



**STATE OF MINNESOTA
DEPARTMENT OF COMMERCE**

85 – 7th PLACE EAST, SUITE 285
ST. PAUL, MINNESOTA 55101
(651) 296-6319

(For Department Use Only)

Denied by _____ Approved by _____

Number of Pre-License hours approved:

APPRAISER QUALIFYING EDUCATION	COURSE NUMBER	DATE PROCESSED
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**PRE-LICENSE EDUCATION COURSE APPROVAL APPLICATION
APPRAISER QUALIFYING EDUCATION**

Course Title: _____

<p>Hours Applied For</p> <p>Total Number of Requested Hours _____ (AQB minimum 15 hour requirement per course.)</p> <p>Number of Exam _____ hours included.</p>	<p>Total Fees Attached: _____</p> <p>New Course : \$10 for each hour or fraction of one hour applied for. (Example: 20.5 hour course would cost \$210)</p> <p>Renewal Course without changes: \$10 per course</p>
<p><input type="checkbox"/> NEW COURSE APPROVAL</p> <p>Is course replacing a prior course? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, list course # _____ to terminate)</p>	<p><input type="checkbox"/> RENEWAL Course # _____</p>
<p>Has this course been approved by the AQB or regulatory agency of another state? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: Indicate AQB course number: _____ & _____ # of hours approved by: Name of State _____</p> <p>Name of Agency or Board: _____ Expiration date of Approval. _____ (Portions of the course which do not conflict with Minnesota law may be approved for Minnesota Appraiser qualifying education.)</p>	

SPONSOR/COORDINATOR INFORMATION

Sponsor Name:		Sponsor ID Number:	
Sponsor Address:			
City:		State:	Zip:
Sponsor Phone Number:		Sponsor Fax:	
Website:			
Coordinator Name:			
Coordinator Business Telephone:		Coordinator Business Email:	
Federal Employer Identification Number (FEIN): (Mandatory)			

Instructions and Information

* **New & Renewal:** All parts of this application, including the Core Matrix and all required attachments, must be completed, signed and dated by the Sponsor Coordinator and Instructor(s), and submitted at least 30 days before the requested initial offering of the course.

* **Renewal:** If course review process is cancelled, and application returned due to incompleteness of the renewal application, the course approval is cancelled effective the regular expiration date. Applicant may resubmit within 30 days of return, after correcting deficiencies. If application is not resubmitted within 30 days of return, a new application and full fee is needed.

- Qualifying (Pre-license) education is creditable toward an initial license or certification under one or more of the four real estate appraiser classifications.
- The burden of demonstrating that courses impart substantive Appraiser knowledge is upon the person seeking approval or credit.
- Automatic Continuing Education Credit is allowed if all exams required in this course for Pre-license are passed and course is completed within required timeframe. A separate CE course number will be assigned and the Provider is required to inter course offerings and upload student rosters as they would for any other CE course.
- The Sponsors Course Completion Certificates given to the Student must also show the approved Core Curriculum.
- Sponsors who use an "integrated" method must ensure that each student understands that effective January 1, 2008 this "integrated" course alone does not meet the total hours needed for any one required core curriculum topic module area.
- A Minnesota Qualifying Appraiser course MUST be at least 15 hours in length.

<p>TRAINEE REQUIRED CORE CURRICULUM EFFECTIVE 1/1/08 – 75 HOURS REQUIRED Applicant shall complete the 15-hour National USPAP Course or its equivalent.</p>
<p>LICENSED RESIDENTIAL REQUIRED CORE CURRICULUM EFFECTIVE 1/1/08 – 120 HOURS REQUIRED Applicant shall complete the 15-hour National USPAP Course or its equivalent.</p>
<p>CERTIFIED RESIDENTIAL REQUIRED CORE CURRICULUM EFFECTIVE 1/1/08 200 HOURS REQUIRED Applicant shall complete the 15-hour National USPAP Course or its equivalent.</p>
<p>CERTIFIED GENERAL REQUIRED CORE CURRICULUM EFFECTIVE 1/1/08 - 300 HOURS REQUIRED Applicant shall complete the 15-hour National USPAP Course or its equivalent.</p>
<p>AQB Guidance for Curriculum Content Effective January 1, 2008. These AQB Guide Notes contain guidance for curriculum content with subtopics listed under each major module. The subtopics listed are not mandatory for meeting the Required Core Curriculum.</p>
<p>The Core Matrix located at the end of the application must be completed and submitted as an attachment to this Appraiser Qualifying Education Course Approval Application</p>

