



**STATE OF MINNESOTA
DEPARTMENT OF COMMERCE**
85 – 7TH PLACE EAST, SUITE 280
ST. PAUL, MN 55101
PHONE: 651-539-1599
FAX: 651-539-0112

OFFICE USE ONLY

Date: _____ PRE-LICENSE Course #: _____

Date: _____ Add'l CE Course #: _____

APPROVED DENIED RETURNED

BY _____

CLASSROOM

INTERACTIVE INTERNET

Number of credits approved _____

ALL OTHER PRE-LIC ED

APPRAISER 15Hr USPAP

(Please Note: A current, correctly completed application with all required attachments and fee must be submitted at least 30 days before the initial proposed course date.)

**PRE-LICENSE APPRAISER EDUCATION COURSE APPROVAL APPLICATION
APPRAISER QUALIFYING EDUCATION**

Course Title:

ALL OTHER Course Titles: _____

(Please Print or Type)

USPAP Course Title: 2014-2015 15-HOUR NATIONAL USPAP COURSE

USPAP Course Title: 2014-2015 15-HOUR EQUIVALENT USPAP COURSE

Total Number of Requested Hours _____
(AQB minimum 15 hour requirement per course.)

Total Amount of Fee Attached: _____
New Course : \$10 for each hour or fraction of one hour applied for. (Example: 20.5 hour course would cost \$210)

If a Renewal Course: \$10 per course
[Attach Pulse Renewal Confirmation Payment Page]

Check Number: _____

NEW COURSE APPROVAL

Is course replacing a prior course number? Yes No
(If yes, list course # _____ to terminate)

**RENEWAL
Course #** _____

Has this course been approved by the AQB or any other regulatory agency? Yes No

If yes: Indicate Other course number: _____ & _____ # of hours approved. Name of State _____
(Attach separate list if needed.)

Name of Agency or Board: _____ Expiration date of Approval. _____
(Attach a copy of the AQB and/or all other agency approval(s).)

PROVIDER/COORDINATOR INFORMATION

NOTE: MN PROVIDER / COORDINATOR APPLICATION & FEE MUST ALSO BE SUBMITTED ALONG WITH THIS COURSE APPLICATION IF PROVIDER / COORDINATOR IS NOT ALREADY MN APPROVED

Provider Name (In Full - Exactly as it appears on your MN approval letter): _____

**(REQUIRED)
MN Provider ID #**

Coordinator Name: _____

Provider Address: _____

City: _____

State: _____

Zip: _____

Provider General Phone Number:
() ()

Provider Fax:
() ()

Provider Toll-Free:
() ()

(REQUIRED) Coordinator Direct Business Telephone:
() ()

(REQUIRED) Coordinator Direct Business Email: _____

Federal Employer Identification Number (REQUIRED)
(FEIN): _____

Website: _____

**Make sure that you are submitting the most current revision of this application located at www.commerce.state.mn.us.
Outdated submissions will be returned without review.**

[CHOOSE ONLY ONE INSTRUCTION METHOD PER APPLICATION AND FEE]

Method of Presentation / Instruction:

Attach an in-depth explanation of your Method of Presentation / Instruction along with this application. See APPENDIX C regarding internet interactive course and proctor requirements.

Traditional Classroom

- Required final examination must be either an encrypted online examination or a paper examination. Exam must be monitored by the qualified certified appraiser instructor or a qualifying proctor (See Appendix D) who certifies that the student took the examination. The student must not be allowed to review the course content once the examination has begun.

Internet

- Must meet MN Interactive Internet Requirements in Minn. Stat. Chapter 45.306. (See Appendix C)
- Required final examination must be either an encrypted online examination or a paper examination. Exam must be monitored by the qualified certified appraiser instructor or a qualifying proctor (See Appendix D) who certifies that the student took the examination. The student must not be allowed to review the course content once the examination has begun. (See Appendix C & D)
- The design and delivery of any interactive internet pre-license appraiser education course must be approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the MN commissioner's approval. Attach a **current** IDECC certification.
- Attach a current Appraiser Qualifications Board (AQB) certification.
- Attach an internet address, login, and password for the MN DOC Education Dept. for review &/or audit.

