DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
MAINE BOARD OF REAL ESTATE APPRAISERS
35 State House Station, Augusta, ME 04333-0035
PH (207) 624-8518 FAX (207) 624-8637
TTY users call Maine Relay 711
www.maine.gov/professionallicensing

CONTINUING EDUCATION PROGRAM APPROVAL

Course requirements and provider's responsibilities are outlined in Rule Chapter 220 of the Board's License Law & Rules (a copy of Chapter 220 is included with this application). The rules define the Board's requirements for approval of continuing education programs. Review the rules carefully before making application for approval.

ACCEPTABLE SUBJECT MATTER

Acceptable continuing education subject matter must relate to the practice of real estate appraisal in the State of Maine, be relevant as regards the appraiser's duties to clients and or to inform the appraiser of state and federal laws relevant to real estate appraisal in Maine. Acceptable topics may include:

- **Ad valorem taxation;**
- **Arbitration, dispute resolution;**
- **Courses related to the practice of real estate appraisal or consulting;**
- **Development cost estimating;**
- **Ethics and standards of professional practice, USPAP;**
- **Land use, planning, zoning;**
- **Management, leasing, timesharing;**
- **Property development, partial interests;**
- **Real estate law, easements, and legal interests;**
- **Real estate litigation, damages, condemnation;**
- **Real estate financing and investment;**
- **Real estate appraisal related computer applications; and/or**
- **Real estate securities and syndication.**

NOTE:

- **Programs must be a minimum of 2 consecutive hours of classroom instruction, excluding breaks.**
- **The material to be taught may include subjects not directly related to real estate appraisal. However, only material that is directly related to real estate appraisal will be recognized for continuing education credits.**
- **All programs must be taught "live" in a traditional classroom or seminar setting. No form of distance education or recorded presentation will be approved.**

APPLICATION PROCEDURE

Submit the application and fee with all required attachments as far in advance of the course administration date as possible to allow adequate time for evaluation and response by Board staff. You will be notified in writing as to the decision once the course has been reviewed. If the program is approved, your notification will include the program number assigned and the date and term of approval.

Review the checklist below before submitting your application to be sure you have completed the application properly and have included all required attachments. Feel free to contact Board staff (contact info above) if you have questions.

- **Complete the application in full and attach the $175.00 fee. Note that programs must be approved prior to commencement of class.**
- **Include all required attachments:**

- **Learning Objectives – Skills or knowledge you expect participants to gain through completion of this program.**
- **Program Outline – Outline shall be based on the learning objectives and be as detailed as necessary to adequately describe course content. Outline must contain a breakdown of classroom time to be spent on each topic.**
- **Instructor Resume – Brief biography describing instructor's qualifications to teach the subject.**

COURSE PROVIDER'S ADMINISTRATIVE RESPONSIBLITIES

Once a program is approved, the program provider is responsible for the following:

- **Report to the Board in writing any of the following that differ from the information reported on the original application:**
  - **program title (the program must always be referred to as registered on the original application unless a change to the title is reported to the Board of REA before usage)**
  - **dates**
  - **locations**
  - **instructor(s)**
  - **course content (any change in content must be reported to and approved by the Board in advance of program offering)**

- **Report to the Board in writing a schedule of planned course offerings for inclusion in the Board's Continuing Education Course Schedule. The schedule is distributed to appraisers upon request as well as posted to our website. Notify the Board as any additional course offerings are scheduled.**

- **Ensure that participants have completed the program in its entirety, in order to receive credit.**

- **Distribute and collect REA Student Evaluation forms at the conclusion of each program.**
  - **Providers *must* distribute and collect the Board's Student Evaluation form included in this packet in addition to any other type of evaluation that may be utilized by the provider, program instructor or school.**

- **Summarize students' responses on the Instructor's Summary of Student Evaluations and submit the summary to Board staff. Summaries may be submitted upon request, however, summaries must be submitted upon application for renewal of program approval. Retain completed evaluations for one (1) year following conclusion of the program.**

- **Maintain a record of licensees who complete the program to be retained by the provider for a minimum of two (2) years. Provider is NOT required to submit a copy of such record to Board staff.**

