

**SECRETARY OF STATE'S OFFICE
VERMONT BOARD OF REAL ESTATE APPRAISERS
81 River St., Heritage 1 Building
Montpelier, VT 05609-1106
(802) 828-3228**

POLICY STATEMENT

The Vermont Board of Real Estate Appraisers, as part of its duties as outlined in 26 VSA Chapter 69, encourages the development and delivery of appraisal oriented education programs in an effort to stimulate opportunities for the professional growth of licensees.

In reviewing and approving applications the Board shall take into consideration:

- A. Program Content. The ability of the program to contribute meaningfully to the licensee's ability to better serve and meet the needs of his/her clients.
- B. Program Content. The ability of the program to assist licensees in keeping abreast of current real estate appraiser laws, regulations and practices.
- C. Accessibility and availability of programs to all licensees including those in rural areas of the state.
- D. Affordable programs to licensees in all areas of the state.
- E. Credentials of instructors.

PROGRAM CRITERIA

A. Subject Matter. Consistent with 26 VSA Chapter 69 the following real estate appraiser related topics shall be acceptable subject matter for educational programs:

- | | |
|---|---|
| Ad Valorem | Real property exchange |
| Arbitration | Real estate securities and syndication |
| Business course related to real estate appraisal | Real estate financing and investment |
| Construction estimating | Real estate litigation |
| Ethics and standards of professional practice | Real estate law |
| Land use planning, zoning and taxation | Real estate appraisal(valuations/evaluations) |
| Management, leasing, brokerage, timesharing | Property development |
| Real estate appraisal related computer applications | |

In cases where program subject matter falls outside the topics listed above, the Board shall determine whether subject matter is consistent with the goals set out in the policy statement.

- B. Two-hour increment requirement. Programs shall be designed in combinations of two-hour increments only and must be a least one hour in duration to be acceptable to the Board.

C. Program Learning Objectives. Each program shall have learning objectives which specifically identify how the program will improve the licensee's ability to meet the needs of his/her clients; learning objectives shall be clearly stated in the program application.

D. Program Sponsor Information. Each program shall have a responsible sponsor whose name, address and telephone number shall be provided in the program application.

E. Program Instructor Information. Each program shall have qualified, competent instructor(s), whose qualifications and expertise in the topic being taught are documented in the program application.

ADMINISTRATIVE PROCEDURES

A. Applications. Applications for educational program approval shall be prepared on forms furnished by, or in the format prescribed by the Board, which indicates the name of the program, the number of classroom hours requested and the sponsor and instructor(s). An applicaiton may be filed by the sponsor or a participant. For advance approval, applications must be filed at least 90 days before the program commences. For other programs, sponsors applications must be filed within 30 days after the educational activity has commenced. Individual applications must be filed by the time of renewal. Failure to adhere to the prescribed due dates may result in delayed consideration of the application and possible denial of credit to participants.

B. Processing fee of \$100.00 must accompany application.

C. Reporting Program Changes. Once an original program application has been submitted to the Board, any changes, including those in dates, locations, format, instructors or content shall be promptly reported to the Board in writing. Changes in program content or instructors must be reviewed and approved by the Board in advance of the scheduled program date.

D. Certificated of Completion to Licensees. Only those licensees who complete an educational program in its entirety shall be eligible for clock hour credit (50 minutes of classroom time equals one clock hour). The program sponsor shall furnish each eligible licensee with a Certificate of Completion.

E. Notice of Program Approval. Within ten days after the Board has reviewed and acted upon a program application, the board shall advise the program sponsor, in writing, of the approval or denial of approval of the application. The terms and duration of the approval, or the reasons for denial of approval, shall be specifically stated in such notice.

Program Advertisement

Advertisements for educational programs shall include the following:

A. A course description sufficient to identify the subject matter to be covered.

B. Identification of the level of instruction (whether appropriate for a state licensed , licensed residential/certified general appraiser, basic, intermediate or advanced).

- C. Identification of the method or format of instruction (lecture, round table, video, etc.)
- D. A clear statement of program objective.
- E. Notice that the program has been approved by the Vermont Board of Real Estate Appraisers and the number of clock hour credits to be received upon completion of the program.

Program Evaluation

Program evaluations are required. A copy of a suggested questionnaire for participant evaluation of an educational program shall be furnished to the program sponsor by the Board. Use of the suggested questionnaire is recommended and encouraged. Results of the program evaluations shall be made available to the Board upon request.

