



**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 RENEWAL OF COURSE FOR QUALIFYING/CONTINUING EDUCATION CREDIT
SEE INSTRUCTIONS AT BOTTOM LEFT; ALL APPLICATIONS MUST INCLUDE PROPER REMITTANCE

Name and Address of Provider/Sponsor Submitting Course 	Name and Telephone Number of Contact Person Name: _____ Telephone: _____ Fax: _____ Email address: _____
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Course Title/Name: _____ Provider #: _____ Location: _____ Course #: _____ Total Hours Requested: _____ City: _____ Primary Instructor: _____

"I certify that the information contained within this course remains the same as that originally submitted and I will notify the Oklahoma Real Estate Appraiser Board of any changes made in the information contained within this course within ten (10) days."

Name (Typed or Printed)	Signature
Title: _____	Date: _____

"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 renewal of courses for qualifying or 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 all course materials, including published textbooks and examinations to be used in this course.
 4. Submission must be received at least seven business days prior to a Board meeting or it will be held over until the following meeting.
 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. Course renewals must include a Twenty Dollar (\$20.00) non-refundable fee.
 8. Renewals of courses that were approved based on AQB CAP approval must be accompanied by a copy of the new AQB CAP approval letter.

OREAB USE ONLY: APP ____ COURSE ____

Disapproved.

Approved for ____ hours of qualifying and/or continuing education.

Course Expiration Date: _____

By: _____ **Approval Date:** _____

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