

Appraiser Qualifications Board



COURSE APPROVAL PROGRAM APPLICATION FOR

INITIAL COURSE APPROVAL or RENEWAL

If renewal, please provide state approval number (if applicable) _____

INSTRUCTIONS: This application form must be used by the course owner applying for approval of a course through the AQB Course Approval Program. A SEPARATE APPLICATION FORM MUST BE FILED FOR EACH COURSE SUBMITTED FOR APPROVAL. All items on the form must be completed (enter "N/A" for any item that is not applicable) and all required attachments must be submitted with the application including the application fee.

1. Name of Applicant _____
2. Mailing Address _____
3. Contact Person _____ Phone _____
4. Fax _____ Website _____
E-mail _____
5. Name of Administrator _____ Phone _____
6. Course Title & Number _____
7. Number of Classroom Hours _____ Number of Exam Hours _____
8. Course Category: Qualifying Education Continuing Education Both
 License Certified Residential General
9. Instructor(s) _____
10. Method of Presentation : Traditional Classroom Correspondence Internet
 Videotape Remote TV Computer Course
11. Location of Offering _____
12. If offered by distance education, attach approval of the delivery mechanism in accordance with the Section 4 of The Appraiser Qualifications Board Course Approval Program Policies and Procedures.

13. **Ownership of Course Materials:** **Yes** **No** (*If "NO", List owner and contact information*)

Owner: _____

Applicant Eligibility [*Check one. See Section 3 of "Policies".*]

- A. Applicant owns the course and conducts the course itself and/or through affiliated entities (such as state chapters of a national organization).
- B. Applicant is an affiliated entity of an entity which has previously obtained AQB approval of the course and the applicant will conduct this same course, but NOT under the auspices of the entity as described in Section 2H of the "Policies". Therefore, the applicant cannot claim AQB approval through the entity and applies as a "course owner" in its own right.

Name of parent entity having AQB approval of the course:

[Note: Relationship of applicant to parent entity and right of applicant to conduct the course are subject to verification by the AQB.]

- C. Applicant has acquired from the owner of an AQB-approved course the course materials for such course and the right from the owner to independently conduct the course using such acquired materials.

Name of owner having AQB approval of the course (include contact information):

[Note: Right of applicant to conduct the course using the owner's materials is subject to verification by the AQB. Include documentation or license agreement)]

14. **Ownership of Course Materials.** Regardless of type of eligibility of applicant as indicated in Item 13, the applicant represents that it owns the course materials or otherwise has the right to use the course materials in the course for which it seeks AQB approval; and to the best of the applicant's knowledge, information and belief, those materials do not infringe on the copyright or other rights of third parties.

Yes No

[If "No", attach explanation.]

15. **Authorized Affiliated Entities** [*If the applicant checked Item 10a above, check "List Attached" below and attach a list of all affiliated entities that may conduct the course under the auspices of the applicant and that will be entitled to claim AQB course approval through the applicant. See Section 2H of the "Policies". If none, Check "None" below. If the applicant did NOT check Item 10a above, check "Not Applicable" below.*]

List Attached None Not Applicable

16. **Required Attachments:**

Qualifying Education

Course Materials:

Course Description
Timed Course Outline
Learning Objectives
Instructional Material for Students
(Textbooks, Notebooks, etc.)
Materials for Instructor Use
(Overheads, etc if applicable)
Topic Matrix
Sample of Final Examination and Answer Key

Policies Covering:

Course Prerequisites
Instructor Qualifications
Attendance
Cancellation & Refund
Records Retention

Miscellaneous:

Course Tuition/Fees
Course Schedule
Instructor's Resume/Bio
Copy of certificate
Equivalency matrix completed

Continuing Education

Course Materials:

Course Description
Course Outline
Learning Objectives
Instructional Material For Students
(Textbooks, Notebooks, etc.)
Materials for Instructor Use
(Overheads, etc. if applicable)

Policies Covering:

Instructor Qualifications
Attendance
Cancellation & Refund
Record Retention

Miscellaneous:

Course Schedule
Course Tuition/Fees
Instructor's Resume/Bio
Copy of certificate

17. **USPAP Courses**

Requirement: Student must possess a current copy of the Uniform Standards of Professional Practice (USPAP) and a current Student Manual.

