
Rules of
Department of Economic
Development
Division 245—Real Estate Appraisers
Chapter 8—Continuing Education

Title	Page
4 CSR 245-8.010 Requirements	3
4 CSR 245-8.020 Course Approval	3
4 CSR 245-8.030 Instructor Approval	6
4 CSR 245-8.040 Records	6
4 CSR 245-8.050 Investigation and Review	9

**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 245—Real Estate Appraisers
Chapter 8—Continuing Education**

4 CSR 245-8.010 Requirements

PURPOSE: This rule implements the continuing education mandates.

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

(1) Each licensee who holds a certificate or license shall complete, during the three (3)-year license period prior to renewal, as a condition precedent to certification or license renewal, a minimum of thirty (30) hours of real estate appraisal instruction (subsequent to January 1, 1998, a minimum of forty-two (42) hours of real estate appraisal instruction) approved for continuing education credit by the Missouri Real Estate Appraisers Commission. Failure to provide the commission evidence of course completion as set forth shall constitute grounds for not renewing a certificate or license. For purposes of this section, an hour is defined as sixty (60) minutes, at least fifty (50) minutes of which shall be devoted to actual classroom instruction. No credit will be allowed for fractional hours. Credit toward the classroom-hour requirement may be granted only where the length of the educational offering is at least two (2) hours.

(2) The thirty (30) hours of instruction (subsequent to January 1, 1998, forty-two (42) hours of instruction) shall consist of courses which have been approved for continuing education credit by the Missouri Real Estate Appraisers Commission. The commission will approve those courses which are determined by it to be those through which licensees can remain qualified and can become more competent to provide a higher level of public service and protection. The thirty (30) hours of instruction (subsequent to January 1, 1998, forty-two (42) hours of instruction) shall include, at a minimum, a seven (7)-hour course on the Uniform Standards of Professional Appraisal Practices.

(3) Individual licensees may receive continuing education credit for courses taken in Missouri or another state which have not been submitted previously by the course provider for approval; provided course content, instructor qualifications and course administration are acceptable to the commission. Applications for nonpreapproved course credit must be received by the commission on or before December 31 in the year preceding

license expiration and must be on a form prescribed by the commission.

(4) The commission may waive all or part of the continuing education requirements upon a showing by the licensee that due to serious physical injury or illness, active duty in the armed services for an extended period of time, residence outside the United States or other good cause it was and is not feasible for the licensee to satisfy the requirements prior to the renewal date.

(5) The following offerings will not be considered by the commission to meet Missouri continuing education requirements even though the offerings may be approved by states with which Missouri enters into continuing education reciprocity:

(A) Training or education not directly related to real estate appraisal or real estate appraisal practice;

(B) Training or education in office and business skills, such as typing, speedreading, memory improvement, report writing, personal motivation, salesmanship, sales psychology and time management;

(C) Sales promotions or other meetings held in conjunction with general real estate brokerage activity;

(D) Meetings which are a normal part of in-house training;

(E) That portion of any offering devoted to meals or refreshments;

(F) Sales or brokerage prelicensure education; and

(G) Any course or program that is less than two (2) hours in duration.

(6) Hours obtained in excess of the thirty (30) hours required (subsequent to January 1, 1998, forty-two (42) hours required) during each certificate or license renewal period may not be carried forward to satisfy the requirements for any subsequent renewal period.

(7) A licensee must be physically present in the classroom during at least ninety percent (90%) of the actual classroom instruction.

(8) Credit will be given to a licensee for attending a specific or substantially similar course offering only once during a certificate or license renewal period.

(9) Time spent as an instructor may be counted as classroom attendance for an approved instructor who is also a licensee. This credit may be gained by an instructor only once for each course or substantially similar course offered during any renewal period. Continuing education credit may also be granted for participation, other than as a student, in

appraisal educational processes and programs. Examples of activities for which credit may be granted are teaching, program development, authorship of textbooks or similar activities which are determined to be equivalent to obtaining continuing education.

(10) Passing an examination shall not be required for credit under this chapter even when an examination is required by the provider of the course. Time devoted to examinations, other than brief periods for review and self-graded quizzes, may not be credited toward the required minimum thirty (30) hours (subsequent to January 1, 1998, forty-two (42) hours) of instruction.

(11) No part of any course for continuing education shall be used to solicit memberships in organizations, recruit licensees for affiliation with any organization or advertise the merits of any organization.

AUTHORITY: sections 339.509 and 339.530, RSMo Supp. 1998. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992. Amended: Filed July 21, 1992, effective April 8, 1993. Amended: Filed Sept. 30, 1994, effective March 30, 1995. Amended: Filed Sept. 1, 1998, effective Feb. 28, 1999.*

**Original authority: 339.509, RSMo 1990, amended 1998 and 339.350, RSMo 1990, amended 1998.*

4 CSR 245-8.020 Course Approval

PURPOSE: This rule sets the criteria for course approval.

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

(1) No course or program for continuing education credit shall be announced or advertised until it is approved by the commission for credit.

(2) All applications for course approval shall be submitted by the course provider at least ninety (90) days prior to the date the course is expected to be offered. Applications shall be submitted on a form prescribed by the Missouri Real Estate Appraisers Commission and the commission will respond in writing



to all requests for course approval within sixty (60) days of receipt of a properly completed application. The commission will either assign a course number or other identification to a course when it is approved or will notify the course provider of the grounds for the course not being approved, as provided in section (4) of this rule.

