



**Arkansas Appraiser Licensing and Certification Board**  
 900 West Capitol Avenue, Suite 400  
 Little Rock, AR 72201  
 501-296-1843  
 www.arkansas.gov/alcb

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| <b>FORM ECIPA-210</b><br>Education Application |
| CAP Approved: _____                            |
| Board Approved: _____                          |
| Board Denied: _____                            |
| Renewed: _____                                 |
| New Exp Date: _____                            |

| Pymt Type                           | Ck Date | Ck # | Amt | Processed Date/By |
|-------------------------------------|---------|------|-----|-------------------|
| <b>DO NOT WRITE ABOVE THIS LINE</b> |         |      |     |                   |

## EDUCATION COURSE APPROVAL APPLICATION

Complete one (1) form for each educational program of study to be offered. A course cannot be advertised or offered as approved until such approval is granted by the Arkansas Appraiser Licensing & Certification Board.

Name of Provider \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Initial      Please attach initial **application fee of \$100** per course.

Renewal\*      Current Course Exp Date \_\_\_\_\_

*\*Courses may be renewed one time. After one renewal, a course must be submitted as an initial application.*

COURSE TITLE \_\_\_\_\_

COURSE DELIVERY     Classroom Only     Classroom & Synchronous     Online/Asynchronous  
(For distance education method of delivery, see Section 5 rule.)

COURSE DATES \_\_\_\_\_  On-Demand

CREDITED HRS     CE Hours     CEE Hours (CE w/Exam)     QE Hours

AQB CAP Approval    

|    |   |
|----|---|
| Y* | N |
|----|---|

 If yes, Expiration Date \_\_\_\_\_

IDECC Approval    

|    |   |
|----|---|
| Y* | N |
|----|---|

 If yes, Expiration Date \_\_\_\_\_

*\*Please provide approval letters.*

Course Description:

**Unless the course has AQB CAP approval,** please email ([jimmie.sue.puckett@arkansas.gov](mailto:jimmie.sue.puckett@arkansas.gov)) the following:

- detailed outline with specific learning course objectives as they relate to the specific knowledge and/or skills students are expected to acquire
- copy of text and/or instructional materials that students will use

PROVIDER NAME \_\_\_\_\_

COURSE TITLE \_\_\_\_\_

Instructors of qualifying or continuing education courses must meet the criteria outlined in "The Minimum Standards for Instructors" (as outlined on Form ECIPA-210 – Education Application – Instructor) and be approved by the Arkansas Appraiser Licensing and Certification Board.

*\*If the instructor(s) have not been previously approved by the Board, please submit Form ECIPA-210 – Education Application – Instructor and provide a resume(s) indicating instructor's(s') qualifications.*

List the name(s) of qualified instructor(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|   |    |
|---|----|
| Y | N* |
|---|----|

 Has the Arkansas Appraiser Licensing Board previously approved the above instructor(s)?

List the name(s) of alternate instructor(s)

\_\_\_\_\_  
\_\_\_\_\_

|   |    |
|---|----|
| Y | N* |
|---|----|

 Has the Arkansas Appraiser Licensing Board previously approved the above alternate instructor(s)?

**CERTIFICATE OF COMPLIANCE:** I certify that I have presented true statements throughout this application form and attachments submitted to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Official Title Date

I, the undersigned notary public, certify that the above-named individual appeared before me in person and acknowledged signing the foregoing instrument for the purposes therein set forth on this

\_\_\_\_\_ day of (month) \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

State of: \_\_\_\_\_

County of: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

## SECTION 5

### Excerpts from ALCB Rules adopted August 2005 regarding Distance Education

(d) Pre-license, Pre-certification, and continuing educational requirements may be satisfied through the completion of Board approved correspondence courses or other distance educational offerings.

Distance education is defined as an educational process in which instruction does not take place in a traditional classroom setting but rather through other media (non-conventional methods) in which teacher and student are separated by distance and sometimes by time and the course provides interaction.

Persons or entities seeking Board approval for a distance educational offering shall submit an outline and description of the entire course and provide documentation which demonstrates the course complies with the following criteria:

- i. That the educational offering is presented by an approved or accredited college, community or junior college or university that offers distance educational programs and credit in other disciplines; or
- ii. That the course has received approval for college credit by an accrediting agency recognized by the U.S. Secretary of Education; or
- iii. That approval of the course design and delivery mechanism has been obtained from an AQB approved organization or an accredited college or university; and
- iv. That the course teaches to the mastery of the subject and at a minimum covers the following criteria.
  - A. Divides the material into major units as approved by the Board;
  - B. Divides each of the major units of content into modules of instruction for delivery on a computer or other approved interactive audio- or audio-visual programs;
  - C. Divides the learning objectives for each module of instructions. The learning objectives must be comprehensive enough to ensure that if all the objectives are met, the entire content of the course will be mastered;
  - D. Specifies an objective, quantitative criterion for mastery used for each learning objective;
  - E. Provides a means of diagnostic assessment of each student's performance on an ongoing basis during each module of instruction;
  - F. Requires the student to demonstrate mastery of all material covered by the learning objectives for the module before the module is completed;
  - G. That the course offering is designed in such a way that the material is presented under an approved instructor who shall be available to answer student questions or provide assistance on a timely basis as necessary;
  - H. The instructor will provide reasonable oversight of a student's work to ensure that the student who completes the work is the student who enrolled in the course;
- v. The course provider must provide documentation of an acceptable method that ensures that the student achieves the classroom hourly equivalent as approved by the Board;
- vi. The provider must submit satisfactory documentation that the International Distance Education Certification Center (IDECC) or an AQB-approved certification entity has certified the course/seminar as meeting acceptable distance education standards for course design and delivery mechanism. Any approvals based on such certification will cease upon notice that the certification has been discontinued for any reason.
- vii. For distance education courses where an official cannot proctor classroom attendance, and an exam is required, such an examination shall be proctored by an individual approved pursuant to (e) and (f) below;

viii. And such other information as the Board may require

ix. Students are to certify that they have personally completed each assigned module of instruction.

(e) Examination Proctor Qualifications

- i. The person shall not be related to the student by blood or marriage and may not be engaged in any association (personal or business) with the student.
- ii. The proctor may be selected from the following professions:
  - a. A university, college or community college professor or instructor.
  - b. A public and private school professional (superintendent, principal, guidance counselor, librarian, etc.)
  - c. An AQB certified instructor or an approved professional association's instructor.
- iii. Proctor(s) shall be approved, in advance, by the Arkansas Appraiser Licensing and Certification Board.

(f) Examination Proctor Duties

- i. The proctor shall be satisfied that the person taking the examination is the person registered for the course. This should be verified with a picture ID and another identification document (driver's license, student ID card, etc.).
- ii. The proctor shall be in the room while the student is taking the exam or within line of sight of the student. Assure that the student does all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource. If the exam calls for mathematical calculations, a non-programmable hand-held calculator may be used.
- iii. The proctor shall see that the student adheres to the time limit requirement specified for the examination. The examination must be completed in one sitting. If the examination is interrupted for any reason, the examination can be re-started only by notifying the Arkansas Appraiser Licensing Board that the examination was interrupted, the reason for the interruption and the ALCB, or its designee, must approve the request to resume.
- iv. Upon completion of the examination, the proctor shall submit a certificate indicating the verification of the identity of the student, that the examination was completed on the date assigned during the time permitted and that the student has done all the work him/herself without aids of any kind including books, notes, conversation with others or any other external resource while taking the examination, including access to Internet search engines or web pages other than that displaying the examination.