

Course Approval Checklist

Please refer to the Examining Board's *Policies and Procedures for Designing Course Instructor Manuals for the Presentation of Appraisal Education Courses*, for guidance when submitting a course for approval. Below is a checklist to assist you.

Have you included the following for each course you are seeking approval?

- _____ Course description
- _____ Course purpose
- _____ Difficulty level
- _____ Timed course outline
- _____ Learning objectives for each major topic
- _____ Description of the instructional methods used
- _____ Copies of all instructor and student materials
- _____ Copies of exams/description of the grading procedure
- _____ A description of the diagnostic assessment method(s) used when exams are not given
- _____ Copies of brochures or descriptions of the program or course that will be advertised.
- _____ \$50.00 non refundable fee for each course

Please complete the following:

Name _____
Address _____
Phone _____
Fax _____
E-mail _____
Web site address _____

Return a copy of this checklist to the Appraiser Examining Board, along with the Course Application, a Provider Application (if applying as a new school), and required course materials.