
Rules of
Department of Economic
Development
Division 245—Real Estate Appraisers
Chapter 7—Prelicense Course Approval

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 245—Real Estate Appraisers
Chapter 7—Prelicense Course Approval**

4 CSR 245-7.010 Standards for Prelicense Course Approval

PURPOSE: This rule regulates the standards for approval of a prelicense real estate appraisal course including the subjects, curriculum and the minimal requirements of instructors.

(1) For the purposes of this section, the term prelicense course is defined as course title.

(2) Prelicense real estate appraisal courses, which are not included under section 339.517.5., RSMo, for certification and licensure examinations in Missouri may be approved by the commission upon compliance with the following requirements:

(A) The prelicense courses of study offered by the course provider shall include the subjects set forth in the one hundred eighty (180) classroom hours for state-certified general real estate appraisers, the one hundred twenty (120) classroom hours for state-certified residential real estate appraisers, the ninety (90) classroom hours for state-licensed real estate appraisers, or both;

(B) Each area of study shall be conducted and supervised by an instructor who shall be present in the classroom at all times. Each instructor shall be qualified by specialized preparation, training and experience to ensure competent instruction. The qualifications of each instructor must be approved by the commission prior to his/her participation in a course of study. As a minimum requirement, each instructor shall—

1. Be a certified or licensed Missouri real estate appraiser with at least two (2) years of real estate appraisal experience acquired within a period of five (5) years immediately preceding the filing for approval. The commission may waive the certification or licensure requirements; and

2. Have verifiable practical experience in an area of study to be taught which, in the opinion and discretion of the commission, is substantially equivalent to the previous requirements. The commission may request documentation be provided to them; and

(C) All audio or visual teaching aids employed by a course provider must be used under the personal supervision of the instructor approved to conduct the prelicense course and may not exceed twenty percent (20%) of the total prelicense course presentation. Guest speakers may not be used for more

than ten percent (10%) of a prelicense course presentation and they do not have to possess instructor credentials.

AUTHORITY: sections 339.509 and 339.517, RSMo Supp. 1998. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992. Emergency amendment filed Dec. 16, 1993, effective Jan. 1, 1994, expired April 30, 1994. Amended: Filed Sept. 2, 1993, effective April 9, 1994. Emergency amendment filed Sept 1, 1998, effective Sept. 11, 1998, expired March 9, 1999. Amended: Filed Sept. 1, 1998, effective Feb. 28, 1999.*

**Original authority: 339.509, RSMo 1990, amended 1998 and 339.517, RSMo 1990, amended 1990, 1993, 1998.*

4 CSR 245-7.020 Application for Prelicense Course Approval

PURPOSE: This rule states the documents necessary for prelicense course approval. It includes requiring supportive documentation of the educational qualifications of instructors.

(1) Any person or entity seeking initial approval from the commission for a real estate appraisal course of study for certification or licensure examination in Missouri shall submit the following:

(A) Completed application on a form provided by the commission and accompanied by supporting documents specified in the application;

(B) A complete curriculum showing all courses offered and the times allocated to each course;

(C) Application for approval of each instructor on a form provided by the commission and accompanied by a resume' showing the qualifications of the applicant; and

(D) A copy of the course provider's final examination and the correct answers. No course provider may provide a certificate of completion to a student who has not satisfactorily completed an appropriate in-class final examination.

(2) Instructors must teach all courses in close adherence to the outline on file with the commission. In the event a substantive change is proposed, the sponsor must file a revised course outline at least thirty (30) days in advance of the scheduled course offering. Approval in writing from the commission

must be received prior to implementation of any substantive course change.

AUTHORITY: sections 339.509, RSMo Supp. 1990 and 339.517, RSMo Supp. 1993. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.*

