taught; or
 - (4) Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught; or

- (5) Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.
- (6) Except for USPAP, the Instructor must have authored, developed or taken the course, or it's equivalent, prior to teaching and must provide evidence thereof. For purposes of the 7-hour and 15-hour National USPAP Courses, the instructor must be an AQB Certified USPAP Instructor and a Certified Appraiser. Refer to the policies for AQB Instructor Certification Program for further details.

The Course Applicant's Policies must include the following:

- J. Attendance Policy. The course applicant must have a written attendance policy that requires student attendance to be verified. For distance education courses where classroom attendance cannot be proctored by an on-site official approved by the presenting entity, there must be a method acceptable to the AQB for ensuring student achievement of the classroom hour equivalent.
- K. Course Scheduling Policy. The course applicant must have established a policy on course scheduling that provides for a maximum of eight (8) classroom hours of instruction in any given day and for appropriate breaks during each class session.
- L. Record Retention. The course applicant must maintain for a period of at least five (5) years accurate records of students' course completion and to fill, within a reasonable period of time, requests for course completion letters or certificates from former students who satisfactorily completed a course.

Section 6. Criteria Specific to Approval of Qualifying Education

In addition to the items listed in Section 5 above, applications shall include the following;

- A. Course Length and Content. The course must be a real estate appraisal course that involves a minimum of fifteen (15) classroom hours of instruction, including examination time, and must comply with the Required Core Curriculum in the Real Property Appraiser Criteria.
- B. Each application for qualifying education will include a course matrix completed by the provider to reflect course hours by topic as shown in the criteria.

Section 7. Criteria Specific to Approval of Continuing Education

In addition to the items listed in Section 5 above, applications will include the following,

- A. Course Length and Content. The course must involve a minimum of two (2) classroom hours of instruction on real estate appraisal or related topics such as

those examples identified in the Required Core Curriculum in the Real Property Appraiser Criteria.

Section 8. Program Administration

- A. The AQB shall designate one person as AQB Liaison. The designee shall be a member of the AQB. The AQB Liaison shall have the following responsibilities:
- (1) Select and make course review assignments to individual Reviewers.
 - (2) Perform a summary review of all courses assigned for review to individual Reviewers.
 - (3) Perform a detailed course review, when an individual Reviewer recommends that a course not be approved, or when the AQB Liaison determines that a recommendation of an individual Reviewer is inconsistent with prior decisions of the AQB.
 - (4) Review the reports of each individual Reviewer regarding reviewed courses.
 - (5) Prepare and submit to the AQB a written report clearly describing his/her recommendation with regard to each course reviewed.
 - (6) Assist the Program Administrator in determining the eligibility of the applicant for a partial refund of the application fee under paragraph C of Section 4.
 - (7) Assist the AQB in assuring that fair and consistent decisions are rendered under the Program.
- B. The Appraisal Foundation's Executive Vice President shall designate a member of the Foundation's staff to serve as PROGRAM ADMINISTRATOR. The Program Administrator shall be responsible for overall administration of the Program, and shall have the following duties:
- (1) Process applications for course approval and renewal of approval;
 - (2) Review applications for completeness and determine (a) eligibility of the course and applicant for consideration under the Program and (b) eligibility of the applicant for a partial refund of the application fee under paragraph B2 of Section 4;
 - (3) Consult with the AQB Liaison, selecting individual reviewers and assigning work to such reviewers;
 - (4) Compile completed reviews and submit them to the AQB Liaison for presentation to the AQB for action;

