

**ATLANTA AREA CHAPTER PRESENTS
Georgia's Registered Real Estate Appraiser Curriculum**

This entry-level ninety (90) hour program is approved by the Georgia Real Estate Appraisers Board for individuals seeking to become a Georgia registered real estate appraiser. Visit this web page for [all requirements](#) (including experience hours and degree or college alternative requirements) for becoming a Georgia registered, licensed, certified residential, and certified general real estate appraiser

http://www.aialanta.org/pdf/appraiser_qualifications_board_requirements.pdf

COURSE TITLE	2012 DATES	CREDIT HOURS	TUITION	EARLY REGISTRATION DEADLINES	RECOMMENDED TEXT BOOKS (not included in tuition)
Basic Appraisal Principles	2/7 - 2/10 8:30 a.m. - 5:00 p.m.	30	\$375 Members \$425 Nonmembers	2 WEEKS PRIOR	The Dictionary of Real Estate, 5th Edition Appraisal of Real Estate, 13th Edition
Basic Appraisal Procedures	2/21 - 2/24 8:30 a.m. - 5:00 p.m.	30	\$375 Members \$425 Nonmembers	2 WEEKS PRIOR	All of the above & Appraising Residential Properties, 4th Edition
** National Uniform Standards of Professional Appraisal Practice (15 hours)	3/8 - 3/9 8:30am - 5:00 p.m.	15	\$240 Members \$275 Nonmembers	2 WEEKS PRIOR	Required Text 2012-2013 USPAP (not included in tuition)
* Residential Report Writing & Case Studies <i>* Approved and required for the following GA appraiser classifications: Registered, Licensed, and Certified Residential.</i>	3/20 - 3/21 8:30 a.m. - 5:00 p.m.	15	\$310 Members \$350 Nonmembers	2 WEEKS PRIOR	All of the above & The Appraisal Writing Handbook & Using Residential Appraisal Report Forms: URAR 2005 (Form 1004) and Exterior Inspection (Form 2055)
Subtotal Tuition Total Credit Hours		90	\$1300 Members \$1475 Nonmembers		
Less Course Package Registration Discount			-\$50		
Less Early Bird Registration Discount (\$30 per course)			-\$120		
Less Online Registration Discount (\$10 per course)			-\$40		
Total Tuition (excluding books and including discounts)			\$1090 Members \$1265 Nonmembers		

**** ATTENTION:** Tuition price for the USPAP course does not include a copy of the 2012-2013 USPAP, which is required for course credit. Attendees must bring their own copy of the 2012-2013 USPAP to class. Students may purchase this book from the Atlanta Area Chapter for \$65.

Georgia's Registered Real Estate Appraiser Curriculum Continued ...

Additional Required Text: Georgia Real Estate Licensing and Appraiser Laws and Regulations Annotated, 2006 Edition. To order the state's book, go to the Real Estate Commission web site at <http://www.grec.state.ga.us/grec> - choose "legal and disciplinary sanctions" and then choose "license law and rules." **This book is required for students seeking the "registered" classification in Georgia.**

LOCATION - MicroTek, 1000 Abernathy Road, Northpark 400, Suite 194, Atlanta GA 30328. Go to <http://www.mclabs.com/facilities/microtek-atlanta.aspx> for directions and facility information.

CALCULATOR - An HP 12-C is the preferred calculator. Participants must have an HP-19BII, HP-17BII, HP-12C, or equivalent calculator. See the Appraisal Institute web site (www.appraisalinstitute.org) for a tutorial on operating HP calculators. **Students must be familiar with its operation before the course start date.**

AUDIENCE - Individuals interested in real estate or seeking the Georgia "Registered" appraiser classification

REGISTRATION DISCOUNTS - Register online and receive a \$10 discount per course. Register for all 4 courses at one time and receive an additional \$50 discount. Register by the deadline and receive another \$30 early bird discount (per course). Discounts apply only to Atlanta Area Chapter sponsored courses. If you join as a trainee associate member of the Appraisal Institute, the annual membership dues are \$115. Join today and receive the member tuition discounts.

ENROLLMENT CANCELLATION POLICY - \$25 cancellation fee per course; 30 days prior to start date \$75 cancellation fee per course; Less than 7 days prior to course start date, forfeit of payment unless a student replacement is provided. All cancellations must be submitted in writing via fax 404-745-0270 or email sbrockway@aiatlanta.org

REGISTRATION OPTIONS

1. **Online** (for credit card payments only) www.aiatlanta.org or
2. Fax Form & Tuition Payment to (404) 745-0270 or
3. Mail Form & Tuition Payment to Atlanta Area Chapter Appraisal Institute, 2451 Cumberland Pkwy, # 3510, Atlanta, GA 30339

A confirmation and receipt of payment will be emailed to participants immediately upon completion of the online registration. If you mail or fax the registration, processing may take 5 to 7 business days. Please register online. If you mail the application, please e-mail Suzanne Brockway at sbrockway@aiatlanta.org to inform us that it is on the way. We accept the following forms of payment: Checks, Cash, Visa, MC, and American Express.

Text Book Ordering Instructions

Order text books (separately) online at www.appraisalinstitute.org (click on "Publications") or call **1-800-504-7440**. Students are required to pre-order their text books separate from course enrollment.

Purchase a copy of the required 2012/2013 USPAP book directly from the Atlanta Area Chapter for \$65.

COURSE SCHEDULES

Basic Appraisal Principles

Days 1 - 3

Instruction, 8:30 a.m.-5:00 p.m.