**Original authority: 339.509, RSMo 1990 and 339.517, RSMo 1990, amended 1990, 1993.*



STATE OF MISSOURI
REAL ESTATE APPRAISERS COMMISSION

P.O. BOX 202
JEFFERSON CITY, MO 65102

APPLICATION FOR PRELICENSE OR CONTINUING EDUCATION COURSES

1. NAME OF SPONSOR OR ORGANIZATION			
2. NAME OF INSTRUCTOR			MREA CERT. OR LICENSE NO.
3. RESIDENCE ADDRESS			
4. COURSE INFORMATION (Only one course per application.) (Attach course outline.)			
NAME OF COURSE FOR WHICH APPROVAL IS SOUGHT		SUBJECT	HOURS
NOTE: A NEW APPLICATION MUST BE SUBMITTED FOR OTHER COURSES YOU MAY WISH TO TEACH IN THE FUTURE. IF CHANGES ARE MADE IN EXISTING COURSE OUTLINE, SUBMIT COPIES TO MREA WITHIN 30 DAYS OF THE COURSE OFFERING.			
5. (A) FORMAL EDUCATION (Attach copies of all certificates and transcripts for degrees listed below:)			
ALL SCHOLASTIC DEGREES	SCHOOL NAME	DATE (FROM - TO)	
(B) WHAT MAJOR WAS TAKEN IN UNDERGRADUATE WORK DIRECTLY RELATED TO SUBJECT MATTER DESIRING TO TEACH?			
6. LIST OTHER SPECIALIZED EDUCATION DIRECTLY RELATED TO SUBJECT MATTER. LIST COURSES AND DATES: (Attach copies of certificates and/or other documentation for each course listed below.)			
COURSE TITLE	SCHOOL OR ORGANIZATION	DATES	CLASSROOM HRS. CREDITED
7. IF YOU HAVE HAD TEACHING EXPERIENCE, LIST SPECIFIC SUBJECTS TAUGHT, NAME OF SCHOOL, DATES AND NUMBER OF CLASSROOM HOURS. (Attach additional pages if necessary.)			
SUBJECT	SCHOOL	DATES	HOURS
8. DESCRIBE ACTUAL PRACTICAL WORK EXPERIENCE OR OTHER QUALIFICATIONS OR CREDENTIALS WHICH RELATES TO TEACHING ANY SUBJECT FOR WHICH APPROVAL IS SOUGHT. (Use additional pages as needed.) Attach at least one work sample from each appraisal category claimed. (RES, MF, COMM. IND, AGR, OTHER).			

MO 419-0499 (6-91)

9. HAVE YOU EVER BEEN ARRESTED, INDICTED, OR HAVE YOU PLEADED GUILTY OR NOLO CONTENDERE OR BEEN CONVICTED OF ANY FELONY OR MISDEMEANOR (except traffic violations)? YES NO

If yes, explain on a separate sheet and include the offense convicted of, date of conviction, court convicted in, and a copy of the conviction.

I have read and fully understand the statutes, rules and regulations governing the real estate appraisers in Missouri.

This application must be submitted to the commission at least (90) ninety days prior to the date the course is expected to be offered.

If you are applying for **Prelicense**:

I understand this application must be accompanied by a nonrefundable cashier's check, money order or personal check made payable to the Missouri Real Estate Appraisers Commission in the amount of \$250 for each prelicense course initially submitted. The annual renewal amount for each course is \$100.

All prelicense courses must be at least (15) fifteen classroom hours in length and include a test in which the student must receive a passing grade to receive credit.

If you are applying for **Continuing Education**:

All continuing education course offerings must be conducted by an approved instructor.

I understand for the purpose of Continuing Education, an hour is defined as (60) sixty minutes, at least (50) fifty minutes of which shall be devoted to actual classroom instruction and no more than (10) ten minutes of which shall be devoted to recess. Each continuing education course must be at least (2) two classroom hours in length.

I understand a licensee must be physically present in the classroom at least 100% of the actual classroom instruction to meet attendance requirements.

Course applications must be accompanied by a nonrefundable fee of \$25 per hour for continuing educational credit being applied for.

\$25 X (1) _____ = \$ _____

(1) = number of continuing education classroom hours applied for in item 4.

I hereby declare that all of the information contained in the foregoing instructor application is true to the best of my knowledge and belief.

MUST BE SIGNED IN PRESENCE OF NOTARY

APPLICANT SIGNATURE



NOTARY PUBLIC EMOSSER SEAL

STATE

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

19

USE RUBBER STAMP IN CLEAR AREA BELOW

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)



4 CSR 245-7.030 Prelicensure Correspondence Courses

PURPOSE: This rule makes known the specific requirements of offering a prelicensure correspondence course, including how the course provider will accomplish measuring the student's progress and knowledge.

