



Bureau of Professional Licensing
PO Box 30670 • Lansing, MI 48909
Telephone: (517) 241-9288
www.michigan.gov/bpl
BPLHelp@michigan.gov

INSTRUCTIONS FOR REAL ESTATE APPRAISER CONTINUING EDUCATION AND PRELICENSURE COURSE AND SPONSOR APPROVAL

NOTE: CLASSES MAY NOT BE SCHEDULED OR ADVERTISED UNTIL SPONSOR HAS RECEIVED APPROVAL FROM THE DEPARTMENT, INCLUDING ADVERTISING AS “PENDING APPROVAL”.

GENERAL INFORMATION

Michigan's education program is regulated by law and rule. Therefore, all approved Sponsors, whether they are located in or outside the State of Michigan are required to be in compliance with the regulations.

Sponsors must receive Department approval for all educational material offered to licensees. Education curricular may either be purchased from an already-approved source or written by the Sponsor and submitted for approval. If purchasing material that has already been approved, the application approval process generally takes less time.

Pursuant to Sec. 2617(2), all required educational courses shall be offered by one of the following sponsors:

- An institution of higher education authorized to grant degrees, being a college, university, or community or junior college
- A private school licensed by the Department of Education under 1943 PA 148, MCL 395.101 to 395.103, or authorized to operate in any other state or jurisdiction
- A state or federal agency or commission
- A nonprofit association related to real property or real property appraisal

For Private Occupational Schools, application must be made to the Michigan Department of Licensing and Regulatory Affairs, Proprietary School Unit, by any private entity wishing to offer Real Estate Appraisal courses for prelicensure credit. Approval by the Proprietary School Unit is given in conjunction with the Licensing Division. Approval cannot be issued until all items are coordinated between the two units. You can contact the Proprietary School Unit at 517-241-9221, or visit their website at www.michigan.gov/pss, for information regarding the requirements for obtaining a proprietary school license.

APPLICATION PROCESS

When filing a Sponsor application, the following documents are required. Please refer to the checklist to ensure your application is complete before submitting it. Incomplete applications will be denied if all required information is not received.

1. Real Estate Appraiser Continuing Education and Prelicensure Course Approval Application and Notice (form included following these instructions).

This must be complete in its entirety in order to be processed.

Instructor Approval Section -

A sponsor must submit a list of any instructors previously approved within the last three years (an instructor can be added to the list even if they were approved for a different sponsor).

Pursuant to Rule 309:

(3) A sponsor shall select as instructors only individuals who can demonstrate mastery of the material being taught and who possess one of the following qualifications:

- a) Experience as a faculty of an institution of higher education that is authorized to grant degrees.
- b) A state licensed, certified residential, or certified general appraiser with 3 years of appraisal experience.
- c) Other experience acceptable to the sponsor for courses other than prelicensure courses.

(4) Instructors of the Uniform Standards of Professional Appraisal Practice (USPAP) shall have complied with the Appraiser Qualification Board (AQB) instructor certification program as required by the real property appraiser qualification criteria.

2. Subject Matter Matrix

This is required for all prelicensure courses.

3. Timed Course Outline/Detailed Description

Include a detailed outline of the subject matter to be covered. This must indicate how many minutes will be given to each subject as well as the total number of classroom hours requested for the course as it will appear in the student syllabus.

The detailed description must contain information which allows the state to determine whether it is accurate and relevant, based upon law and rule. You may want to include objectives and/or a written summary of the course; i.e. syllabus, detailed curriculum including a list of textbooks or reference materials to be used, or similar information pursuant to Rules 317(2)(f) or 321(2)(f).

4. A copy of the Certificate of Completion

Sponsor shall issue a certificate of completion to a licensee who successfully completes a prelicensure education course continuing education course or who completes the entire course and receives a passing grade in a prelicensure education course per Rule 319(2) and 323(2) respectively.

Please review the Application Checklist for the information to be included on this form. Certificates must list all department-assigned course approval numbers for each course taught. This will help avoid the possibility that a licensee completes a duplicate course for which credit will not be granted.

