



Vermont Real Estate Appraisers

Application for Individual Request for Program Approval

Applicant Name	
Applicants email address	

Applicant Mailing Address	P.O. Box	
	Street/Apt #	
	City/State/Zip	

Phone		Fax	
Email		Website	

Program Title

Program Coordinator or Sponsor	
Program Topics	

Program Begins		Program Concludes	
Instructor(s)			

Continuing Education	Yes	No	# of Hours	
Qualifying Education	Yes	No	# of Hours	
Classroom or Distance/Online Education				

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge. I have read and submitted all materials required in the instructions.

 Signature of Course Sponsor/Instructor

 Date

Instructions for application submission

1. Submit the completed application and all supporting documentation by email to sos.appraisereducation@sec.state.vt.us
2. Submit program documentation to include the following information in one Adobe PDF document. (Use only portrait orientation and submit in the order below.)
 - Course description
 - Sample of any advertising
 - Learning objectives i.e., what specific topics you expect students to know upon completion
 - Instructor information (attach complete information for each instructor)
 - Proof of Completion (if a certificate of completion is not furnished by the course coordinator or instructor a letter from the instruction will suffice.)
3. Email the items in number two above to sos.appraisereducation@sec.state.vt.us. Multiple documents will not be acceptable. The subject line of the email must include your name.
4. If the course you are submitting is AQB or IDECC approved and you have access to this information you should submit the approval letters with the application.
5. All course applications must be submitted ten (10) working days prior to the next scheduled board meeting or it will not be reviewed until the following month. For meeting dates please go to our website at <https://www.sec.state.vt.us/professional-regulation/list-of-professions/real-estate-appraisers.aspx>