

# Appraisal Education Checklist

## Pre-Licensure

Please use this document to determine what information you are required to submit to the Florida Department of Business and Professional Regulation when you are applying to offer a Florida Real Estate Appraisal Board (FREAB) educational course for credit.

For courses offered via classroom, synchronous, hybrid or distance delivery:

COURSE TYPE	CHECKLIST
<p><b><u>Pre-Licensure</u></b></p> <ul style="list-style-type: none"> <li>• Real Estate Schools licensed pursuant to Chapter 475.451, Florida Statutes, can only offer these courses, as well as state or nationally recognized appraisal organizations.</li> <li>• Courses are approved for a Minimum of 15-hours.</li> <li>• Classroom, Synchronous, Hybrid or Distance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR FREAB 20 application.</li> <li><input type="checkbox"/> Completed DBPR FREAB 22 application for each instructor that will be teaching the course. (This is a requirement for state or nationally recognized appraisal organizations only, licensed real estate schools do not need to fulfill this requirement).</li> <li><input type="checkbox"/> New course application fee: \$200 or course renewal fee: \$100 (this is a requirement for state or nationally recognized appraisal organizations only, licensed real estate schools do not need to fulfill this requirement).</li> <li><input type="checkbox"/> Copies of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minute hours)</li> <li><input type="checkbox"/> Distance courses must provide proof of certification of the delivery method by the AQB or an independent certified organization approved by the AQB.</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> End of course examination – 2 different end of course exams (<u>multiple choice</u>) with answer keys referencing page # where answer can be found <input type="checkbox"/></li> <li><b>***National USPAP Only***</b> Demonstrate that you will be using Appraisal Qualification approved course material.</li> <li><input type="checkbox"/> <b>***National USPAP Only***</b> Demonstrate that the course will be taught by an Appraisal Qualification Board Certified National USPAP Instructor.</li> </ul>
<p>For detailed information concerning course and exam content please refer to Rule 61J1-4.001 Florida Administrative code.</p>	

## Appraisal Continuing Education Checklist

Please use this document to determine what information you are required to submit to the Florida Department of Business and Professional Regulation when you are applying to offer a Florida Real Estate Appraisal Board (FREAB) educational course for credit.

For courses offered via **classroom, synchronous, hybrid or distance delivery:**

COURSE TYPE	CHECKLIST
<p><b><u>Continuing Education</u></b></p> <ul style="list-style-type: none"> <li>• Real Estate Schools licensed pursuant to Chapter 475.451, Florida Statutes, can offer these courses, as well as approved providers.</li> <li>• Courses are approved for a maximum of 20-hours and a minimum of 2-hours.</li> <li>• Classroom, Synchronous, Hybrid or Distance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed DBPR FREAB 20 application.</li> <li><input type="checkbox"/> Completed DBPR FREAB 22 application for each instructor that will be involved in the delivery of the course. (this is a requirement for state or nationally recognized appraisal organizations only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> New course application fee: \$200 or course renewal fee: \$100 (this is a requirement for state or nationally recognized appraisal organizations only, licensed real estate schools do not need to fulfill this requirement)</li> <li><input type="checkbox"/> Copies of the course material.</li> <li><input type="checkbox"/> Timeline justifying the hours requested on your application. (50 minute hours)</li> <li><input type="checkbox"/> Learning objectives (3-per hour)</li> <li><input type="checkbox"/> <b><u>If Distance or Hybrid, supply 2 end-of-course-examinations (multiple choice) with answer keys containing page # where answer can be found.</u></b></li> <li><input type="checkbox"/> <b>***National USPAP Only***</b> Demonstrate that you will be using Appraisal Qualification approved course material.</li> <li><input type="checkbox"/> <b>***National USPAP Only***</b> Demonstrate that the course will be taught by an Appraisal Qualification Board Certified National USPAP Instructor.</li> </ul>
<p>For detailed information concerning course and exam content please refer to Rule 61J1-4.003 Florida Administrative code.</p>	