- **Issue a certificate of completion to each program participant who successfully completes the program (sample enclosed). The certificate must include the following:**

  1) **the student's full name and license number**
  2) **number of clock hours for which the program has been approved**
  3) **full title of the program as it is registered with the Board**
  4) **program number assigned by the Board**
  5) **name of the sponsoring school or individual under which the program is approved**
  6) **date on which program was administered, or, if program length is more than one day, date on which program was completed**
  7) **signature of program instructor or authorized school official**

- **Program approval is valid for a period of one year from the date of approval. Be aware of the program expiration date indicated in the letter of approval. The Board does NOT notify sponsors when program approval is about to expire. Sponsors are expected to monitor the terms of its approved programs and submit a renewal application if re-approval is desired.**

FEE $175
NON-REFUNDABLE

Only live/classroom setting programs will be considered.

Program MUST be approved prior to commencement of class.

Make Check Payable to:
Maine State Treasurer

CONTINUING EDUCATION PROGRAM APPROVAL APPLICATION

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
MAILING ADDRESS:
MAINE BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035
PH 207 624-8518 FAX 207 624-8637
TTY users call Maine Relay 711
WWW.MAINE.GOV/PROFESSIONALLICENSING

FOR OFFICE USE ONLY - 1470

CHECK NO _____

AMT _____

CASH NO _____

APPRVL DATE _____

EXPIRE DATE _____

CLOCK HOURS _____

PROGRAM #

PROGRAM SPONSOR _____
(School, organization or individual applying for program approval)

CONTACT PERSON _____
(Person to whom REA should direct any communication regarding program approval)

Street/PO Box _____ **City** _____

State _____ **Zip** _____ **Phone** ( ) _____ - _____ **FAX** ( ) _____ - _____

Email _____

PROGRAM TITLE _____

_____

INSTRUCTOR _____

HOURS REQUESTED _____ (*min. 2 hrs*)

PROGRAM WILL BEGIN _____ **AM/PM**

PROGRAM WILL END _____ **AM/PM**

COURSE FEE $_____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" – If you wish to pay by MasterCard or Visa, fill out the following:

NAME OF CARDHOLDER (please print): _____
I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my

☐ **VISA** ☐ **MASTERCARD** **the following amount: $**_____

☐ **I UNDERSTAND THAT FEES ARE NON-REFUNDABLE**

Card number:_____ **Expiration Date:**_____

SIGNATURE_____ **DATE**_____

PROGRAM SCHEDULE

DATE	FACILITY	CITY	STATE

NEEDS ASSESSMENT - Explain how the need for this program was established.

_____

_____

_____

LEARNING OBJECTIVES & COURSE OUTLINE

Attach to this application the following:

a. **A sheet listing the learning objectives. The learning objectives are the specific skills and knowledge participants are expected to gain as a result of completing this program.**

b. **A detailed program outline that defines the learning objectives including the approximate amount of time to be spent on each topic.**

METHOD OF INSTRUCTION – Indicate the method(s) to be used, i.e., lecture, video, team teaching, panel discussion, etc.

_____

_____

MATERIALS TO BE USED – List/describe the materials to be used, i.e., handouts, visual aids, etc. Include the name and author of any texts or other published material to be used.

_____

_____

_____

_____

INSTRUCTOR – Attach a brief resume of instructor's qualifications in relation to the course topic.

CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 220 of the State of Maine Real Estate Appraisers Rules and Regulations pertaining to continuing education programs and certify that the information contained in this application is accurate and true to the best of my knowledge and belief.

_____

SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL **DATE**

THE FOLLOWING ATTACHMENTS MUST BE INCLUDED WITH THIS APPLICATION

1. **Learning Objectives**
2. **Detailed, Timed Program Outline**
3. **Instructor Resume**

PLEASE NOTE BOARD APPROVAL IS NOT REQUIRED FOR AQB APPROVED COURSES

FEE $175
NON-REFUNDABLE

Only live/classroom setting programs will be considered.

Program MUST be approved prior to commencement of class.