REQUIRED ATTACHMENTS Pre-License Applications

*The application you submit for course approval will be processed in a timely manner, assuming a complete application. Your application **MUST** include **ALL** of the items below; if it does not, it will be considered deficient and we will be unable to process the application until it is completed. In most cases, a deficient application will result in your course not being approved before the offering date. Therefore, it is in your best interest to submit a complete application initially.*

A. COURSE MATERIALS

PreLicense Education:

1. *Core Matrix Completed By Topic (**Located at End of Application**)*
2. *Course Description* – detailed description of course content
3. *Learning Objectives* – detailed description of objectives for the students to learn
4. *Timed Course Outline* – detailed outline with times listed in 15 minute increments
5. *Instructional Material for Instructors* – books, overheads, PowerPoint's, etc.
6. *Instructional Material for Students* – textbooks, notebooks, guides, all hand outs, etc.
7. *Examination and Answer Key (complete copy of the entire bank of exam questions)*

B. SPONSOR POLICIES

Attach a separate sheet responding to each of these Policies. All areas of the sponsor policies section must be addressed, which include:

1. **Course Pre-requisites** – If there are none, you must put that in writing:
2. **Instructor Qualifications** – How do you, the Provider, approve and qualify instructors to teach your courses, what qualifications must they meet? Read MN Rules 2809.0080 “**before**” you answer this question.
3. **Attendance** – How do you verify attendance **throughout** the entire course?
4. **Cancellation & Refund** – Write out your course cancellation and refund procedures.

C. MISCELLANEOUS:

1. *Students' Course Evaluation Form*
2. *ALL Course Instructors Resumes and Bios*
3. *Copy of Proposed Pre-License Education Certificate which must include a breakdown of the Core Curriculum completed (**list of requirements are listed on next page**)*
4. *Course Schedule* – Required if schedules are printed and mailed, if not, you must put that in writing.
5. *Copy of Proposed Advertising, Including Outline* – if there is no advertising, you must put that in writing.

REQUIRED INFORMATION FOR COURSE COMPLETION CERTIFICATES

The Course Completion Certificates issued to your students must contain the following information:

1. **Course Title**
2. **MN Department of Commerce Approved Course Number**
3. **Date of Course Completion**
4. **Name of Approved Sponsor**
5. **Name and Signature of the Approved Coordinator**
6. **Name and Address of the Student**
7. **License Number of the Student**
8. **Number of Hours Completed** – This must be the number of hours the course was approved for by the MN Department of Commerce, partial credit may not be given.

9. **License Type Course is Approved for:**

- Appraiser
- Insurance
- Real Estate

10. **Education Type Course is Approved for:**

- Continuing Education
- Pre-License Education

11. **Presentation Type Course is Approved for:**

- Classroom – Traditional
- Non-classroom
- Company sponsored
- Internet – Interactive
- Self Study for Professional Designation – Must list full name of the Professional Designation

12. **MN Department of Commerce's Current Address and Licensing Unit's Contact Information**

MN Department of Commerce
85 7th Place East, Suite 285
St. Paul, MN 55101

PHONE Number: 651-296-6319
FAX Number: 651-284-4107
E-MAIL: education.commerce@state.mn.us

13. **This statement must be included on the Certificate:**

"If have you have any comments about this course offering, please mail them to the Minnesota Commissioner of Commerce."

