

# Application for Appraisal Classification Course Instructor

Georgia Real Estate Appraisers Board  
Suite 1000-International Tower  
229 Peachtree Street N.E.  
Atlanta, Georgia 30303-1605  
(404) 656-3916  
FAX: (404) 656-6650

FOR OFFICE USE ONLY	
INSTRUCTOR # _____	
PMD: _____	FEE: _____
RECD: _____	
RETURN: _____	
EDI: _____	

**Chapter 539-5** outlines the requirements to approve Appraiser Instructors to teach qualifying classification courses. Applicants may view the Board's regulations at [www.greab.state.ga.us](http://www.greab.state.ga.us).

The Board does not require that Instructors who teach only continuing education courses submit an application to the Board. Contact an approved School for information on teaching continuing education courses.

For more information on Instructor and School requirements see the School Policy Manual at [www.greab.state.ga.us](http://www.greab.state.ga.us).

**Attach a cashier's check or money order for \$95.00 made payable to the Georgia Real Estate Appraisers Board**  
The Board cannot accept personal checks or business checks for this application.

The Board can only review this application if you include the fee.  
**Incomplete applications will be returned unprocessed and charged an additional \$25.00 fee.**

## Applicant Information

Name: \_\_\_\_\_

Social Security #: \*\*\* \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street Number Street Name

City State Zip County

Mailing Address: \_\_\_\_\_  
Street Number Street Name OR PO Box

City State Zip County

Telephone Numbers: Home: ( ) \_\_\_\_\_ Business: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### **NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

The GREAB shall not release your SSAN to any third party except as required by Law.

Click here [Worksheet.xls](#) for a “Self Evaluation Points Worksheet” to help you evaluate your own application using the same method the Board uses to evaluate your application.

### Section 1 – Instructor Workshop

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Each applicant must successfully complete within one year **prior** to making an application for Instructor approval: A Commission approved Instructor Development Workshop.

List below the school or organization, the name of the course, the number of credit hours, and the date completed for this requirement.

School / Organization	Course Name
_____	_____
_____	_____
_____	_____
_____	_____

### Section 2 – Appraiser Education

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1. List below classification courses required by Georgia’s Appraiser Board or by another state’s Appraiser Board that you have completed. A classification course is one which a state’s Board requires an individual to take to obtain a particular appraiser classification.

Approved School	Course Name	Number of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List below any college or university courses in appraisal subjects that you have completed and include a transcript from the college or university.

College or University Name	Course Name	Number Of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Section 3 – Appraiser Classification Information**

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1. Georgia Appraiser Classification Number: \_\_\_\_\_

- \_\_\_\_\_ State Trainee Real Property Appraiser
- \_\_\_\_\_ State Registered Real Property Appraiser
- \_\_\_\_\_ State Licensed Real Property Appraiser
- \_\_\_\_\_ State Certified Residential Real Property Appraiser
- \_\_\_\_\_ State Certified General Real Property Appraiser

2. List any classification held in any other state(s):

\_\_\_\_\_

**Section 4 – Teaching Experience**

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1. List any appraisal courses approved by Georgia’s Appraiser Board or any other state’s Appraiser Board that you have taught. Include the name of the school or organization where you taught the course and the number of hours you have taught the course.

Approved Course Name	Approved School	Number of Hours Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List any appraisal courses not approved by Georgia’s Appraiser Board or any other state’s Appraiser Board that you have taught. Include the name of the school or organization where you taught the course and the number of hours you taught the course.

Course Name	School or Organization	Number of Hours Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List any teaching experience not addressed above. Include formal education teaching experience (elementary school, high school, or college courses) and any other informal education teaching experience such as internet courses or military instruction.

Type of Institution	Name of Institution or Organization	Number of Years Or Times Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. You may submit evidence of having taught as a Guest Instructor for as many as 20 hours in Board approved classification or continuing education courses. List those hours below. Include with your application (a) a letter from the school director or the approved instructor documenting the hours you taught and evaluating your teaching and (b) copies of evaluations from students in those courses. List this experience below:

Name of Course	Organization or School	Hours Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**Section 5 – Formal Education**

Check below the highest level of formal education you have completed:

- High School                       Bachelor Degree  
 Associate Degree                       Graduate Level Degree

**Section 6– Appraisal Experience**

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1. List the professional associations to which you belong and the number of years that you have belonged to each association.

Professional Association	City	Number of Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List the appraiser professional designations that you have earned and the year in which you earned the designation.

Designation	Year
_____	_____
_____	_____
_____	_____

3. List any jobs or professions related to the appraisal industry in which you have worked and the number of years you worked in each job or profession.

Job or Profession	Number of Years
_____	_____
_____	_____

4. List below the appraisal continuing education courses approved by Georgia’s Appraiser Board or by another state’s Appraiser Board which you have completed.

School	Continuing Education Course	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Indicate below the approximate number of appraisal assignments which you have completed as an appraiser, review appraiser, or assistant to an appraiser since you have been classified as an appraiser.

Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_

## Section 7 – Convictions or Disciplinary Actions

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**Failure to disclose any conviction, nolo contendere plea or first offender sentence to a criminal offense, is grounds for denial of your approval. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

**(1)** In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES  NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

(A) For *every* occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.

(B) For *every* occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:

- 1) an explanation of the circumstances surrounding every conviction
- 2) whether you have made any required restitution
- 3) whether you have completed all conditions of your sentence
- 4) whether you are on parole or probation (*and the date it will end*)

**(2)** Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

**(3)** Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES  NO

**If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

(A) For *every* occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a **detailed written statement** that includes:

- 1) an explanation of the circumstances surrounding the disciplinary action
- 2) whether you have made any required payment
- 3) whether you have completed all conditions of your disciplinary

**Section 8– GCIC Report – Everyone must provide a GCIC with this application.**

A copy of the **Georgia Crime Information Report (GCIC)** on the applicant **must accompany** this application. Georgia residents can obtain a GCIC from any local sheriff's office or police department. Applicants who have not lived in Georgia must submit a report from their resident state, province, or territory that is equivalent to the GCIC. Such reports must not be more than 60 days old. If the applicant is aware of any conviction, nolo contendere plea, or first offender sentence that is not on the GCIC report, the applicant must disclose such conviction(s).

**Section 9 – Lawful Presence Verification Information – Everyone must provide this information!**

Attach a notarized **Lawful Presence Verification** form and a Secure and Verifiable as detailed on our web site at [www.grec.state.ga.us](http://www.grec.state.ga.us) is required. (If not already on file with GREAB.) You may access the form in the “Forms and Applications” section of the site.

**SECTION 10- Sign and Date this Application in the Space Below**

I, the undersigned applicant, do hereby certify that the information given in this application is true to the best of my knowledge and belief, and I do hereby authorize any authorized representative of the Georgia Real Estate Appraisers Board to receive any criminal history record information and/or a full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(APPR Inst 10-2015)