Make Check Payable to:
Maine State Treasurer

CONTINUING EDUCATION PROGRAM RENEWAL APPLICATION

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
MAILING ADDRESS:
MAINE BOARD OF REAL ESTATE APPRAISERS
35 STATE HOUSE STATION, AUGUSTA ME 04333-0035
PH 207 624-8518 FAX 207 624-8637
TTY users call Maine Relay 711
WWW.MAINE.GOV/PROFESSIONALLICENSING

FOR OFFICE USE ONLY

CHECK NO _____

AMT _____

CASH NO _____

APPRVL DATE _____

EXPIRE DATE _____

CLOCK HOURS _____

PROGRAM #

PROGRAM SPONSOR _____
(School, organization or individual applying for program approval)

CONTACT PERSON _____
(Person to whom REA should direct any communication regarding program approval)

Street/PO Box _____ __ **City** _____

State _____ **Zip** _____ **Phone** ( ) _____ - _____ **FAX** ( ) _____ - _____

Email _____

PROGRAM TITLE _____

_____

INSTRUCTOR _____

HOURS REQUESTED _____ (***min. 2 hrs***)

PROGRAM WILL BEGIN _____ **AM/PM**

PROGRAM WILL END _____ **AM/PM**

COURSE FEE $_____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" – If you wish to pay by MasterCard or Visa, fill out the following:

NAME OF CARDHOLDER (please print): _____
I authorize the Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my

☐**VISA** ☐**MASTERCARD** **the following amount: $**_____

Card number:_____**Expiration Date:**_____

SIGNATURE_____**DATE**_____

PROGRAM SCHEDULE

DATE	FACILITY	CITY	STATE

COURSE OFFERINGS SINCE LAST APPROVAL

DATE	FACILITY	CITY	STATE

SPONSOR EVALUATION

In your estimation, were the course objectives listed on the original application met?

☐ **YES** ☐ **NO**

If no, describe the changes you have made or will make to ensure the objectives are met for this approval:_____

_____

_____

CERTIFIED STATEMENT AND SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL

By my signature, I hereby agree to abide by the requirements and conditions set forth by Rule Chapter 220 of the State of Maine Real Estate Appraisers Rules and Regulations pertaining to continuing education programs and certify that the information contained in this application is accurate and true to the best of my knowledge and belief. If renewed approval is granted, I agree to the following conditions:

1. **To avoid inference through advertising or oral representation that approval is an endorsement or recommendation by the Board.**
2. **To make reasonable effort to encourage students to offer comments regarding the course.**
3. **To inform Board staff at the earliest possible date of any changes which would render inaccurate the information contained in this application.**

_____

SIGNATURE OF PROGRAM SPONSOR OR AUTHORIZED SCHOOL OFFICIAL **DATE**

THE FOLLOWING ATTACHMENTS MUST BE INCLUDED WITH THIS APPLICATION

✓ **Summaries of Student Evaluations from prior course offerings.**

STUDENT EVALUATION OF CONTINUING EDUCATION PROGRAM

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

MAINE REAL ESTATE APPRAISERS

RETURN THIS EVALUATION TO YOUR PROGRAM INSTRUCTOR

You have just completed a program recognized by the Board of Real Estate Appraisers as complying with the educational requirement for renewal or activation of your real estate license. The Board is committed to excellence in appraiser education and in that interest encourages your comments regarding the quality of this program. Your constructive comments on the instructor, course content and classroom environment will help us improve future programs. The Board values your opinion and offers its sincere thanks for your cooperation in our effort to ensure quality appraiser education. In addition to this evaluation feel free to contact the Board directly with your comments.

