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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING & REGULATORY AFFAIRS  
LANSING

STEVEN H. HILFINGER  
DIRECTOR

## **NOTICE TO: REAL ESTATE APPRAISER SCHOOLS/SPONSORS**

### **RE: RENEWAL OF PRELICENSURE & CONTINUING EDUCATION COURSES**

If you wish to renew any course you must complete a renewal application and the required attachments for each course. We also ask that you submit a list of all courses you will not be renewing. Attached is the application (BCS/LAP-100R) Renewal of Continuing Education and Prelicensure Course Approval Application and Notice, or you can visit our website at [www.michigan.gov/bcstesting](http://www.michigan.gov/bcstesting) for additional copies of this form.

#### **NOTE:**

**Course renewal forms must be received by the department at least 60 days before the expiration date. If a satisfactorily completed renewal form is not received by the department by the expiration date, the course shall cease to be departmentally approved beyond the expiration date. Course renewal forms are not valid and shall not be accepted by the department after the expiration date. Sponsors requesting approval of course renewal after the expiration date, or approval if the course has changed in content, number of hours & matrix from the original approval, must submit on an original course approval application, form BCS/LAP-100 available at our website.**

If you have any questions you can contact us at (517) 241-9231 or you can e-mail us at [bcseducation@michigan.gov](mailto:bcseducation@michigan.gov).

**The renewal forms and all required attachments must be received by the department no later than 60 days before the expiration day. Please mail to:**

Michigan Department of Licensing & Regulatory Affairs  
Bureau of Commercial Services  
Testing, Education & Program Services  
P.O. Box 30018  
Lansing, MI 48909

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Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

BUREAU OF COMMERCIAL SERVICES  
P.O. BOX 30018 • LANSING, MICHIGAN 48909  
[www.michigan.gov/bcs](http://www.michigan.gov/bcs)

## **APPLICATION CHECKLIST FOR COURSE RENEWAL 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-100R)**
  - ✓ 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)
- 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

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Commercial Services  
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P.O. Box 30018, Lansing, MI 48909  
517-241-9231 Fax: 517-241-7539  
[www.michigan.gov/bcstesting](http://www.michigan.gov/bcstesting)

- ✓ The course approval number assigned by the department
- ✓ The student's license number (For Continuing Education)

# RENEWAL

BCS/LAP-100R (03/12)  
 Michigan Department of Licensing and Regulatory Affairs  
 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

**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 (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

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## 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.
<b>General Appraiser Report Writing &amp; Case Studies (30 Hours)</b>													30
A.	Writing & Reasoning Skills												
B.	Common Writing Problems												
C.	Report Options & USPAP Compliance												
D.	Case Studies												
	Exam Hours												
<b>Appraisal Subject Matter Electives (20 Hrs Cert. Res.) (30 Hrs Cert. Gen.)</b>											20		30
<b>Exam</b>													
<b>TOTAL HOURS</b>		<b>75</b>			<b>150</b>			<b>200</b>			<b>300</b>		

