



APPLICATION FOR USPAP QE or CE OFFERING

PRIMARY DOCUMENT

EDU 15/7

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

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

All courses in the Illinois licensing cycle begin on January 1 of an odd year and expire on December 31 of the following even year.

You must complete and submit a separate USPAP Instructor Registration Form (USPAP) as part of this application.

To eliminate confusion ALL USPAP courses MUST include the effective year(s) in the title of the offering.

Example: 2016-2017 7-HOUR National USPAP Update

NAME OF EDUCATION PROVIDER

PROVIDER'S ILLINOIS LICENSE NUMBER:
555.

DBA (if applicable)

TITLE OF THE USPAP COURSE (Include the effective version date in the title)

USPAP is typically RELEASED by TAF in the last quarter of an odd year with an EFFECTIVE date of January 1st of the following even year. USPAP runs

Please indicate for which version of USPAP you want to offer. 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.

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

15-HOUR NATIONAL USPAP COURSE or EQUIVALENT

7-HOUR NATIONAL USPAP UPDATE or EQUIVALENT

CLASSROOM OFFERING

DISTANCE EDUCATION (ON-LINE)

If an exam is NOT included in the 7-Hour USPAP 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 version)

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

QE – 15 Hour National USPAP or Equivalent - \$50

CE – 7 Hour National USPAP Update or Equivalent - \$25

Mid-cycle renewal of the 15 Hour National USPAP or its Equivalent - \$50

Mid-cycle renewal of the 7 Hour National USPAP Update or its Equivalent - \$25

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



USPAP INSTRUCTOR REGISTRATION FORM

SECONDARY DOCUMENT

USPAP

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Real Estate
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786
217-785-9300

INSTRUCTIONS: Print clearly. This form is to be completed and submitted by the Education Provider or instructor with any and all USPAP courses, whether the course is presented in a classroom environment or via distance. In accordance with AQB Criteria, at least one of the course instructors must be an AQB Certified USPAP Instructor who is also a state certified appraiser. USPAP continuing education credit shall only be awarded when the course is instructed by at least one AQB Certified USPAP Instructor who is also a state certified appraiser in good standing. If there will be multiple offerings throughout a year, you may submit multiple instructors and multiple dates. There is no fee for this form, however, no USPAP course will be approved without the instructor(s) being approved by the Department.

EDUCATION PROVIDER NAME ILLINOIS PROVIDER LICENSE NUMBER

LOCATION OF CLASSROOM OFFERING DATE(S) OF OFFERING

IS THIS A DISTANCE EDUCATION OFFERING? YES NO

USPAP COURSE INFORMATION: Indicate which course will be offered.

15-Hour National USPAP Course/AQB-approved equivalent **CLASSROOM (QE)**

15-Hour National USPAP Course/AQB-approved equivalent **DISTANCE (QE)**

7-Hour National USPAP Update Course/AQB-approved equivalent **CLASSROOM (CE)**

7-Hour National USPAP Update Course/AQB-approved equivalent **DISTANCE (CE)**

INSTRUCTORS: You may attach a copy of your AQB Certified USPAP Instructor 2016-2017 Renewal form and your CDEI certificate. If cannot attach the renewal and certificate then you must complete the bottom portion.

NAME OF INSTRUCTOR

STATE APPRAISER CERTIFICATION (LICENSE NUMBER) HOME STATE WHERE CERTIFIED:
 ILLINOIS OTHER _____

| AQB INSTRUCTOR I.D. | AQB CERTIFICATE | RENEWAL DATE | EFFECTIVE DATE | EXPIRATION DATE |
|---------------------|-----------------|--------------|----------------|-----------------|
| | | | | |

If you are the instructor for a distance (on-line) version of USPAP, you must complete the bottom or attach the certificate.

| CDEI VERIFICATION I.D. | VALID DATE | EXPIRATION DATE |
|------------------------|------------|-----------------|
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