Advance Notice to Program Participants

Upon commencement of each program, participants shall be informed as follows:

"This program has been approved by the Vermont Board of Real Estate Appraisers for _____ hours of credit toward fulfillment of the educational requirements for renewal of a license as a state licensed, licensed residential or certified general appraiser.

The Board is interested in the quality and delivery of educational programs being offered to licensees and, therefore, welcomes and encourages comments regarding program subject matter and the quality of its delivery."

Obtaining Continuing Education Credit.

- A. Only licensees who complete an education program in its entirety shall be eligible to obtain continuing education credit for that program.
- B. Licensees shall receive a Certificate of Completion for each program completed. Certificates of completion shall be provided by the sponsor of the program in which the licensee participated.
- C. Licensees shall submit with their license renewal applications certificated of completion totaling at least twenty clock hours for the renewal period ending May 31 1999. Effective with the renewal period ending May 31, 2001, fourteen hours of continuing education must be completed for each year of the license renewal period.
- D. Continuing education credit hours may not be accumulated beyond each biennial licensing period.
- E. Instructors teaching an approved educational program may receive continuing education credit only for the first time the program is offered.

F. All courses are subject to audit at any time by a member of the Board or the Board Administrator.

G. No continuing education credit will be given if the Board has not received at least two-weeks notification as to date, time and location of course offering.

Approval of Individual Requests for Credit

A. The Board will consider, on an individual basis, requests by licensees for approval of programs in which the sponsor did not seek program approval, but in which the licensee participated. Approval of such requests shall be subject to the program's ability to meet standards and criteria required by the Board in approving other educational programs. The licensee shall be responsible for submitting a complete program application to the Board.

Disciplinary Action

Board approval may be revoked or suspended for the following:

1. Dishonest or misleading advertising.
2. Making or filing any false record or statement concerning course content, instruction or attendance.
3. Violation of any rule of the Board.
4. Any attempt to violate the above rules.

COMPLETED APPLICATION MUST BE MAILED OR DELIVERED TO:

Mailing Address: Office of Professional Regulation, 81 River St., Heritage 1 Bldg., VT 05609-1106
Office Location: 81 River Street, Heritage Building, Montpelier, VT 05609-1106
Phone/FAX: 802-828-3228 or 802-828-2368

APPLICATION FOR PROGRAM APPROVAL

SCHOOL/SPONSOR

NAME _____

ADDRESS _____

CONTACT PERSON _____ TELEPHONE _____

PROGRAM DETAILS

PROGRAM TITLE _____

INSTRUCTOR _____

TOTAL NUMBER OF HOURS: _____ CLASSROOM _____ OTHER _____

CLASS BEGINS _____

CLASS CONCLUDES _____

LEVEL OF STUDY: (CHECK ONE) ___ BASIC ___ INTERMEDIATE ___ ADVANCED

REGISTRATION OPEN TO: ___ ALL LICENSEES ___ IN-HOUSE LICENSEES ONLY

TUITION AND FEES: _____

DATE/S OF PROGRAM:

LOCATION/S:

NEEDS ASSESSMENT/DETERMINATION

HOW WAS THE NEED FOR THIS PROGRAM ESTABLISHED? (BE SPECIFIC)

NOTE: REFERENCE TO STATUTORY REQUIREMENT NOT SUFFICIENT

LEARNING OBJECTIVES

LIST THE LEARNING OBJECTIVES OF THE PROGRAM, I.E., WHAT SPECIFIC TOPICS YOU EXPECT STUDENTS TO KNOW UPON COMPLETION.

1. _____

- 2. _____
- 3. _____

IMPLEMENTATION AND INSTRUCTION

METHOD/S OF INSTRUCTION (BE SPECIFIC) _____

AUDIO/VISUAL AIDS

FILMS, SLIDE PRESENTATIONS, TAPES, ETC. (PLEASE LIST TITLES, COPYRIGHT OR PRODUCTION DATES, PRODUCER):

OVERHEAD TRANSPARENCIES (PLEASE DESCRIBE OR ATTACH SAMPLE):

GRAPHS/CHARTS, ETC. (PLEASE DESCRIBE OR ATTACH SAMPLE):

OTHER (PLEASE DESCRIBE OR ATTACH SAMPLE):

TEXTBOOKS/WORKBOOKS/PUBLICATIONS (LIST TITLE, AUTHOR, EDITION, COPYRIGHT, DATE OF PUBLICATION, PUBLISHER)

READING ASSIGNMENTS

INSTRUCTOR INFORMATION (COMPLETE INFORMATION FOR EACH INSTRUCTOR - ATTACH RESUME/BIO)

INSTRUCTOR #1:

NAME _____ TELEPHONE _____

ADDRESS _____

SUBJECT MATTER/TOPIC TO BE TAUGHT (PLEASE ATTACH OUTLINE) _____

WHAT QUALIFIES THE ABOVE INDIVIDUAL AS AN INSTRUCTOR AND AN EXPERT IN THE SUBJECT TO BE TAUGHT?

