

# KENTUCKY REAL ESTATE APPRAISERS BOARD

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Frankfort, KY 40601  
(502) 564-4000  
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## APPLICATION FOR COURSE APPROVAL

### COURSE TYPE AND OCCURENCE

Select ALL that apply

- |   |  |  |                               |
|---|--|--|-------------------------------|
| <input type="checkbox"/> Qualifying Education Course (\$100 fee per course)                   | <input type="checkbox"/> Initial Application | <input type="checkbox"/> Renewal Request |                               |
| <input type="checkbox"/> Continuing Education Course (\$50 fee per course)                    | <input type="checkbox"/> Synchronous         | <input type="checkbox"/> Asynchronous    |                               |
| <input type="checkbox"/> Both Qualifying & Continuing Education Course (\$100 fee per course) | <input type="checkbox"/> Classroom           | <input type="checkbox"/> Online          | <input type="checkbox"/> Both |

Classroom Location:

### ADMINISTRATOR DEMOGRAPHICS

Name of Education Provider

Name of Program Administrator

Phone Number

Email Address

Mailing Address

Address Where Records Are Kept

### EDUCATION COURSE INFORMATION

Course Title and Number

Number of Classroom Hours:

List of Instructors:

Number of Exam Hours:

Does your organization have ownership of the course materials?  Yes  No

Owner's Name (if "no" is selected above): \_\_\_\_\_

- Applicant owns the course and conducts the course itself and/or through affiliated entities (such as state chapters of a national organization).
- Applicant is an affiliated entity of an entity which has previously obtained KREAB approval of the course, and the applicant will conduct this same course. Therefore, the applicant cannot claim KREAB approval through the entity and applies as a course owner in its own right.

Name of parent entity with KREAB approval of the course: \_\_\_\_\_

- Applicant has acquired from the owner of a KREAB-approved course the course materials and the right from the owner to independently conduct the course using such acquired materials.

Name of owner with KREAB approval of the course: \_\_\_\_\_

*Regardless of type of eligibility as indicated above, the applicant represents that they own the course materials or otherwise have the right to use the course materials in the course for which they seek approval, and to the best of their knowledge, those materials do not infringe on the copyright or other rights of third parties.*

# APPLICATION FOR COURSE APPROVAL

## REQUIRED ATTACHMENTS

### **Initial** Qualifying & Continuing Education Courses

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Education Course Application | <input type="checkbox"/> Materials for course instructor use          |
| <input type="checkbox"/> Course Description                     | <input type="checkbox"/> Sample copy of an official transcript        |
| <input type="checkbox"/> Timed Course Outline                   | <input type="checkbox"/> Copy of legal documents to support an answer |
| <input type="checkbox"/> Learning Objectives                    | <input type="checkbox"/> Instructor qualifications                    |
| <input type="checkbox"/> Instructional Material for Students    | <input type="checkbox"/> Distance Education (AQB & IDECC Approvals)   |

### **Renewal** Qualifying & Continuing Education Courses

- Completed Education Course Application
- Changes to the Course Material/Instructors
- Timed Course Outline
- Distance Education (AQB & IDECC Approvals)

### Additional Qualifying Education Attachments (Optional)

- Sample of Final Examination & Answer Key
- License from KY State Board for Proprietary Education, if applicable

## USPAP COURSE SUBMISSIONS

### How will the student be provided with a copy of the course material?

#### **USPAP (select one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Purchase bound copies or CD-ROM   | <input type="checkbox"/> Student will provide their own copy (Course provider or instructor must ensure the student possesses a current and valid copy of USPAP) |
| <input type="checkbox"/> Downloadable searchable version (only permissible for distance education providers) |  |

#### **Student Manual (select one):**

- |  |   |
|--|---|
| <input type="checkbox"/> Purchase copies via license agreement | <input type="checkbox"/> Student will provide their own copy (Course provider or instructor must ensure the student possesses a current and valid Student Manual) |
| <input type="checkbox"/> Purchase bound copies                 |   |
| <input type="checkbox"/> Equivalent manual                     |   |

## CERTIFICATION

I certify that the foregoing information provided in this application and on all following attachments is true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

\_\_\_\_\_  
Signature of Education Provider Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title