



TENNESSEE AUCTIONEER COMMISSION
500 James Robertson Parkway
Nashville, TN 37243-1152
Phone: 615-741-3600
www.tn.gov/commerce/regboards/auctioneers

AUCTIONEER EDUCATION COURSE APPROVAL APPLICATION

Name of Sponsor/Provider: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Web Address: \_\_\_\_\_

Sponsor/Provider Address: \_\_\_\_\_

\_\_\_\_\_

Street/P.O. Box

City/State/Zip

Do you have a Provider number? \_\_\_ Yes \_\_\_ No If yes, # \_\_\_\_\_

Type of Education Being Submitted for Approval

\*Submit a separate application for EACH course\*

\_\_\_ Sixteen (16) hour course – Bid Caller Qualifying Education

- Sixteen (16) hours of instruction in basic fundamentals of auctioneering. Auction chant instruction may not be included in the hours.

\_\_\_ Fifty (50) hour course – Affiliate Auctioneer Qualifying Education

- Fifty (50) hours of instruction with thirty-four (34) hours being basic fundamentals. Please indicate on your course outline which topics would be part of the basic fundamentals. The Affiliate Auctioneer curriculum must include instruction in public speaking, sales management, advertising, contracts, closing statements, license law, the Uniform Commercial Code (UCC), and firearms.

\_\_\_ Fifteen (15) hour course – Public Automobile Auctioneer Qualifying Education

- Fifteen (15) hours of more rigorous instruction in automobile auctioneering.

\_\_\_ Continuing Education

**\*\*If you are submitting Online, Synchronous (Live), or Hybrid courses please go to: <https://www.tn.gov/content/dam/tn/commerce/documents/regboards/auction/forms/Course-Type-Definitions-Requirements.pdf> and review the definitions and additional documentation that will need to be submitted with your application for these courses.\*\***

Course format (please check all that apply):

Classroom  Online  Synchronous (Live)  Hybrid

Physical Location Address: \_\_\_\_\_

Name of Course: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

**QUALIFYING EDUCATION COURSES ONLY. The following items are required in order to be considered for approval by the Tennessee Auctioneer Commission:**

- The School maintains a “Pass/Fail” grading system, with a supplementary “Good/Fair/Poor” designation;
- The Provider/School must have a permanent, fixed business location;
- The Program is conducted by an instructor, discussion leader, or lecturer qualified in the opinion of the Tennessee Auctioneer Commission by either education, experience, or both;
- A record of registration and attendance is maintained and certified by the signatures of an authorized representative of the organization sponsoring the Program; and
- One (1) credit hour is equal to fifty (50) minutes of instructional time.

Does your School/Curriculum meet these requirements? \_\_\_Yes \_\_\_No

List the names of the Course Instructor(s):

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List the names of qualifying Auctioneers intended to supervise the course listed above:

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Name of Supervising Principal Auctioneer, number of years licensed as Principal Auctioneer, and current state(s) of licensure (must be licensed in Tennessee or a state that shares reciprocity with Tennessee):

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Please attach the following:

- Description of the School's Curriculum (must include subject matter of instruction topics, hours of instruction, or each subject for the total of hours required and indicate the hours of instruction under supervision of a licensed Auctioneer);
- Proof that each Supervising Qualifying Auctioneer is currently licensed and has three (3) years of experience;
- Biography and/or resume of Instructor(s) including education background information and/or experience over the past ten (10) years;
- Copy of prepared outline for the Qualifying Education Program indicated. This outline should include a general course description, the topics contained within the course, and a description of those topics; and
- Outline/overview of the grading system.

**CONTINUING EDUCATION COURSES ONLY.** The following items are required in order to be considered for approval by the Tennessee Auctioneer Commission:

- The outline is prepared and preserved;
- The Unit Program is at least two (2) hours in length;
  - One (1) credit hour is equal to fifty (50) minutes of instructional time
- The Program is conducted by an instructor, discussion leader, or lecturer qualified in the opinion of the Tennessee Auctioneer Commission by either education or experience or both; and
- A record of registration and attendance is maintained and certified by the signatures of an authorized representative of the organization sponsoring the Program.

Does your School/Curriculum meet these requirements? \_\_\_Yes \_\_\_ No

Please list the names of the Course Instructor(s):

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Please attach the following:

- A copy of the prepared outline for the continuing education program. This outline should include a general course description and the topics contained within the course, as well as a description of those topics; and
- Biography and/or resume of Instructor(s) including education background information and/or experience during the past ten (10) years.

Please certify that the program sponsored will conform to the provisions of Tenn. Comp. R. & Regs. 0160- 03, titled "Continuing Education." \_\_\_Yes \_\_\_No

**ATTESTATION:**

I declare that all the information I have provided on each page of this application is true and accurate to the best of my knowledge. \_\_\_Yes \_\_\_No

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Print Name of Representative  
Completing Form

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Signature and Date

**ANY CHANGES TO THE CURRICULUM, INSTRUCTOR/DISCUSSION LEADER/LECTURER, OR PROVIDER INFORMATION SUBMITTED MUST BE APPROVED BY THE TENNESSEE AUCTIONEER COMMISSION.**