

Texas Appraiser Licensing & Certification Board

Education & Examinations Division

ACE Course Application for Secondary Provider Checklist

Provider Name: _____

Provider License #: _____

Provider Expiration Date: _____

- Correct payment included

- Provider information accurate and complete

- Course title and number is accurate and current

- Original provider name and license number is accurate and current

- Delivery Method identified (Classroom or Distance Education)
 - Copy of IDECC or other acceptable distance education certification for both the primary and secondary provider is required for all DE (online and correspondence) courses
 - Primary provider
 - Secondary provider

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

- Certification statement includes printed name, title, signature and dated by an authorized signed for the secondary provider

- Certification statement includes printed name, title, signature and dated by the author/owner of the requested course or an authorized representative of the primary provider to grant permission to use and reproduce course materials and use of the course.