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 Provider Coordinator and Instructor(s), and submitted at least 30 days before the requested initial offering of the course.

- Qualifying (Pre-license) education is creditable toward an initial license or certification under one or more of the four real estate appraiser classifications.
- 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 enter course offerings and upload licensee course credit as they would for any other CE course.
- The Providers Pre-License Course Completion Certificates given to the Student must also show the approved Core Curriculum breakdown.
- Providers who use an "integrated" method must ensure that each student understands that 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 75 HOURS REQUIRED*</p> <p>Includes the 15-hour National USPAP Course or its equivalent.</p> <p>*Plus: Effective 1.1.2015 shall also complete the Required Trainee/Supervisor course. (Separate course application.)</p>
<p>LICENSED RESIDENTIAL REQUIRED CORE CURRICULUM 150 HOURS REQUIRED</p> <p>Includes the 15-hour National USPAP Course or its equivalent.</p>
<p>CERTIFIED RESIDENTIAL REQUIRED CORE CURRICULUM 200 HOURS REQUIRED</p> <p>Includes the 15-hour National USPAP Course or its equivalent.</p>
<p>CERTIFIED GENERAL REQUIRED CORE CURRICULUM 300 HOURS REQUIRED</p> <p>Includes the 15-hour National USPAP Course or its equivalent.</p>
<p>The corresponding Core Matrix Outline located at the end of the application must be completed and submitted as an attachment to this Appraiser Qualifying Education Course Approval Application</p> <p>The AQB required curriculum content with subtopics is listed under each major module. The subtopics listed are recommended but not mandatory for meeting the Required Core Curriculum.</p>

APPRAISER PRE-LICENSE INSTRUCTOR
QUALIFICATIONS AND CONTACT INFORMATION PAGE
(All Sections of This Form Must Be Completed In Full.)

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

Attach a Bio or Resume to this completed form.

Instructor Full Legal Name:	
Date of Birth:	
Business Address:	
City, State, Zip:	
Phone Number:	Business Email Address:
Do you <u>currently hold, or have you held</u> , any Appraiser license in <u>any</u> state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license number, state, and status.	
Resident Appraiser License # _____	& Name of Resident State _____
All Non-Resident Appraiser License # _____	& Name of State _____
Do you currently hold or have you ever held <u>any other type of occupational / professional license in any state</u> , including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license type, number, state, and status.	
Has instructor applicant ever had <u>any</u> occupational / professional license in <u>any state</u> including Minnesota that has been suspended, revoked, or terminated, or been the subject of inquiry or investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Has instructor applicant ever been convicted of a felony or gross misdemeanor, or been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds, breach of fiduciary duty or breach of contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Mandatory Qualifications (Please check at least one below)	
Minn. Stat. Chapter 45.32. Subd.3. Qualified Pre-license Education instructors must have one of the following qualifications.	
<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.	
<input type="checkbox"/> National 15 HR USPAP Course Instructor. (REQUIRED)	
(Attach a copy of the required AQB instructor certification for all USPAP instructors.)	
Instructor AQB identification number # _____ Expiration date of Instructor approval: _____	
Current Certified Residential or General License #: _____ State: _____	

APPLICATION **INSTRUCTOR** SIGNATURE AND CERTIFICATION

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

I certify that I am the instructor applicant for the Provider and I am responsible for compliance with all Minnesota licensing 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 provider;
- 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 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 the instructor applicant for the course listed above and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Statute Chapter 45 and Minn. Statute Chapter 82B. 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.

Printed name of Instructor: _____
(Mandatory)

Signature of Instructor: _____ **Date:** _____
(Signature and Date are Mandatory)

Printed name of Provider: _____ **Provider #:** _____
(Mandatory) (Mandatory)

APPLICATION **COORDINATOR** SIGNATURE AND CERTIFICATION

I understand that as an approved education coordinator:

- 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.
- in conjunction with the instructor, I will assure and certify attendance of students enrolled in courses.

