



**Board of Real Estate Appraisers**

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**REA QE & CE COURSE APPLICATION - REQUIRED DOCUMENTATION**

- Traditional Classroom Course
  - a. Application
  - b. Application fee
  - c. AQB approval
  
- Online Course
  - a. Application
  - b. Application fee
  - c. AQB approval
  - d. Delivery Mechanism Approval - 1 of the following is required:
    - i. IDECC approval
    - ii. Appraisal Foundation CAP approval
  
- Traditional classroom course **without** AQB approval, or  
Online course **without** AQB and/or delivery mechanism approval
  - a. Application
  - b. Application fee
  - c. Course description
  - d. Course schedule
  - e. Timed course outline
  - f. Learning objectives
  - g. Instructional materials for students (textbooks, handouts, etc.)
  - h. Policy covering instructor qualifications
  - i. Policy covering attendance
  - j. Sample certificate of completion
  - k. Instructor(s) resume/bio
  - l. Qualifying Education Courses – Must also submit:
    - a. Topic Matrix
    - b. Sample of final exam and answer key

**ADDITIONAL INFORMATION**

1. Refunds will not be issued for incomplete or denied applications.
2. For further information regarding CE provider and course approvals see the board's incorporation by reference administrative rule - [24.207.203](#).
3. The course expiration date will be the expiration date shown on the AQB approval, delivery mechanism approval, or 3 years from the date of the board's approval – whichever is the soonest.