

INSTRUCTIONS FOR REAL ESTATE APPRAISER CONTINUING EDUCATION & PRELICENSURE COURSE AND SPONSOR APPROVAL

Classes May Not Be Scheduled or Advertised Until Sponsor Has Received Approval from the Department (Includes Advertising as “Pending Approval”)

GENERAL INFORMATION

Michigan’s education program is regulated by law and rule. Therefore, all approved Sponsors, whether they are located in or outside the State of Michigan are required to be in compliance with the regulations.

Sponsors must receive Department approval for all educational material offered to licensees. Education curricular may either be purchased from an already-approved source or written by the Sponsor and submitted for approval. If purchasing material that has already been approved, the application approval process generally takes less time.

Pursuant to Rule Sec. 2617, all required educational courses shall be offered by one of the following sponsors:

- An institution of higher education authorized to grant degrees, being a college, university, or community or junior college
- A private school licensed by the department of education under 1943 PA 148, MCL 395.101 to 395.103, or authorized to operate in any other state or jurisdiction
- A state or federal agency or commission
- A nonprofit association related to real property or real property appraisal

For Private Occupational Schools, application must be made to the Michigan Department of Licensing and Regulatory Affairs, Proprietary School Unit, by any private entity wishing to offer Real Estate Appraisal courses for prelicensure credit. Approval by the Proprietary School Unit is given in conjunction with Testing, Education & Program Services. Approval cannot be issued until all items are coordinated between the two units. You can contact the Proprietary School Unit at (517) 373-6774, or visit their website at www.michiganps.net, for information regarding the requirements for obtaining a proprietary school license.

APPLICATION PROCESS

When filing a Sponsor application, the following documents are required. Please refer to the checklist to ensure that your application is complete before submitting it. Incomplete applications will be denied if all required information is not received.

- 1. Real Estate Appraiser Continuing Education and Prelicensure Course Approval Application and Notice. (BCS/LAP-100)**

This must be complete in its entirety in order to be processed.

Instructor Approval Section -

A sponsor must submit a list of any instructors previously approved within the last three years (an instructor can be added to the list even if they were approved for a different sponsor).

A sponsor shall select as instructors only individuals who can demonstrate mastery of the material being taught and who possess one of the following qualifications pursuant to Rule 309(3):

- a) Experience as a faculty of an institution of higher education that is authorized to grant degrees.
- b) A state licensed, certified residential, or certified general appraiser with 3 years of appraisal experience.
- c) Other experience acceptable to the sponsor for courses other than prelicensure courses.
- d) Instructors of the USPAP shall comply with the AQB instructor certification program as required by the real property appraiser qualification criteria

NOTE: Per AQB, USPAP Continuing Education credit shall only be awarded when the course is instructed by at least one AQB certified instructor who is **also** a state certified appraiser. For Prelicensure Education, at least one of the course instructors must be an AQB Certified USPAP instructor who is also a state certified appraiser.

2. Topic Matrix (BCS/LAP-100A) (Prelicensure Courses Only)

This is required for all prelicensure courses.

3. Timed Course Outline/Detailed Description

Include a detailed outline of the subject matter to be covered. This must indicate how many minutes will be given to each subject as well as the total number of classroom hours requested for the course as it will appear in the student syllabus.

The detailed description must contain information which allows the state to determine whether it is accurate and relevant, based upon law and rule. You may want to include objectives and/or a written summary of the course.

i.e. Syllabus, detailed curriculum including a list of textbooks or reference materials to be used, or similar information pursuant to Rules 317(2)(f) or 321(2)(f).

4. A copy of the Certificate of Completion

Sponsor shall issue a certificate of completion to a licensee who successfully completes a prelicensure education course continuing education course or who completes the entire course and receives a passing grade in a prelicensure education course per Rule 319(2) and 323(2) respectively.

Please review the Application Checklist for the information to be included on this form. Certificates must list all department-assigned course approval numbers for each course taught. This will help avoid the possibility that a licensee completes a duplicate course for which credit will not be granted.

