SOUTH CAROLINA APPRAISERS BOARD
COURSE APPLICATION

PLEASE RETURN TO: SC LLR – APPRAISERS BOARD, P. O. Box 11847, COLUMBIA, SOUTH CAROLINA 29211-1847

I. PERSONAL INFORMATION

COURSE OWNER**:** _____

ADDRESS: _____ TELEPHONE: _____

_____ FAX NUMBER: _____

E-MAIL: _____ POINT OF CONTACT: _____

II. COURSE INFORMATION

COURSE TITLE: _____

☐ Qualifying Course ☐ Continuing Education Course NUMBER OF HOURS: _____

THIS COURSE WILL DIRECTLY PROTECT THE PUBLIC INTEREST BY:

_____

_____

_____

III. ACKNOWLEDGEMENT OF RESPONSIBILITIES

I hereby certify that all information supplied herein and on all attachments is true and accurate to the best of my knowledge. By my signature below, I certify that this course will be administered as submitted.

Personal information provided in this application may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of Federal and State law.

Signature: _____ Date: _____

IV. APPLICATION CHECKLIST

NOTE: Course will not be reviewed for approval until all documentation is received.

ENCLOSED WITH THIS APPLICATION ARE:

NONREFUNDABLE application fee:
☐ $80 for courses less than 15 hours
☐ $160 for courses 15 hours or more
The following documents must be submitted on CD or Flash Drive
☐ **all** course materials (text, PowerPoint slides, and /or handouts)
☐ description of the course and a copy of any advertising
☐ all quizzes, final examination and re-take exam, with answer keys, if applicable
☐ course evaluation forms
☐ course outline – objectives/learning outcomes (see next page)

AB Form (Rev 3/09) Previous editions of this form are obsolete. Pl*ease complete next page of this form.*

IV. COURSE OUTLINE

CONTENT Approximately 15-minute segments. Indicate 10 minute breaks after every 50 minutes of instruction.		LEARNING OBJECTIVES What will the student be able to do? (At least 3 learning objectives must be listed for each hour of instruction.)	TEACHING METHODS (Lecture, Group Activity, etc.)	REFERENCES (Texts, handouts, DVD, etc.) (Must include page numbers, PowerPoint slide numbers, and references for all texts used.)
Minutes	*Topics*	*The student will be able to:*		