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.

Updated 6/2022