



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS
REAL ESTATE APPRAISAL DIVISION

Lauren W. Kingry
Superintendent of Financial Institutions

Douglas A. Ducey
Governor

REQUIREMENTS FOR SUBMITTING
APPLICATION FOR INSTRUCTOR APPROVAL

If you do not answer every question, and include all required attachments, your Application will be considered incomplete and will delay the course approval.

INSTRUCTORS APPLICATION:

Submit application and attachments electronically (email or CD) and or hard copy to the Divisions office.

Checklist:

1. Fees if applicable.
2. Proof of one or more requirements as listed under question #4.
3. Documentation regarding "Yes" answers to question #5.
4. Instructor's resume.
5. Completed and signed Instructor Application

FEES:

\$50.00 Change/Add Instructor ONLY -changing or adding instructor to current active course.

\$0. Instructor application included with renewal or initial course application.

If only changing or adding an instructor: if a course provider wishes to use an instructor other than the instructor approved by the Division as part of the initial course approval, the course provider must apply to the Division for approval of any new or substitute instructor and pay the applicable fee. Any new or substitute instructor must meet Division's instructor qualifications.

ACCEPTED PAYMENT TYPES:

1. **Cashier's check, certified check or money order** payable to the Department of Financial Institutions. Personal or business checks WILL NOT be accepted. Fees are nonrefundable.
2. **VISA credit card or Master Card. (Accepting only Visa and Master Card)**
 - a) In order to use this type of payment, you must first submit your application to the Appraisal Division (via email, mail or in person). For your security do not mail or email in your credit card information.
 - b) **By Email:** Send to JSapio@azDFI.gov . You will receive a confirmation email with amount due and instructions on how to make a payment by phone.
 - c) **By Mail:** You will be contacted by phone or email with amount due and instructions on how to make a payment by phone.



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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

APPLICATION FOR COURSE INSTRUCTOR

If you do not answer every question, and include all required attachments, your application will be considered incomplete and delay course approval.

1. SCHOOL, SUPPLIER OR SPONSOR Name of School: _____

2. COURSE INFORMATION [] Instructor with renewal or initial application [] Instructor Change/Add Only
Name of Course: _____ READ approval code (if previously approved): _____

INSTRUCTOR INFORMATION

3. Contact Information: _____
Name of Instructor: _____
Mailing Address: _____
Phone: _____ Email: _____

- 4. Provide proof of one or more of the following requirements: [x] Check all that apply.
[] A baccalaureate degree in any field and three years of experience directly related to the subject matter to be taught.
[] A master's degree in any field and two years of experience directly related to the subject matter to be taught.
[] A baccalaureate degree in a field that is directly related to the subject matter to be taught and one year of experience directly related to the subject matter to be taught.
[] An associate degree in a field that is directly related to the subject matter to be taught and three years of experience directly related to the subject matter to be taught.
[] A masters or higher degree in a field that is directly related to the subject matter to be taught.
[] Five years of real estate appraisal teaching experience directly related to the subject matter to be taught.
[] Seven years of real estate appraisal experience directly related to the subject matter to be taught.
[] The national USPAP courses must be taught by an AQB certified USPAP instructor and equivalent USPAP courses must be taught by an instructor approved by the AQB.

5. Have you ever had a diploma, certificate, credential, certification or license denied, revoked or suspended?
[] Yes [] No If yes, attach a detailed explanation.

6. Attach Current Resume

7. VERIFICATION by Instructor

I hereby verify under penalty of law that all information contained herein is true to the best of my knowledge and belief. I certify that I have not been convicted of a felony or any misdemeanor involving dishonesty or moral turpitude or entered a plea of guilty or nolo contendere (no contest) in the state of Arizona or any other state within the last ten years.

Print Name: _____ Signature: _____ Date: _____