INSTRUCTOR #2:

NAME _____ TELEPHONE _____

ADDRESS _____

WHAT QUALIFIES THE ABOVE INDIVIDUAL AS AN INSTRUCTOR AND AN EXPERT IN THE SUBJECT TO BE TAUGHT?

PROGRAM ADVERTISING

ADVERTISING "COPY" MUST BE ATTACHED AND PROGRAM ADVERTISEMENT MUST CLEARLY IDENTIFY (1) COURSE CONTENT; (2) LEARNING OBJECTIVE/S; (3) LEVEL OF STUDY; 4) NUMBER OF HOURS, DATE, TIME, PLACE AND FEE; AND (5) INSTRUCTOR QUALIFICATIONS.

PROGRAM EVALUATION/CRITIQUE

____ WILL USE CONTINUING EDUCATION COMMITTEE "SUGGESTED EVALUATION". (COPY WILL BE FURNISHED IF PROGRAM IS APPROVED)

____ WILL NOT USE CONTINUING EDUCATION COMMITTEE "SUGGESTED EVALUATION". (PLEASE ATTACH SAMPLE OF EVALUATION/CRITIQUE TO BE USED)

BY SIGNATURE, I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. IF BOARD APPROVAL IS RECEIVED, I AGREE TO THE FOLLOWING CONDITIONS:

- ____ A. TO AVOID ANY INFERENCE THROUGH ADVERTISING OR ORAL REPRESENTATION THAT COMMITTEE APPROVAL IS AN ENDORSEMENT OR RECOMMENDATION BY THE COMMITTEE, AND TO USE ONLY THE FOLLOWING REFERENCE TO COMMITTEE APPROVAL IN ANY AND ALL ADVERTISEMENT: "THIS COURSE HAS BEEN APPROVED BY THE VERMONT BOARD OF REAL ESTATE APPRAISERS CONTINUING EDUCATION COMMITTEE FOR ____ CLOCK HOURS OF CREDIT FOR ACTIVATING OR

RENEWING A REAL ESTATE APPRAISER LICENSE.

- ___ B. TO MAKE A REASONABLE EFFORT TO ENCOURAGE STUDENTS TO OFFER COMMENTS TO THE COMMITTEE REGARDING THE COURSE AND TO ABIDE BY THE PERTINENT STATUTES AND VERMONT BOARD OF REAL ESTATE APPRAISER RULES.

- ___ C. TO INFORM THE COMMITTEE AT THE EARLIEST POSSIBLE DATE OF ANY CHANGE OR CHANGES IN THE CIRCUMSTANCES WHICH WOULD RENDER INACCURATE THE INFORMATION CONTAINED IN THIS APPLICATION.

_____ DATE
AUTHORIZED SIGNATURE

**SECRETARY OF STATE'S OFFICE
VERMONT BOARD OF REAL APPRAISERS
STUDENT EVALUATION FORM**

COURSE SPONSOR _____

COURSE TITLE _____

DATE COURSE WAS TAKEN _____ INSTRUCTOR _____

DEAR STUDENT:

YOU HAVE JUST ATTENDED A SESSION IN REAL ESTATE APPRAISALS RECOGNIZED BY THE CONTINUING EDUCATION COMMITTEE AS COMPLYING WITH THE EDUCATIONAL REQUIREMENT FOR THE VERMONT BOARD OF REAL ESTATE APPRAISERS. SINCE IT IS THE CONCERN OF THE COMMITTEE THAT STUDENTS RECEIVE A QUALITY EDUCATION, AN EVALUATION FROM EACH STUDENT IS REQUESTED. YOUR CONSTRUCTIVE COMMENTS ON THE INSTRUCTOR, COURSE CONTENT AND CLASSROOM ENVIRONMENT WILL HELP US IMPROVE THE QUALITY OF FUTURE OFFERINGS.

