

Appraiser Qualifying Course Acceptance Checklist

Provider Name: _____

Provider License #: _____

All courses (QE and 15-hour USPAP); all delivery methods

- TALCB Course Acceptance form
 - Provider information accurate and complete
 - Contact person information accurate and complete
 - Course title and number of hours written and selected from list
 - Signed, title of signer and dated
- AQB approval letter (or license agreement between Appraisal Foundation and provider for 15-hour USPAP)
- AQB course matrix
- Sample of course completion certificate
 - Space for TALCB course approval number
 - If there is a space for a signature, the certificate must be signed
- Timed course outline
- 15-hour USPAP requires a copy of instructor USPAP certification

Distance Education (in addition to the above listed items)

- Copy of IDECC or other acceptable distance education certification