5. Course Approval for Distance Education

The Course must meet one of the following criteria per Rule 309(2)(b):

- a) The course has been presented by an accredited college or university that offers distance education programs in other disciplines.
- b) The course has received approval of the International Distance Education Certification Center (IDECC) for the course design and delivery mechanism AND either of the following:
 - i. The approval of the appraiser qualification board (AQB) through the AQB course approval
 - ii. The approval of the licensing or certifying jurisdiction
 - iii. The course meets 15 classroom hours for prelicensure courses and 2 classroom hours for continuing education courses and offers a written proctored examination

NOTE: one (1) classroom hour indicates 60 minutes and at least 50 minute instruction.

AFTER COMPLETION OF A COURSE

6. Course Report/Verification of Attendance

Rule 319(3) Within 15 business days after a course ends, a sponsor shall certify to the department the names of students who complete an approved course in a manner approved by the department. Please use the course roster form provided at the end of this instruction package or the form can be found in the list of **Licensing Applications and Forms** located at www.michigan.gov/appraisers.

ADDITIONAL INFORMATION

7. If a sponsor requests approval to teach six (6) hours, the participant must complete the entire course to receive credit. For example, if a licensee needs only two (2) hours to complete the CE requirement and enrolls in an approved, six-hour course, he/she is required to complete the entire course in order to receive a completion certificate. They may not complete just two hours and receive credit.

8. Students Records

Prelicensure. Rule 319(1) A course sponsor shall establish and permanently maintain a record for each student. The record shall contain all of the following information:

- a) The student's name and address
- b) The student's date of birth
- c) The number of classroom hours attended
- d) The title of the course and the department's course completion number
- e) The date of course completion
- f) The student's grade
- g) The student's real estate appraiser license number, if applicable

Continuing Education. Rule 323(1) A course sponsor shall establish and permanently maintain a record for each student. The record shall contain all of the following information:

- a) The student's name and address
- b) The number of classroom hours attended
- c) The title of the course and the date of course completion

9. **Processing Timeframes.** Please allow **60 days** for processing. The department will notify you in writing of approval, notice of incomplete application, or denial.
10. **Advertising.** Remember courses cannot be advertised, scheduled, or held until they have been approved by the department.

If all of these instructions are followed carefully, it will help ensure the application is complete. If there is any information contained herein that is not clear, applicants are encouraged to contact the Licensing Division for assistance at 517-241-9288. Thank you for your cooperation and attention to the information presented here.

APPLICATION CHECKLIST FOR COURSE APPROVAL FOR REAL ESTATE APPRAISER CONTINUING EDUCATION AND PRELICENSURE COURSES

The following checklist is for your use in assembling and submitting the materials required for your application to offer courses. **You do not have to return this form.**

- Real Estate Appraiser Continuing Education and Prelicensure Course Approval Application and Notice (attached)**
 - ✓ Per AQB, distance education courses must include a written examination proctored by an official approved by the college or university, or by the sponsoring organization.

- Subject Matter Matrix** (required for all Prelicensure Courses)

- Proprietary School Unit License** (if applicable, see Sec. 2617(2))

- Timed Course Outline & Detailed Course Description – Must Include:**
 - ✓ Sponsor Name, Address and Telephone Number
 - ✓ Name of the Subject(s) to be taught
 - ✓ Number of minutes each subject is given, inserting number of minutes for any breaks or lunch: minimum of one 15 minute break is mandatory for each two hours of instruction
 - ✓ Written Summary/description of course/detailed curriculum (Instructor notes, Syllabus, PowerPoint, etc.)

- IDECC Certification** (if application, required for Distance Education Courses)

- Copy of Approval Letter for AQB Approved Courses** (if applicable)

- Sample Certification of Completion – Must Include:**
 - ✓ The name of the student
 - ✓ The name of the sponsor & sponsor number
 - ✓ The name of the course attended
 - ✓ The number of classroom hours completed by the student
 - ✓ The date of course completion
 - ✓ The signature of the course coordinator or instructor
 - ✓ The course approval number assigned by the department
 - ✓ The student's license number (For Continuing Education)



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Please Check One:

New Course

Renew Course: _____
 (Current Course #)

FOR OFFICE USE ONLY	
Approved By	Date Approved
Sponsor No	
Course No. Assigned	Hours Approved
Can Be Applied Toward	
Prelicensure	Con Ed

REAL ESTATE APPRAISER CONTINUING EDUCATION AND PRELICENSURE COURSE APPROVAL APPLICATION AND NOTICE

Authority: 1980 PA 299

A. COURSE INFORMATION (Complete one form for each course offered; information listed will appear on the Department website.)