INSURANCE Certificate Only – Show if the course is Company Sponsored

Pre-Licensing APPRAISER Certificate Only – This Course Completion Certificate must contain the Core Matrix information, showing the categories and number of hours approved by the MN Department of Commerce

Minnesota Rules, Chapter 2809.0070 Subp. 3 – Responsibilities, Provides:

The approved coordinator must provide course completion certificates within ten days of, but not before, completion of the entire course. Course completion certificates must be completed in their entirety. A coordinator may require payment of the course tuition as a condition for receiving the course completion certificate.

APPLICATION INSTRUCTOR QUALIFICATION & CONTACT FORM

Copy and attach additional pages as needed for every pre-license course instructor.

Attach a Bio or Resume to this completed form.

Instructor Name:
Address:
City, State, Zip:
Phone Number:
<p>Mandatory Qualifications (<i>Please check one below</i>)</p> <p>2809.0080, Subp. 3. Qualified pre-license instructors must have one of the following qualifications.</p> <ul style="list-style-type: none"><input type="checkbox"/> a four-year degree in the industry for which the course is being taught;<input type="checkbox"/> a four-year degree with three years full-time experience in the industry for which the course is being taught;<input type="checkbox"/> a four-year degree with three years full-time experience in the business or profession relating to the subject being taught;<input type="checkbox"/> a postgraduate degree and completion of 45 hours of continuing education in the industry for which the course is being taught;<input type="checkbox"/> a two-year degree in the industry for which the education is being given and completion of 45 hours of continuing education in the industry for which the course is being taught;<input type="checkbox"/> a two-year degree or certificate with five years full-time experience in the industry for which the course is being taught;<input type="checkbox"/> a degree or certificate with five years full-time experience in the business or profession relating to the subject being taught; or<input type="checkbox"/> eight years of recent experience in the subject area being taught in the eight years immediately preceding the first course offering taught.

APPLICATION INSTRUCTOR SIGNATURE AND CERTIFICATION

Copy and attach additional pages as needed for every additional pre-license instructor.

I certify that I am the approved Instructor for the Sponsor and I am responsible for compliance with Minnesota education laws and regulations.

I understand that as an approved education instructor I am responsible for:

- compliance with all laws and rules relating to industry education;
- providing students with current and accurate information;
- maintaining an atmosphere conducive to learning in the classroom;
- assuring and certifying attendance of students enrolled in courses;
- providing assistance to students and responding to questions relating to course materials; and
- attending the workshops or instructional programs that are required by the commissioner.

I understand that as an approved education instructor I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or sponsor;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and

I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Name of Course: _____
(Mandatory)

I certify that I am the approved Instructor and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Rules 2809 and Minn. Stat. Chapter 82.

Furthermore, I declare that the information I provided for the above named course on the attached pre-license education course approval application, my core matrix outline content, and all of my attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

AQB Instructor # _____ AQB Approval Expiration Date _____
(Mandatory for 15 Hr USPAP Course)

Appraiser License # _____ Issue State _____ License Expiration Date _____
(Mandatory for 15 Hr USPAP Course)

Printed name of Instructor: _____
(Mandatory)

Signature of Instructor: _____
(Signature is Mandatory)

Printed name of Sponsor: _____ Sponsor #: _____
(Mandatory) (Mandatory)

APPLICATION COORDINATOR SIGNATURE AND CERTIFICATION

As an approved education coordinator I understand that:

- I am responsible for ensuring that instructors are qualified to teach the course offering and that failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I am responsible for supervising and evaluating courses and instructors. Supervision includes assuring, especially when a course will be taught by more than one instructor, that all areas of the curriculum are addressed without redundancy and that continuity is present throughout the entire course.
- I am responsible for investigating complaints related to course offerings and instructors and forwarding a copy of the written complaints to the Department of Commerce.
- courses may not be advertised before approval, unless this application has already been submitted to the MN Department of Commerce and the course is described in the advertising as "approval pending";
- the number of approved hours must be accurately displayed on any advertisement for the course, and if the course offering is longer than the number of approved continuing education hours, any advertisement must be clear that continuing education credit is not earned for the entire course;
- I am responsible for furnishing the commissioner, upon request, with copies of course and instructor evaluations and qualifications of instructors. Evaluations must be completed by students and coordinators.
- I am responsible for maintaining accurate records relating to course offerings, instructors, tests taken by students.
- I am responsible for notifying the MN Department of Commerce in writing within 10 days of any change in the information in this application for approval, including any addition or change in the name(s) of instructors who will teach the course.

