

ALABAMA STATE BOARD OF AUCTIONEERS

2777 Zelda Road

Montgomery, AL 36106

334-420-7235 Fax 334-263-6115

auctioneers@warrenandco.com

www.auctioneer.alabama.gov



Dear Applicant:

Enclosed in this package you will find a copy of the Auction License Law, Rules and Regulations set forth by the Alabama State Board of Auctioneers, information forms, and the official applications for Instructor, Continuing Education Provider, and Approved Auction School. These different applications are labeled accordingly. Therefore, you should be able to determine which forms you will need to complete and return. We encourage you to carefully read the Auction License Law and Rules and Regulations before you begin to fill out the application in order to familiarize yourself with the requirements. Also, you may want to make copies of the forms, as you may need them for your records and for future use.

The Board is interested in educational agendas that assist the licensee in fulfilling the Board's objective or protecting the public. Also, the Board is equally concerned with each student receiving optimal training that is beneficial and applicable to the professional auctioneer's career goals. Academic excellence is the key to success in accomplishing the goals for the Board, the individual auctioneer, and the auction industry. Those of you in Academia will be looked to as role models. Therefore, the Board encourages the emphasis on truthfulness, honesty, integrity, and that ethical conduct is stressed.

As you proceed through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome these suggestions and request that you either mail them to our office in Montgomery, or send them via email: auctioneers@warrenandco.com . Good Luck in all of your educational endeavors!

Sincerely,

A handwritten signature in blue ink that reads "Hope Paulene".

Hope Paulene
Executive Assistant

**APPLICATION FOR BOARD APPROVED CONTINUING EDUCATION
PROVIDER AND INSTRUCTOR**

INSTRUCTIONS: Return this completed application for continuing education course/instructor approval to the above address. Please type or print legibly. (Make copies of this application as needed).

Instructor Information:

Name:

Address:

City:

ST:

Zip:

Phone:

Fax:

Website:

Email address/other:

Course Sponsor:

Please complete the following:

1. Do you hold a Bachelor's degree in the field of instruction?
 No
 Yes If yes, please list the degree obtained, the institution, and the year of graduation:

2. Do you hold a valid teaching certificate from Alabama or another state authorizing you to teach in the field of instruction in which you are to teach?
 No
 Yes If yes, please list the state and field of instruction in which you have been approved:

3. Do you have five years full-time experience in a profession, trade, or technical occupation in the applicable field?
 No
 Yes If yes, please list the years of experience with dates and in what field this experience pertains to:

4. Do you have any combination of at least five years of full-time experience relevant to the applicable field and college level education with course work in the field of instruction:
- No
 - Yes If yes, please list the combination of your experience and relevant college course work:
5. Will you be present at all times during the course offering?
- No
 - Yes
6. Upon completion of any approved offering, will you issue to the students who complete the course, a certificate of completion which includes the name of the course, course dates, and number of credit hours awarded for the course which is issued in the name of the student and signed by you?
- No
 - Yes
7. Will you require students to attend 100% of the course offering in order to be awarded continuing education credit?
- No
 - Yes
8. Upon completion of the course, will you issue to each student an ASBA Form 1112 and follow the Board's instructions regarding verification of hours, confidential questionnaire to the student, and submittal to the Board? (ASBA Form 1112 and instructions enclosed)
- No
 - Yes
9. **Will you ensure that the Alabama State Board of Auctioneers Office receives a master list of attendees for its records?**
- No
 - Yes
10. Have you read Chapter 150-X-1-.13 Continuing Education of the Rules and Regulations of the Alabama State Board of Auctioneers? (Law and Rules and Regulations enclosed)
- No
 - Yes

TO THE ALABAMA STATE BOARD OF AUCTIONEERS

I, _____ hereby apply to the Alabama State Board of Auctioneers for an Approved Instructor designation under the Rules and Regulations, as amended of the Alabama State Board of Auctioneers.

In support, of this application, the applicant makes the representations contained herein as truthful with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny the designation of Approved Instructor.

The undersigned applicant understands the Board may make such inquiry and investigation concerning the applicant's character and background as the Board, in its judgment, deems proper and said applicant further agrees to furnish and additional information requested by the Board and agrees to appear before the Board in person if requested to do so.

Signature

Course Information:

Continuing Education Provider:

Contact Person:

Instructor(s):

Address:

City:

ST:

Zip:

Phone:

Fax:

Website:

Email address/other:

Please complete the following items:

1. Do the proposed continuing education courses contain a minimum of two (2) clock hours of instruction and no more than eight (8) clock hours in any one day?
 No
 Yes

List hours of instruction:

2. Are you submitted this application at least thirty (30) days prior to the proposed beginning date of the course?
- No
 - Yes

Date Submitted:

Beginning Date of Course:

List of subjects to be offered including the following items:

Course Title	Hours	Brief Description
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3. Have you read Chapter 150-X-1-.13 CONTINUING EDUCATION of the Rules and Regulations of the Alabama State Board of Auctioneers? (Law and Rules and Regulations enclosed)
- No
 - Yes
4. Will you provide the Alabama State Board of Auctioneers with current dates and times of available courses being offered when they become available to you on a continuous basis?
- No
 - Yes

5. Will you ensure that ASBA Form 1112 is administered to all students and that credit hours received have been verified by the Instructor?
 No
 Yes
6. Will you ensure that the students are instructed to complete the confidential questionnaire on ASBA Form 1112 and **that they return this completed form directly to the Alabama State Board of Auctioneers in order to receive their CE credit?**
 No
 Yes
7. **Will you ensure that the Alabama State Board of Auctioneers Office receives a master list of attendees for its records?**
 No
 Yes

TO THE ALABAMA STATE BOARD OF AUCTIONEERS:

The undersigned applicant hereby applies to the Alabama State Board of Auctioneers for the Designation of Approved Continuing Education Provider under the Rules and Regulations, as amended, of the Alabama State Board of Auctioneers.

In support of this application, the applicant makes the representation contained herein as truthful with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny the designation of Approved Continuing Education Provider.

The undersigned applicant understands the Board may make such inquiry and investigation concerning the applicant's character and background as the Board, in its judgment, deems proper and said applicant further agrees to furnish any additional information requested by the Board and agrees to appear before the Board in person if requested to do so.

Signature

FINAL INSTRUCTIONS:

1. **Make sure that the application is complete.**
2. **Submit a copy of any Continuing Education Catalogs, or other Printings you may have available for the Board's review.**
3. **Mail all materials to: Alabama State Board of Auctioneers
2777 Zelda Rd
Montgomery, AL 36106**
4. **If you have questions: Phone: 334/420-7235
Fax: 334/263-6115
Email: auctioneers@warrenandco.com**