

West Virginia Real Estate Appraiser Licensing and Certification Board

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Dean E. Dawson
Board Chair

Patricia Rouse Pope
Executive Director

February 12, 2019

Mr. Ben Maxwell
Appraiser eLearning LLC
3314 West End Ave, Suite 102
Nashville, TN 37203

Dear Mr. Maxwell:

The Board has reviewed and approved the application submitted for the following education course(s):

Date	Approved Hours	Expiration Date	Name of Course/Instructor	Level
2/12/2019	7	2/12/2020	2019 Appraisers Conference and Trade Show Day 1/ Eric Allen, James Baumberger, Jeff Bradford, David Brauner, John Brenan, Craig Capilla, Peter Christensen, Scott Cullen, Scott DiBiasio, John Dingeman, Mitch Dorius, Hal Humphries, Craig Morley, Steve O'Brien, Jared Preisler, Lyle Radke, Scott Reuter, Bryan Reynolds, Joshua Walitt, Danny Wiley, Ashley Wolthus	CE
2/12/2019	7	2/12/2020	2019 Appraisers Conference and Trade Show Day 2/ Eric Allen, James Baumberger, Jeff Bradford, David Brauner, John Brenan, Craig Capilla, Peter Christensen, Scott Cullen, Scott DiBiasio, John Dingeman, Mitch Dorius, Hal Humphries, Craig Morley, Steve O'Brien, Jared Preisler, Lyle Radke, Scott Reuter, Bryan Reynolds, Joshua Walitt, Danny Wiley, Ashley Wolthus	CE

Upon completion of a continuing education, or qualifying education course you are required to issue students a certificate of completion. Certificates must indicate the name of the course, name of the instructor, date of the offering, location, and number of approved hours for credit. **A copy of the class roster must be submitted to the Board within 14 days for classroom continuing education.** Please include name, license number, address, name of course, approved hours, date of completion, location and instructor name. If an exam is given, test score and indication of pass or fail.

You must maintain a record of attendance of each person attending an offering. Records should reflect: name of the course; instructor(s); description of the course; number of hours approved for continuing education; name, address and signature of the person who will verify the attendance of each person enrolled; name and address of each person enrolled in each course; clock hours when each certificate holder was in attendance; and verification that each certificate holder receiving continuing education credit was an active participant. You are required to maintain complete and accurate records for five (5) years.

If the course is to be offered again, you are **required** to notify our Board in writing **at least ten (10) business days in advance**, the following: dates, locations, and, the name of the approved instructor teaching the course. **Failure to notify our Board will result with course approval being denied.**

Please be aware if the outline or materials used for teaching a course should change at any time, course approval will expire and you will be required to submit a new application. If the instructor(s) approved to teach the course should change at any time or if you wish to add an additional instructor, you must notify the Board in writing 10 days prior to the scheduling of the course. An instructor(s) profile will be required for the Board's approval. You are not required to submit a new application for adding or deleting an instructor. Thank you.

Sincerely,

Patricia Rouse Pope
Executive Director