(1) Any prelicensure correspondence course offered by a course provider first must be approved by the commission. Course providers seeking approval of a prelicensure correspondence course shall submit the following:

(A) An outline and description of the entire course;

(B) A description of how the course provider proposes to accomplish a display of the student's knowledge of the required subjects;

(C) The forms for homework requirements;

(D) A sample of the examinations to be given, including answers; and

(E) The criteria for satisfactory completion of the course, which shall include at least two (2) proctored examinations and a classroom review session at least six (6) hours in length which the student must attend after the first proctored examination and before course completion.

AUTHORITY: sections 339.509, RSMo Supp. 1990 and 339.517, RSMo Supp. 1993. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.*

**Original authority: 339.509, RSMo 1990 and 339.517, RSMo 1990, amended 1990, 1993.*

4 CSR 245-7.040 Approval and Renewal for Prelicensure Courses

PURPOSE: This rule confirms that if the level of performance or credentials of the educational courses or instructors are detrimental to the public interest, the commission may revoke or suspend the approval.

Editor's Note: The form mentioned in this rule follows 4 CSR 245-7.020.

(1) Approval of the prelicensure courses and instructors shall be valid for one (1) year and shall be renewable annually on or before June 30 of each year upon submission of accept-

able renewal applications on forms provided by the commission.

(2) The commission may deny, revoke or suspend approval of an instructor or course if it is determined that the instructor or course is not in compliance with the license law or these rules, that the level of performance or credentials of the instructor or course are not in the public interest, or that the application or supporting material from a course provider or instructor contains any false or misleading statement or substantial misrepresentation.

AUTHORITY: sections 339.509, 339.513, RSMo Supp. 1990 and 339.517, RSMo Supp. 1990. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.

**Original authority: 339.509, RSMo 1990; 339.513, RSMo 1990, amended 1990; and 339.517, RSMo 1990, amended 1990, 1993.*

4 CSR 245-7.050 Records

PURPOSE: This rule regulates the criteria for maintaining prelicensure course records.

(1) Within ten (10) days of the completion of the course, the course provider shall submit to the commission on a form prescribed by the commission a list of those students who have satisfactorily completed the course. The commission, at its discretion, may extend the ten (10)-day period.

AUTHORITY: sections 339.509, RSMo Supp. 1990 and 339.517, RSMo Supp. 1993. Original rule filed Aug. 14, 1991, effective Jan. 13, 1992.*

**Original authority: 339.509, RSMo 1990 and 339.517, RSMo 1990, amended 1990, 1993.*



STATE OF MISSOURI
REAL ESTATE APPRAISERS COMMISSION
ROSTER FOR PRE-LICENSE COURSES

P.O. BOX 202
JEFFERSON CITY, MO 65102

NOTE: Rosters must be typed alphabetically.

SPONSOR

INSTRUCTOR

LOCATION (CITY WHERE COURSE WAS OFFERED)

COURSE NUMBER

CLASSROOM HOURS

BEGIN DATE

END DATE

COURSE TITLE

NAME	SOCIAL SECURITY NUMBER	NAME	SOCIAL SECURITY NUMBER

I hereby certify that the above-listed students were physically present during 100% of the classroom instruction.

SIGNATURE OF SPONSOR OR SPONSOR'S AGENT

MO 419-1708 (7-91)



4 CSR 245-7.060 Investigation and Review

PURPOSE: This rule establishes the policies of the investigation and review of prelicense courses.

(1) The commission may investigate approved or proposed course offerings by conferring with course providers or instructors, visitation with or without prior notice, or by surveys to participants, instructors or course providers.

(2) If the commission determines that a course provider, instructor or course is in violation of any of these rules or otherwise fails to maintain reasonable standards, notice in writing specifying the defect will be transmitted promptly to the course provider, the instructor, or both. Failure of the provider, the instructor, or both, to correct the defects within thirty (30) days shall be grounds for suspension or revocation of approval. The commission may deny, revoke, suspend or place on probation the approval of an instructor or course, if not in compliance with the license law or these rules or if the level of performance or credentials are not in the public interest, or that the application or supporting material contains any false statement or substantial misrepresentation.

AUTHORITY: sections 339.509, RSMo Supp. 1990 and 339.517, RSMo Supp. 1993. Original rule filed Aug. 14, 1991, effective Jan. 13, 1992.*

**Original authority: 339.509, RSMo 1990 and 339.517, RSMo 1990, amended 1990, 1993.*