

STATE BOARD OF AUCTIONEER EXAMINERS

MAILING ADDRESS
STATE BOARD OF
AUCTIONEER EXAMINERS
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APPLICATION FOR APPROVED COURSE OF STUDY

FEE: \$200.00 NON-REFUNDABLE APPLICATION FEE. CHECK OR MONEY ORDER MADE PAYABLE TO THE "COMMONWEALTH OF PENNSYLVANIA." THERE IS A \$20.00 CHARGE FOR ALL CHECKS RETURNED "NOT PAID" REGARDLESS OF THE REASON FOR NON-PAYMENT.

Group A Auction School-A provider, approved by the board, offering a course of study in auctioneering and the auction industry, as approved by the board, the completion of which requires not less than 20 credit hours, including two credit hours of practicum or cooperative practical experience.

Group B Auction School-A provider, approved by the board, offering a course of study in auctioneering and the auction industry, as approved by the board, the completion of which requires fewer than 20 credit hours.

A credit hour of instruction is defined as 15 standard hours of instruction. A standard hour of instruction is composed of 50 minutes.

THIS APPLICATION SHOULD ACCOMPANY A DETAILED COURSE CONTENT, OUTLINE/SYLLABUS, DETAILED COURSE DESCRIPTION, SAMPLE OF TRANSCRIPT, ETC.

SELECT ONE OF THE FOLLOWING:

☐ GROUP A AUCTION SCHOOL

☐ GROUP B AUCTION SCHOOL

COMPLETE THIS SECTION

NAME OF SCHOOL:		
STREET ADDRESS:		
CITY, STATE & ZIP CODE:		
CONTACT NAME & TELEPHONE NUMBER:	NAME:	NUMBER: ()
EMAIL ADDRESS:		

GROUP A AUCTION SCHOOL: THE PRESCRIBED COURSE OF STUDY IN AUCTIONEERING FOR A GROUP A AUCTION SCHOOL SHALL BE AT LEAST 20 CREDIT HOURS AND SHALL INCLUDE THE FOLLOWING AREAS OF STUDY FOR AT LEAST THE MINIMUM REQUIRED CREDIT HOURS FOR EACH AREA. A CREDIT HOUR OF INSTRUCTION IS DEFINED AS 15 STANDARD HOURS OF INSTRUCTION. A STANDARD HOUR OF INSTRUCTION IS COMPOSED OF 50 MINUTES.

CREDIT WILL ONLY BE GIVEN FOR A COURSE OF STUDY WHICH HAS BEEN APPROVED BY THE BOARD.

SUBJECT	NUMBER OF HOURS
LAW: Which may include the study of state auction law, licensing law, contracts-types and wording, auction entities, agency law, terms and conditions, and environmental situations for a minimum of 5 credit hours.	
MARKETING: Which may include the study of social media, internet, website, email, brochures, direct mail, asset descriptions, and pictures for a minimum of 2 credit hours.	
BID CALLING: Which may include the study of chant/techniques, stage presence, public speaking, salesmanship, working the ring, in class practice, and on the block time for a minimum of 5 credit hours.	
TECHNOLOGY/INTERNET: Which may include the study of website setup/maintenance, bidding platforms, on-site computer systems, internet auctions, simulcast systems, and social media for a minimum of 2 credit hours.	
GENERAL BUSINESS: Which may include the study of ethics, communicating with buyers and sellers, accounting procedures, transactions, business accounts, escrow accounts, insurance needs, and attorney/accountant advisers for a minimum of 2 credit hours.	
REAL ESTATE: Which may include the study of types of real estate, valuation, research, types of deeds, surveys, title and title searches, deposits, closing, environmental, and pitfalls for a minimum of 2 credit hours.	
PERSONAL PROPERTY/EQUIPMENT: Which may include the study of appraisal/valuation, asset research, gathering information, types and styles, antiques/collectibles, equipment at auction, vehicles at auction, guns at auction, livestock and cattle at auction, consignments auctions, and supporting services offered for a minimum of 2 credit hours.	
TOTAL:	

GROUP B AUCTION SCHOOL: THE PRESCRIBED COURSE OF STUDY IN AUCTIONEERING FOR A GROUP B AUCTION SCHOOL SHALL CONSIST OF AT LEAST 80 STANDARD HOURS OF INSTRUCTION AND INCLUDE THE FOLLOWING AREAS OF STUDY. A STANDARD HOUR OF INSTRUCTION IS COMPOSED OF 50 MINUTES.

CREDIT WILL ONLY BE GIVEN FOR A COURSE OF STUDY WHICH HAS BEEN APPROVED BY THE BOARD.

SUBJECT	NUMBER OF HOURS
LAW: Which may include the study of state auction law, licensing law, contracts-types and wording, auction entities, agency law, terms and conditions, and environmental situations for a minimum of 15 standards hours.	
MARKETING: Which may include the study of social media, internet, website, email, brochures, direct mail, asset descriptions, and pictures for a minimum of 10 standard hours.	
BID CALLING: Which may include the study of chant/techniques, stage presence, public speaking, salesmanship, working the ring, in class practice, and on the block time for a minimum of 15 standard hours.	
TECHNOLOGY/INTERNET: Which may include the study of website setup/maintenance, bidding platforms, on-site computer systems, internet auctions, simulcast systems, and social media for a minimum of 10 standards hours.	
GENERAL BUSINESS: Which may include the study of ethics, communicating with buyers and sellers, accounting procedures, transactions, business accounts, escrow accounts, insurance needs, and attorney/accountant advisers for a minimum of 10 standard hours.	
REAL ESTATE: Which may include the study of types of real estate, valuation, research, types of deeds, surveys, title and title searches, deposits, closing, environmental, and pitfalls for a minimum of 10 standard hours.	
PERSONAL PROPERTY/EQUIPMENT: Which may include the study of appraisal/valuation, asset research, gathering information, types and styles, antiques/collectibles, equipment at auction, vehicles at auction, guns at auction, livestock and cattle at auction, consignments auctions, and supporting services offered for a minimum of 10 standard hours.	
TOTAL:	

VERIFICATION STATEMENT:

I verify that this application is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information under 18 Pa.C.S. § 4911.

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and may result in the suspension, revocation or denial of my license, certificate, permit or registration.

Signature of Course Representative/Official

Date