I understand that as an approved education coordinator I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or sponsor;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and
- issue inaccurate course completion certificates.

I certify that all of the information submitted in this application is true and complete, and that this document has not been altered in any manner from the form adopted by the MN Department of Commerce.

Name of Course: _____
(Mandatory)

I certify that I am a formally approved Coordinator/Sponsor and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Rules 2809 and Minn. Stat. Chapter 82. Furthermore, I accept responsibility for instructor conduct and their compliance with course content. I declare that the information provided for the above named course on the attached pre-license education course approval application, the core matrix outline content, and all the attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Printed name of Coordinator: _____
(Mandatory)

Signature of Coordinator: _____

Printed name of Sponsor: _____ Sponsor #: _____
(Mandatory) (Mandatory)

2007 Minn Real Estate Appraiser Statutes - 82B.13 Education Prerequisites.

Subdivision 1. **Trainee real property appraiser or licensed real property appraiser.** As a prerequisite for licensing as a trainee real property appraiser or licensed real property appraiser, an applicant must present evidence satisfactory to the commissioner that the person has successfully completed at least 90 classroom hours of prelicense courses. The courses must consist of 75 hours of general real estate appraisal principles and the 15-hour national USPAP course. (a) After January 1, 2008, a trainee real property appraiser applicant must present evidence satisfactory to the commissioner that the person has successfully completed at least 75 hours of prelicense courses approved by the commissioner. (b) After January 1, 2008, a licensed real property appraiser applicant must present evidence satisfactory to the commissioner that the person has successfully completed at least 150 hours of prelicense courses approved by the commissioner.

Subd. 2. [Repealed, 1991 c 97 s 17]

Subd. 3. **Commissioner's approval; rules.** The courses and instruction and procedures of courses must be approved by the commissioner. The commissioner may adopt rules to administer this section. These rules must, to the extent practicable, conform to the rules adopted for real estate and insurance education. The credit hours required under this section may be credited to a person for distance education courses that meet Appraiser Qualifications Board criteria.

Subd. 4. **Certified residential real property appraiser.** As a prerequisite for licensing as a certified residential real property appraiser, an applicant must present evidence satisfactory to the commissioner that the person has successfully completed at least 120 classroom hours of prelicense courses, with particular emphasis on the appraisal of one to four unit residential properties. Fifteen of the 120 hours must include successful completion of the 15-hour national USPAP course.

After January 1, 2008, a certified residential real property appraiser applicant must present evidence satisfactory to the commissioner that the person has successfully completed: (1) 200 hours of prelicense courses approved by the commissioner; and (2) an associate degree from an accredited college or university. In lieu of the required degree the applicant may present satisfactory documentation of completion of 21 semester credit hours from an accredited college or university covering the following subject matter courses: English composition; principles of economics (micro or macro); finance; algebra, geometry, or higher mathematics; statistics; introduction to computer word processing/spreadsheets; and business or real estate law. If an applicant has completed education requirements before January 1, 2008, no college degree is required.

Subd. 5. **Certified general real property appraiser.** As a prerequisite for licensing as a certified general real property appraiser, an applicant must present evidence satisfactory to the commissioner that the person has successfully completed at least 180 classroom hours of prelicense courses, with particular emphasis on the appraisal of nonresidential properties. Fifteen of the 180 hours must include successful completion of the 15-hour national USPAP course. After January 1, 2008, a certified general real property appraiser applicant must present evidence satisfactory to the commissioner that the person has successfully completed: (1) 300 hours of prelicense courses approved by the commissioner; and (2) a bachelor's degree from an accredited college or university. In lieu of the required degree the applicant may present satisfactory documentation of completion of 30 semester credit hours from an accredited college or university covering the following subject matters courses: English composition; micro economics; macro economics; finance; algebra, geometry, or higher mathematics; statistics; introduction to computer word processing/spreadsheets; business or real estate law; and two elective courses in accounting, geography, ag-economics, business management, or real estate. If an applicant has complete education requirements before January 1, 2008, no college degree is required.