Day 4

Instruction, 8:30 a.m. – 3:00 p.m.

Exam, 3:00 p.m.-5:00 p.m.

Basic Appraisal Procedures

Days 1 - 3

Instruction, 8:30 a.m. – 5:00 p.m.

Day 4

Instruction, 8:30 a.m.-3:00 p.m.

Exam, 3:00 p.m. – 5:00 p.m.

National USPAP (15 hours)

Day 1

Instruction, 8:30 a.m. - 5:00 p.m.

Day 2

Instruction, 8:30 a.m. - 4:00 p.m.

Exam, 4:00 p.m.-5:00 p.m.

Residential Report Writing & Case Studies

Day 1

Instruction, 8:30 a.m. - 5:00 p.m.

Day 2

Instruction, 8:30am – 4:00 p.m.

Exam, 4:00 p.m. - 5:00 p.m.

Meals: Daily continental breakfasts, all day beverages & an afternoon snack served each day. Lunch is on your own.

Basic Appraisal Principles

If you are considering a career in professional valuation services, your journey should begin with *Basic Appraisal Principles*. This four-day course will introduce you to real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, highest and best use, and ethical considerations. The course will provide a solid foundation in basic appraisal principles no matter what appraisal specialty you pursue. By successfully completing the course and exam, you will have met most states' education requirements in the content area identified as basic appraisal principles.

Course Prerequisite

- None

Basic Appraisal Procedures

In this four-day course, you will apply the principles and concepts you learned in Basic Appraisal Principles. The course will take you step-by-step through the valuation process including defining the problem, collecting and analyzing data, reaching a final opinion of value and communicating the appraisal. You will learn about the three approaches to reaching an opinion of value—income capitalization, cost, and sales comparison—and apply them in true-to-life case studies and problems. After examining income capitalization methods and formulas, you will learn how rates and multipliers are derived. Through case studies you will discover the steps and concepts involved in the cost approach—how appraisers estimate the cost of constructing a reproduction of or replacement for an existing structure; the three major components of depreciation and methods for estimating and allocating depreciation; and land and site valuation. The course will guide you through the sales comparison approach including researching the market, verifying information, selecting units of comparison, conducting a comparative analysis, making adjustments, and reconciliation. You also will complete key sections of an appraisal report. In addition, the course provides an introduction to property description and construction and design basics. By successfully completing the course and exam you will have met most states' education requirements for content identified as basic appraisal procedures.

Required Equipment

- HP12C calculator
- You must be familiar with calculator operation when the course begins. Answers to problems in course material are shown using the HP12C. Do not come to class expecting to be taught how to use a financial calculator.
- Free Review—[Using a Financial Calculator: Symbols and Formulas, Capitalization Selection Tree, and Sample Problems](#); and [Financial Calculator Practice Exercises](#)
- For additional help with the HP12C calculator, take our online seminar, [Using Your HP12C Financial Calculator](#).

Course Prerequisite

- Basic Appraisal Principles

Students must sign a waiver at the beginning of the course stating that they have the prerequisites. If they do not, they will not hold the Appraisal Institute responsible and will not expect to receive special attention during the course.

National Uniform Standards of Professional Practice (USPAP)

Using the National USPAP Course material developed by the sponsoring organizations of The Appraisal Foundation, this two-day course covers basic rules for ethical behavior and competent performance. The course is designed to comply with USPAP requirements for state certified appraisers and it highlights the role of the appraiser and the implied impartiality often associated with this role. Participants will learn how requirements of the *Uniform Standards of Professional Appraisal Practice* affect their appraisal businesses.

NOTE: The appraiser can take the 15-hour USPAP course, but it will only count for hours toward his or her state's continuing education requirement; the 15-hour program will not meet the USPAP continuing education requirement.

Course price does not include a copy of the 2012-2013 USPAP book, which is required for course credit. Attendees must bring their own copy of the 2012-2013 USPAP to class. To purchase a copy from the Atlanta Area Chapter Appraisal Institute for \$65, contact Suzanne Brockway at sbrockway@aiatlanta.org

Course Prerequisite

Recommended: *Basic Appraisal Principles* or other methodology courses

Residential Report Writing & Case Studies

Residential Report Writing & Case Studies meets current and future AQB criteria by engaging appraisers in practical writing exercises necessary to produce convincing appraisal reports in daily practice. Course objectives are achieved through the discussion and application of residential valuation procedures, grammar rules and writing techniques, and specific writing assignments based on a residential case study. Participants will practice writing effective narrative comments for form appraisal reports and learn how to explain valuation procedures and conclusions to users of reports. The techniques applied in this course are useful in real-life situations that complicate routine assignments.

This course is approved for the following Georgia appraiser classifications: Registered, Licensed, and Certified Residential.

Course Prerequisites

- Basic Appraisal Principles & Basic Appraisal Procedures
- National Uniform Standards of Professional Appraisal Practice
- Or equivalent courses

Appraiser Qualification Hours & Attendance Policy

Full attendance for all 4 courses and successful completion of the corresponding examinations qualifies students for 90 Appraisal Institute and Georgia Real Estate Appraiser Board credit hours. **100% attendance is required** for all Appraisal Institute education programs. Students should not be late or leave early; if they are late or leave early, they will not receive credit. **The Georgia Real Estate Appraisers Board requires 100% attendance and a passing grade on the exams (75%). Partial credit is not awarded.**