How will the student be provided with a copy of the course material?

USPAP (please select one):

Downloadable searchable version
(This option is only available for distance education courses)
Purchase bound copies or CD-ROM version

Student will provide own copy
(Course Provider/Instructor will ensure each student possesses a current valid copy of USPAP)

Student Manual (please select one):

Purchase copies via License Agreement
Purchase bound copies
Equivalent manual

Student will provide own copy
(Course Provider/Instructor will ensure each student possesses a current valid Student Manual)

TOPIC MATRIX

Required for:

ALL Qualifying Education Course Submissions (Initial and Renewal)

and for

ALL Initial Continuing Education Course Submissions

NOTE: Subtopics listed under each core education requirement are not mandatory for meeting the Required Core Curriculum.

TOPIC	HOURS	MATERIALS CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
BASIC APPRAISAL PRINCIPLES				
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description				
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases				
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical				
Types of Value Market Value Other Value Types				
Economic Principles Classical Economic Principles Application and Illustrations of the Economic Principles				
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics, and Definitions Supply Analysis Demand Analysis Use of Market Analysis				
Ethics and How They Apply in Appraisal Theory and Practice				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				

TOPIC	HOURS	MATERIALS CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
BASIC APPRAISAL PROCEDURES				
Overview of Approaches to Value				
Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinions Communicating the Appraisal				
Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements-Architectural Styles and Types of Construction				
Residential Applications				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
The 15 –Hour National USPAP Course or its Equivalent				
Preamble and Ethics				
Standard 1				
Standard 2				
Standards 3 to 10				
Statements and Advisory Opinions				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				

TOPIC	HOURS	MATERIALS CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
Residential Market Analysis and Highest and Best Use				
Residential Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis				
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
Residential Appraiser Site Valuation and Cost Approach				
Site Valuation Methods Case Studies				
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				

TOPIC	HOURS	MATERIAL CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
Residential Sales Comparison and Income Approach				
Valuation Principles & Procedures – Sales Comparison Approach				
Valuation Principles & procedures – Income Approach				
Finance and Cash Equivalency				
Financial Calculator Introduction				
Identification, Derivation and Measurement of Adjustments				
Gross Rent Multipliers				
Partial Interests				
Reconciliation				
Case Studies and Applications				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
Residential Report Writing and Case Studies				
Writing and Reasoning Skills				
Common Writing Problems				
Form Reports				
Report Options and USPAP Compliance				
Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				

TOPIC	HOURS	MATERIAL CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
Statistics, Modeling and Finance				
Statistics				
Valuation Models (AVM's and Mass Appraisal)				
Real Estate Finance				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
Advanced Residential Applications and Case Studies				
Complex Property, Ownership and Market Conditions				
Deriving and Supporting Adjustments				
Residential Market Analysis				
Advanced Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
General Appraiser Market Analysis and Highest and Best Use				
Real Estate Market Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis				
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				

TOPIC	HOURS	MATERIAL CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
General Appraiser Sales Comparison Approach				
Value principles				
Procedures				
Identification and Measurement Adjustments				
Reconciliation				
Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
General Appraiser Site Valuation and Cost Approach				
Site Valuation Methods Case Studies				
Cost Approach Concepts and Definitions Replacement/ Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
General Appraiser Income Approach				
Overview				
Compound Interest				
Lease Analysis				
Income Analysis				
Vacancy and Collection Loss				
Estimating Operating Expenses and Reserves				
Reconstructed Income and Expense Statement				
Stabilized Net Operating Income Estimate				

TOPIC	HOURS	MATERIAL CROSS -REF	EXAM CROSS- REF	Hours Determined by Reviewer
Direct Capitalization				
Discounted Cash Flow				
Yield Capitalization				
Partial Interest				
Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				
General Appraiser Report Writing and Case Studies				
Writing and Reasoning Skills				
Common Writing Problems				
Report Options and USPAP Compliance				
Case Studies				
EXAMINATION (ENTER HOURS ALLOTTED ONLY)				
TOTAL CLASSROOM HOURS				

I declare that the foregoing information and information provided on all attachments is true and correct and that I have answered each questions fully and truthfully and without any purpose of evasion or mental reservation.

(signature)

(title)

(date)