

Application for Appraisal Classification Course Instructor

Georgia Real Estate Appraisers Board
Suite 1000-International Tower
229 Peachtree Street N.E.
Atlanta, Georgia 30303-1605
(404) 656-3916
FAX: (404) 656-6650

FOR OFFICE USE ONLY	
INSTRUCTOR # _____	
PMD: _____	FEE: _____
RECD: _____	
RETURN: _____	
EDI: _____	

Chapter 539-5 outlines the requirements to approve Appraiser Instructors to teach classification courses. Applicants may view the Board's regulations at www.greab.state.ga.us. The Board does not require that Instructors who teach only continuing education courses submit an application to the Board. Contact an approved School for information on teaching continuing education courses. For more information on Instructor and School requirements see the School Policy Manual at www.greab.state.ga.us.

Fee

Attach a cashier's check or money order for \$95.00 made payable to the Georgia Real Estate Appraisers Board
The Board can not accept personal checks or business checks for this application.

The Board can only review this application if you include the fee.

Incomplete applications will be returned unprocessed and charged an additional \$25.00 fee.

Please type or clearly print your responses.

Applicant Information

*Complete the following and
Attach your resume or other biographical information to this application.*

Name: _____

Social Security #: *** _____ Date of Birth: _____

Residence Address: _____
Street Number Street Name

City State Zip County

Mailing Address: _____
Street Number Street Name OR PO Box

City State Zip County

Telephone Numbers: Home: () _____ Business: () _____

Cell: () _____ Fax () _____

Email: _____

***** NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is mandatory. Failure to disclose your SSAN shall result in the denial of your application. The SSAN is used by the GREAB to report to child support and student loan enforcement agencies, to verify your identity, in an investigation, or, other purpose, as the GREAB may deem necessary. The GREAB shall not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. 19-11-9.1, O.C.G.A. 20-3-295 (a) (9) (b) & (c) and Public Law 93-579 7(2) (A) Privacy Act of 1974.

Click here [Worksheet.xls](#) for a “Self Evaluation Points Worksheet” to help you evaluate your own application using the same method the Board uses to evaluate your application.

Section I – Instructor Workshop

Each applicant must successfully complete within one year **prior** to making an application for Instructor approval: A Commission approved Instructor Development Workshop.

List below the school or organization, the name of the course, the number of credit hours, and the date completed for this requirement.

School / Organization	Course Name
_____	_____
_____	_____
_____	_____
_____	_____

Section II – Appraiser Education

1. List below classification courses required by Georgia’s Appraiser Board or by another state’s Appraiser Board that you have completed. A classification course is one which a state’s Board requires an individual to take to obtain a particular appraiser classification.

Approved School	Course Name	Number of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List below any college or university courses in appraisal subjects that you have completed and include a transcript from the college or university.

College or University Name	Course Name	Number Of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section III – Appraiser Classification Information

1. Georgia Appraiser Classification Number: _____

- _____ State Registered Real Property Appraiser
- _____ State Licensed Real Property Appraiser
- _____ State Certified Residential Real Property Appraiser
- _____ State Certified General Real Property Appraiser

2. List any classification held in any other state(s):

Section IV – Teaching Experience

1. List any appraisal courses approved by Georgia’s Appraiser Board or any other state’s Appraiser Board that you have taught. Include the name of the school or organization where you taught the course and the number of hours you have taught the course.

Approved Course Name	Approved School	Number of Hours Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List any appraisal courses not approved by Georgia’s Appraiser Board or any other state’s Appraiser Board that you have taught. Include the name of the school or organization where you taught the course and the number of hours you taught the course.

Course Name	School or Organization	Number of Hours Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List any teaching experience not addressed above. Include formal education teaching experience (elementary school, high school, or college courses) and any other informal education teaching experience such as internet courses or military instruction.

Type of Institution	Name of Institution or Organization	Number of Years Or Times Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. You may submit evidence of having taught as a Guest Instructor for as many as 20 hours in Board approved classification or continuing education courses. List those hours below. Include with your application (a) a letter from the school director or the approved instructor documenting the hours you taught and evaluating your teaching and (b) copies of evaluations from students in those courses. List this experience below:

Name of Course	Organization or School	Hours Taught
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Submit recommendations and/or evaluations of your teaching experience – **3** from students, **3** from colleagues, and **3** from supervisors or employers or clients who know of your appraisal and/or teaching qualifications for a total of **9**.