- (5) Communicate with applicants and others regarding the Program;
 - (6) Maintain all necessary records and periodically publish an updated list of courses approved by the AQB;
 - (7) Assure that the Program is operated in accordance with established policies, procedures and criteria,
 - (8) Assist the AQB Liaison and the AQB in assuring that a fair and consistent decision is rendered under the Program; and
 - (9) Perform other related tasks assigned by the AQB or necessary to assure proper operation of the Program.
- C. The AQB shall appoint and maintain a COURSE REVIEW PANEL consisting of qualified course reviewers from which individual reviewers will be selected to review courses. The Course Review Panel shall be of sufficient size to assure the review of courses in a timely manner. Members of the Course Review Panel shall possess extensive experience in course development reviews or instruction in the real estate or appraisal field and shall possess substantial education and/or experience in the appraisal field.
- D. The AQB Liaison in consultation with the Program Administrator, shall select and make assignments to individual Reviewers who will be responsible for performing a detailed review of the course to determine its compliance with the criteria for approval shown in Sections 5, 6 or 7 as appropriate, and for developing a recommendation as to the appropriate amount of classroom hours credit to be granted and the classroom hours by category as stated in the criteria effective 1/1/08. The following provisions shall govern the selection of individual Reviewers.
- (1) When a qualifying or continuing education course owned by a professional appraisal organization is to be reviewed. the AQB Liaison shall select a reviewer who is not a designated member or a candidate member of that appraisal organization, or who is not otherwise associated with that organization. Associated means an employee, officer, committee member, consultant, or independent contractor such as a course developer or instructor. If no reviewer on the course review panel can meet these criteria, the AQB Liaison shall select the reviewer who has the least amount of involvement with the applicant's organization.
 - (2) No individual Reviewer may participate in reviewing a course if he/she has taught that course within the previous five (5) years or participated in the development of the course.
 - (3) No Reviewer may review a course in which they have a proprietary or financial interest..

- (4) Individual Reviewers assigned to review a course must possess expertise (education and/or experience) in the particular subject matter addressed by the course that is sufficient to enable him/her to conduct a proper review of the course.
 - (5) Each member of the Course Review Panel will be assigned a code number, which will be used in lieu of reviewers' names on all reports from individual Reviewers. Neither applicants nor any other party not directly involved in Program administration or the course review process shall be informed at any time of the names of the reviewers assigned to review a particular course.
- E. When the AQB is reviewing and rendering a decision on the recommendations of individual Reviewers and the AQB Liaison, the AQB shall hold in confidence all information concerning provider and reviewer identities, and all actions taken prior to AQB decision.
 - F. The Program Administrator shall notify applying applicants of the AQB's decision regarding their course(s) within 75 days of receipt of an acceptable application. If the decision is to not approve a course, the notification shall include a clear description of the deficiencies or objections that must be satisfied in order for the course to be reconsidered for approval. If the decision is to approve a course, but the amount of classroom hour's credit awarded or hours per category based upon the criteria is less than the actual number of classroom hours or category hours in the course, an appropriate explanation shall be provided by the AQB.
 - G. Internal correspondence, reports, recommendations or other working papers generated by persons involved in the course review process shall not be made available at any time to applicants or other parties not directly involved in the operation of the Program.

Section 9. Course Review Procedures for Continuing Education and Qualifying Education Courses

- A. Each application for initial approval of a course shall be reviewed by the Program Administrator for completeness and eligibility of the course and applicant for consideration under this Program.
- B. Each eligible course will be assigned to an individual Reviewer selected as described in Section 8. The Reviewer will perform a detailed review of the course to determine its compliance with the criteria for approval described in Sections 5 and 7 for continuing education or Sections 5 and 6 for qualifying education, and will prepare and submit to the Program Administrator a written report clearly describing his/her recommendation. A copy of the Course Reviewer's Evaluation Form and any recommendations will be sent to the AQB Liaison when received. If the recommendation is to not approve a course, the report must clearly delineate the specific deficiencies or objections that must be satisfied before the course can be

reconsidered for approval. If the recommendation is to approve a course, but the recommended amount of classroom hour's credit or hours per topic based upon the criteria is less than the actual number of classroom hours in the course, an appropriate explanation must be provided. The completed "Course Reviewer's Evaluation Form" shall be attached to the Reviewer's report.

- C. The Program Administrator will send a copy of the course material together with the completed application and supporting documents and Staff Review Evaluation Form to the AQB Liaison at the same time the material is sent to the Reviewer. The AQB Liaison shall perform an independent summary review of the course. If, based on this summary review, the AQB Liaison agrees with the recommendation of the Reviewer, the AQB Liaison shall submit to the AQB a recommendation to approve or not approve the course. If based on this summary review, the AQB Liaison disagrees with the recommendation of the Reviewer; the AQB Liaison shall perform a detailed review of the course and the Reviewer's report. If following this detailed review, the AQB Liaison still disagrees with the Reviewer's recommendation, the AQB Liaison shall submit an appropriate report to the AQB. The AQB may then, at its discretion, either accept the AQB Liaison recommendation, the reviewer's recommendation or direct that the course be reviewed by a second individual Reviewer before making a final decision.

