



**APPRAISER CERTIFICATION AND LICENSURE BOARD**  
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**APPLICATION FOR COURSE PROVIDER APPROVAL**  
**CONTINUING EDUCATION**

**Date:** \_\_\_\_\_

**Course Provider:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

The following information must be submitted for review along with this form:

**Attendance policy:** The course owner/affiliated entity shall have a written attendance policy that requires student attendance to be verified. Policy must:

- (a) stipulate as to the percentage of attendance required by the student;
- (b) include on the attendance records form the instructor(s) name and the criteria under which they qualified;
- (c) provide that non-members of the course provider's association or organization may apply for the course without membership in the association;
- (d) provide for retention of attendance records for a minimum of five years.

**Course scheduling policy:** The course owner/affiliated entity shall have an established policy on course scheduling that provides a maximum of eight (8) classroom hours of instruction in any given day and appropriate breaks during each class session.

**Course completion certificate policy:** The course owner/affiliated entity shall have an established policy assuring prompt issuance of signed course completion certificates to attendees which shall include information regarding the number of classroom hours, whether there was successful passage of the course examination and the index number assigned to the course by the ACLB administrator.

**Audit policy:** The course owner/affiliated entity shall permit the Administrator, or the Administrator's representative, to audit the course and course materials, at no cost to the Administrator or the Administrator's representative, in order to evaluate the instruction. The course owner/affiliated entity shall permit the Administrator or the Administrator's representative to review records appropriate to selected course offerings.

You will be notified in writing of approval/disapproval. Please allow 30 days for processing.

Oregon Administrative Rules (OAR), Chapter 161 defines the topics that must be substantially covered to be considered for continuing education approval. Please submit a separate application form for each course you want to be considered for continuing education approval. Continuing education courses are required to be a minimum of 2 hours in length.

**I certify, on behalf of the course provider, that the information contained in the application is true and correct, the course will be presented by traditional classroom methods, and as a course provider we agree to keep written records documenting that our instructor(s) meets ACLB qualifications.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Rev 09/07