

Texas Appraiser Licensing & Certification Board

Education & Examinations Division

ACE Course Application Checklist

Provider Name: _____

Provider License #: _____ **Provider Expiration Date:** _____

- Correct payment included
 - TALCB Review
 - Approved by AQB or another state appraiser regulatory agency
 - Copy of approval letter from AQB or other state appraiser regulatory agency
 - Two-hour, one-time offering

- Course is at least two (2) hours in length

- Provider information accurate and complete

- Course title does not exceed 64-character limit

- Course author
 - Permission from the author, if the applicant is not the author

- Copy of AQB course and instructor approval letters, if submitting a National USPAP Update or Equivalent course

- Delivery Method identified
 - Copy of IDECC or other acceptable distance education certification required for all DE (online and correspondence) courses

- Number of days and hours per day for classroom courses

- Relevant written statement describing the course objective

- Acceptable AQB appraisal topic(s) identified

- Certification statement with printed name and signature of authorized signer