

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

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.grec.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.grec.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.

Incomplete applications will be returned unprocessed and charged an additional \$25.00 fee.

Applicant Information

Name: _____

Social Security # _____ Date of Birth: _____

Residence Address: _____
Street Address

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 Board shall not release your SSAN to any third party except as required by law.

Section 1 – Appraiser Education

1. 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
_____	_____
Number of Credit Hours	Date Completed

2. 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	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

School Name	Course Name	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 2 – Appraiser Classification Information

1. Georgia Appraiser Classification Number: _____

2. Classification Type: _____

3. List any classifications held in any other state:

Section 3 – Teaching Experience

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.
* Requires written proof/statement from the Director of an Active School.

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 4 – Formal Education

Check below the highest level of formal education you have completed and provide proof of degree obtained:

_____ High School	_____ Bachelor Degree
_____ Associate Degree	_____ Graduate Level Degree

Section 5– Appraisal Experience

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

Professional Association	State	Number of Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List any 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. Attach a list of completed assignments.

Residential: _____ Commercial: _____

Section 6 – Convictions or Disciplinary Actions

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

(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 7– Criminal Background Report

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 8 – Lawful Presence Verification 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 is required. (If not already on file with GREAB.) You may access the form in the "Forms and Applications" section of the site.

Section 9 – Self Evaluation Points Worksheet

The attached "Self Evaluation Points Worksheet" is provided to help you evaluate your own application using the same method the Board uses to evaluate your application. Include a completed Self Evaluation Worksheet with your application.

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: _____

SELF EVALUATION POINTS WORKSHEET

Points serve as a guide used by the Appraisers Board to evaluate your application as it considers your qualifications.
An application with a point total of **70** or above will receive favorable consideration by the Board towards an approval.

Application Sections	Possible Points	Total Points Allowed	Points Earned	Points per Section
Section 1 - Appraiser Education	Instructor Workshop (10 points) (Required to be completed within 1 year prior to applying)	20		
	Approved Classification Courses (2 points per course)			
	College / University Appraisal Courses (1 point per course) (provide transcript)			
Section total				
Section 2 - Appraiser Classification	Registered (3 points) OR	10		
	Licensed (5 points) OR			
	Certified Residential (8 points) OR			
	Certified General (10 points)			
Section total				
Section 3 - Teaching Experience	Approved Courses (5 points per course; maximum 20 points) (Requires written statement from School Director)	30		
	Non-approved Courses (2 points per course; maximum 10 points)			
	Non-Appraisal Courses (2 points per course; maximum 10 points)			
	Guest Instructor (1 point per course; maximum 20 points) (Requires written proof)			
Section total				
Section 4- Formal General Education	High School (4 Points) OR	10		
	Associate Degree* (6 Points) OR			
	Bachelor Degree* (8 Points) OR			
	Graduate Level Degree* (10 Points)			
*Requires proof of degree earned or courses completed		Section total		
Section 5 - Appraisal Experience	1 point per year as a member of a professional association (3 points maximum)	30		
	1 point per year for each professional designation attained (5 points maximum)			
	1 point per year of work performed in an auxiliary field (5 points maximum)			
	1 point per each Continuing Education course taken (10 points maximum)			
	0.2 points for each Appraisal Assignment completed (30 points maximum = 150 assignments) (Include List)			
Section total				
				Final Score