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 provider;
- 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 have either applied for provider/coordinator approval in conjunction with this course application submission, or I am already an officially approved MN Coordinator/Provider; that I am responsible for compliance with all MN education laws and regulations found in Minn. Statute Chapter 45 and 82B. 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: _____ **Date:** _____
(Signature & Date are Mandatory)

Printed name of Provider: _____ **Provider #:** _____
(Mandatory) (Mandatory)

Appendix A - REQUIRED ATTACHMENTS - Appendix A

The application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the mandatory items listed below, it will be considered deficient and returned to you. In most cases, a deficient application will result in your course not being approved before the first offering date. Therefore, it is in your best interest to initially submit a complete application.

A. Pre-License Education Course Materials:

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

B. Provider Policies

1. **Course Prerequisites** – If there are none, put it in writing.
2. **Regarding Instructor Qualifications:** Attach statement that ALL instructors meet or exceed the instructor requirements as stated in Minn. Statute Chapter 45.32. If this is a USPAP course you must also state that the instructor currently holds a current AQB USPAP instructor certification and also holds an active certified appraiser license in good standing.

Read Minn. Law Chapter 45.32 before you submit your application.

Classroom: Any individual speaking to licensees during your course is considered an instructor.

Interactive Internet: For the purposes of this section **any author** of an internet course is considered an instructor.

Interactive Internet: For the purposes of this section **any** individual used as a contact for students to answer questions regarding a course is considered an instructor.

3. Attendance:

- How do you verify attendance **throughout** the course for **Classroom**? How do you physically monitor the students? Include a description.
 - How do you verify attendance **throughout** the course for **Interactive Internet**? Certification is required. What type of certification method do you use? Include a description.
4. **Cancellation & Refund** – Attach a copy of your required course cancellation and refund procedures.

C. Assorted Required Attachments - Attach copy of:

1. Internet Address, Login & Password for Internet
2. Current IDECC & AQB course approval for Internet
3. Current IDECC Instructor Certification for Internet courses
4. Current AQB Instructor Certification for USPAP courses
5. Students' Course and Instructor Evaluation Form
6. ALL Course Instructors' Resumes or Bios (Note: All speakers are considered instructors)
7. Proposed Pre-License Course Completion Certificate (*include a breakdown of the Core Curriculum completed*)
8. Course Schedule
9. Proposed Advertising – if no advertising, put that in writing
10. If you are not the Primary Provider for this course you must also attach a copy of your signed Secondary Provider agreement with the Primary Provider and a copy of the Secondary Provider approval as registered with the Appraisal Foundation.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Appendix B – COURSE COMPLETION CERTIFICATES - Appendix B

REQUIRED INFORMATION FOR PRE-LICENSE COURSE COMPLETION CERTIFICATES

Note: Attach copy of your actual certificate.

1. **Course Title**
2. **MN Department of Commerce Approved Course Number**
3. **Date of Course Completion**
4. **Name of Approved Provider**
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
10. **Education Type Course is Approved for:**
Pre-License Education

11. **Presentation Type Course is Approved for:**
Classroom – Traditional
Internet – Interactive

12. **MN Department of Commerce’s Current Address and Licensing Unit’s Contact Information**
MN Department of Commerce PHONE Number: 651-296-6319
85 7th Place East, Suite 500 FAX Number: 651-284-4210
St. Paul, MN 55101 E-MAIL: Education.Commerce@state.mn.us

13. **This statement must be included on the Certificate:**
“If you have any comments about this course offering, please mail them to the Minnesota Commissioner of Commerce.”

Minnesota Statutes, Chapter 45.31 Subd 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.

Important Notice:

45.43 REPORTING REQUIREMENTS.

Subdivision 1. **Course completions.** Required education must be reported in a manner prescribed by the commissioner within ten days of the course completion.

Subd. 2. **Violations and penalties.**

(a) Each failure to report an individual licensee's course completion in the manner prescribed by subdivision 1 constitutes a separate violation.

