



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
 7 Eagle Square, Concord, NH 03301-2412
 Phone: 603-271-2152

REQUEST FOR COURSE APPROVAL

Submitted By:	Date:	Is this class for Qualifying Education? <input type="checkbox"/> Yes <input type="checkbox"/> No
Course Title:		Is this class for Continuing Education? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has this class been previously offered? <input type="checkbox"/> Yes <input type="checkbox"/> No		AQB Approval? <input type="checkbox"/> Yes <input type="checkbox"/> No
		IDECC Approval? <input type="checkbox"/> Yes <input type="checkbox"/> No
Education Hours:	Exam Hours:	Total Hours:
Method of Presentation		
<input type="checkbox"/> Traditional Classroom/ synchronous	<input type="checkbox"/> Internet - asynchronous	<input type="checkbox"/> Hybrid Course
School Information		Contact Person Information
Name:		Name:
Address:		Address:
Fax:		Fax:
Phone Number:		Phone Number:
Email:		Email:
For all Submissions Please Include: <input type="checkbox"/> Timed Outline <input type="checkbox"/> Instructor Qualification Criteria <input type="checkbox"/> Student and Instructor Materials <input type="checkbox"/> AQB/IDECC approval letters (if applicable)		For Qualifying Education Please Also Include: <input type="checkbox"/> Sample Final Exam & Answer Key <input type="checkbox"/> List of Course Prerequisites <input type="checkbox"/> Passing Grade Requirements

All courses approved for education will be listed on the Board Web Site: www.oplc.nh.gov/nh-real-estate-appraisers-education-certification-requirements

QUALIFYING EDUCATION:

Rab 302.12 Qualified Course Credit. For the purposes of meeting the requirements of Rab 302.09:

- (a) Each course of instruction shall be for a duration of at least 15 hours;
- (b) To receive credit for a course taken, the applicant shall achieve a passing score on an examination that tests the subject area of the course of instruction;
- (c) Where the qualifying education course includes multiple topics identified within the Required Core Curriculum, testing of each component shall be required and the applicant shall comply with (b) above for each such component; and
- (d) Each course of instruction shall be approved by the board pursuant to the criteria set forth in Rab 302.17

Rab 302.13 Course Providers. For the purposes of meeting the requirements of Rab 302.09 formal instruction shall be provided by any of the following:

- (a) Colleges or universities;
- (b) Community or junior colleges;
- (c) Real estate appraisal or real estate related organizations, including but not limited to the appraisal sponsors of the Appraisal Foundation, or the National Association of Realtors® and its affiliates;
- (d) State or federal agencies or commissions;
- (e) Proprietary schools; or
- (f) Providers offering courses approved by the board pursuant to Rab 302.16.
- (g) The Appraisal Foundation or its Boards.

Rab 302.15 Course Content. The content of course instruction shall meet the minimum requirements of the AQB's Core Curriculum as detailed in their Guide Note 1: AQB Guidance for Curriculum Content adopted January 1, 2008.

Rab 302.16 Standards for Approval of Courses. A course to be approved by the board shall comply with the following criteria:

- (a) The content of the course of instruction shall be within those subject areas set forth in Rab 302.15;
- (b) The course shall have been approved by the AQB's Course Approval Program (CAP).
- (c) Courses of instruction shall test competency in the subject area of the course through the use of a final examination;
- (d) Final examinations shall consist of at least one hour of examination time for each 15 classroom hours of instruction; and
- (e) Final examinations shall include questions that test the student's knowledge of the subject area of the course of instruction. Course providers shall submit sample examination questions to the board that indicate such examinations test knowledge.

Rab 302.17 Criteria for Course Approval.

- (a) Course outlines, syllabi and examinations shall be reviewed by the board for appraisal content and approved if the instruction indicated conforms to AQB standards.
- (b) The board shall waive the requirement for CAP approval for good cause including but not limited to financial impracticability of applying for CAP approval if the course provider submits a written request to the board that includes the provider's explanation of why the course should be approved by NH without CAP approval.
- (c) If the board grants the waiver from CAP approval, the course provider shall submit to the board:
 - (1) Sufficient materials to demonstrate that the course complies with Rab 302.16 and all other AQB requirements; and
 - (2) An explanation of which portions of the required curriculum their course is intended to satisfy.

(d) A course provider seeking to offer a course that has already been approved by the board shall submit evidence that it has the course owner's permission to teach that course and evidence that the instructor's qualifications meet or exceed those required to teach the course.

Rab 302.18 Distance Education. Distance education shall not be used for qualifying education.

CONTINUING EDUCATION:

Rab 403.01 Purpose. The purpose of continuing education requirements for the renewal of apprentice classifications, appraiser licenses and certificates is to ensure that the appraiser participates in a program that maintains and increases his or her skill, knowledge and competency in real estate appraising.

