

ASC Minimum Education Review and File Documentation

AQB/CAP Approved Qualifying and Continuing Education:

With the exceptions of the 7 and 15-Hour National USPAP equivalency courses, Education Providers and Appraiser Regulatory Programs are not required to utilize the AQB/CAP Approval Program. In the event that a provider has obtained AQB/CAP Approval and the jurisdiction relies upon such approval as a basis for the Jurisdiction's course approval, the following file documentation is sufficient.

Primary Provider (Distance and Classroom Education):

- ✓ AQB/CAP Approval Letter
 - The provider name on the CAP Approval letter must match the name of the Provider submitting the Course to the Board/Department for approval.
 - The Expiration date on the CAP approval letter must be current at the time of Board/Department approval and the provider must acknowledge that the approval is contingent upon the provider maintaining CAP Approval.
- ✓ The Board/Department-issued Approval Letter or Certification
 - This document should include language that references the Provider's obligation to maintain CAP approval as a condition to maintain Board/Department approval.

Secondary Provider (Classroom Education):

- ✓ AQB/CAP Approval Secondary Provider Record
 - This can be printed out from the Appraisal Foundation web site (www.appraisalfoundation.org) by selecting Secondary Providers after logging into AQB Course Approval Program (password required¹).
 - The Contract Expiration date on the CAP approval record must be current at the time of Board/Department approval and the Secondary Provider must acknowledge that the approval is contingent upon maintaining CAP Approval.
- ✓ The Board/Department-issued Approval Letter or Certification
 - This document should include language that references the Provider's obligation to maintain CAP approval as a condition to maintain Board/Department approval.

Secondary Provider (Distance Education):

- ✓ AQB/CAP Approval Secondary Provider Approval Record (same as Above)
- ✓ IDECC Distance Education Certification²
 - The provider name on the IDECC Certification must match the name of the Secondary Provider submitting the Course to the Board/Department for approval.
- ✓ The Board/Department-issued Approval Letter or Certification
 - This document should include language that references the Provider's obligation to maintain CAP approval as a condition to maintain Board/Department approval.

¹ Passwords are issued by the Appraisal Foundation. Register for a password at www.appraisalfoundation.org by selecting "AQB Course Approval Program" and then "Register for an Account".

² The IDECC Certification may be obtained from the course approval applicant or by visiting www.idecc.org : select "Certified Courses" and enter the search criteria. Select the "View the Course Summary Certificate" option from the record of the desired course then print (a password is not required).-

USPAP:

When reviewing the *7 and 15-Hour National USPAP Courses*, it is important to note that nothing can be added or omitted from the timed outlines, however, there is leeway on how much time is spent on each topic³.

The 15 and 7-Hour National USPAP Courses (classroom)

- ✓ Timed Course Outline
 - This must be consistent with the outline published by the AQB
- ✓ AQB USPAP Instructor Certificate⁴
- ✓ Evidence of an AQB-Certified instructor's current Certified Residential or General Appraiser credential
 - Credentials may be verified by visiting www.ASC.gov and selecting "National Registry" and then "Standard Query". A password is not required⁵

The 15 and 7-Hour National USPAP On Line Courses (Distance)

- ✓ All of the above; and
- ✓ IDECC Distance Education Certification²
 - The provider name on the IDECC Certification must match the name of the Applicant/Provider submitting the Course to the Board/Department for approval.

The 15 and 7-Hour National USPAP Equivalency Courses (Classroom)

- ✓ AQB USPAP Equivalency Course Approval
- ✓ AQB USPAP Instructor Certificate see footnote 4
- ✓ Evidence of an AQB-Certified instructor's current Certified Residential or General Appraiser credential
 - Credentials may be verified by visiting www.ASC.gov and selecting "National Registry" and then "Standard Query". A password is not required⁵

The 15 and 7-Hour National USPAP Equivalency Courses (Distance)

- ✓ All of the above; and
- ✓ IDECC Distance Education Certification²
 - The provider name on the IDECC Certification must match the name of the Applicant/Provider submitting the Course to the Board/Department for approval.

In the event that an AQB/CAP Course Approval is altered (i.e. number of hours reduced), and a jurisdiction based its approval on the AQB/CAP approval, the jurisdiction must update the approvals of both the Primary and Secondary Providers' Board/Department-issued approvals.

In the event that an AQB/CAP Course Approval is rescinded, and a jurisdiction based its approval on the AQB/CAP approval, the jurisdiction must rescind the approvals or review the courses as would be required for any course that is not AQB/CAP approved and document the file.

³ Timing: The suggested "Course Schedule" in the Instructor Notes contains more specific recommended timing than is found in the Student Manual. There is flexibility in the pacing of the course. Breaks are scheduled, but the schedule is adaptable to meet the need to cover the course material in the time allotted.

⁴ Instructor certification may be verified by visiting www.appraisalfoundation.org and selecting the link to National USPAP course provider search.

⁵ If you would like the search results to show all disciplinary actions you must use a password. Passwords are issued to regulators only by the Appraisal Subcommittee. Contact your state's ASC Policy Manager.

If the AQB/CAP Approval expires and the Provider chooses not to renew, the Board/Department must obtain information from the provider sufficient to review the course as would be required for any course that is not AQB/CAP approved and document the file in accordance with the following.

