

#### **61J1-4.009 Post Licensing Education for Registered Trainee Appraisers.**

(1) All post-licensing education for registered trainee appraisers shall, unless otherwise provided for in this subsection, conform to the standards for continuing education provided in Rules 61J1-4.003 and 61J1-4.005, F.A.C. Board prescribed or approved courses shall be offered by a nationally or state recognized appraisal organization, accredited universities, colleges, community colleges, area vocational-technical centers, state or federal agencies or commissions, and proprietary real estate schools registered pursuant to Section 475.451, F.S.

(a) All registered trainee appraisers must satisfactorily complete one or more Board approved courses which must total at least 45 classroom hours, without duplication of material, inclusive of examination in subjects including: influences on real estate value, legal considerations in appraisal, types of value, economic principles, real estate markets and analysis, valuation process, property description, highest and best use analysis, appraisal statistical concepts, sales comparison approach, site value, cost approach, income approach, valuation of partial interests, and appraisal standards and ethics. All post-licensing courses shall consist of a minimum of 15 classroom hours. A classroom hour is defined as 50 minutes of each 60-minute segment. The examination may not be open book, and must be administered by a permitted instructor.

(b) 15 classroom hours of the 45-hour post-licensing requirement must be the 15-hour National USPAP course or its equivalent inclusive of examination, and must be taught by an AQB certified USPAP instructor.

(2) In addition to the 45-hour requirement all registered trainee appraisers must satisfactorily complete a minimum of 3 hours strictly dedicated to an update of the Florida Real Estate Appraisal License Law and Board Rules. All required hours must be completed within the same renewal period. Post-licensure education must be taken during a single renewal period and all other continuing education for licensure renewal must be taken during other renewal periods.

(3) Post-licensing education courses shall be training oriented, to the maximum extent possible, and shall build on the academic body of knowledge acquired during the pre-certification education courses. Development of the skills necessary for licensees to operate effectively and to provide increased public protection shall be emphasized in all courses.

(4) A copy of the course shall be submitted to the Board for evaluation at least 90 days prior to use. The provider must submit two complete copies of the course materials, a detailed course timeline, learning objectives and end-of-course examinations. The provider must also submit a copy of the course in the format in which the student will use it. The course and examination, shall comply with "course approval criteria" as follows:

(a) A grade of 75% or higher on the Board prescribed end-of-course examination constitutes satisfactory course completion. The provider shall develop at least two forms of the end-of-course examinations and submit them for approval with a detailed course syllabus. The answer key must be unique for each form of the examination and reference the page numbers containing the information on which each question and correct answer is based. Examinations must test the material. At least 70% of the questions on each examination form shall be application oriented. Application level means the ability to use the learned material in a completely new and concrete situation. It usually involves the application of rules, policies, methods, computations, laws, theories, or any other relevant and available information. No more than 10% of the questions on each form of the test shall be at the knowledge level. Knowledge level means the recall of specific fact, patterns, methods, terms, rules, dates, formulas, names or other information that should be committed to memory. A provider offering prescribed courses must maintain a sufficient bank of questions to assure examination validity. A course that is 30 hours or less, that does not include the National USPAP, shall contain a minimum of 50 items. All questions shall be multiple choice with 4 answer choices each. The order of the examination questions may not follow the sequence of the course content. No examination shall contain more than 20% duplication of questions. The examination shall comply with the Item Writing Guidelines as of January 29, 2004, incorporated herein by reference.

(b) The Board shall approve post-licensure courses for a period of 24 months and consider renewals only if the provider submits the renewal application no later than 90 days prior to the course expiration date.

(c) The provider shall issue a notice of satisfactory completion only to those achieving a grade of 75% or higher on the end-of-course examination and attended at least 90% of the classroom hours for each section of the course.

(d) Students failing a Board prescribed post-licensing education end-of-course examination must wait at least 30 days from the date of the original examination to take the end-of-course examination. Within one year of the end of the original end-of-course examination, a student may retake the prescribed end-of-course examination a maximum of one time. Otherwise, students failing the Board prescribed end-of-course examination must repeat the Board prescribed course prior to being eligible to again take the end-of-course examination. Students retaking the end-of-course examination must be administered a different form of the end-of-course examination.

(e) Make-up classes to enable a student to take the prescribed end-of-course examination due to student or family illness may not extend more than 30 days beyond the class scheduled end-of-course examination without the approval of the Board. Make-up classes must be the classes missed by the student and must consist of the original Board prescribed course material.

(f) All courses taken for purpose of post-licensing credit must be taken completely within a classroom and may not be taken through distance education unless the licensee cannot, due to hardship, as defined by subsection (5) of this section, complete the course within a classroom. Any person desiring to complete the education course by means of distance education shall make a request to the Board in writing, setting forth the basis of the alleged hardship. The Board shall require said request to be supported by statements of doctors and other persons having knowledge of the facts.

(g) The Board shall allow an additional 6-month period after the second renewal following initial licensure for registered trainees who cannot, due to hardship, as defined by subsection (5) of this section, complete the course or courses within the required time. Any person desiring to complete the education course by means of distance education shall make a request to the Board in writing, setting forth the basis of the alleged hardship. The Board shall require said request to be supported by statements of doctors and other persons having knowledge of the facts.

(5) Hardship, for purposes of Chapter 61J1-4, F.A.C., shall be defined as an inability, due to the licensee's own physical disability, to attend the place where classes are conducted.

(6) Distance Education courses, containing the same subject matter and requiring substantially the same assignment work, will be prescribed by the Board for any person who by reason of hardship cannot attend the place for classroom instruction for continuing education or post-licensing education. The scholastic standards and other related requirements will be substantially the same as the courses offered by classroom instruction, having due regard, however, to the different method of presentation.

(7)(a) Any registered trainee appraiser, licensed after July 1, 2003, must complete the 45 hour post-licensure education, and the 3 hour review and update of the Florida Real Estate Appraisal License Law and Board Rules before the second renewal period following the trainee's most recent licensure as a trainee, and shall be exempt from the continuing education of that renewal period.

(b) Any registered trainee appraiser, licensed after July 1, 2003, who does not complete these Board prescribed post-licensure educational requirements and the 3 hour Florida Real Estate Appraisal Law update prior to the second renewal following initial registration and who does not prove that he or she failed to complete the post-licensure education requirements as a result of a hardship, as defined by subsection (5) of this section, is void without further administrative action. Such person may qualify to practice as a registered trainee appraiser only by retaking the required education and complying with all other requirements of law to be registered as a registered trainee appraiser.

(8)(a) Any registered trainee appraiser, licensed before July 1, 2003, must complete the 45 hour post-licensure education, and the 3 hour review and update of the Florida Real Estate Appraisal License Law and Board Rules before the second renewal period following July 1, 2003, and shall be exempt from the continuing education requirements of that renewal period.

(b) Any registered trainee appraiser, licensed before July 1, 2003, who does not complete these Board prescribed post-licensure educational requirements and the 3 hour Florida Real Estate Appraisal Law update prior to the second renewal following July 1, 2003, and who does not prove that he or she failed to complete the post-licensure education requirements as a result of a hardship, as defined by subsection (5) of this section, is void without further administrative action. Such person may qualify to practice as a registered trainee appraiser only by retaking the required education and complying with all other requirements of law to be registered as a registered trainee appraiser.

(9) Registered trainee appraisers may not satisfy any requirement of this rule with any course they have instructed.

*Specific Authority 475.614 FS. Law Implemented 475.6175 FS. History -New 2-16-04, Amended 10-27-05, 12-4-06.*