



DIVISION OF PROPERTY VALUATION EDUCATION POLICY DIRECTIVES

EDUCATION POLICY DIRECTIVE #1

Specified prerequisites must be met prior to course enrollment. A waiver will be granted if the enrollee contacts the education coordinator or course instructor at least one week (5 working days) prior to the course and can establish that they possess the background or experience necessary for understanding the material to be presented.

EDUCATION POLICY DIRECTIVE #2

Class enrollments must be received at least 14 days prior to the first day of the class. A determination will be made at that time as to whether or not there is sufficient enrollment to justify holding a class. Written cancellation notices will be mailed only to those individuals who have already registered at the time the course is cancelled.

EDUCATION POLICY DIRECTIVE #3

In order to receive PVD maintenance points for any appraisal educational course, students shall attend all classroom hours. Each day an attendance sheet will be distributed. Only individuals who have signed the sheet will be counted as present.

No student will be allowed to sit for an exam without having attended the entire course of instruction. An exception will be made for individuals who have applied to take a special re-examination through IAAO/Appraisal institute.

These provisions are consistent with Kansas Administrative Regulation 117-6-2 (f) which states that in order to receive continuing education credit from the Kansas Real Estate Appraisal Board a student shall attend all classroom hours.