



**North Carolina Appraisal Board**

5830 Six Forks Road  
Raleigh, NC 27609  
Telephone: 919/870-4854  
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Website: [www.ncappraisalboard.org](http://www.ncappraisalboard.org)

**MEMORANDUM**

To: Appraisal Continuing Education Sponsors

From: Mindy Sealy, Executive Assistant

RE: Continuing Education Course Renewal

Date: October 25, 2018

North Carolina Appraisal Board approval of continuing education courses expires December 31. To renew for the upcoming calendar year, all sponsors must file with the Board a continuing education renewal form, fee and, if necessary, any changes in course material or school policy. Renewal materials must be submitted and properly completed by December 1.

School administrators who file for renewal after December 31, or whose applications remain incomplete or improperly completed on that day even if originally submitted by December 1, will be required to complete an original application with an original application fee. **Please note: Until a course is renewed or otherwise approved, schools may not conduct, or even advertise, the course.** Do not renew courses that you do not intend to offer in 2019.

If there have been any changes to the course(s) since it was last submitted, *please send us an electronic (CD) copy or copies of course materials for all courses renewed*, in order that the Board will have a current copy for its files. Pursuant to Rule 57B.0611, schools and course sponsors must send a copy of all course materials every third renewal of a continuing education course. Online course sponsors should provide us with the current method of accessing their course on the Internet.

Please find enclosed in this packet the Continuing Education Course Renewal Application and a list of currently approved courses. On the list of currently approved courses, please indicate which courses you wish to renew and the instructor information.

If you have questions or concerns, please call me at (919) 870-4854.

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<b>Board Use Only</b>
Sponsor #: _____
No. of Courses: _____
<input type="checkbox"/> Renewed <input type="checkbox"/> Not Renewed
Date: _____
By: _____
Amt Received: _____
Trans. No.: _____

## Continuing Education Course Renewal Application

Name of Sponsor: \_\_\_\_\_ Sponsor # \_\_\_\_\_

Applicant is (*check one*):

- Private School                       College or University                       Government Agency  
 Trade Organization                       Community College

<b>Renewal Fee Schedule</b>	<b>Private School or Trade Organization: \$50 per course</b>
	<b>College, University, Community College or Government Agency: no fee</b>

# Courses Renewed \_\_\_\_\_ Total Fee Enclosed \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of Director: \_\_\_\_\_

Name of Contact Person (if different from Director): \_\_\_\_\_

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

Web Address: \_\_\_\_\_

**Instructions:** Indicate on the attached page(s) the courses you wish to renew/not renew and complete this renewal application and provide the instructor information. In order to assure continuous approval, **renewal materials and payment must be returned to the Board office by December 1**. If there are to be any changes in course material or school policy, you must submit the changes with this form. Pursuant to Rule 57B.0611, schools and course sponsors must send a copy of all course materials every third renewal. *Renewal applications must be properly completed and received by December 1 in order to be renewed on time, or courses may be subject to the filing of new applications and original application fees.* Approval of continuing education courses expires each year on December 31. Please do not renew any course that you do not intend to offer.

**\*\*Proof of IDECC approval must be enclosed for online courses.**

**Applicant Signature and Acknowledgement:** I hereby swear (or affirm) that the information provided in this application and any attachments is true and correct to the best of my knowledge and belief.

Signature of Authorized Official: \_\_\_\_\_

Name (*print*): \_\_\_\_\_ Date: \_\_\_\_\_

