



REQUEST FOR AUCTION SCHOOL COURSE APPROVAL
 PUBLIC SERVICE COMMISSION
 SFN 19509 (07/2020)

Applicant: [N.D. Admin. Code § 69-08-01-01](#) details the minimum requirements a course of study must meet to be eligible for approval for use by an individual wishing to obtain a North Dakota Auctioneer License.

APPLICANT INFORMATION			
School Name			
School Mailing Address			School Telephone Number
City	State	ZIP Code	School Email Address
School Website Address (if applicable)			

Indicate what type(s) of course approval are being applied for		
In-Residence <input type="checkbox"/>	Online (distance learning) <input type="checkbox"/>	In-Residence & Online <input type="checkbox"/>

List the hours of instruction provided to students in each of the following areas:			
SUBJECT	TOTAL HOURS	SUBJECT	TOTAL HOURS
ETHICS		CLOSING STATEMENTS	
BID CALLING		LICENSE LAW	
SALES MANAGEMENT		UNIFORM COMMERCIAL CODES	
ADVERTISING		TAX COLLECTION	
CONTRACTS		BULK SALES	
ACCOUNTING/BOOKKEEPING		FIREARMS	
REAL ESTATE		APPRAISALS	
TOTAL HOURS FOR SUBJECTS LISTED ABOVE (hours must <u>meet</u> or <u>exceed</u> sixty)			
OTHER _____		OTHER _____	
TOTAL CURRICULUM HOURS			

GRADING & TESTING	ATTACHED
1. Attach a description of the grading system used to determine a student's competence in each of the areas listed above.	<input type="checkbox"/>
2. Attach a copy of the test instruments which are used to determine a student's competence.	<input type="checkbox"/>
3. What system is used to determine if a student will be issued a diploma/certificate of completion?	

Additional Questions for Online Courses Please attach a separate sheet with your answers to the following questions:	ATTACHED
1. How do you ensure the integrity of your test instruments while using an online platform and from course to course?	<input type="checkbox"/>
2. How is each student's identity validated when enrolling in the online course?	<input type="checkbox"/>
3. How is the identity of a student verified to ensure that the individual enrolled in the course is the actual individual completing the test(s)?	<input type="checkbox"/>
4. How is each student's attendance and course progress tracked?	<input type="checkbox"/>
5. What is the absence and makeup policy for students who miss an online event? Please include the number of online events a student may miss before they are no longer eligible to complete the course.	<input type="checkbox"/>
6. A major requirement of N.D. Admin. Code § 69-08-01-01 requires 60-hours of study in the presence of school instructors, at least 40-hours of which is under the supervision of a licensed auctioneer with at least 5 years of experience. Please provide specific information on how the online course meets this requirement.	<input type="checkbox"/>

Please review and initial EACH box indicating you acknowledge and understand the requirements.	INITIAL
1. In accordance with N.D. Admin Code § 69-08-01-01 , our North Dakota approved auction school course: <ul style="list-style-type: none"> a. ensures students complete at least 60-hours of study in the presence of school instructors, at least 40-hours of which are under the supervision of a licensed auctioneer with at least five years of experience; b. provides instruction in the following categories: ethics, bid calling, sales management, advertising, contracts, accounting and bookkeeping, real estate, appraisals, closing statements, license law, uniform commercial codes, tax collection, bulk sales, and firearms; AND c. maintains a grading system that permits the issuance of diplomas or certificates only to students who successfully demonstrate competence in all required areas of study. 	<input type="checkbox"/>
2. The following will be immediately communicated to the North Dakota Public Service Commission: <ul style="list-style-type: none"> a. a change in address; b. a change in contact information; c. a change in ownership; d. a school name change; AND e. a school closing and/or discontinuing of course(s). 	<input type="checkbox"/>

PUBLIC COMPANY LISTING
Include the school's contact information on the PSC's Approved Auction School Course list for public contact. <input type="checkbox"/> YES <input type="checkbox"/> NO

By signing this form, I acknowledge that the information contained is true and accurate to the best of my knowledge.

Name of Individual Completing Form	Title	
Email Address	Telephone Number	
Signature		Date

**Public Service Commission
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