Section 10. Reconsideration Rights and Resubmission Procedures.

- A. If an application for course approval is canceled and returned to the applicant due to ineligibility of the course or course applicant, the applicant may resubmit an application at any time after correcting the problem, which caused the application to be canceled and returned.
- B. If an application for course approval, except USPAP courses, is accepted for consideration, but the course is subsequently not approved by the AQB, the course owner/affiliated/authorized entity may, at any time within three (3) months of the AQB's notice of disapproval, resubmit the course for reconsideration. Only one (1) resubmission is permitted and the provider will be charged a fee of \$80 per hour based upon the reviewer's estimate of additional time required for review of resubmitted courses.

Resubmissions made after three (3) months of the AQB's notice of disapproval will be treated as applications for initial approval and will be charged the initial course review fee.

- (1) The resubmission must include a separate document that specifically addresses all the deficiencies or objections identified by the AQB and explain how the course applicant has satisfied each deficiency or objection.
- (2) The resubmitted course will be reviewed by the AQB Liaison. If the AQB Liaison determines that, based on the nature of the deficiencies or objections, additional review by an individual Reviewer is not needed, the

AQB Liaison shall submit an appropriate recommendation for action to the AQB based on his/her evaluation of the resubmission. If the AQB Liaison determines that additional review by an individual Reviewer is needed, such review shall be conducted in accordance with the procedures described in Section 9. If possible, such review will be performed by the same individual Reviewer that previously reviewed the course. In any event, the scope of the review of a resubmission will be limited to determining if the previously noted deficiencies or objections have been satisfied.

- (3) In the event of a USPAP Course, the course must be reviewed and approved during the current USPAP applicable calendar year.
- C. If a course has been approved by the AQB, but the course applicant disagrees with the maximum number of classroom hours credit awarded for the course or hours per topic based upon the criteria, the following options are available to the course owner:
- (1) The course applicant may, within thirty (30) days of the AQB's notice of disapproval and with an additional fee of \$200, request in writing that the AQB reconsider its award of classroom hours credit or hours per topic based upon the criteria. Such request must indicate the number of classroom hours credit or hours per topic based upon the criteria the applicant owner believes is appropriate and must explain why the applicant disagrees with the AQB's decision. Review of any such request for reconsideration will be performed by the AQB Liaison who shall then submit to the AQB his/her recommendation for action on the request. Only one (1) such request for reconsideration of classroom hours credit or hours per topic based upon the criteria will be considered.
 - (2) The course applicant may at any time elect to reject the AQB's approval and withdraw from participation in the Program. If the course applicant elects to exercise this option to withdraw, all application fees are forfeited.
- D. The procedures described in paragraph B above for resubmission of a course, which is not approved, constitute the only option, other than filing another application for initial course approval and fee, for obtaining a reconsideration of an AQB decision not to approve a course. Similarly, the procedures described in paragraph C above constitute the only options available to a course applicant whose course was approved, but who disagrees with the number of classroom hours credit awarded for the approved course. There is no right to appeal an AQB decision under the Program to The Appraisal Foundation or any other body.

Section 11. Withdrawal of Approval by the AQB

- A. Approval may be withdrawn at any time by the AQB upon finding any of the following:

- (1) course material is not contemporary with all current appraisal practice, particularly with any references to the Uniform Standards of Professional Appraisal Practice.
- (2) the course applicant provided to the AQB any false or misleading information in connection with an application for course approval.
- (3) a course is not being conducted in the manner represented to the AQB at the time approval was requested or that a course no longer complies with the criteria for approval.
- (4) the course applicant does not enforce policies relating to course prerequisites, instructor qualifications, student attendance or course scheduling.
- (5) the course applicant utilizes classroom facilities that do not provide an appropriate learning environment.
- (6) the course applicant misrepresents approval of a course by the AQB in any manner, including failure to indicate in any advertising or other material claiming AQB approval the number of classroom hours credit awarded by the AQB when the credit hours awarded are less than the actual number of scheduled classroom hours.
- (7) the course applicant misrepresents any material fact relating to a course.
- (8) the course applicant has failed to maintain for a period of at least five (5) years accurate records of students' course completion and to fill, within a reasonable period of time, requests for course completion letters or certificates from former students who satisfactorily completed a course.
- (9) the course applicant has failed to comply with any provisions of the Policies, Procedures and Criteria for this Program.