Subd. 6. **All appraiser license levels.** The required course hours for all appraiser license levels include completion of the 15-hour national USPAP course and specific core curriculum courses and hours in accordance with the real property appraiser qualification criteria as defined by the Appraisal Qualifications Board:

Trainee

Basic appraisal principles	30 hours
Basic appraisal procedures	30 hours
The 15-hour national USPAP course or its equivalent	15 hours
Trainee level total education requirements	75 hours

Licensed

Basic appraisal principles	30 hours
Basic appraisal procedures	30 hours
The 15-hour national USPAP course or its equivalent	15 hours
Residential market analysis and highest and best use	15 hours
Residential appraiser site valuation and cost approach	15 hours
Residential sales comparison and income approaches	30 hours
Residential report writing and case studies	15 hours
Licensed level total education requirements	150 hours

Certified residential

Basic appraisal principles	30 hours
Basic appraisal procedures	30 hours
The 15-hour national USPAP course or its equivalent	15 hours
Residential market analysis and highest and best use	15 hours
Residential appraiser site valuation and cost approach	15 hours
Residential sales comparison and income approaches	30 hours
Residential report writing and case studies	15 hours
Statistics, modeling, and finance	15 hours
Advanced residential applications and case studies	15 hours
Appraisal subject matter electives	20 hours
(May include hours over minimum shown above in other modules)	
Certified residential level total education requirements	200 hours

Certified general

Basic appraisal principles	30 hours
Basic appraisal procedures	30 hours
The 15-hour national USPAP course or its equivalent	15 hours
General appraiser market analysis and highest and best use	30 hours
Statistics, modeling, and finance	15 hours
General appraiser sales comparison approach	30 hours
General appraiser site valuation and cost approach	30 hours
General appraiser income approach	60 hours
General appraiser report writing and case studies	30 hours
Appraisal subject matter electives	30 hours
(May include hours over minimum shown above in other modules)	
Certified general level total education requirements	300 hours

Subd. 7. Student tracking manual. It is the responsibility of students to record the qualifying education they have completed in a student tracking manual broken down by required core curriculum modules and subtopics, and to maintain an orderly record of education, experience, and other requirements.

REQUIRED CORE CURRICULUM

AQB Guidance for Curriculum Content Effective January 1, 2008. These AQB Guide Notes contain guidance for curriculum content with subtopics listed under each major module. The subtopics listed are not mandatory for meeting the Required Core Curriculum.

This Core Matrix must be completed and submitted as an attachment to the Appraiser Qualifying Education Course Approval Application

BASIC APPRAISAL PRINCIPLES -- 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Real Property Concepts and Characteristics					
1. Basic Real Property Concepts					
2. Real Property Characteristics					
3. Legal Description					
B. Legal Consideration					
1. Forms of Ownership					
2. Public and Private Controls					
3. Real Estate Contracts					
4. Leases					
C. Influences on Real Estate Values					
1. Governmental					
2. Economic					
3. Social					
4. Environmental, Geographic and Physical					
D. Types of Value					
1. Market Value					
2. Other Value Types					
E. Economic Principles					
1. Classical Economic Principles					
2. Application and Illustrations of the Economic Principles					
F. Overview of Real Estate Markets and Analysis					
1. Market Fundamentals, Characteristics, and Definitions					
2. Supply Analysis					
3. Demand Analysis					
4. Use of Market Analysis					
G. Ethics and How They Apply in Appraisal Theory and Practice					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