1. INSTRUCTOR: EXCELLENT _____, GOOD _____, FAIR _____, POOR _____

PLEASE COMMENT ON THE INSTRUCTOR, I.E., ORGANIZATION, KNOWLEDGE OF SUBJECT AREA, ETC.

COMMENTS ON HOW THE INSTRUCTOR COULD IMPROVE THIS SESSION ARE:

2. COURSE CONTENT: EXCELLENT _____, GOOD _____, FAIR _____, POOR _____

PLEASE COMMENT ON THE EXTENT TO WHICH YOU FEEL THE LEARNING OBJECTIVES OF THIS COURSE WERE MET.

LEARNING OBJECTIVES WERE MET _____

LEARNING OBJECTIVES WERE NOT MET _____

LEARNING OBJECTIVES WERE NOT IDENTIFIED _____

DO YOU BELIEVE THAT WHAT YOU HAVE LEARNED IN THIS COURSE WILL HELP YOU PROFESSIONALLY?

YES _____ SOMEWHAT _____ NO _____

COMMENTS ON HOW THE MATERIAL OR PRESENTATION COULD BE IMPROVED ARE:

3. CLASSROOM ENVIRONMENT: EXCELLENT _____, GOOD _____, FAIR _____, POOR _____

DO YOU FEEL THE COURSE WAS WELL SUPERVISED AND COORDINATED?

YES _____ SOMEWHAT _____ NO _____

COMMENTS ON HOW THE CLASSROOM ENVIRONMENT COULD BE IMPROVED ARE:

4. STUDENT'S EXPERIENCE:

HOW LONG HAVE YOU BEEN IN THE REAL ESTATE APPRAISAL BUSINESS? _____

5. GENERAL COMMENTS:

CONTINUING EDUCATION COMMITTEE
PROGRAM ATTENDANCE LIST

SCHOOL _____ DATE _____

LOCATION _____

PROGRAM TITLE _____

PROGRAM # _____

INSTRUCTOR _____

PAGE _____ OF _____ PAGES NUMBER OF CLOCK HOURS COMPLETED _____

STUDENT NAME
(LAST, NAME FIRST)

REAL ESTATE
APPRAISERS LICENSE #

TOWN OR
RESIDENCE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

**SECRETARY OF STATE'S OFFICE
VERMONT BOARD OF REAL ESTATE APPRAISERS
COURSE SPONSOR/INSTRUCTOR SUMMARY
REPORT OF STUDENT EVALUATIONS**

COURSE SPONSOR _____

COURSE TITLE _____

NUMBER OF CLOCK HOURS _____ INSTRUCTOR _____

COURSE DATE _____

TOTAL NUMBER OF PARTICIPANTS _____

SECTION I. INSTRUCTOR (STUDENTS WERE ASKED TO COMMENT ON THE INSTRUCTOR, I.E., ORGANIZATION, KNOWLEDGE OF SUBJECT AREA, ETC.)

NUMBER OF RESPONSES _____

RATING:

_____ OF EXCELLENT (TYPES OF COMMENTS) _____

_____ OF GOOD (TYPES OF COMMENTS) _____

_____ OF FAIR (TYPES OF COMMENTS) _____

_____ OF POOR (TYPES OF COMMENTS) _____

(STUDENT WAS ASKED TO COMMENT ON HOW THE INSTRUCTOR COULD IMPROVE THE SESSION)

NUMBER OF RESPONSES _____

_____ INSTRUCTOR COULD IMPROVE THE COURSE BY (TYPES OF COMMENTS)

_____ INSTRUCTOR COULD NOT IMPROVE THE COURSE (TYPES OF COMMENTS) _____

SECTION II. COURSE CONTENT

NUMBER OF RESPONSES _____

#EXCELLENT _____ #GOOD _____ #FAIR _____ #POOR _____

(STUDENT WAS ASKED TO COMMENT ON WHETHER THE LEARNING OBJECTIVES WERE MET)

_____ LEARNING OBJECTIVES WERE MET (TYPES OF COMMENTS) _____

SECTION III. CLASSROOM ENVIRONMENT

NUMBER OF RESPONSES _____

#EXCELLENT _____ #GOOD _____ #FAIR _____ #POOR _____

WAS COURSE WELL SUPERVISED AND COORDINATED?