Section 12. Renewal of Approval and Fees

- A. Approval of both qualifying education and continuing education courses must be renewed prior to the expiration date. Courses expire three years after the approval date with the exception of USPAP courses, which expire March 31 of the year following approval. Distance education courses will expire either 3 years from AQB approval or expiration of distance education certification, whichever is less. Owners of approved courses will be sent renewal application forms and instructions in a timely manner by the Program Administrator at least 90 days prior to expiration. This notice will advise the owner of the approved course if the course must be reviewed in accordance with paragraph E below or if the 1 time renewal provisions apply. Courses not subject to paragraph E together with the renewal application, along with the required renewal fee described in Paragraph B are due in the office

of The Appraisal Foundation not later than 45 days prior to expiration. Renewal applications filed after expiration will require an application for initial course approval, including the application fee.

- B. The amount of the renewal fee for each course shall be determined according to the fee schedule as stated in Section 4, F.
- C. The criteria for renewal of course approval shall be that which is in effect at the time when renewal is requested. All courses for qualifying education must contain the completed course matrix reflecting course hours per topic shown in the criteria effective 1/1/08. All distance courses must have a current approval for course design and delivery in accordance with Section 4, B (2). However, unless notified otherwise, owners of approved courses are not required to submit course materials or other supplemental course information with the renewal application. The renewal application will require owners to identify and explain in detail any revisions to approved courses or related policies that were not approved in advance by the AQB. Renewal of approval may also be denied if any of the grounds for withdrawal of approval described in Section 11 are found to exist at the time renewal is being considered.
- D. If there are no revisions to approved courses or related policies, the renewal application will be processed by the Program Administrator and submitted to the AQB liaison for approval by the AQB. If there are revisions to approved courses or related policies that were not approved in advance by the AQB, the following procedures shall be followed:
 - (1) The AQB Liaison will review the course revisions provided by the applicant with the renewal application. Reasonable course revisions and updates are encouraged; however, such revisions must not be so extensive that they substantially alter the scope of the course and effectively create a new and different course.
 - (2) If the AQB Liaison determines that the course revisions are so extensive that they have the effect of creating a new and different course, renewal of approval will be denied and the course applicant will be advised to submit for initial course approval and pay the required fee as described in Section 4. In this event, there shall be no further review by an individual Reviewer unless subsequently ordered by the AQB in connection with the resubmission of the revised course for renewal in accordance with the procedures described in Section 9.
 - (3) If the AQB Liaison determines that the revisions are within acceptable parameters as described in (1) above but that a detailed review by an individual Reviewer is not required, the AQB Liaison will develop and submit an appropriate recommendation for actions to the AQB.

- (4) If the AQB Liaison determines that the revisions are within acceptable parameters as described in (1) above but that a detailed review by an individual Reviewer is required, then such review will be performed in accordance with the appropriate review procedures for initial course approval described in Section 9. If possible, such review will be performed by the same individual Reviewer that reviewed the course at the time of initial approval. The fee for such review will be determined prior to the submission.
- E. The AQB reserves the right to conduct a full review of any approved course for any reason in connection with any annual renewal of course approval or at any other time. All courses that expire at the end of any renewal will be submitted as required in Section 5, 6 or 7 as applicable.
- F. The provisions of Section 10 relating to Reconsideration Rights and Resubmission Procedures shall also be applicable with regard to the renewal of course approval.

Section 13. Amendments to Policies, Procedures and Criteria

Amendments to these Policies, Procedures and Criteria may be made by the AQB without advance notice to course applicant or other parties and will be effective upon the date of adoption by the AQB.

Course owners will be required to comply with the Policies and Procedures in effect at the time of approval or renewal. However, it is the duty and obligation of the AQB to provide reasonable notice of such amendments to course providers after they become effective.