



KENTUCKY REAL PROPERTY APPRAISERS BOARD

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KRPAB Form 013 - APPLICATION FOR COURSE APPROVAL

COURSE TYPE AND OCCURRENCE - CHECK ALL THAT APPLY

- | | | |
|---|---|--|
| ☐ Qualifying Education Course (\$100 per course) | ☐ Continuing Education Course (\$100 per course) | |
| ☐ Both Qualifying & Continuing Education Course (\$100 per course) | | |
| ☐ Initial Application | ☐ Renewal Request | |
| ☐ Synchronous | ☐ Asynchronous | |
| ☐ Classroom | ☐ Online | ☐ Both Classroom & Online |

Classroom Location: _____

ADMINISTRATOR DEMOGRAPHICS

Name of Education Provider: _____

Name of Program Administrator: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

Address Where Records Are Kept: _____

EDUCATION COURSE INFORMATION

Course Title and Number: _____

Number of Classroom Hours: _____ Number of Exam Hours: _____

List of Instructors: _____

Does your organization have ownership of the course materials? **YES** **NO**

Owner's Name (if "no" is selected above): _____

If no was selected above, select the option below which details how the applicant has permission to use the course materials from the listed owner.

- ☐ Applicant owns the course and conducts the course itself and/or through affiliated entities (such as state chapters of a national organization).
- ☐ Applicant is an affiliated entity of an entity which has previously obtained KRPAB approval of the course, and the applicant will conduct this same course. Therefore, the applicant cannot claim KRPAB approval through the entity and applies as a course owner in its own right.

Name of parent entity with KRPAB approval of the course: _____

- ☐ Applicant has acquired from the owner of a KRPAB-approved course the course materials and the right from the owner to independently conduct the course using such acquired materials.

Name of owner with KRPAB approval of the course: _____

Regardless of type of eligibility as indicated above, the applicant claims that they own the course materials or otherwise have the right to use the course materials in the course for which they seek approval, and to the best of their knowledge, those materials do not infringe on the copyright or other rights of third parties.

REQUIRED ATTACHMENTS

Initial Qualifying & Continuing Education Courses:

- Completed Education Course Application
- Course Description
- Timed Course Outline
- Learning Objectives
- Instructional Material for Students
- Materials for course instructor use
- Sample copy of an official transcript
- Copy of legal documents to support an answer
- Instructor qualifications
- Distance Education (AQB & IDECC Approvals)

Renewal Qualifying & Continuing Education Courses:

- Completed Education Course Application
- Changes to the Course Material/Instructors
- Distance Education (AQB & IDECC Approvals)
- Timed Course Outline

Additional Qualifying Education Attachments (Optional):

- Sample of Final Examination & Answer Key
- License from KY State Board for Proprietary Education, if applicable

USPAP COURSE SUBMISSIONS

How will the student be provided with a copy of the course material? (Check one):

- ☐ Purchase bound copies or CD-ROM
- ☐ Downloadable searchable version (only permissible for distance education providers)
- ☐ Student will provide their own copy (Course provider or instructor must ensure the student possesses a current and valid copy of USPAP)

Student Manual (select one):

- ☐ Purchase copies via license agreement ☐ Purchase bound copies ☐ Equivalent manual
- ☐ Student will provide their own copy (Course provider or instructor must ensure the student possesses a current and valid Student Manual)

CERTIFICATION

I certify that the foregoing information provided in this application and on all following attachments is true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Signature of Education Provider Representative: _____

Printed Name: _____ Date: _____

Title: _____