ALABAMA STATE BOARD OF AUCTIONEERS

610 SOUTH McDONOUGH STREET
MONTGOMERY, AL 36104
334-269-9990 FAX 334-263-6115
E-mail: ALAUCBD@aol.com
www.auctioneer.state.al.us

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 process 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: alaucbd@aol.com. Good Luck in all of your educational endeavors!

Sincerely,

Hope Paulene
Executive Assistant

APPLICATION FOR BOARD APPROVED
AUCTION SCHOOL

INSTRUCTIONS: Return this completed application for auction school approval to the address below. 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

student's name; the date the course was completed and total number of hours attended and successfully completed?

ق Yes
ق No

5. Have you read CHAPTER 150-X-1-.14 Auctioneer Schools of the Rules and Regulations of the Alabama State Board of Auctioneers? (Law and Rules and Regulations enclosed)

ق Yes
ق No

6. Will the instructor submit to your students ASBA Form 1114 indicating proof of their Auction School Completion, hours awarded and instruct them to complete the confidential questionnaire and return it directly to the Board for their School Credit?

ق Yes
ق No

7. Will the school submit to the Board the dates the school will be conducted on a continuous basis?

ق Yes
ق No

8. Please check the following courses (Yes if they are offered and No if they are not):

Bid Calling with Drill	ق Yes	ق No
Auction Laws and Auctioneering Ethics	ق Yes	ق No
Contract Law	ق Yes	ق No
Law of Principal and agent	ق Yes	ق No
Conducting an Auction	ق Yes	ق No
Clerking and Cashiering	ق Yes	ق No
Auction Advertising	ق Yes	ق No
Livestock Auctions	ق Yes	ق No
Real Estate Auctions	ق Yes	ق No
Farm Sales	ق Yes	ق No
Estate and Bankruptcy Auctions	ق Yes	ق No
Machinery & Equipment Auctions	ق Yes	ق No
Automobile Auctions	ق Yes	ق No
Business Liquidations	ق Yes	ق No
Fund Raisers and Antique Auctions	ق Yes	ق No

9. Please complete the following Instructor Information:
   a. 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:

   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:

10. What is the overall objective of the Auction School?

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

Course Title	Hours	Course Objective

12. 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:

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.

_____

Signature

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
   610 South McDonough Street
   Montgomery, AL 36104
3. If you have questions: Phone: 334/269-9990 ext. 15
   FAX: 334/263-6115
   e-mail: alaucbd@aol.com