Section V – Formal Education

Check below the highest level of formal education you have completed:

- High School Bachelor Degree
 Associate Degree Graduate Level Degree

Section VI- Appraisal Experience

1. List the professional associations to which you belong and the number of years that you have belonged to each association.

Professional Association	City	Number of Years
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List the appraiser professional designations that you have earned and the year in which you earned the designation.

Designation	Year
_____	_____
_____	_____
_____	_____

3. List any jobs or professions related to the appraisal industry in which you have worked and the number of years you worked in each job or profession.

Job or Profession	Number of Years
_____	_____
_____	_____

4. List below the appraisal continuing education courses approved by Georgia's Appraiser Board or by another state's Appraiser Board which you have completed.

School	Continuing Education Course	Completion Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Indicate below the approximate number of appraisal assignments which you have completed as an appraiser, review appraiser, or assistant to an appraiser since you have been classified as an appraiser.

Residential: _____ Commercial: _____

Section VII – Convictions or Disciplinary Actions

Failure to disclose all convictions, nolo contendere pleas, First Offender sentences and disciplinary sanctions are grounds for denial of your license.

Please check “Yes” or “No” to the following questions:

1. ___ Yes ___ No In Georgia, or in any other state, jurisdiction or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?
2. ___ Yes ___ No Have you been disciplined by the Georgia Real Estate Appraisers Board or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as a reprimand, a suspension, a revocation, a fine or any restriction or special requirements placed on your right to operate as a licensee.)

(A) If you have answered YES to Question 1, you must attach a certified copy of:

- (1) The citation, accusation, information or indictment that led to **every** conviction and
- (2) A certified copy of the sentence and/or Final Disposition of **every** conviction, nolo Contendere plea or First Offender Sentence

Obtain certified copies from the Clerk of Court in the court in which each conviction, nolo contendere plea, and First Offender sentence occurred.

If the court disposition is unavailable, you must provide a letter from the court stating that the documents are not available.

(B) If you have answered YES to Question 2, for **every disciplinary action attach:**

- (1) A certified copy of the final order of the agency that imposed the disciplinary action
- (2) Any allegations that preceded the final order

Obtain certified copies from the agency that imposed the disciplinary action.

(C) If you have answered YES to Question 1 OR Question 2, you must also attach an explanation of the circumstances surrounding **every conviction and **every** disciplinary action.**

Failure to supply these documents will result in the Commission’s returning the application unprocessed.

Section VIII– GCIC Report – Everyone must provide a GCIC with this application.

A copy of the Georgia Crime Information Report (GCIC) on the applicant must accompany all applications. Georgia residents (or previous residents, for example, if you leased or owned a residence in Georgia, attended college here, or served in the military here) can obtain a GCIC from any local sheriff's office or police department. Applicants who have not lived in Georgia must submit a report from their resident state, province, or territory that is equivalent to the GCIC. Depending on the law enforcement agency's policy, there may be a waiting period to obtain the report. Such reports must not be more than 60 days old. If the applicant is aware of any conviction, nolo contendere plea, or first offender sentence that is not on the GCIC report, the applicant must disclose such conviction(s).

Failure to supply a GCIC report will result in the Board's returning the application unprocessed.

Section IX – Lawful Presence Verification Information – Everyone must provide this information!

Attach a Secure and Verifiable Document & a Notarized Affidavit as Detailed in the Lawful Presence Verification form on our web site at www.grec.state.ga.us

SECTION X- Sign and Date this Application in the Space Below

I, the undersigned applicant, do hereby certify that the information given in this application is true to the best of my knowledge and belief, and I do hereby authorize any authorized representative of the Georgia Real Estate Appraisers Board to receive any criminal history record information and/or a full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

SIGNATURE: _____

DATE: _____

If you have any questions concerning this application, contact the Education Advisor at (404) 656-0794 or email cdurant@grec.state.ga.us
[January 2012](#)