

APPLICATION CHECKLIST FOR RENEWAL OF COURSE APPROVAL FOR REAL ESTATE APPRAISER CONTINUING EDUCATION AND PRELICENSURE COURSES

The following checklist is for your use in assembling and submitting the materials required for your application to offer courses. **You do not have to return this form.**

- Renewal of Real Estate Appraiser Continuing Education and Prelicensure Course Approval Application and Notice. (BCS/LAP-100R)
- Topic Matrix (Required for all Prelicensure Courses)
- Proprietary School Unit License (Proprietary Schools Only)
- Timed Course Outline & Detailed Course Description – Must include:
 - ➔ Sponsor Name, Address and Telephone Number
 - ➔ Name of the Subject(s) to be taught
 - ➔ Number of minutes each subject is given, inserting number of minutes for any breaks or lunch – (Minimum of one [1], 15-minute break is mandatory for each two hours of instruction)
- Detailed Course Description
 - ➔ Written summary/description of course (Instructor notes, Powerpoint, etc.)
- List of textbooks and/or reference materials to be used
- IDECC Certification (Distance Courses)
 - ➔ Required for all distance education courses.
- AQB Approval
 - ➔ If course is AQB approved submit a copy of approval letter.
- Sample Certificate of Completion – Must contain, at a minimum:
 - ➔ The name of the student
 - ➔ The name of the sponsor & sponsor number
 - ➔ The name of the course attended
 - ➔ The number of classroom hours completed by the student.
 - ➔ The date of course completion
 - ➔ Signature of Sponsor Coordinator or Instructor

RENEWAL

BCS/LAP-100R (01/09)

Michigan Department of Energy, Labor & Economic Growth
Bureau of Commercial Services
Testing, Education & Program Services
P.O. Box 30018, Lansing, MI 48909
Telephone: 517-241-9231
www.michigan.gov/bcstesting

Current Course Approval Name	Current Course Approval Number
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RENEWAL OF REAL ESTATE APPRAISER CONTINUING EDUCATION AND PRELICENSURE COURSE APPROVAL APPLICATION AND NOTICE

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

This document can be completed on-line, printed and mailed to Testing, Education & Program Services. This form cannot be submitted electronically. If you need to clear the form for any reason, click the clear button.

Instructions: Sponsor should complete the application, Part A, B, C, and D where applicable and submit all required documentation. Upon approval, a copy of this form will be returned with part E completed for the Sponsor's records. If you are requesting approval for a prelicensure course, complete the Topic Matrix (BCS/LAP-100A) that is attached. **NOTE:** Current course numbers may be changing. E-mailed and faxed forms will not be accepted.

A. COURSE INFORMATION (Complete one form for each course offered; information listed will appear on the department website.)

Course Name		Sponsor Name	
Web Address		E-mail Address	
Number of Classroom Hours	Course Type <input type="checkbox"/> Online <input type="checkbox"/> Con-Ed <input type="checkbox"/> Prelicensure (Complete Topic Matrix)	Sponsor Telephone Number	MI Sponsor Number, If Known
Sponsor Type <input type="checkbox"/> College or University <input type="checkbox"/> Government Agency	<input type="checkbox"/> Nonprofit Assoc. <input type="checkbox"/> Proprietary School	Proprietary School State Approval <input type="checkbox"/> MI License #:	<input type="checkbox"/> Out-Of-State - Submit copy of approval to operate
Contact Person/Coordinator	Complete Address of Sponsor		
Contact Person Telephone Number	City, State, Zip Code		

B. ATTENDANCE POLICY

How is attendance monitored? <input type="checkbox"/> Sign In <input type="checkbox"/> Other - Please describe:
Is there a class makeup policy? If yes, please describe <input type="checkbox"/> Yes <input type="checkbox"/> No

C. INSTRUCTOR QUALIFICATIONS

Instructor Name(s)	License Type	License No.	If not an appraiser, explain qualifications

D. EXAM INFORMATION (Required for Prelicensure Courses Only)

Describe method of grading (include passing/failing scores)
Describe other standards student must meet to pass the course

E. DEPARTMENT APPROVAL (For Office Use Only)

Sponsor Number	Course No. Assigned	Hours Approved	Approval Signature
Can Be Applied Toward <input type="checkbox"/> Prelicensure <input type="checkbox"/> Con-Ed	Course Type - Prelicensure Only <input type="checkbox"/> Res <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both		Date Approved

TOPIC MATRIX

General Matrix Model													
Revised AQB Real Property Appraiser/Criteria		Qualification Criteria Hours											
Core Curriculum		Appraiser Trainee			Licensed Residential			Certified Residential			Certified General		
Guide Note 1 Curriculum Content		Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.
GN-1 Subtopics		Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.
General Appraiser Report Writing & Case Studies (30 Hours)													30
A.	Writing & Reasoning Skills												
B.	Common Writing Problems												
C.	Report Options & USPAP Compliance												
D.	Case Studies												
	Exam Hours												
Appraisal Subject Matter Electives (20 Hrs Cert. Res.) (30 Hrs Cert. Gen.)											20		30
Exam													
TOTAL HOURS		75			150			200			300		