PROGRAM SPONSOR/SCHOOL _____
PROGRAM TITLE _____
DATE M/___ D/___Y/_____ LOCATION _____ **INSTRUCTOR**_____

RECORD THE NUMBER OF RESPONSES RECEIVED IN EACH RATING CATEGORY:

	Strongly Disagree				Strongly Agree
COURSE MATERIAL:					
Course objectives were clear.	1	2	3	4	5
Course objectives were met.	1	2	3	4	5
Course material was well organized.	1	2	3	4	5
Course material was presented in sufficient depth.	1	2	3	4	5
Course is professionally beneficial.	1	2	3	4	5
I would recommend this program to my colleagues.	1	2	3	4	5
INSTRUCTOR:					
The instructor was knowledgeable in the subject.	1	2	3	4	5
The teaching methods used by the instructor were effective.	1	2	3	4	5
Instructor communicated subject matter well.	1	2	3	4	5
Instructor supervised course well.	1	2	3	4	5

What did you like most about this program? _____

What did you like least about this program? _____

Additional Comments _____

CONTINUING EDUCATION PROGRAM
INSTRUCTOR'S SUMMARY OF STUDENT EVALUATIONS

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

MAINE BOARD OF REAL ESTATE APPRAISERS

35 State House Station, Augusta, ME 04333-0035
PH 207-624-8518 TTY users call Maine Relay 711
www.maine.gov/professionallicensing

Summarize students' responses on this form. Record student comments on a separate sheet and attach to this form. This summary must be submitted upon application for renewal of program approval Retain the original evaluations and a copy of this summary for your records.

PROGRAM SPONSOR/SCHOOL _____
PROGRAM TITLE _____
PROGRAM NUMBER_____ **CLOCK HOURS** _____ **NUMBER OF PARTICIPANTS** _____
PROGRAM DATE M/__ D/__Y/____ LOCATION _____ **INSTRUCTOR**_____

RECORD THE NUMBER OF RESPONSES RECEIVED IN EACH RATING CATEGORY:

	Strongly Disagree				Strongly Agree
COURSE MATERIAL:					
Course objectives were clear.	1 ___	2 ___	3 ___	4 ___	5___
Course objectives were met.	1 ___	2 ___	3 ___	4 ___	5___
Course material was well organized.	1 ___	2 ___	3 ___	4 ___	5___
Course material was presented in sufficient depth.	1 ___	2 ___	3 ___	4 ___	5___
Course is professionally beneficial.	1 ___	2 ___	3 ___	4 ___	5___
I would recommend this program to my colleagues.	1 ___	2 ___	3 ___	4 ___	5___
INSTRUCTOR:					
The instructor was knowledgeable in the subject.	1 ___	2 ___	3 ___	4 ___	5___
The teaching methods used by the instructor were effective.	1 ___	2 ___	3 ___	4 ___	5___
Instructor communicated subject matter well.	1 ___	2 ___	3 ___	4 ___	5___
Instructor supervised course well.	1 ___	2 ___	3 ___	4 ___	5___

Please describe any changes you plan to make to this program after review of evaluations._____
_____
_____
_____
_____
_____

Any substantial change in the course syllabus must be reported to the Board.

MAINE BOARD OF REAL ESTATE APPRAISERS
CONTINUING EDUCATION PROGRAM
SAMPLE CERTIFICATE OF COMPLETION

Program provider may use the sample certificate below or one of its own design providing the certificate contains at a minimum the following information:

- **the student's full name and license number**
- **number of clock hours for which the program has been approved**
- **full title of the program as it is registered with the Board**
- **program number assigned by the Board**
- **name of the sponsoring school or individual under which the program is approved**
- **date on which program was administered, or, if the program length is more than one day, date on which program was completed**
- **signature of program instructor or authorized school official**

MAINE REAL ESTATE APPRAISERS CONTINUING EDUCATION CERTIFICATE OF COMPLETION

This certifies that

_____ _____
Licensee Name Licensee Number

has met the standards required for completion of _____ hours of Maine Board of Real Estate Appraisers approved continuing education for:

_____
Program Title

_____
Program Number

_____
Date Program Completed

_____
Sponsor Name

_____
Authorized Signature

KEEP THIS CERTIFICATE AS VERIFICATION THAT YOU COMPLETED THE PROGRAM NAMED. IF YOU ARE AUDITED UPON YOUR LICENSE RENEWAL, YOU WILL BE REQUIRED TO SUBMIT TO THE BOARD OF REAL ESTATE APPRAISERS CERTIFICATES SHOWING YOU COMPLETED A MINIMUM OF 14 HOURS OF APPROVED CONTINUING EDUCATION.