Course Name		Number of Classroom Hours	
Course Type	Online Classroom	Credential Type	Con-Ed Prelicensure (Complete Subject Matter Matrix)
Sponsor Name		MI Sponsor Number	Contact Person/Coordinator
Address of Sponsor		City, State, Zip Code	
Sponsor Telephone Number	E-mail Address	Web Address	
Sponsor Type	College or University Nonprofit Assoc. (If new sponsor, submit proof of good standing)	Government Agency	
MI Proprietary School: _____ MI License Number		Out-of-State Proprietary School (Must submit copy of approval to operate)	

B. ATTENDANCE POLICY

How is attendance monitored?
Sign In Other - Please describe:
Is there a class makeup policy? If yes, please describe.
Yes No

C. INSTRUCTOR QUALIFICATIONS (Attach additional sheets to list additional instructors.)

Instructor Name(s)	License Type	License Number	If not an appraiser, explain qualifications

D. EXAM INFORMATION (Required for Prelicensure Courses)

Describe method of grading (include passing/failing scores)
Describe other standards student must meet to pass the course

Required Documents

- | | |
|--|---|
| Timed Course Outline/Detailed Course Description | Subject Matter Matrix (Prelicensure only) |
| Sample Certificate of Completion | Out of State Proprietary School Proof (if applicable) |
| AQB Approval Letter (If applicable) | IDECC Certificate (If applicable) |

Please sign confirming that as coordinator you realize you are responsible for your school to be in compliance.

Signature of Coordinator _____ Date _____

SUBJECT MATTER MATRIX

(Prelicensure Courses - ONLY)

General Matrix Model - Page 7 of 7														
Revised AQB Real Property Appraiser/Criteria			Qualification Criteria Hours											
Core Curriculum			Appraiser Trainee			Licensed Residential			Certified Residential			Certified General		
Guide Note 1 Curriculum Content			Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.
GN-1 Subtopics			Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.	Req.	Comp.	Bal.
General Appraiser Report Writing & Case Studies (30 Hours)												30		
A.	Writing & Reasoning Skills													
B.	Common Writing Problems													
C.	Report Options & USPAP Compliance													
D.	Case Studies													
	Exam Hours													
Appraisal Subject Matter Electives (20 Hrs Cert. Res.) (30 Hrs Cert. Gen.)											20		30	
Exam														
TOTAL HOURS			75			150			200			300		



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REAL ESTATE APPRAISER CONTINUING EDUCATION & PRELICENSURE COURSE ROSTER

AUTHORITY: P.A. 299 of 1980, as amended

INSTRUCTIONS: Report attendance within 15 business days of the completion date for each course. **Please type or print legibly and provide all required information requested.** Incomplete or illegible forms will be returned for correction. Instructors wishing to receive continuing education credit for teaching a course must be listed under the Student Information section. Credit for teaching a course can be granted only once per licensing year. **Note: Each course number & type (prelicensure or con-ed) must have its own course report submitted.**

Course Information				
Sponsor Number		Sponsor Name		Sponsor Telephone Number
Course Number	Prelicensure Con-Ed	Course Title		Course Beginning Date
Classroom Hours		Instructor Name	Contact Person Name	Course Ending Date
Course Location and Complete Address				

Student Information - All information is required in order to receive education credit - Type or print legibly					
Appraiser License Number	License Type*	Student Name	Appraiser License Number	License Type*	Student Name

***License Type Key: L-Limited Appraiser; SL-State Licensed Appraiser; CR-Certified Residential Appraiser; CG-Certified General Appraiser**

LARA/BPL-REACE&PRELICROSTER (Rev. 03/19)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.