(3) Course approval will be for the duration of the certificate or license period for which approval is sought.

(4) If the commission determines that a proposed course does not meet prescribed standards or if the proposed course does not adequately reflect and present current real estate appraisal knowledge toward the goal of public protection and service, notice in writing specifying the deficiencies will be provided to the course provider.

(5) 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 course provider 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.

(6) Dates, times and the location(s) of course offerings shall be submitted to the commission at least thirty (30) days prior to each course offering.

AUTHORITY: sections 339.509 and 339.530, RSMo 1994. Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.*

**Original authority 1990.*



STATE OF MISSOURI
REAL ESTATE APPRAISERS COMMISSION
**SCHEDULE OF PRE-LICENSE OR
CONTINUING EDUCATION COURSES**



P.O. BOX 202, JEFFERSON CITY, MO 65102

COURSE NUMBER	DATE		COURSE TITLE	TIME			CITY	LOCATION	INSTRUCTOR NAME
	FROM	TO		FROM	TO	TO			
	SPONSOR OR ORGANIZATION								



4 CSR 245-8.030 Instructor Approval

PURPOSE: This rule sets the criteria for instructor approval.

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

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

(2) A course provider of a continuing education course shall submit an application for approval of each instructor on a form prescribed by the commission at least ninety (90) days prior to the date the course is scheduled to be offered.

(3) The commission will notify the course provider within sixty (60) days that the instructor has been approved or the grounds upon which approval is being denied.

AUTHORITY: sections 339.509 and 339.530, RSMo 1994.* Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired effective Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.

*Original authority 1990.

AUTHORITY: sections 339.509 and 339.530, RSMo 1994.* Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired effective Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.

*Original authority 1990.

4 CSR 245-8.040 Records

PURPOSE: This rule establishes the criteria for maintaining continuing education course records.

(1) Each licensee shall be responsible for providing the commission, within thirty (30) days following the completion of a course, a certificate of course completion in a form prescribed by the commission.

(2) At the close of any continuing education course, the course provider shall hand to each individual licensee who has satisfactorily completed the course a certificate of course completion in duplicate in a form prescribed by the commission.

(3) 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 licensees who have satisfactorily completed the course with their certificate or license numbers. The commission, at its discretion, may extend the ten (10)-day period.



STATE OF MISSOURI
 REAL ESTATE APPRAISERS COMMISSION
CONTINUING EDUCATION COURSE COMPLETION CERTIFICATE

P.O. BOX 202
 JEFFERSON CITY, MO 65102

INSTRUCTIONS

LICENSEE MUST MAIL ONE COPY OF THIS CERTIFICATE TO THE ABOVE ADDRESS WITHIN THIRTY DAYS OF COURSE COMPLETION.

This certificate will be returned to you within **60 days**, stamped "Received by the Missouri Real Estate Appraisers Commission" and dated if you enclose the following:

1. A stamped, self-addressed envelope, and
2. A completed course evaluation, obtained from the course sponsor. Use no staples.

KEEP YOUR RECEIPTED CERTIFICATES IN A SAFE PLACE UNTIL YOUR LICENSE IS RENEWED JUNE 30, 1994.

COURSE INFORMATION		
NUMBER	TITLE	HOURS

APPRAISER INFORMATION	
APPRAISER NAME (SAME AS ON POCKET CARD)	
CERTIFICATE OR LICENSE NUMBER	SOCIAL SECURITY NUMBER
HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)	

SPONSOR INFORMATION	
SPONSOR NAME	
TELEPHONE NUMBER	COURSE COMPLETION DATE
ADDRESS (STREET, CITY, STATE, ZIP CODE)	
SIGNATURE OF SPONSOR OR SPONSOR'S AGENT	NAME (TYPED)
SCHOOL ORGANIZATION SEAL (IF ANY)	

MO 419-0462 (6-91)

DISTRIBUTION: WHITE-ORIGINAL CANARY-AGENCY



**STATE OF MISSOURI
REAL ESTATE APPRAISERS COMMISSION
ROSTER FOR CONTINUING EDUCATION COURSES**

P.O. BOX 202
JEFFERSON CITY, MO 65102

NOTE: Rosters must be typed, alphabetically, and must give complete license type and number.

SPONSOR			
INSTRUCTOR		LOCATION (CITY WHERE COURSE WAS OFFERED)	
COURSE NUMBER	CLASSROOM HOURS	BEGIN DATE	END DATE
COURSE TITLE			

NAME	TYPE G/R/S	LICENSE OR CERTIFICATE NO.	NAME	TYPE G/R/S	LICENSE OR CERTIFICATE NO.

G = General Certificate R = Residential S = State License

I hereby certify that the above-listed licensees were physically present during 100% of the classroom instruction.	SIGNATURE OF SPONSOR OR SPONSOR'S AGENT
--	---

MO 419-0465 (3-91)

4 CSR 245-8.050 Investigation and Review

PURPOSE: This rule establishes the policies of the investigation and review of continuing education 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's 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 or the instructor, or both. Failure of the course provider or 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 their level of performance or credentials are not in the public interest, or that their application (see 4 CSR 245-3) or supporting material contains any false statement or substantial misrepresentation.

AUTHORITY: sections 339.509 and 339.530, RSMo Supp. 1990.* Emergency rule filed Dec. 6, 1990, effective Dec. 16, 1990, expired April 14, 1991. Emergency rule filed April 4, 1991, effective April 14, 1991, expired Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.