_____ YES (TYPES OF COMMENTS) _____

_____ SOMEWHAT (TYPES OF COMMENTS) _____

_____ NO (TYPES OF COMMENTS) _____

COMMENTS ON IMPROVING CLASSROOM ENVIRONMENT: _____

SECTION IV. AVERAGE NUMBER OF YEARS EXPERIENCE IN APPRAISALS:

SECTION V. OVERALL GENERAL COMMENTS:

AFTER REVIEWING THE EVALUATIONS, DID YOU MAKE ANY CHANGES IN YOUR PRESENTATION OR DO YOU ANTICIPATE MAKING ANY CHANGES? IF SO, PLEASE DESCRIBE:

DATE

SIGNATURE OF COURSE SPONSOR/INSTRUCTOR

REAL ESTATE APPRAISERS CONTINUING EDUCATION RECORD

THIS IS TO CERTIFY THAT _____,

LICENSE # _____, HAS FULLY COMPLETED _____ CLOCK HOURS

OF AN APPROVED CONTINUING EDUCATION PROGRAM ENTITLED _____

ON _____, SPONSORED BY _____

(Name of Course Provider)

CERTIFIED BY _____

RETAIN THIS CERTIFICATE FOR YOUR RECORDS.

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COURSE SPONSOR CHECKLIST

ALONG WITH THE INFORMATION PROVIDED IN THE APPROVAL STATEMENT IT IS IMPORTANT THAT YOU BE AWARE OF YOUR RESPONSIBILITIES. WE HAVE DEVELOPED THE FOLLOWING CHECKLIST TO FACILITATE YOUR ADMINISTRATIVE REQUIREMENTS:

_____ PREPARATION OF PROGRAM CERTIFICATES IN THE FORMAT PRESCRIBED BY THE COMMITTEE (ENCLOSED) TO BE DISTRIBUTED TO PARTICIPANTS AT THE CONCLUSION OF EACH PROGRAM.

_____ PREPARATION OF PARTICIPANT LIST (ENCLOSED) TO BE COMPLETED AND SENT TO THE BOARD OFFICE AS SOON AS POSSIBLE AFTER THE CONCLUSION OF EACH PROGRAM. COPIES OF THESE LISTS MUST BE MAINTAINED BY THE COURSE SPONSOR FOR A PERIOD OF NOT LESS THAN THREE YEARS.

_____ PREPARATION OF STUDENT EVALUATION FORM (REQUIRED EVALUATION FORM ENCLOSED). THE COMMITTEE REQUIRES THAT THE COURSE SPONSOR SUBMIT SUMMARIES OF STUDENT EVALUATIONS WITHIN THIRTY DAYS OF EACH COURSE OFFERING. ALSO, SHOULD THE SPONSOR REQUEST THAT THE PROGRAM BE RE-APPROVED, THE EVALUATIONS WOULD BE REQUIRED TO BE SUBMITTED WITH THE RE-APPROVAL APPLICATION.

_____ UPON COMMENCEMENT OF EACH PROGRAM, THE FOLLOWING STATEMENT MUST BE READ:

"THIS PROGRAM HAS BEEN APPROVED BY THE VERMONT BOARD OF REAL ESTATE APPRAISERS FOR _____ HOURS OF CREDIT TOWARD FULFILLMENT OF THE EDUCATIONAL REQUIREMENTS FOR RENEWAL OF AN APPRAISAL LICENSE.

THE BOARD IS INTERESTED IN THE QUALITY AND DELIVERY OF EDUCATIONAL PROGRAMS BEING OFFERED TO LICENSEES AND, THEREFORE, WELCOMES AND ENCOURAGES COMMENTS REGARDING PROGRAM SUBJECT MATTER AND THE QUALITY OF DELIVERY.

_____ ANY CHANGES IN DATES, LOCATIONS, FORMAT, INSTRUCTORS OR CONTENT MUST BE PROMPTLY REPORTED TO THE BOARD IN WRITING. CHANGES IN PROGRAM CONTENT OR INSTRUCTORS MUST BE REVIEWED BY THE BOARD IN ADVANCE OF THE SCHEDULED PROGRAM.

_____ PARTICIPANTS MUST FULLY COMPLETE THE PROGRAM TO RECEIVE CREDIT. IT IS THE SPONSOR'S RESPONSIBILITY TO ENSURE THAT THE PARTICIPANT ATTENDED THE NUMBER OF CLOCK HOURS APPROVED FOR CREDIT.

_____ YOUR PROGRAM APPROVAL WILL EXPIRE ON _____. SHOULD YOU DESIRE APPROVAL BEYOND THAT DATE, IT WILL BE NECESSARY TO COMPLETE A RE-APPROVAL APPLICATION.

REVISED 1/02