Rab 403.02 Specific Renewal Requirements. To be eligible for renewal of an apprentice classification, appraiser license or certificate, the applicant shall meet the continuing education requirement for renewals developed by the AQB and the requirements of these rules:

(a) The apprentice or appraiser shall take the equivalent of at least 14 class hours of instruction in courses or seminars for each year of practice during the period preceding the renewal;

(b) Appraisers shall successfully complete the 7-Hour National USPAP Update Course, or its equivalent, every 2 calendar years. Equivalency shall be determined through the AQB Course Approval Program or by an alternate method established by the AQB; and.

(c) USPAP continuing education credit shall be awarded only when the course is taught by at least one AQB certified instructor who is in good standing as a certified residential appraiser or a certified general appraiser,; or through any USPAP courses meeting the AQB distance education criteria,;

(d) Continuing education credit will not be recognized for any repeat program attended or completed within an appraiser's 2 year continuing education cycle; and

(e) Instructors under (c) above shall meet the requirements established by the AQB in "The Real Property Appraiser Qualification Criteria and Interpretations of the Criteria – Version 4," 1-1-2008 Edition, and these rules.

Rab 403.03 Credit.

a) Credit toward meeting the continuing education requirement for renewal shall be granted only for:

(1) Courses provided by any of the organizations or individuals outlined in Rab 302.13 which meet the requirements for board approval; and

(2) Courses which include instruction in any one or more of the following subject areas:

- a. Ad valorem taxation;
- b. Arbitration and dispute resolution
- c. Courses related to practice of real estate appraisal or consulting;
- d. Development cost estimating;
- e. Ethics and standards of professional practice, USPAP;
- f. Land use planning, zoning;
- g. Management, leasing, timesharing;
- h. Property development, partial interests;
- i. Real estate law, easements and legal interests;
- j. Real estate litigation, damages, condemnation;
- k. Real estate financing and investment;
- l. Real estate appraisal related computer applications;
- m. Real estate securities and syndication;
- n. Green building;
- o. Seller concessions;
- p. Developing opinions of real property value in appraisals that also include personal property; and
- q. Business value.

(b) Up to one half of an individual's continuing education requirement may also be granted for participation, other than as a student, in appraisal educational processes and programs. Credit for instructing any given course or seminar shall be awarded only once during a continuing education cycle.

(c) Educational offerings taken by an individual in order to fulfill the class hour requirement for a different classification than his/her current classification may be simultaneously counted towards the continuing education requirement of his/her current classification.

(d) A certificate of completion shall be delivered to the student upon successful completion of the course and, if applicable, confirmation of a satisfactory score on the final examination. The certificate shall state at a minimum, the student's name, the course name, the name of the provider, the completion date and the credit hours awarded.

Rab 403.06 Distance Education.

(a) No more than 50% of a renewing appraiser's required continuing education hours may be obtained via distance education.

(b) Distance education activities shall include a verifiable written proctored examination which tests the licensee's comprehension of the content of that course or program.

Rab 403.07 Standards for Approval of Continuing Education Courses.

(a) Continuing education credit shall be granted only for courses approved by the board. A list of currently approved courses shall be provided by the board upon request.

(b) The content of the course of instruction shall be within those subject areas set forth in Rab 403.03(a)(23);

(c) Credit towards the continuing education hour requirements for each appraiser classification shall be granted only where the length of the educational offering is at least 2 hours.

(d) Course providers shall submit an application for approval provided by the board, including as attachments all additional materials listed in that application.

(e) The board shall approve continuing education courses if it determines that:

- (1) The application demonstrates compliance with (b) – (d) above;
- (2) The course is led by an instructor with sufficient experience in and mastery of the subject matter of the course;
- (3) The course is sponsored by a group or individual possessing the intent and ability to produce a course of sufficient quality to improve or establish an appraiser's competence; and
- (4) The course is organized in such a way as to fulfill the objectives of the course and the overall purpose of continuing education.

Rab 403.08 Additional Standards for Approval of Distance Education Courses.

(a) A distance education course provider shall not seek board approval pursuant to Rab 403.07 until the distance education course has been approved by the AQB Course Approval Program and the course design and delivery method has been approved by an organization authorized by the AQB to provide such approval. Distance education courses that are currently approved by the board but not by the AQB shall continue to be accepted for credit only until such approval expires.

(b) An approved distance education course/seminar shall be subject to random review by the board at any time. If the results of that review indicate that the approval criteria in Rab 403.07(e) are no longer being met, the board shall, after notice and opportunity for hearing, revoke approval for that distance education course. The provider shall be notified of the board's decision in writing. Revocation of the previously granted approval shall become effective 45 days from the date of decision. Appraisers having taken that offering prior to the revocation's effective date shall still be granted credit for completing that course.