



State of Oklahoma
REAL ESTATE APPRAISER BOARD
 3625 N.W. 56th St, Ste 100, Oklahoma City, Oklahoma 73112
 Phone: (405) 521-6636 Fax: 522-6909 Email: reabadmin@oid.ok.gov
 Website: www.reab.oid.ok.gov

REQUEST FOR APPROVAL OF COURSE FOR QUALIFYING EDUCATION CREDIT
SEE INSTRUCTIONS AT BOTTOM LEFT; ALL APPLICATIONS MUST INCLUDE PROPER REMITTANCE

Name and Address of Provider/Sponsor Submitting Course Provider #: APP _____	Name and Telephone Number of Contact Person Name: _____ Telephone: _____ Fax: _____ Email address: _____
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Course Title/Name: _____

Method of Instruction: <input type="checkbox"/> Classroom/Lecture <input type="checkbox"/> On-line Primary Instructor(s): _____	The Provider of this course is a: <input type="checkbox"/> Course Owner <input type="checkbox"/> Secondary Provider* *Course Owner: _____
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Total Hours Requested: _____	Has this course been approved by the Appraiser Qualifications Board (AQB) Course Approval Program? <input type="checkbox"/> Yes. <input type="checkbox"/> No.
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Course Description: Describe General Content of Course: _____

Text References: Name Published Text(s) to be used: _____

Name & Signature of Individuals Authorized to Sign Certificates of Completion:

Name (Typed or Printed)	** Signature
Name (Typed or Printed)	** Signature

** Facsimile signatures acceptable.

"To the best of my knowledge, information, and belief, this providing or sponsoring entity owns or otherwise has the right to the use of course materials to be used in this course, and use of these materials does not infringe on any copyright or other rights of any other parties. The provider of this course is and shall remain in compliance with the Appraiser Qualifications Board (AQB) Course Approval Program (CAP) Course Owner-Secondary Provider agreement as set forth in the AQB CAP Policies and Procedures, if applicable."

Name (Typed or Printed)	Signature
Title:	Date:

- Use this form to request approval of courses for continuing education.
1. Forward original form to OREAB. Do not fax.
 2. Attach *one* copy of the course outline that includes a time schedule, topics and learning objectives.
 3. Attach *one* copy of the Topic Matrix (REA-CE4A). List hours for each subtopic; identify location of material referenced by subtopic, list exam questions relating to subtopic. If not a required Core Curriculum Course, use page TM-7 to prepare an appropriate topic matrix.
 4. Attach *one* copy of all course materials, including published textbooks and examinations, to be used in this course.
 5. Course owners: attach AQB and IDECC approval letters.
 6. Secondary Providers: include a copy of the course owner-secondary provider agreement, AQB approval letter (if applicable) and provider specific IDECC approval letter.
 7. Submissions must be received at least seven business days prior to a Board meeting or it will be held over until the following meeting.
 8. AQB approved course submittals must include a Fifty Dollar (\$50.00) non-refundable fee.
 9. Course submittals *not* approved by AQB must include a Two Hundred Dollar (\$200.00) non-refundable fee.

OREAB USE ONLY: APP _____ COURSE _____

Disapproved.

Approved for _____ hours of qualifying/ continuing education.

Course Expiration Date: _____

By: _____ **Approval Date:** _____

Check No.: _____ **Check Date:** _____