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# Appraisal Subcommittee

*Federal Financial Institutions Examination Council*

## **ASC Minimum Education Review and File Documentation**

### **Appraiser Qualifications Board Course Approval Program (CAP) Approved Qualifying (QE) and Continuing Education (CE):**

*With the exceptions of the 7- and 15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) equivalency courses, Education Providers and Appraiser Regulatory Programs are not required to utilize CAP. In the event a provider has obtained CAP Approval and the State relies upon such approval as a basis for the State's course approval, the following file documentation is sufficient.*

- CAP Approval Letter. The provider name and delivery type (classroom or distance) on the CAP approval letter must match the application for State approval. If the applicant is not named as provider on the CAP approval letter, they must, at least, certify they are approved to be a secondary provider. The CAP approval letter must be in effect at the time of the State's approval.
- The State-issued approval document. This document should include language that references the provider's obligation to sustain CAP approval as a condition to maintain State approval.

### **15- and 7-Hour National USPAP Courses including Equivalent Courses:**

- CAP Approval Letter. The provider name and delivery type (classroom or distance) on the CAP approval letter must match the application for State approval. If the applicant is not named as provider on the CAP approval letter, they must, at least, certify they are approved to be a secondary provider. The CAP approval letter must be in effect at the time of the State's approval.
- Documentation that at least one instructor is currently a Certified AQB USPAP instructor who is also a State Certified appraiser.
- The State-issued approval document. This document should require the provider to sustain CAP approval as a condition to maintain State approval.

### **State Approved QE:** QE must be at least 15 hours and include an exam.

- Timed Course Outline which accounts for all hours for which the approval is sought.
- Course materials which indicate the subject matter is appropriate for appraiser QE such as course manual, slide presentations, etc.
- An indication in the file, in a form determined by the State, that demonstrates the course was reviewed and either approved or denied. This should also include notes that indicate the requested hours have been tabulated and the examination is appropriate.
- If distance education, the course delivery mechanism approval. The provider name on the certification must match the name of the provider submitting the course for approval.
- The State-issued approval document. If distance education, this document should require the provider to sustain delivery approval as a condition to maintain State approval.

**State Approved CE:** CE must be at least 2 hours.

- Timed Course Outline which accounts for all of the hours approval is sought.
- Course materials such as course manual, slide presentations, etc. which indicate the subject matter is appropriate for appraiser CE.
- An indication in the file, in a form determined by the State, that demonstrates the course was reviewed and either approved or denied. This should also include notes that indicate the requested hours have been tabulated.
- If distance education, the course delivery mechanism approval. The provider name on the certification must match the name of the provider submitting the course for approval.
- The State-issued approval document. If distance education, this document should require the provider to sustain delivery approval as a condition to maintain State approval.

**CE and QE Approved in Other States:** States may accept CE and QE that has been approved by another State's Appraiser Program. An education file is not needed; however, a record that the approval was verified must be placed in the applicant/licensee's file.

**CE and QE Not Previously Approved:** States may accept education that has not been previously approved provided the State reviews the course as would be required for any course and either: (1) documents the applicant's file with evidence of the review; or (2) creates an education file as outlined above under "State Approved CE" or "State Approved QE."

**AQB Approved Real Estate Degree Programs:** When an applicant has completed an Approved Real Estate Degree Program, the State must review the transcript to ensure that the courses taken are the courses listed on the AQB Degree Program approval letter (available at [www.appraisalfoundation.org](http://www.appraisalfoundation.org)). An education file need not be created; however, documentation of the review must be in the applicant's file.

Please contact your assigned Policy Manager if you have any questions or concerns regarding minimum education review and file documentation.