

ALABAMA STATE BOARD OF AUCTIONEERS

603 Interstate Park Drive (36109)

Mailing: PO BOX 309525

Montgomery, AL 36130-9525

Phone: 334-420-7235

[auctioneers@alstateboard.com](mailto:auctioneers@alstateboard.com)

[www.auctioneer.alabama.gov](http://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: [hope@alstateboard.com](mailto:hope@alstateboard.com) . Good Luck in all of your educational endeavors!

Sincerely,

*Hope Childers*

Hope Childers  
Board Administrator

**APPLICATION FOR BOARD APPROVED  
AUCTION SCHOOL**

INSTRUCTIONS: Return this completed application for auction school approval to the above address. Please type or print legibly. (Make copies of this application as needed)

Name of School:

Contact Person:

Address:

City:

ST:

Zip:

Phone:

Fax:

Website:

E-mail address/other:

Please complete the following items:

1. Is a minimum of 85 hours of classroom instruction provided?

Yes

No

How many hours are provided?

2. Is an examination administered upon the completion of the course?

Yes

No

If yes, is the student given credit for completing the course only after taking  
And passing this examination?

Yes

No

3. Is the practice of selling at a real auction a part of the supervised instruction offered by the school with hands on experience in clerking, cashiering, tagging, and handling merchandise?

Yes

No

4. Does the school furnish each student who successfully completes their course an official certification of graduation or diploma containing the



Brief Listing of Credentials and Areas of Specialty:

b. Name of Instructor

Instructor Address:

City: ST: Zip:

Phone: FAX:

Courses and hours of instruction provided by instructor:

Brief Listing of Credentials and Areas of Specialty:

c. Name of Instructor

Instructor Address:

City: ST: Zip:

Phone: FAX:

Courses and hours of instruction provided by instructor:

Brief Listing of Credentials and Areas of Specialty:

d. Name of Instructor

Instructor Address:

City: ST: Zip:

Phone: FAX:

Courses and hours of instruction provided by instructor:

Brief Listing of Credentials and Areas of Specialty:

- e. Name of Instructor  
Instructor Address:  
City:                      ST:                      Zip:  
Phone:                      FAX:  
Courses and hours of instruction provided by instructor:

Brief Listing of Credentials and Areas of Specialty:

- 9. What is the overall objective of the Auction School?

10. List the subjects to be offered including the following items:

<u>Course Title</u>	<u>Hours</u>	<u>Course Objective</u>
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11. Has the School met the requirements for the Alabama Department of Education (or the equivalent thereof in another state)?

☐ Yes

☐ No

If you answered "yes", please list the accreditation on the following lines and submit a copy of having met this requirement in the form of a letter and/or certificate of approval from the institution:

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TO THE ALABAMA STATE BOARD OF AUCTIONEERS:

The undersigned applicant hereby applies to the Alabama State Board of Auctioneers for an Approved Auction School under the provisions of 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 accreditation of auction school.

The undersigned applicant understands the Board may make such inquiry and investigation concerning the applicant's character 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.

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**Signature**  
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FINAL INSTRUCTIONS:

1. Make sure this application is complete including supporting documents of Department of Education accreditation status.
2. Mail materials to:                   Alabama State Board of Auctioneers  
  PO BOX 309525  
  Montgomery, AL 36130-9525
3. If you have questions:           Phone: 334-420-7235  
  E-mail: [auctioneers@alstateboard.com](mailto:auctioneers@alstateboard.com)