



OREA USE ONLY		TYPE REMIT
TTL RCD	APP RVW	<input type="checkbox"/> CC
EXAM	FP	<input type="checkbox"/> MO
OVERPAY		<input type="checkbox"/> PO

COURSE ACCREDITATION AND DESCRIPTION
Review Course Provider Handbook Prior to Completing this Form

1. Legal Name of Course Provider			
2. Name and Phone Number of Person Authorized to Act on Behalf of Chief Executive Officer			
Name		Phone ()	
3. Main Office Location			
Number, Street and Suite Number			
City	County	State	Zip Code
4. Type of Course			
<input type="checkbox"/> Basic Education		<input type="checkbox"/> Continuing Education	
5. Number of Courses			
6. Course Titles (use additional sheets, if necessary)			

ATTACH A COURSE DESCRIPTION FORM FOR EACH CLASS IDENTIFIED IN ITEM 6 ABOVE

CEO DECLARATION

I, _____ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any accreditation or license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this _____ day of _____ at _____ (city or county)
 _____ (state).

Signature: _____

Title (please print): _____

Name (please print): _____

MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA

COURSE DESCRIPTION
(each course requires a separate form)

1. Course Title
2. Prerequisites
3. Course Length in Hours
4. Textbooks and Other Required Student Material
5. Type of Course
<input type="checkbox"/> Classroom <input type="checkbox"/> Distance : <input type="checkbox"/> IDEC - Approved <input type="checkbox"/> U.S. Office of Education Approved

REQUIRED COURSE ATTACHMENTS

- Textbooks and other material
- Proposed advertising and promotional materials for each course
- Outline or syllabus.
- At least two different final examinations, with exam key. (Not required for continuing education courses.)
- Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- For correspondence courses, the reading assignment listing, with page references.
- Complete *OREA Topic Matrix* (REA 3015) for basic education courses only (Not required for continuing education courses).

REQUIRED PROVIDER ATTACHMENTS

Policy statements, correspondence or other verification of the following information, if different than those previously approved for the course provider:

- | | |
|---|---|
| <input type="checkbox"/> Attendance Policy | <input type="checkbox"/> Final Exam Policy |
| <input type="checkbox"/> Grading Policy | <input type="checkbox"/> Record Maintenance and Retention Policy |
| <input type="checkbox"/> Instructor Hiring Policy | <input type="checkbox"/> Subcontracting Policy |
| <input type="checkbox"/> Refund and Re-Examination Policy | <input type="checkbox"/> Sample of the Course Completion Certificates |

READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- 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.
- Submit an *OREA Topic Matrix* (REA 3015) for each basic education course.
- All out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, necessary fees and qualifying documentation to:

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

FEES

BASIC EDUCATION

MULTIPLE COURSE REVIEW FEE

Application Review Fee	\$150
1 to 5 Courses	\$350 per course
6 or more Courses	\$250 per course for each course over 5 courses

CONTINUING EDUCATION

COURSE REVIEW FEE

Application Review Fee	\$150
Up to 14 Hours	\$ 50
15 to 29 Hours	\$100
Each additional 14 hour segment or portion thereof	\$ 50

INSTRUCTIONS

- 1. LEGAL NAME OF COURSE PROVIDER**--The legal name of the course provider.
- 2. NAME AND PHONE NUMBER OF PERSON AUTHORIZED TO ACT ON BEHALF OF CHIEF EXECUTIVE OFFICER**--Name of person authorized to act on behalf of CEO for course provider and individual matters. Include a written letter of authorization from the CEO.
- 3. MAIN OFFICE LOCATION**--Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
- 4. TYPE OF COURSE**--Indicate whether the courses to be approved are for basic education or continuing education.
- 5. COURSE TITLES**--List the titles of the courses to be approved. Use additional sheets if necessary.

COURSE DESCRIPTION

- 1. COURSE TITLE**--The title of the course to be approved.
- 2. PREREQUISITES**--The minimum requirements needed in order to attend the course. Attach additional sheets if necessary.
- 3. COURSE LENGTH IN HOURS**--The number of hours for the course duration (including the final examination for basic education courses).
- 4. TEXTBOOKS AND OTHER REQUIRED STUDENT MATERIALS**--The name of the textbook used for the course. List all materials students are required to have in order to attend the course. Attach additional sheets if necessary.
- 5. TYPE OF COURSE**--Indicate whether the course to be approved is a classroom course or a correspondence course.

REQUIRED ATTACHMENTS--Submit the following attachments with this form:

- Textbooks and other student materials;
- Proposed advertising and promotional materials
- Outline or syllabus;
- At least two different final examinations, with exam key (not required for continuing education courses);
- Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- For correspondence courses, the reading assignment listing, with page references; and
- Complete *OREA Topic Matrix* (REA 3015) for basic education courses only.