



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS
REAL ESTATE APPRAISAL DIVISION

Lauren W. Kingry
Superintendent of Financial Institutions

Douglas A. Ducey
Governor

**REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR
COURSE APPROVAL**

Course applications may be submitted either electronically by CD or paper to the Division's office. If you do not answer every question, and include all required attachments, your application will be considered incomplete and will delay the course approval.

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. **Payment by 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) If your application is submitted via email to jsapio@azdfi.gov or mail, you will receive a confirmation email with instructions on how to make a payment by phone.

COURSE REVIEW for both initial submission and renewals:

1. Fee for application \$200.00.
2. Include all required documentation as listed on application.
3. School and/or Course Supplier's information if the course supplier does not currently have a course approved by the Division.

ADDITIONAL INFORMATION:

1. Qualifying education courses must be at least fifteen (15) hours in duration with an exam for licensing or certification. Continuing education must be at least three (3) hours in duration.
2. All courses approved for qualifying education may also be used for continuing education.
3. The 15-hour National USPAP Course, or its equivalent, approved through the AQB Course Approval Program, cannot be through distance education.
4. The 7-hour National USPAP Update Course, or its equivalent, approved through the AQB Course Approval Program, cannot be through distance education.
5. All courses are approved for two years. See the exception noted in #6.
6. It is the responsibility of the course provider to maintain and submit approval/renewal of the course design and delivery mechanism. If an approved AQB CAP and/or IDECC course expires prior to the REA Division expiration date, the course will be removed from the Education list as of the AQB and/or IDECC date of expiration. To avoid this removal, please provide any updated AQB and/or IDECC renewal approval letters when received.
7. Course supplier must maintain a record of attendance for a minimum of five years which indicates: Name of participant, hours participant attended course/seminar and title with description of the course/seminar attended
8. These records may be inspected by the Superintendent/Division or its representative.
9. Classes may be monitored at any time by the Division Manager or the representative. No fee may be charged to anyone acting in this capacity.