

## REAL ESTATE APPRAISER CONTINUING EDUCATION Frequently Asked Questions (FAQs)

In response to numerous inquiries about its procedures for awarding continuing education ("CE") to licensees, below are responses from the Virginia Real Estate Appraiser Board ("Board") to the most frequently asked questions.

### What proof must a licensee submit to gain CE credit with the Board?

Active licensees must submit **proof of completion** of CE courses, seminars, workshops or conferences in the form of a **transcript, certificate, or letter of completion**. The completion form must indicate the number of classroom hours successfully completed.

→ See Board Regulation [18 VAC 130-20-230.B and D](#)

### What courses are acceptable for CE credit?

ALL educational offerings submitted for CE credit MUST be **approved by the Board** or **approved by the Appraiser Qualifications Board ("AQB")**. Courses that have gone through the approval process—through either the Board or the AQB—have been reviewed and deemed to meet the standards for appraiser CE. The Board may grant credit for such courses once it receives evidence of successful completion (i.e., transcript, course completion certificate).

→ See Board Regulation [18 VAC 130-20-200](#)

### What does the Board do when it receives a request for CE credit for a course that has NOT been approved by the Board or the AQB?

The Board *may* still be able to grant credit for the course! However, it will need additional information from the licensee. Board staff will send a letter to the licensee requesting documentation (i.e., course descriptions, syllabus, or textbook references) to make sure that the course meets the standards for appraiser CE.

→ See Board Regulation [18 VAC 130-20-230.C and E](#)

### Does the Board automatically grant credit for educational offerings that have been approved in other states or by other state boards?

No, the Board cannot grant CE credit simply because an educational offering has been approved by the licensing body for appraisers in another jurisdiction or by another state licensing board.

→ Also, see Board Regulation [18 VAC 130-20-230.G](#) for **additional criteria required of distance education** courses

### How can licensees be sure that educational offerings they complete WILL be accepted by the Board for CE credit?

The Board recommends **verifying that an educational offering is approved for CE credit** with the education provider **before registering** for a course. If any questions remain, please contact the Board by email at [reappraisers@dpor.virginia.gov](mailto:reappraisers@dpor.virginia.gov) or by phone at (804) 367-2039.