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

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**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.

(1) Each licensee who holds a certificate or license shall complete, during the two (2)-year license period prior to renewal, as a condition precedent to certification or license renewal, the required number of hours of real estate appraisal instruction approved for continuing education credit by the Missouri Real Estate Appraisers Commission as specified in section (2) of this rule. Licensees shall maintain their evidence of course participation or course completion certificates for the period set for appraisal file retention. Such evidence must be submitted upon request by the commission.

(2) Licensees whose renewal period began prior to January 1, 1998 are required to complete ten (10) hours of continuing education per year as approved by the commission. Licensees whose renewal period began subsequent to January 1, 1998 are required to complete fourteen (14) hours of continuing education per year as approved by the commission. The commission may require specific courses of continuing education. A licensee shall provide verification of completion of continuing education by affidavit at the time of renewal. The affidavit must contain a truthful statement of approved courses by the commission of continuing education taken by the licensee.

(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 preclosure education; and

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

(6) Hours obtained in excess of the requirement for continuing education shall 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 with the exception of Uniform Standards of Professional Appraisal Practices (USPAP) as will be determined by the commission.

(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 hours of continuing education.

(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. Amended: Filed June 22, 1999, effective Dec. 30, 1999.*

**Original authority: 339.509, RSMo 1990, amended 1998 and 339.530, 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: 339.509, RSMo 1990 and 339.530, RSMo 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		TIME		CITY	LOCATION	INSTRUCTOR NAME
	FROM	TO	FROM	TO			

SPONSOR OR ORGANIZATION

COURSES FOR MONTH OF

COMPLETE AND RETURN TO MISSOURI REAL ESTATE APPRAISERS COMMISSION BEFORE THE 15TH OF EACH MONTH.

MO 419-0464 (7-91)



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 Aug. 11, 1991. Original rule filed Jan. 3, 1991, effective April 29, 1991. Amended: Filed Aug. 14, 1991, effective Jan. 13, 1992.*

**Original authority:* 339.509, RSMo 1990 and 339.530, RSMo 1990.

4 CSR 245-8.040 Records

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

- (1) Licensees shall maintain evidence of course participation or course completion certificates for the period set for appraisal file retention. Such evidence or certificate must be submitted upon request 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.

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 June 22, 1999, effective Dec. 30, 1999.

**Original authority:* 339.509, RSMo 1990, amended 1998 and 339.530, RSMo 1990, amended 1998.

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.*

**Original authority:* 339.509, RSMo 1990 and 339.530, RSMo 1990.