5. Course Approval for DISTANCE EDUCATION

The Course must meet one of the following criteria per Rule 309(2)(b):

- a) The course has been presented by an accredited college or university that offers distance education programs in other disciplines.
- b) The course has received approval of the International Distance Education Certification Center (IDECC) for the course design and delivery mechanism AND either of the following:
 - i. The approval of the appraiser qualification board (AQB) through the AQB course approval
 - ii. The approval of the licensing or certifying jurisdiction
 - iii. The course meets 15 classroom hours for prelicensure courses and 2 classroom hours for continuing education courses and offers a written proctored examination

NOTE: 1 classroom hour indicates 60 minutes and at least 50 minute instruction.

[Alternative Version] Course Delivery Mechanism Approval (DISTANCE ONLY)

A distance education course is acceptable to meet class hour requirements if the course delivery mechanism approval is obtained from one of the following sources:

- c) AQB approved organizations providing approval of course design and delivery; or

- d) A college that qualified for content approval that awards academic credit for the distance education course; or
- e) A qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporate interactivity

AFTER COMPLETION OF A COURSE

6. Course Report/Verification of Attendance

Within 15 business days after a course ends; a sponsor shall certify to the department the names of students who complete an approved course by a method or on forms approved by the department. (BCS/LAP-120)

ADDITIONAL INFORMATION

- 7. If a sponsor requests approval to teach six hours, the participant must complete the entire course to receive credit. For example, if a licensee needs only two hours to complete the CE requirement and enrolls in an approved, six-hour course, he/she is required to complete the entire course in order to receive a completion certificate. They may not complete just two hours and receive credit.

8. Students Records

Prelicensure. Rule 319(1) A course sponsor shall establish and permanently maintain a record for each student. The record shall contain all of the following information:

- a) The student's name and address
- b) The student's date of birth
- c) The number of classroom hours attended
- d) The title of the course and the department's course completion number
- e) The date of course completion
- f) The student's grade
- g) The student's real estate appraiser license number, if applicable

Continuing Education. Rule 323(1) A course sponsor shall establish and permanently maintain a record for each student. The record shall contain all of the following information:

- a) The student's name and address
- b) The number of classroom hours attended
- c) The title of the course and the date of course completion

- 9. **Processing Timeframes.** Please allow **60 days** for processing. The department will notify you in writing of approval, notice of incomplete application, or denial.

10. Advertising. Remember that courses cannot be advertised, scheduled, or held until they have been approved by the Department.

If all of these instructions are followed carefully, it will help ensure that the application is complete. If there is any information contained herein that is not clear, applicants are encouraged to contact Testing, Education & Program Services Unit for assistance at 517-241-9231. Thank you for your cooperation and attention to the information presented here.

APPLICATION CHECKLIST FOR 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.**

- Real Estate Appraiser Continuing Education and Prelicensure Course Approval Application and Notice (BCS/LAP-100)**
 - ✓ Per AQB, distance education courses must include a written examination proctored by an official approved by the college or university, or by the sponsoring organization.
- Topic Matrix** (required for all Prelicensure Courses)
- Proprietary School Unit License** (required for Prelicensure Courses for 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 15 minute break is mandatory for each two hours of instruction
- Detailed Course Description**
 - ✓ Written Summary/description of course/detailed curriculum (Instructor notes, Syllabus, PowerPoint, etc.)
- IDECC Certification** (required for Distance Education Courses)
- Copy of Approval Letter for AQB Approved Courses** (if applicable)

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Testing, Education & Program Services
P.O. Box 30018, Lansing, MI 48909
517-241-9231 Fax: 517-241-7539
www.michigan.gov/bcstesting

Sample Certification of Completion – Must Include:

- ✓ 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
- ✓ The signature of the course coordinator or instructor
- ✓ The course approval number assigned by the department
- ✓ The student's license number (For Continuing Education)

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

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.

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 (Optional except for Prelicensure Courses)

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)													
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.)													
Exam													
TOTAL HOURS		75			150			200			300		