(b) The commissioner may impose a civil penalty not to exceed \$500 per violation upon an education provider that violates subdivision 1.

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.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Appendix C
Minnesota Department of Commerce (DOC)
Interactive PE Training On-Line Basic Requirements

Per, 45.305 PRELICENSE EDUCATION COURSES OFFERED OVER THE INTERNET.

Subdivision 1.Appraiser and insurance Internet prelicense courses.

The design and delivery of an appraiser prelicense education course or an insurance prelicense education course must be approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the commissioner's approval.

Subd. 2.Real estate Internet prelicense courses.

The design and delivery of a real estate prelicense education course must be approved by either IDECC or the Association of Real Estate License Law Officials before the course is submitted for the commissioner's approval.

Subd. 4.Interactive Internet course requirements.

An interactive Internet prelicense education course must:

- (1) specify the minimum system requirements;
- (2) provide encryption that ensures that all personal information, including the student's name, address, and credit card number, cannot be read as it passes across the Internet;
- (3) include technology to guarantee seat time; (*See clarification below.)**
- (4) include a high level of interactivity;
- (5) include graphics that reinforce the content;
- (6) include the ability for the student to contact an instructor within a reasonable amount of time;
- (7) include the ability for the student to get technical support within a reasonable amount of time;
- (8) include a statement that the student's information will not be sold or distributed to any third party without prior written consent of the student. Taking the course does not constitute consent;
- (9) be available 24 hours a day, seven days a week, excluding minimal down time for updating and administration, except that this provision does not apply to live courses taught by an actual instructor and delivered over the Internet;
- (10) provide viewing access to the online course at all times to the commissioner, excluding minimal down time for updating and administration;
- (11) include a process to authenticate the student's identity;
- (12) inform the student and the commissioner how long after its purchase a course will be accessible;
- (13) inform the student that license education credit will not be awarded for taking the course after it loses its status as an approved course;
- (14) provide clear instructions on how to navigate through the course;
- (15) provide automatic bookmarking at any point in the course;
- (16) provide questions after each unit or chapter that must be answered before the student can proceed to the next unit or chapter;
- (17) include a reinforcement response when a quiz question is answered correctly;
- (18) include a response when a quiz question is answered incorrectly;
- (19) include a comprehensive final examination covering all required topics;
- (20) allow the student to go back and review any unit at any time, except during the final examination;
- (21) provide a course evaluation at the end of the course. At a minimum, the evaluation must ask the student to report any difficulties caused by the online education delivery method; and
- (22) provide a completion certificate when the course and exam have been completed and the provider has verified the completion. Electronic certificates are sufficient.

Subd. 5.Final examination. (See proctor definition below.)**

The final examination for a prelicense education course offered over the Internet must be monitored by a **proctor** who certifies that the student took the examination. The exam must be either a paper examination or an encrypted online examination. The student must not be allowed to review the course content once the examination has begun.

*** Minnesota Seat Time Clarification for 45.305 Subd2. (3):**

While seat time is a definite requirement and you must include technology to guarantee it, this does not mean that to accomplish it, a licensee should be sitting in front of a computer waiting for X number of hours to pass. The course itself must contain the right amount of interactive instruction content to take the same X number of hours, or more, as requested by the provider. If a provider is asking for 2 hours of credit, that course must take a licensee 2 hours, or more, of interactive learning to complete. This also means that your course must have the technology to time out (automatically log out) if a licensee leaves the course inactive for more than ten minutes. The system should not allow a student to log into a course and then either walk away from the computer or visit other computer sites for the 2 hours and still receive credit.

****Minnesota Proctor Guidelines are as follows:** (also see generic qualifying proctor form - Appendix D)

45.25 DEFINITIONS. Subd. 12.Proctor.

"Proctor" means a disinterested third party with no conflict of interest who verifies a student's identity and processes an affidavit testifying that the student received no outside assistance with the course or examination.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

82B.13 EDUCATION PREREQUISITES. Subd. 6.All appraiser license levels.

