



APPLICATION FOR COURSE APPROVAL

Instructions

Please submit your application at least ninety (90) days prior to the course or program start date to include the items listed below. Board approval is required prior to the course or program start date. The Board will not grant approval of applications received after the program start date.

Please check and attach all that apply:

- \$50.00 Non-Refundable Fee
- Original Application (Faxes and copies will not be accepted.)
- Detailed Course Timed Outline
- Instructor Resume/Qualifications
- Copy of Instructor's State Certification License
- Copy of Instructor's AQB Certificate
- Copy of AQB Approval Letter
- IDECC Approval Letter or Qualifying College for Content Approval with Distance Education Delivery Program

All required documentation and **this application** shall be submitted on **digital media ONLY** for each course.

For Office Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		
Comment:		

#QE HRS	#CE/E HRS	#CE HRS

Course Expiration Date		
_____		_____
IDECC Expiration		AQB Expiration
_____		_____
Signature of Reviewer		Date of Review
\$ _____		
Amount Received	Check #	Receipt #

ALL ENTRIES MUST BE TYPEWRITTEN OR NEATLY PRINTED. IF APPLICATION IS NOT COMPLETE AND ALL REQUIRED MATERIALS ARE NOT SUBMITTED, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL DELAY THE COURSE APPROVAL.

1) Course Provider:		
2) Mailing Address:		
3) City:	4) State:	5) Zip:
6) Contact Person:	7) Phone:	
8) Email:	9) Fax:	
10) Website:		



Check Applicable Boxes

- INITIAL COURSE REVIEW
- CONTINUING EDUCATION
- DISTANCE EDUCATION
- AQB COURSE
- RENEWAL OF COURSE
- QUALIFYING EDUCATION
- USPAP COURSE
- ONE-TIME COURSE

Course Title:		Course Number (required):
QE Hours:	CE/E Hours:	CE Hours:
Location:		Course Dates/Program Schedule:
AQB Date:		AQB Expiration Date:
IDECC Date:		IDECC Expiration Date:

Check Applicable Boxes- Method of Presentation:

- TRADITIONAL CLASSROOM
- VIDEO TAPE
- CORRESPONDENCE
- INTERNET
- REMOTE TV

Plans for monitoring attendance:

Course Description and Relevance (in relation to Real Estate Appraising):

Responsibility of Sponsor

If the course or program is approved, appraiser who attends must be provided with verification of attendance stating the number of Qualifying or Continuing Education hours approved by NM Board of Real Estate Appraiser. Appraiser will need this documentation upon application or renewal for licensure. It is the sponsor responsibility to document the appraiser who attend and complete the verified training.

Signature: _____ Date _____

