

Pre-Approval Continuing Education Credit Request for Participation Other Than as a Student

Email completed form and proof of work to dorpropertytaxeducation@dor.wa.gov.

Submit your application at least two weeks prior to the course start date.

Official use only	
Approved	Denied
Processed by:	

Are you eligible to apply?

Individuals who participate other than as a student in courses related to real property appraisal, may apply for accreditation continuing education training hours. Individuals who register and attend the same course as a student, may also earn continuing education (CE) or general interest (GI) credit hours as a student. See [WAC 458-10-050](#) for details. **Only use this form if ALL the following applies:**

- The class has not already occurred.
- I am a course author and/or presenter.
- I originated and/or developed the course, textbook, or other presentation materials.

1 Your information

Name: _____ Accreditation #: _____
 Employer: _____ Title: _____
 Street address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____ Ext.: _____

2 Class sponsor information

Organization: _____
 Contact: _____
 Email: _____ Phone: _____ Ext.: _____

3 Class information

Title: _____
 Date(s): _____
 Is the course topic related to real property appraisals? Yes No
 Credit: CE hours or GI hours
 How many students are expected to attend?
 Pre-approved by: Department of Licensing, number: Department of Revenue Unknown

4 Author responsibilities

I was not an author for this class.

How do you define an author?

Identify your responsibilities, describe the work involved, and note the time it took to do the work.
Request CE and/or GI hours for each responsibility.

Responsibilities	Description of work involved	Hours worked	Requested CE hours	Requested GI hours
Total				

5 Presenter responsibilities

I was not a presenter for this class.

How do you define a presenter?

Continued...

Identify your responsibilities, describe the work involved, and note the time it took to do the work.
Request CE and/or GI hours for each responsibility.

Responsibilities	Description of work involved	Hours worked	Requested CE hours	Requested GI hours
	Total			

6 Additional comments

7 Signature

Applicant:

Date:

Next steps

- A response will be sent within 14 calendar days.
- Missing or inaccurate information may cause processing delays.
- If approved, retain a copy of your Certificate of Non-Student Education Participation.

Contact us

Email dorpropertytaxeducation@dor.wa.gov or call 360-534-1361.