



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](#)



27020-APPLICATIONS

**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](mailto: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 or Online (IDECC approval certificate required)

Seminar or Convention

### Course or Seminar Information

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

**Course or Seminar information (continued)**

## Outline of course presentation

Learning unit title	Learning objective	Teaching techniques used in each learning unit	Estimated time to complete each learning unit

**Total clock hours** \_\_\_\_\_

**Course or 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**

\_\_\_\_\_  
School administrator signature

Date and place signed