BASIC APPRAISAL PROCEDURES -- 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Overview of Approaches to Value					
B. Valuation Procedures					
1. Defining the Problem					
2. Collecting and Selecting Data					
3. Analyzing					
4. Reconciling and Final Value Opinion					
5. Communicating the Appraisal					
C. Property Description					
1. Geographic Characteristics of the Land/Site					
2. Geologic Characteristics of the Land/Site					
3. Location and Neighborhood Characteristics					
4. Land/Site Considerations for Highest and Best Use					
5. Improvements – Architectural Styles and Types of Construction					
D. Residential Applications					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT -- 15 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Preamble and Ethics Rules					
B. Standard 1					
C. Standard 2					
D. Standards 3 to 10					
E. Statements and Advisory Opinions					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE --15 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Residential Markets and Analysis					
1. Market Fundamentals, Characteristics and Definitions					
2. Supply Analysis					
3. Demand Analysis					
4. Use of Market Analysis					
B. Highest and Best Use					
1. Test Constraints					
2. Application of Highest and Best Use					
3. Special Considerations					
4. Market Analysis					
5. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH -- 15 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Site Valuation					
1. Methods					
2. Case Studies					
B. Cost Approach					
1. Concepts and Definitions					
2. Replacement/Reproduction Cost New					
3. Accrued Depreciation					
4. Methods of Estimating Accrued Depreciation					
5. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES -- 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Valuation Principles & Procedures – Sales Comparison Approach					
B. Valuation Principles & Procedures – Income Approach					
C. Finance and Cash Equivalency					
D. Financial Calculator Introduction					
E. Identification, Derivation and Measurement of Adjustments					
F. Gross Rent Multipliers					
G. Partial Interests					
H. Reconciliation					
I. Case Studies and Applications					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

RESIDENTIAL REPORT WRITING AND CASE STUDIES -- 15 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Writing and Reasoning Skills					
B. Common Writing Problems					
C. Form Reports					
D. Report Options and USPAP compliance					
E. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

STATISTICS, MODELING AND FINANCE -- 15 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Statistics					
B. Valuation Models (AVM's and Mass Appraisal)					
C. Real Estate Finance					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES – 15 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Complex Property, Ownership and Market Conditions					
B. Deriving and Supporting Adjustments					
C. Residential Market Analysis					
D. Advanced Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

GENERAL APPAISER MARKET ANALYSIS AND HIGHEST AND BEST USE – 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Real Estate Markets and Analysis					
1. Market Fundamentals, Characteristics and Definitions					
2. Supply Analysis					
3. Demand Analysis					
4. use of Market Analysis					
B. Highest and Best Use					
1. Test Constraints					
2. Application of Highest and Best Use					
3. Special Considerations					
4. Market Analysis					
5. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

GENERAL APPRAISER SALES COMPARISON APPROACH – 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Value Principles					
B. Procedures					
C. Identification and Measurement of Adjustments					
D. Reconciliation					
E. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

GENERAL APPRAISER SITE VALUATION AND COST APPROACH – 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Site Valuation					
1. Methods					
2. Case Studies					
B. Cost Approach					
1. Concepts and Definitions					
2. Replacement/Reproduction Cost New					
3. Accrued Depreciation					
4. Methods of Estimating Accrued Depreciation					
5. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

GENERAL APPRAISER INCOME APPROACH – 60 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Overview					
B. Compound Interest					
C. Lease Analysis					
D. Income Analysis					
E. Vacancy and Collection Loss					
F. Estimating Operating Expenses and Reserves					
G. Reconstructed Income and Expense Statement					
H. Stabilized Net Operating Income Estimate					
I. Direct Capitalization					
J. Discounted Cash Flow					
K. Yield Capitalization					
L. Partial Interest					
M. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					

GENERAL APPRAISER REPORT WRITING AND CASE STUDIES – 30 Hours Required

TOPIC	HOURS Requested By Sponsor	MATERIAL CROSS-REF (textbook) Pg #'s	OUTLINE CROSS-REF Outline Location	EXAM CROSS-REF Question #'s	HOURS Determined By Reviewer
A. Writing and Reasoning Skills					
B. Common Writing Problems					
C. Report Options and USPAP Compliance					
D. Case Studies					
TOTAL HOURS THIS TOPIC					
Hours Allotted for Course Examination					