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
*Plus: Effective 1.1.2015 shall also complete the Required Trainee/Supervisor course. (Future separate course application.)	

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

(NOTE: This page does NOT need to be sent in as part of the application submission.)

REQUIRED CORE CURRICULUM

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application.

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

(Required for the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General classifications)

TOPIC	Time Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s	Time 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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

BASIC APPRAISAL PROCEDURES -- 30 Hours Required

(Required for the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				
6. Special Energy Efficient Characteristics of the Improvements				
D. Residential Applications				
TOTAL HOURS THIS TOPIC				
Hours Allotted for Course Examination				

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

(Required for the Trainee Appraiser, Licensed Residential, Certified Residential, and Certified General classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

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

(Required for the Licensed Residential, Certified Residential classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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

(Required for the Licensed Residential, Certified Residential classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

RESIDENTIAL SALES COMPARISON AND INCOME APPROACHES -- 30 Hours Required

(Required for the Licensed Residential, Certified Residential classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				
1. Identification of Seller Concessions and Their Impact on Value				
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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

RESIDENTIAL REPORT WRITING AND CASE STUDIES -- 15 Hours Required

(Required for the Licensed Residential, Certified Residential classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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

(Required for the Certified Residential and Certified General classifications)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES – 15 Hours Required

(Required for the Certified General classification)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				
1. Seller Concessions				
2. Special Energy Efficient Items (i.e. "Green Buildings")				
TOTAL HOURS THIS TOPIC				
Hours Allotted for Course Examination				

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

(Required for the Certified General classification)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

GENERAL APPRAISER SALES COMPARISON APPROACH – 30 Hours Required

(Required for the Certified General classification)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				
1. Seller Concessions				
2. Special Energy Efficient Items (i.e. "Green Buildings")				
TOTAL HOURS THIS TOPIC				
Hours Allotted for Course Examination				

GENERAL APPRAISER SITE VALUATION AND COST APPROACH – 30 Hours Required

(Required for the Certified General classification)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

GENERAL APPRAISER INCOME APPROACH – 60 Hours Required

(Required for the Certified General classification)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

GENERAL APPRAISER REPORT WRITING AND CASE STUDIES – 30 Hours Required

(Required for the Certified General classification)

TOPIC	HOURS Requested By Provider	MATERIAL CROSS-REF (textbook) Pg #'s	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				

Only Core Matrix Outline Sections For Your Course Must Be Submitted With This Application!

Appendix D
Generic
Exam Proctor Affidavit

Name of Exam _____ **Date & Time of Exam Completion** _____

Prospective Employer or other Sponsoring Organization for Student (Printed)

Business Phone _____ **E-mail** _____

Company & Address where exam was completed _____

City _____ **State** _____ **Zip Code** _____

Student's Full Legal Name (Printed) _____
(____ / ____ / ____)
(Date of Birth)

Business Address _____

City _____ **State** _____ **Zip Code** _____

Mailing Address (if diff than above) _____

City _____ **State** _____ **Zip Code** _____

Daytime Phone _____ **E-mail** _____

*I certify that I personally completed the above-named exam **without outside assistance of any kind.***

Student Signature _____ **Date** (____ / ____ / ____)
(Must match exam)

Proctor's Full Legal Name (Printed)

Note your relationship to the Student and Prospective Employer or Sponsoring Organization for student.

Are you being compensated by exam taker or their employer to proctor this exam? Yes No

*I certify that I am a disinterested third party **with no conflict of interest.** I verified the identity of the student (i.e. valid photo ID), ensured that the exam was completed without outside assistance of any kind (i.e. human, study material, notes, computer, cell phone, etc.), and physically monitored the student throughout the entire exam process.*

(Print Student Name)

Proctor Signature _____ **Date** (____ / ____ / ____)
(Must match exam)

Employer & Job Title _____

Business Address _____

City _____ **State** _____ **Zip Code** _____

Business/Daytime Phone _____ **E-mail** _____