

**193F—11.7 (272C,543D) Applications for approval of providers and programs.** Applications for approval of providers and programs must be submitted on forms prescribed by the board. Board approval is effective for 24 months, including the month of approval.

**11.7(1)** Approval must be obtained for each program separately.

**11.7(2)** A nonrefundable fee of \$50 must be submitted for each program except for programs that have been approved by the Appraiser Qualifications Board.

**11.7(3)** All required forms and attachments must be submitted for approval at least 30 days prior to the first offering of each program. The board will approve or deny each program, in whole or part, within 15 days of the date the board receives the fee and fully completed application.

**11.7(4)** Application forms will request information including, but not limited to, the following:

- a.* Program description;
- b.* Program purpose;
- c.* Difficulty level;
- d.* Learning objectives for each major topic that specify the level of knowledge or competency the student should demonstrate upon completing the program;
- e.* Description of the instructional methods utilized to accomplish the learning objective;
- f.* Identifying information for all guest speakers or instructors and such documentation as is necessary to verify compliance with the instructor qualifications described in subrule 11.5(5);
- g.* Copies of all instructor and student program materials;
- h.* Copies of all examinations and a description of all grading procedures;
- i.* A description of the diagnostic assessment method(s) used when examinations are not given;
- j.* Copies of prospective brochures or narrative descriptions of the program as will be advertised to prospective students;
- k.* Such information as needed to verify compliance with board rules;
- l.* The name, address, telephone number, fax number and E-mail address for the program's coordinator;
- m.* Such other information as the board deems reasonably needed for informed decision making.

**11.7(5)** The board shall assign each provider and program a number. This number shall be placed on all correspondence with the board, all subsequent applications by the same provider, and all certificates of attendance issued to participants.