

## **201 KAR 30:160. Standards for instructors.**

RELATES TO: KRS 324A.035(3)(d), (f)

STATUTORY AUTHORITY: KRS 324A.020, 324A.035(3)(d), (f)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 324A.035(3)(d) and (f) require the board to establish requirements for education and continuing education of appraisers. This administrative regulation establishes the requirements for approval of the course taught by an instructor.

### **Section 1. Approval of Instructor.**

(1) To apply for approval as an instructor at an approved real estate appraisal education provider, an instructor shall submit the following:

- (a) A completed Real Estate Appraiser Instructor Application;
- (b) A copy of a current resume or curriculum vitae;
- (c) A copy of legal documentation required to support an answer, if applicable; and
- (d) A completed course outline for each course.

(2) An instructor shall have:

- (a) A baccalaureate degree or higher in real estate, business, law, finance or education from a college or university duly accredited by a nationally recognized accrediting organization;
- (b) An associate degree in real estate from a college or university duly accredited by a nationally recognized accrediting organization;
- (c) Completed five (5) consecutive years full-time experience, with an average of at least twenty (20) hours per week, in the real estate appraisal related subject area that he or she is teaching; or
- (d) A combination of teaching, education, and full-time experience, averaging at least twenty (20) hours per week for each year of experience, in real estate appraisal totaling five (5) years.

(3) An instructor shall possess:

- (a) A thorough familiarity of the provisions of KRS 324A, 201 KAR Chapter 30, and their effect on the subject area of the course;
- (b) A thorough knowledge of the subject area of the course he or she is teaching, including property type and proper appraisal methods and techniques applicable to the subject area; and
- (c) A thorough familiarity with the current edition of the Uniform Standards of Professional Appraisal Practice;

(4) An instructor for courses that are specific to the certified general real property appraiser level shall be a certified general real property appraiser in good standing.

(5) An instructor for courses that are specific to the certified residential real property appraiser level or the licensed real property appraiser level shall be a certified general real property appraiser in good standing or a certified residential real property appraiser in good standing.

### **Section 2. Withdrawal of Approval. Approval of an instructor may be withdrawn by the board for:**

- (1) A violation of a provision of KRS 324A.050 or an administrative regulation promulgated by the board that results in the suspension or revocation of his or her certification;
- (2) Falsification of material submitted to the board to become an approved instructor;
- (3) Falsification of a student's hours of attendance or grades in a course;
- (4) Failure to be present in the classroom or leaving the classroom management in the supervision of an instructor not approved by the board to teach the class;
- (5) Failure to provide to any materials requested by the board;

- (6) Improper conduct or incompetence in instruction as evidenced by:
  - (a) Negative evaluations under 201 KAR 30:170;
  - (b) Excessive pass or failure rates in a course; or
  - (c) Negative evaluation by a board representative who has observed the course.

Section 3. Only an approved instructor shall teach a qualifying education course offered by an approved education provider or a mandatory continuing education course.

Section 4. All approved instructors shall:

- (1) Be approved by the board and be in compliance with the provisions this administrative regulation; and
- (2) Observe and enforce the guidelines for classroom management as part of the education program.

Section 5. Uniform Standards of Professional Appraisal Practice courses.

- (1) Prior to teaching any course entitled "Uniform Standards of Professional Appraisal Practice" as a qualifying education course or a continuing education course, the instructor shall be an appraiser qualifications board certified USPAP instructor.
- (2) Instructors applying to teach any course titled "Uniform Standards of Professional Appraisal Practice" qualifying education course or continuing education course shall:
  - (a) Submit to the board a copy of appraiser qualifications board- certified USPAP instructor approval certificate which includes the instructor approval number and the date of course completion; and
  - (b) Proof that the instructor is currently in good standing with the appraisers qualifications board national instructor approval program.
- (3) If the instructor is a certified real property appraiser, he shall submit proof of good standing in all jurisdictions in which he holds a credential of certified general real property appraiser or a certified residential real property appraiser.
- (4) Instructors previously certified by the appraiser qualifications board national instructor program to teach USPAP who have failed to renew the certification at the time of application to the Real Estate Appraisers Board and who are not in good standing with the appraiser qualifications board or not in good standing with all state appraiser regulatory agencies in which the instructor is certified shall not be approved to teach qualifying education or continuing education courses.
- (5) USPAP instructors shall comply with the generally accepted principles of education (GAPE) developed by the Real Estate Educators Association.

Section 6. Incorporation by Reference.

- (1) The following material is incorporated by reference:
    - (a) "Real Estate Appraiser Instructor Application", 2005;
    - (b) "Guidelines for Classroom Management", 2005; and
    - (c) "Generally Accepted Principles of Education (GAPE)", 2005.
  - (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Real Estate Appraisers Board, 321 N. Madison Avenue, Richmond, Kentucky 40475, (859) 623-1658, Monday through Friday, 8 a.m. to 4:30 p.m.
- (31 Ky.R. 2057; 32 Ky.R. 255; eff. 8-25-2005; TAm eff. 12-28-2009; TAm eff. 1-11-2018; Crt eff. 8-6-2019.)