

GEORGIA AUCTIONEERS COMMISSION
237 Coliseum Dr., Macon, GA 31217
404-424-9966 – www.sos.ga.gov

AUCTIONEER SCHOOL
CHANGE OF CURRICULUM

NOTE: *For prelicensure education taught via webinar AT LEAST 75% must be taught via live webinar that is instructor led with student interaction, and student participation must be monitored by a required webcam feed. No more than 25% of prelicensure education may be obtained via pre-recorded lectures or webinars. If an approved Auctioneer School makes any change(s) in the curriculum plan that was submitted with the application, including a change in the presentation method, the school must submit this completed form to the Commission within 30 days.

Attach the following information for each course for which changes are being requested:

- A detailed proposed course outline noting the number of hours to be spent on each subject area along with all planned in-class and homework exercises.
- A bibliography of all texts and reference materials for use in the course.
- A schedule of course offerings for which the school seeks approval, including the name, date, time, and place of any course offering.
- A current fee schedule for all course offerings.
- An outline of any final examination(s), along with the passing grade requirements.
- The records retention policy for documentation reflecting student scores on graded exercises and examinations. Records must include:
 - Student name
 - Course
 - Attendance record per session
 - Scores earned on all graded exercises or tests
 - Total hours attended
 - Final grade
- A list of all instructors: names, addresses, telephone numbers, and fields of expertise and years of experience.
- A list of all directors and owners of the school, including their names and addresses. If the owner(s) are a partnership or corporation, then a list of all directors and owners of the parent entity.
- A copy of any attendance make-up policy, if so adopted.
- A statement of entrance qualifications for students.
- A statement that the school can make available to its students material the Commission may require for use in a particular course.
- A statement that the school will conduct approved courses either in classroom-style facilities or via webinar*, along with the number of students the classroom-style facilities can accommodate.
- A copy of the school's proposed grading policy that will be given to students.
- A statement of the types of instructional methods instructors plan to utilize.
- A statement that the school will require at least 80 hours of credit and 10 days of attendance for certification of graduation of all students.

School Name _____ Telephone: _____

School Address (street, city, state, zip) _____

School Owner(s) _____

School Director / Coordinator _____ Email address (required) _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____, _____

School Director/Coordinator Signature

Date

Notary Public: _____

My Commission Expires _____ (SEAL)