



North Carolina Appraisal Board
5830 Six Forks Road
Raleigh, NC 27609
Telephone: 919/870-4854
Facsimile: 919/870-4859
Website: www.ncappraisalboard.org

MEMORANDUM

TO: ACEI: dba, CALYPSO CONTINUING EDUCATION
FROM: DONALD T. RODGERS, EXECUTIVE DIRECTOR
RE: COURSE APPROVAL
DATE: FEBRUARY 27, 2020

The North Carolina Appraisal Board has APPROVED your application for original approval of the following appraisal continuing education course(s). This approval expires December 31, 2020 and is based on the course data you provided and is subject to compliance with Appraisal Board Rules, Section 57B.0600. Online course approvals are contingent upon maintaining CDEI & IDECC certification. If either of these expires, then course approval will be suspended immediately and will remain suspended until verification is received that shows the certification(s) has been reinstated.

<u>Sponsor #</u>	<u>Course #</u>	<u>Course</u>	<u>Hours</u>	<u>Approved Instructors:</u>
188	9121	O/L National USPAP Update 2020-21 Equivalent	7	Amy C. McClellan

Please review the Appraisal Board's Continuing Education Rules and Course Content Guidelines to assure your compliance with our requirements, especially Rule 57B.0608, Sponsor Reporting of Continuing Education Credit.

On January 1, 2008, the North Carolina Appraisal Board began charging continuing education course sponsors a fee of \$5.00 per student per continuing education course. This fee applies to North Carolina trainees, licensed and certified appraisers seeking continuing education credit.

Enclosed you will find a course completion certificate and instructions for reporting the CE online.

Sponsors offering classroom courses are required to report the CE and the applicable fee, within 15 days of completion of the course. If you choose to mail in your payment with your roster, multiple courses may be submitted together in one packet and one check may be written to cover the fee for all of the courses submitted. If the fee is not included with the roster packet, the information may be returned and your student's continuing education credit for the course may be delayed until the fees are submitted.

Because online courses often involve only one or two students, course sponsors may have until the 15th of the next month to mail a check for all online courses taken in the prior month or may pay online at the

time the roster is uploaded. For example, the fees for all online courses taken in March would be due by April 15th.

The Board no longer requires course sponsors to submit the Course and Instructor Evaluation Summaries. You are now required to provide each student with the Board's contact information in the event they are dissatisfied with the course, instructor or facility. Please provide the following contact information:

North Carolina Appraisal Board
5830 Six Forks Road
Raleigh, NC 27609
(919) 870-4854
ncab@ncab.org

Each sponsor must provide a certificate of completion to each student who successfully completes the course. According to Rule 57B.0607, Certification of Course Completion, please find enclosed the certificate of completion to be issued to each student for their records.

Course sponsors are reminded that continuing education courses may not be used to sell, advertise or in any way market products, books, software or services to their students.

We wish you success with your appraisal continuing education program. If you have any questions, please do not hesitate to call at your earliest convenience.

Enclosures: Certificate of Completion
Instructions for Reporting CE

**CERTIFICATE OF COMPLETION
FOR
APPRAISAL CONTINUING EDUCATION COURSE**

Rule 57B.0607 states this certificate must be retained by the student for five (5) years.

DO NOT SEND TO THE APPRAISAL BOARD

(Name of Licensee/Certificate Holder)

(License/Certificate Number)

The above names licensee/certificate holder has satisfactorily completed the appraisal continuing education course described below and attained an attendance record of 90% or better.

Sponsor Code Number: _____

Course Code Number: _____

Title of Course: _____

Course Beginning Date _____ Course Ending Date _____

Number of Actual Classroom Hours (including examination, if any): _____

Number of Approved Continuing Education Credit Hours: _____

(Name of Sponsor Official)

(Signature)

(Title)

(Date)

Online CE Reporting

1. Log in to <http://www.membersbase.com/NCABCE/login.aspx>
2. Your username is your NCAB sponsor number.
3. Your password is a 4-digit number, which is your NCAB sponsor number with leading zeros. Example, if your sponsor number is 105, then your password is 0105.
4. The next screen will allow the sponsor to choose from three options:
 - a) "Update Contact Information"
 - b) "Report CE"
 - c) "Change Password" or
 - d) "Log Out"

Choose "Report CE"

5. Follow the guided menu to select the course you are reporting from the drop-down box, then enter the course completion date for the course you are reporting. *Only current courses will be listed.*
6. Enter the current NC Appraisal Board license number for the student(s) you are reporting and click "Add". This number should always start with a letter "A" or "T". There is no hyphen, dash or space between the letter and the numbers. The name on the screen must match the name of the student who attended the course. If it does not match, you need to contact the student to obtain their current license number.
7. When you have completed entering all students, click on the "Done" button to proceed.
8. You will have two payment options:
 - a) Pay by Credit Card or
 - b) Pay by Check

To pay by credit card, enter your credit card information and click "Pay by Credit Card". You will then get a receipt to print for your records. The CE credit will be immediately entered into the students record upon payment for all licensees with a **current** status. All other statuses will require manual review before it is uploaded into the appraiser's record.

To pay by check, click on "Pay by Check". It will generate a report with the total amount due for each roster which must be mailed in with a check to the Board. The CE credit will NOT appear in the student CE record until payment has been received and processed. Sponsors may send several rosters together with one check or may elect to send separate checks for each roster.

9. Regardless of a licensee's status, the CE will not show up in the individual's record until the Board has received **PAYMENT**.