



BRE A USE ONLY

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 SEPARATE COURSE DESCRIPTION FORM (PAGE 2 OF THIS FORM) FOR EACH CLASS IDENTIFIED IN ITEM 6 ABOVE

CHIEF EXECUTIVE OFFICER DECLARATION
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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 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"/> Correspondence (online) : <input type="checkbox"/> IDECC - Approved <input type="checkbox"/> U.S. Department 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 online courses, the reading assignment listing, with page references.
- Complete ***BREA 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:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Attendance Policy <input type="checkbox"/> Grading Policy <input type="checkbox"/> Instructor Minimum Qualifications <input type="checkbox"/> Refund and Re-Examination Policy | <ul style="list-style-type: none"> <input type="checkbox"/> Final Exam Policy <input type="checkbox"/> Record Maintenance and Retention Policy <input type="checkbox"/> Subcontracting 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 credit card.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Please refer to <http://www.brea.ca.gov/html/LicensingFees.html> for current application fees.
- Submit a *BREA Topic Matrix (REA 3015)* for each basic education course.
- All out-of-state addresses require a complete 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:

Bureau of Real Estate Appraisers
3075 Prospect Park Drive, Suite 190
Rancho Cordova, CA 95670

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** - Insert mailing address
- 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.

FEE

BASIC EDUCATION AND CONTINUING EDUCATION

- Course Review Fee \$200.00 per course

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 if applicable).
- 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 an online 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, the reading assignment listing, with page references; and
- Complete *BREA Topic Matrix (REA 3015)* for basic education courses only.

Privacy Information

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Appraisers
 Custodian of Records
 3075 Prospect Park Drive, Suite 190
 Rancho Cordova, CA 95670
 Telephone: (916) 552-9000

General powers of the Chief, Sections 11310 and 11313 of the Business and Professions Code authorizes the maintenance of this information. Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate appraiser licensee to initially provide to the Bureau of Real Estate Appraisers his or her social security number or individual taxpayer identification number which will be furnished to the Franchise Tax Board. Your social security number or individual taxpayer identification number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. The Real Estate Appraisers Law or Regulations of the Chief require applicants to provide the Bureau of Real Estate Appraisers with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Chief may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. The information requested in this form is primarily used to furnish license status information to the Bureau of Real Estate Appraisers, and to answer inquiries and give information to the public on license status, mailing addresses and actions taken to deny, revoke, restrict or suspend licenses for cause. This information may be transferred to real estate appraisal licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (included, but not limited to, Department of Business Oversight, Department of Insurance, Bureau of Real Estate, Department of Consumer Affairs, California Bar Association, Appraisal Subcommittee).