MEMORANDUM

TO: GREEN MOUNTAIN ELEARNING

FROM: DONALD T. RODGERS, EXECUTIVE DIRECTOR

RE: COURSE APPROVAL

DATE: JUNE 10, 2025

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, 2025, 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.

Sponsor #	Course #	Course	Hours	Instructors:
216	4752	O/L Understanding Data Analysis Concepts	5	Keith Wolf
216	4753	O/L Interagency Appraisal and Evaluation Guidelines, What You Need to Know	7	Bill Caudell

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.

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

Sponsors are required to report the CE within 15 days of completion of the course.

The Board requires course sponsors 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.

Sponsor Code Number: _____

Course Code Number: _____

Title of Course: _____

Course Beginning Date _____ Course Ending Date _____

Number of 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.net/NCABCE/login.aspx

2.   Your username is your NCAB sponsor number.

3.   Your password is provided separately and must not be shared with the students. Contact the Board (ncab@ncab.org) if you do not have it.

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**.