

APA-1

TRANSMITTAL SHEET FOR NOTICE OF INTENDED ACTION

Control: 780
Department or Agency: Alabama Real Estate Appraisers Board
Rule No.: 780-X-16-.03
Rule Title: Education Approval Application Form
Intended Action: Repeal and Replace

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved? No

To what degree?: N/A

Is the increase in cost more harmful to the public than the harm that might result from the absence of the proposed rule? NA

Are all facets of the rule-making process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule? No

Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer

Serena R. C. Grayson
Serena Cronier Grayson

Date

Thursday, May 14, 2026

REC'D & FILED
MAY 22, 2026
LEGISLATIVE SVC AGENCY

ALABAMA REAL ESTATE APPRAISERS BOARD

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Real Estate Appraisers Board

RULE NO. & TITLE: 780-X-16-.03 Education Approval Application  
Form

INTENDED ACTION: Repeal and Replace

SUBSTANCE OF PROPOSED ACTION:

Repeal existing form and replace with updated form for approval of education courses offered for appraiser licensing

TIME, PLACE AND MANNER OF PRESENTING VIEWS:

Written responses will can be submitted until 4:30 PM on July 6, 2026 to P.O. Box 304355, Montgomery, AL 36130

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

Monday, July 6, 2026

CONTACT PERSON AT AGENCY:

Neva Conway,  
neva.conway@reab.alabama.gov,  
334-242-8747

*Serena R. C Grayson*

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Serena Cronier Grayson

(Signature of officer authorized  
to promulgate and adopt  
rules or his or her deputy)

~~780-X-16-.03            Education Approval Application Form.~~

~~Form al2631~~

~~780-X-16-.03 Page 2~~

~~See Master Code for form~~

~~780-X-16-.03 Page 3~~

~~See Master Code for form~~

~~780-X-16-.03 Page 4~~

~~See Master Code for form~~

~~**Author:**~~

~~**Statutory Authority:** Code of Ala. 1975,~~

~~**History: New Rule:** Filed February 27, 1996; effective April 3, 1996.~~

780-X-16-.03

Education Approval Application Form.

*[Added image:]*



# ALABAMA REAL ESTATE APPRAISERS BOARD

100 N UNION ST. #370, MONTGOMERY, AL 36104 • WWW.REAB.ALABAMA.GOV • 334-242-8747

## APPLICATION FOR COURSE APPROVAL

Course Title: \_\_\_\_\_  Continuing Education  
 Licensure

Course Setting: In-Person Classroom  Synchronous Online  Asynchronous Online   
(All online courses must have IDECC approval prior to submission)

Sponsor Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Web Address: \_\_\_\_\_

The sponsor (check one):  Is the owner of the course.  
 Has permission of the course owner to seek course approval. (Attach evidence)

Instructor(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Credit Hours: \_\_\_\_\_ Method of Certifying Attendance: \_\_\_\_\_

Instructor Materials: \_\_\_\_\_

Type of Examination: Narrative  Multiple Choice  None

First Date Course Will Be Offered: \_\_\_\_\_ Course Frequency: Once  Recurring

Estimated Response Time for Grading: \_\_\_\_\_ Is Course AQB Approved? Yes  No   
(If yes, provide AQB Approval)

Purpose of Course: \_\_\_\_\_

**Note:** Continuing Education Courses are not required to be tested and must be a minimum of two (2) classroom hours. Licensure Courses must be a minimum of fifteen (15) hours. USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser. Applications are approved during Board Meetings every two months and should be received 30 days prior to the Board Meeting. The Application Fee is non-refundable.

| REQUIRED ATTACHMENTS:   |  |
|---|--|
| -Instructors Qualifications Form per Instructor                 | -AQB Approval (Licensure Only)               |
| -IDECC Approval (Online Only)                                   | -Detailed Timed Outline                      |
| -Textbooks and other student material (digital data acceptable) | -Application Fee \$5.00 per Instruction Hour |

REVISED APRIL 2026

*[Added image:]*



# ALABAMA REAL ESTATE APPRAISERS BOARD

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## INSTRUCTOR QUALIFICATIONS FORM

The data submitted herein will be used in evaluation of the education and occupational experience of applicants for teaching the real estate appraisal course/seminar in accordance with the requirements established by the Alabama Real Estate Appraisers Board.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Appraiser License or Certification No: \_\_\_\_\_ State Issuing License: \_\_\_\_\_

Name of Course/Seminar: \_\_\_\_\_

School Name & Address: \_\_\_\_\_

\_\_\_\_\_

Have you ever been subject to a disciplinary action imposed by any local, state or national regulatory body?

Yes \_\_\_ No \_\_\_ (If you answered YES, please provide further information or a copy of the final order)

Have you taught this course/seminar or one similar in content before? Yes \_\_\_ No \_\_\_

If so, title of courses, name and location of school: \_\_\_\_\_

\_\_\_\_\_

### EDUCATION

High School, College(s), Other: \_\_\_\_\_

\_\_\_\_\_

List all real estate appraisal course work that you have completed: (Documentation Required)

\_\_\_\_\_

\_\_\_\_\_

Previous Instructor Experience: (List Below Courses Taught as Principal/Assistant Instructor. Attach Additional Sheets if Necessary)

\_\_\_\_\_

\_\_\_\_\_

*[Added image:]*

Previous Instructor Experience: (List Below Courses Taught as Principal/Assistant Instructor. Attach Additional Sheets if Necessary)

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**OCCUPATIONAL EXPERIENCE**

Present or most recent period of employment:

Employer Name & Address: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties: \_\_\_\_\_

Employment Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

In addition to the foregoing, please attach a complete resume of your education and work experience.

I hereby certify that the information given herein is a true and accurate record of my training and experience. I agree to conduct my classes in accordance with the rules and regulations as established by the Alabama Real Estate Appraisers Board.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Prospective Instructor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Administrator)

Position of Administrator: \_\_\_\_\_

**Note:**

Submit a separate application for each course approval requested. USPAP Courses: at least one of the course instructors must be an AQB Certified Instructor who is also a State Certified Appraiser. Applications are approved during Board Meetings every two months and should be received 30 days prior to the Board Meeting. The Application Fee is non-refundable.

|   |                          |
|---|--------------------------|
| <b>REQUIRED ATTACHMENTS:</b>  |                          |
| - Application Fee \$25.00 per CE Course OR \$50.00 per Licensure Course | - Instructor's Resume    |
| - Instructor's Proof of Citizenship                                     | - Instructional Material |
| - Instructor's USPAP Certification (if applicable)                      | - Attendance Policy      |

**Author:** Alabama Real Estate Appraisers Board

**Statutory Authority:** Code of Ala. 1975,

**History: New Rule:** Filed February 27, 1996; effective April 3, 1996. **Repealed and New Rule:** Published \_\_\_\_\_ ; effective \_\_\_\_\_ .