

READ THE FOLLOWING INFORMATION PRIOR TO COMPLETING THIS FORM

- Type or print clearly in blue or black ink.
- Applications must be legible.
- Courses less than 15 hours in duration are not acceptable.
- Courses must have included a final examination which you successfully completed.
- Challenge courses are not acceptable to meet basic education requirements.
- You must attach copies of documentation which verifies successful completion of courses. Acceptable verification consists of:
 - » Official Transcripts;
 - » Course completion certificates;
 - » Report Cards; or
 - » Written verification, dated and signed under penalty of perjury, from the course instructor or other appropriate school official.
- Correspondence courses may not be acceptable for the certified levels.
- Continuing education courses cannot be used as basic education.
- Highlight courses you wish to use as qualifying education on your college transcripts.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order, or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- If you have any questions, please write to the address listed below or call **(916) 552-9000**.
- Mail this form and supporting copies of transcripts or course completion certificates, along with a completed Initial or Upgrade Application, all necessary fees and any other necessary material to:

OFFICE OF REAL ESTATE APPRAISERS
1102 Q Street, Suite 4100
Sacramento, CA 95811

INSTRUCTIONS

- 1. APPLICATION LEVEL** -- The type of application for which the education is to be evaluated.
- 2. APPLICATION TYPE** -- The type of application submitted.

Original application -- first application for a real estate appraisers license, or reapplying due to an expired application.

Upgrade application -- Currently hold a license with the Office of Real Estate Appraisers, which you wish to upgrade to a higher classification.
- 3. NAME** -- Your name as it appears on your initial application.
- 4. COURSE TITLE AND APPROVAL NUMBER** -- The name of the course you wish use. Also list the approval number if the course was taken from a private vocational school.
- 5. HOURS** -- The course duration hours. All courses must be a minimum of 15 hours long with a final examination.
- 6. DATE COMPLETED** -- The date the course was completed.
- 7. CORRESPONDENCE COURSE** -- If the course listed was a correspondence course mark the "yes" box. If the course was attended at a school mark the "no" box.
- 8. TOTAL EDUCATIONAL HOURS** -- Calculate and enter the total number of education hours submitted for consideration.