

ATLANTA AREA CHAPTER APPRAISAL INSTITUTE PRESENTS

## Georgia's Trainee Real Estate Appraiser Curriculum Courses Approved for VA Education Benefits

If you are using VA Benefits for tuition payment, please notify the Chapter Office at  
(770) 803-0024 or email [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org)

This entry-level ninety (90) hour program is approved by the Georgia Real Estate Appraisers Board for individuals seeking to become a Georgia trainee real estate appraiser. Visit this [this web site](#) for **all licensing requirements** (including education, experience hours, and college degree or college alternative requirements) for becoming a Georgia registered, licensed, certified residential, and certified general real estate appraiser  
<http://www.greab.state.ga.us/greab/apprlicense.html>

[Join the Appraisal Institute Today to Receive a Tuition Discount.](#)

COURSE TITLE	2019 DATES	CREDIT HOURS	TUITION	EARLY REGISTRATION DEADLINES	RECOMMENDED TEXT BOOKS (not included in tuition)
Basic Appraisal Principles	Feb. 25-28	30	\$385 AI Price \$435 Full Price	2 WEEKS PRIOR	<a href="#">The Dictionary of Real Estate, 6th Edition</a>  <a href="#">Appraisal of Real Estate, 14th Edition</a>
Basic Appraisal Procedures	Mar. 11-14	30	\$385 AI Price \$435 Full Price	2 WEEKS PRIOR	All of the above & <a href="#">Appraising Residential Properties, 4th Edition</a>
* Residential Report Writing & Case Studies  <i>* Approved and required for the following GA appraiser classifications: Trainee, Registered, Licensed, and Certified Residential.</i>	Mar. 18-19	15	\$320 AI Price \$350 Full Price	2 WEEKS PRIOR	All of the above & <a href="#">The Appraisal Writing Handbook &amp; Using Residential Appraisal Report Forms: URAR 2005 (Form 1004) and Exterior Inspection (Form 2055).</a>
** National Uniform Standards of Professional Appraisal Practice (15 hours)	Mar. 25-26	15	\$250 AI Price \$280 Full Price	2 WEEKS PRIOR	<b>Required Text</b> 2015-2016 USPAP (not included in tuition)
Subtotal Tuition Total Credit Hours		<b>90</b>	\$1340 AI Price \$1500 Full Price		
Less Early Bird Registration Discount (\$30 per course)			-\$120		
<b>Total Tuition</b> (excluding books and including discounts)			\$1,220 AI Price \$1,380 Full Price		

**\*\* ATTENTION:** Tuition price for the USPAP course does not include a copy of the USPAP book, which is required for course credit. Attendees must bring their own copy of the MOST CURRENT USPAP (2018/2019 version) book to class.

*Georgia's Trainee Real Estate Appraiser Curriculum Continued ...*

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

**COURSE LOCATION** – Atlanta Realtors Center, 5784 Lake Forrest Drive, Atlanta, GA 30328; Phone (404) 250-0051  
Web Site: [www.atlantarealtorscenter.com](http://www.atlantarealtorscenter.com)

**CALCULATOR & EXCEL** - A financial calculator is required. The accepted model used in the course is the HP-12C. **Note:** Cellular phones, tablets, iPads, and other devices that connect to the Internet are NOT permitted during the exam. You must be familiar with basic Excel and calculator operation when the course begins. Answers to problems in course material are shown using Excel 2010. Do not come to class expecting to be taught how to use Excel.

- Free Review: [Using a Financial Calculator: Formulas, Symbols, Math Review, and Sample Problems](#); and [Financial Calculator Practice Exercises](#)
- For additional help with the HP-12C calculator, take our online seminar, [Using Your HP-12C Financial Calculator](#).

**AUDIENCE** - Individuals interested in real estate appraising or seeking the Georgia Trainee or Registered appraiser classification

**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 email [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org).

**REGISTRATION OPTIONS**

1. **Online – preferred** (<http://www.myappraisalinstitute.org/education/Atlanta.aspx> or
2. Email Form and Tuition Payment to [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org) 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 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](mailto:sbrockway@aiatlanta.org) to inform us that it is on the way. We accept the following forms of payment: Checks, American Express, Discover, Visa, and MasterCard.

**TEXTBOOK ORDERING INSTRUCTIONS (for recommended reading):**

To order books and other materials, go to our online store here: <http://www.appraisalinstitute.org/store/>

Purchase a copy of the required 2018/2019 USPAP spiral bound book directly from the Appraisal Foundation. To order an approved electronic or printed copy of USPAP from The Appraisal Foundation, follow this link: <http://www.appraisalfoundation.org>.

**REAL ESTATE APPRAISER  
2019 CLASSROOM COURSES  
PRE-LICENSING COURSE REGISTRATION**

**Register online at [www.iaatlanta.org](http://www.iaatlanta.org) or send the below form by e-mail or mail.**

\* Required Information for Registration. Check Appropriate Courses Below.

- Basic Appraisal Principles (30 hours)
- Basic Appraisal Procedures (30 hours)
- Residential Report Writing & Case Studies (15 hours)
- National Uniform Standards of Professional Appraisal Practice (15 hours)

**Check Appraisal Institute Status**

- MAI    SRA    SRPA    AI-GRS    AI-RRS  
 General Candidate    Residential Candidate    Review Candidate    Practicing Affiliate    Affiliate    Guest

**NAME** \_\_\_\_\_  
   **LAST**  **FIRST**  **MIDDLE**  **Common Name for Badge**

**E-MAIL** \_\_\_\_\_

**COMPANY** \_\_\_\_\_ **TEL** \_\_\_\_\_

**SHIP TO ADDRESS FOR COURSE MATERIALS (No P.O. Boxes)** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TEXTBOOK ORDERING INSTRUCTIONS (for recommended reading):**

To order books and other materials, go to our online store here: <http://www.appraisalinstitute.org/store/>

**Tuition Method of Payment**

\_\_\_ Check (payable to Atlanta Area Chapter Appraisal Institute)   \_\_\_ Visa   \_\_\_ Master Card   \_\_\_ Discover   \_\_\_ American Express

**Amount Enclosed or to Charge \$** \_\_\_\_\_

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**Card No.** \_\_\_\_\_ **CCV #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

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## **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.

### **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.

### **National USPAP (15 hours)**

#### **Day 1**

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

#### **Day 2**

Instruction, 8:00 a.m. - 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) – 2018/2019**

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 renewal requirement; the 15-hour program will not meet the USPAP continuing education requirement.

**Course price does not include a copy of the 2018-2019 USPAP book, which is required for course credit. Attendees must bring their own copy of the 2018-2019 USPAP book to class.** To order an approved electronic or printed copy of USPAP from The Appraisal Foundation, follow this link: <http://www.appraisalfoundation.org>. The USPAP document will not be available for purchase onsite or from the Atlanta Area Chapter Appraisal Institute.

#### 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
- Or equivalent courses

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#### **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.** [CLICK HERE](#) to learn more about other state approvals.