Board/Department Approved Qualifying and Continuing Education (not CAP Approved):

The ASC does not require documentation of the relationship or agreement between a Primary and Secondary Provider. Jurisdictions may choose to make such a distinction and approve both Primary and Secondary Providers as such. If so, the states must ensure that they have reviewed the course materials and document the file. Therefore, the following guidelines apply.

When a Board/Department reviews and approves a course offered by the Primary Provider and subsequently a Secondary Provider request approval, the Board may rely on their initial approval issued to the Primary Provider in lieu of requiring submission and review of the course materials again. In this case, the file documentation must include the Primary Provider's course approval.

When a Board/Department approves a course offered by a Secondary Provider for which the owner of the course did not receive approval from that Board/Department, the approval process must include submission and review of the course materials and the file must be documented accordingly.

Qualifying Education (classroom)

- ✓ Timed Course Outline
 - This is a course outline that accounts for all of the hours for which approval is sought
- ✓ Course objectives, synopsis or a Completed Qualifying Education Matrix⁶
 - A description of the course subject matter
 - The Matrix may be completed by either the Board/Department's reviewer or the Provider/applicant
- ✓ Reviewer's approval (or the jurisdiction's Primary Provider Approval letter)
 - An indication in the file in a form determined by the Board/Department that demonstrates the course was reviewed and either approved or denied. This should also include notes that indicate the requested hours have been tabulated and the examination is appropriate.
- ✓ The Board/Department-issued course approval of certification
 - This document should include issue and expiration dates, provider and course names, any other relevant information such as a reference to a Primary Provider's course approval expiration date.

Qualifying Education (Distance)

- ✓ All of the above, and
- ✓ IDECC Distance Education Certification²
 - The provider name on the IDECC Certification must match the name of the Provider/applicant submitting the Course to the Board/Department for approval.

⁶ The AQB Subject Topic Matrix is available at www.appraisalfoundation.org. The AQB matrix breaks down the core subject matter into three tiers. Jurisdictions need only review courses to the extent of the first 2 tiers, the subject topics and sub-topics. Jurisdictions may develop their own matrix for this purpose.

Continuing Education (classroom)

- ✓ Timed Course Outline
 - This is a course outline that accounts for all of the hours for which approval is sought
- ✓ Course objectives or synopsis
 - A description of the course subject matter
- ✓ Reviewer's approval (or the jurisdiction's Primary Provider Approval letter)
 - An indication in the file in a form determined by the Board/Department that demonstrates the course was reviewed and either approved or denied. This should also include notes that indicate the requested hours have been tabulated and the examination is appropriate.
- ✓ The Board/Department-issued course approval of certification
 - This document should include issue and expiration dates, provider and course names, any other relevant information such as a reference to a Primary Provider's course approval expiration date.

Continuing Education (Distance)

- ✓ All of the above, and
- ✓ IDECC Distance Education Certification²
 - The provider name on the IDECC Certification must match the name of the Provider/applicant submitting the Course to the Board/Department for approval.

Qualifying and Continuing Education approved in another jurisdictions

Qualifying Education

Jurisdictions may accept Qualifying Education that has been approved by another jurisdiction's Appraiser Program. An Education file need not be created. However, A record that the approval was verified must be entered into the applicant's file.

Continuing Education

Jurisdictions may accept Continuing Education that has been approved by another jurisdiction's Appraiser Program. An Education file need not be created. However, a record that the approval was verified must be entered into the credential holder's file⁷. Be advised that in the event the course is not approved as appropriate for continuing education credit, the applicant may be subject to discipline.

Qualifying Education not approved by any jurisdiction prior to application for credentialing

Qualifying Education

Jurisdictions may accept Qualifying Education that has not been approved by any jurisdiction's Appraiser Program. Provided, the jurisdiction reviews the course as would be required for any course that is not AQB/CAP approved and either: document the applicants file with evidence of the review; or create an education file as outlined above under "Board/Department Approved Qualifying and Continuing Education (not CAP Approved)".

⁷ It is understood that some jurisdictions rely upon affidavits of continuing education and subsequently conduct a continuing education compliance audit. In this case evidence of, or reference to the approval must be entered into the audit file, record or database.

Continuing Education

Jurisdictions may accept Continuing Education that has not been approved by any jurisdiction's Appraiser Program. Provided, the jurisdiction reviews the course as would be required for any course that is not AQB/CAP approved and either: document the applicants file with evidence of the review⁷; or create an education file as outlined above under "Board/Department Approved Qualifying and Continuing Education (not CAP Approved)".

College "in lieu of" Education and AQB Approved Real Estate Degree Programs

College "in lieu of" Education

Jurisdictions are not required to create education files for this type of education. However, the application files must include the appropriate transcripts that have been reviewed by the Board/Department.

AQB Approved Real Estate Degree Programs

When an applicant has completed an Approved Real Estate Degree Program the jurisdiction must review the transcript to ensure that the courses taken are the courses listed on the AQB Degree Program approval letter (available at www.appraisalfoundation.org). If any of the courses are different from those that appear on the approval letter, the jurisdiction must review those courses for equivalence. An education file need not be created; however, documentation of the review must be in the applicant's file.