

02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

298 BOARD OF REAL ESTATE APPRAISERS

Chapter 220: EDUCATIONAL COURSE REQUIREMENTS

Summary: This chapter requires that qualifying education be approved by the Appraisal Qualifications Board and that continuing education be approved by the Appraiser Qualifications Board or the Board of Real Estate Appraisers.

1. Qualifying Education

Class hours required for licensure as a trainee real property appraiser, licensed residential real property appraiser, certified residential real property appraiser and certified general real property appraiser must be earned in courses approved by the Appraiser Qualifications Board. The Board of Real Estate Appraisers will not recognize non-approved courses for licensing purposes.

2. Continuing Education

1. Continuing Education Requirement Generally

At time of renewal, each licensee of the board shall certify to completion of 14 hours of continuing education during the preceding license term.

2. Course in National Uniform Standards of Professional Appraisal Practice

As part of the 14 required hours of continuing education described in subsection 1, each licensee shall, during even-numbered years, satisfactorily complete the 7-hour National Standards of Uniform Professional Appraisal Practice course approved by the Appraisal Qualifications Board.

3. Approved Programs

Continuing education must be earned in programs approved by the Appraisal Qualifications Board or the Board of Real Estate Appraisers. The Board of Real Estate Appraisers will not recognize unapproved programs for continuing education credit.

4. Criteria for Program Approval by Board of Real Estate Appraisers

Continuing education programs that have not been approved by the Appraisal Qualifications Board must meet the following criteria for approval.

- A. The program must consist of no less than 2 hours of actual instructional time, exclusive of meals, breaks, and non-instructional presentations or activities.

- B. The program must be taught “live” in a traditional classroom or seminar setting such that the attendees are in the actual physical presence of the instructor. No form of distance education or recorded presentation will be approved.
 - C. 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 credit.
 - D. The program sponsor must distribute an evaluation form provided by the board and certificates of completion to attendees at the conclusion of the program. The sponsor must retain completed evaluations for one year following conclusion of the program and must promptly provide the evaluations to the board upon request. The sponsor must retain the roster of attendees for two years following completion of the program.
5. Approval of Continuing Education Programs by the Board of Real Estate Appraisers
- Continuing education programs that have not been approved by the Appraisal Qualifications Board must be submitted to the Board of Real Estate Appraisers for review and approval as set forth in this subsection.
- A. The program sponsor or a prospective attendee shall apply for continuing education program approval on forms provided by the board. Incomplete applications will not be reviewed.

[NOTE: A prospective attendee applying for program approval need not show that the program sponsor will distribute evaluation forms and certificates of completion and abide by the retention requirements as set forth in subsection 4(D).]
 - B. The complete application must be submitted sufficiently in advance of the start date of the program to permit review by the board prior to the start date. Applications submitted on or after the start date of the program will not be considered.
 - C. The application must include the following information:
 - (1) The title of the program, a general overview of the material to be covered, and a detailed syllabus, including a timed outline;
 - (2) Demonstration that the program meets the criteria for approval set forth in subsection 4;
 - (3) The names and qualifications of the instructors;
 - (4) The fee required by Chapter 10, Section 34 of the rules of the Office of Licensing and Registration, entitled “Establishment of License Fees;” and
 - (5) Such other information as the board may require.

- D. The board shall review program applications under the criteria set forth in subsection 4 (“Criteria for Program Approval by the Board of Real Estate Appraisers”); for sufficiency of the application under this subsection 5 (“Approval of Continuing Education Programs by the Board of Real Estate Appraisers”); for program quality; and for instructor qualifications.
- E. Program approval is valid for a period of one year from the date of approval and includes any repeat presentations of the approved program during the 1-year approval period. Any proposed change to the course content, instructor, or other information submitted in or with the application must be reported to the board for review and approval in advance of the change;
- F. Any deviation from the application that has not been approved as described in paragraph E, any failure to comply with any conditions included in the board’s approval, or poor program quality may result in suspension of the sponsor’s approved program offerings, denial of future approval requests by the sponsor, or both.

STATUTORY AUTHORITY: 32 MRSA §§ 14012; 32 MRSA §14027, as amended by PL 2011, c. 286, sec. L-2

EFFECTIVE DATE:
February 20, 2012