



APPLICATION FOR APPRAISAL QE or CE OFFERING

PRIMARY DOCUMENT

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Professional Regulation 320 West
Washington Street, 3rd Floor
Springfield, Illinois 62786
800-560-6420

573/575

In order for this form to be processed you must already have an Illinois Appraisal Course Provider license. Providers are encouraged to submit materials via electronic media. If hardcopies are to be provided the Division **REQUIRES** two copies. Illegible and/or incomplete materials will be rejected.

NAME OF EDUCATION PROVIDER	PROVIDER'S ILLINOIS LICENSE NUMBER: 555.
CONTACT PERSON:	EMAIL ADDRESS:
DBA (if applicable)	
COURSE TITLE	AQB COURSE CODE (for example: ILR4-08)

Please indicate whether this is a QE or a CE offering. Practicum courses can be submitted as either classroom QE or CE. You must indicate whether the offering is in a classroom or through distance learning. Distance Education is defined as any education process based on the geographical separation of student and instructor.

Proctor Exam: Approved education providers offering distance education courses of any kind shall submit for approval by the Division the general plans for proctoring exams for distance education courses. Each provider shall be responsible for the security and integrity of course final examinations and the suitability of the sites and proctors utilized by the provider.

QE class hours may be obtained only where the minimum length of the educational offering is at least 15 hours and the individual successfully complete an approved closed-book examination pertinent to that educational offering.

Credit towards the CE hour requirements for each appraiser classification may be granted only where the length of the educational offering is at least two (2) hours.

Distance education must have a current IDECC certificate accompany the application.

<input type="checkbox"/> QUALIFYING EDUCATION COURSE - QE	<input type="checkbox"/> CONTINUING EDUCATION COURSE - CE
<input type="checkbox"/> CLASSROOM OFFERING	<input type="checkbox"/> DISTANCE EDUCATION (ON-LINE) must provide proctored exam

If an exam is NOT included in a CE offering; indicate "NA" in the appropriate spaces.

Number of Instructional Hours INCLUDING Examination			
Number of Examination Questions		Passing Grade (Minimum 70%)	
Number of Instructional Hours WITHOUT Examination (Not permitted with QE)			

FEES – All fees are non-refundable and must be made payable to: Illinois Department of Financial and Professional Regulation.

<input type="checkbox"/> QE – New Course (Minimum of 15 Hours) - \$150	<input type="checkbox"/> QE – RENEWAL (No material changes) - \$100
<input type="checkbox"/> CE – New Course (Minimum of 2 Hours) - \$50	<input type="checkbox"/> CE – RENEWAL (No material changes) - \$25
<input type="checkbox"/> QE – 15 Hour National USPAP or Equivalent - \$50	<input type="checkbox"/> CE – 7 Hour National USPAP Update or Equivalent - \$50
<input type="checkbox"/> Conversion of QE to CE (excluding USPAP) - \$25	<input type="checkbox"/> LATE Fee for any RENEWAL - \$50

CERTIFICATION

I hereby certify that, to the best of my knowledge, all information herein is true and correct; that the signature below re-affirms the certifying affidavit signed on the course provider application; and that I am authorized to sign this application.

Name PRINTED	Signature	Date