



Course approval or renewal. No retroactive approvals allowed.
Original applications can take up to 90 days to process.
Renewals can take up to 2 weeks to process.

Apply online: <https://professions.dol.wa.gov>

Upload course documents to **Box.com**

Original applications must have (in this order):



1. AQB course approval, AQB USPAP Instructor Approval, and/or IDECC approval certification (*as applicable*).
2. A course outline with hourly breakdown and learning objectives
3. Syllabus or curriculum
4. Copy of the examination and exam key
5. All course materials (*all required textbooks, PowerPoints, lecture notes, handouts, online course, etc. used to teach the class must be in PDF format*)
6. Other (*such as seminar brochures, resumes, etc.*)

Renewal applications must have:

An AQB and/or IDECC approval certification (*as applicable*) and a course syllabus and curriculum.
Seminars (*one-time events*) can't be renewed.

Box.com

Course provider must submit all documents (including this application on top) as a single PDF file.
Upload file to the appraiser course provider folder after submitting the course application online.

New course providers:

Email a copy of this completed application form to ask for access and instructions to Box.com.

For questions or language help: call (360) 664-6505 or email reeducation@dol.wa.gov

Application type

Original application (*check all that apply*):

One-time event. Date of event _____

Location: City and state _____

Ongoing event.

Substantial course changes (*the original course will be retired*): AP#: _____

Renewal application (*check only if there were no substantial course changes and the course has not expired*)

AP#: _____ Current expiration date _____

Delivery method

- Classroom (instructor in room with students)
- Distance/Online (IDECC approval certificate required)
- Seminar/Convention

Course/Seminar Information

School/Provider name		DBA name	
Mailing address, City, State, ZIP code			
Contact name	10-digit phone number and ext.	Email	
Course/Seminar title (Must start with "online" if a distance course)			

Course/Seminar information (continued)

Course is designed to meet classroom hours for (check all that apply)

Pre-qualifying (minimum of 15 hours with exam)

Classroom hours: _____ Number of exam questions: _____

For: Registered trainee State licensed Certified residential Certified general

Pre-qualifying elective (minimum of 15 hours with exam)

Classroom hours: _____ Number of exam questions: _____

For: Certified residential Certified general

Continuing education (minimum of 2 hours)

Classroom hours match pre-qualifying (if applicable): _____ Alternate hours (no pre-qualifying exam): _____

Describe instructional material. "See attached" is not acceptable. List if book, powerpoint, online, excel, speakers, etc.

Answer the following

- | | | |
|---|----------|------------|
| 1. A syllabus or curriculum must be included. Which have you included? | Syllabus | Curriculum |
| 2. Do you have an Appraisal Qualification Board Approval Certificate? | Yes | No |
| If "Yes," include AQB approval. Date approval expires: _____ | | |
| 3. Is this a distance learning course? | Yes | No |
| If "Yes," an IDECC approval certificate must be included. Date approval expires: _____ | | |
| 4. If this is a USPAP 15 hour or 7 hour course, do you have a copy of the USPAP Instructor Certificate? | Yes | No |
| If "Yes," include the certificate. Date approval expires: _____ | | |
| 5. If this is a renewal, has there been any substantial course change made since the last application? | Yes | No |

Providers public contact information for website

Provider email	10-digit phone number
Website	

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

_____	TYPE or PRINT Name
_____	X
Date and place signed	School administrator signature