



# Appraisal Institute®

Professionals Providing Real Estate Solutions®

## Atlanta Area Chapter

### 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 Atlanta Area Chapter AI Office at (770) 803-0024 and email [sbrockway@aiatlanta.org](mailto:sbrockway@aiatlanta.org), at least 30 days prior to the first day of class.***

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>

COURSE TITLE	2020 DATES	GA CREDIT HOURS	TUITION	PRINTED STUDENT MANUAL**	EARLY REGISTRATION DEADLINES
Basic Appraisal Principles	February 17-20	30	\$465	\$35	2 WEEKS PRIOR
Basic Appraisal Procedures	March 23-26	30	\$465	\$30	2 WEEKS PRIOR
*National Uniform Standards of Professional Appraisal Practice (15 hours)	April 6-7	15	\$310	\$15	2 WEEKS PRIOR
Residential Report Writing & Case Studies	April 27-28	15	\$380	\$30	2 WEEKS PRIOR
Subtotal Tuition & Student Manuals Total Credit Hours		90	\$1620	\$110	
Less Early Bird Registration Discount (\$30 per course)			-\$120		
Student Tuition			\$1,500		
Printed Student Manuals **				\$110	
Total Tuition & Manuals					\$1,610

#### \*\*Student Material Delivery Options Are:

1. Registrant to download materials at no cost and must bring electronic version to class.
2. Registrant to purchase printed materials (additional cost for materials, listed above, and shipping will appear during registration check-out) and must bring printed materials to class.

\*Tuition does not include a copy of the 2020/2021 USPAP document, which is required for course credit. For the USPAP course, attendees must bring their own copy of the 2020/2021 USPAP to class. To purchase a print or electronic copy of the publication, please visit [The Appraisal Foundation](#).

**Georgia Specific Required Textbook:** 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.

#### **BOOK RECOMMENDATIONS (not required)**

##### Basic Appraisal Principles Course

- The Dictionary of Real Estate, 6th Edition
- Appraisal of Real Estate, 14th Edition

##### Basic Appraisal Procedures Course

- All of the above and
- Appraising Residential Properties, 4th Edition

##### Residential Report Writing & Case Studies

- The Appraisal Writing Handbook
- Appraising Residential Properties, 4th ed.
- Valuation by Comparison, 2nd ed.
- Using Residential Appraisal Report Forms: URAR, Form 2055, and the Market Conditions Form, 2nd ed.
- The Appraisal of Real Estate, 14th ed.

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

#### **REQUIRED EQUIPMENT**

- A financial calculator is required. The accepted model used in the program is the HP-12C. All education programs that require a financial calculator are developed with HP-12C keystrokes; using this model is highly recommended.
- You must be familiar with calculator operation when the program begins. Do not enroll expecting to be taught how to use a financial calculator.
- 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 **Using Your HP-12C Financial Calculator.**
- HP-12C calculator User's Manual.

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

#### **REGISTRATION OPTIONS**

1. **Online Only (registration open soon)**

#### **ONLINE PUBLICATIONS STORE**

To order above recommended books and other materials, go to our online store here:  
<https://ai.appraisalinstitute.org/eweb/DynamicPage.aspx?webcode=AIStoreHomepage>

Tuition does not include a copy of the 2020/2021 USPAP document, which is required for course credit. Attendees must bring their own copy of the 2020/2021 USPAP to class. To purchase a print or electronic copy of the publication, please visit [The Appraisal Foundation](#).

## **COURSE SCHEDULES**

### **Basic Appraisal Principles**

#### **Days 1 - 3**

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

#### **Day 4**

Instruction, 8:00 a.m. – 2:30 p.m.

Exam, 2:30 p.m.-4:30 p.m.

### **Basic Appraisal Procedures**

#### **Days 1 - 3**

Instruction, 8:00 a.m. – 4:30 p.m.

#### **Day 4**

Instruction, 8:00 a.m.-2:30 p.m.

Exam, 2:30 p.m. – 4:30 p.m.

### **Residential Report Writing & Case Studies**

#### **Day 1**

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

#### **Day 2**

Instruction, 8:00am – 3:30 p.m.

Exam, 3:30 p.m. - 4:30 p.m.

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

#### **Day 1**

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

#### **Day 2**

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

Exam, 3:30 p.m.-4:30 p.m.

## **BASIC APPRAISAL PRINCIPLES**

If you are considering a career in professional valuation services, your journey should begin with *Basic Appraisal Principles*. This 30-hour course will introduce you to real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, market area analysis, highest and best use, and ethical considerations. The course should 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**

Apply the principles and concepts learned in *Basic Appraisal Principles*. This 30-hour course takes you step-by-step through the valuation process:

- Defining the problem
- Collecting and analyzing data
- Reaching a final opinion of value
- Communicating the appraisal

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, discover how rates and multipliers are derived. Through case studies, apply the steps and concepts of the cost approach, i.e., how appraisers estimate the cost of constructing a reproduction of or replacement for an existing structure; the three major components of depreciation; 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 reconciling conclusions. The material also covers the general types of appraisal reports. Finally, the course introduces property description plus the basics of construction and design.

### **Course Prerequisite**

- Basic Appraisal Principles

## **15-HOUR NATIONAL UNIFORM STANDARDS OF PROFESSIONAL PRACTICE (USPAP) – 2020/2021**

Using the national USPAP course material copyrighted by The Appraisal Foundation, this two-day course covers basic rules for ethical behavior and competent performance. The course, which is designed to comply with USPAP requirements for state licensed or certified appraisers, 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.** State licensed and certified course participants who wish to complete the *15-Hour National USPAP Course* may do so, but it will only count for state CE (elective) credit and will not meet the National USPAP requirement for state licensing retention.

**Course price does not include a copy of the 2020-2021 USPAP book, which is required for course credit.**

Attendees must bring their own copy of the 2020-2021 USPAP book to class. To order an approved electronic or printed copy of USPAP from The Appraisal Foundation, follow this link: [appraisalfoundation.org](http://appraisalfoundation.org). The USPAP document will not be available for purchase onsite or from the Atlanta Area Chapter Appraisal Institute.

### **Course Prerequisite**

Strongly Recommended: *Basic Appraisal Principles* and Basic Appraisal Procedures

### **Equipment (USPAP Course)**

A laptop computer or tablet device is required for participants who choose an electronic copy of USPAP.

## **RESIDENTIAL REPORT WRITING & CASE STUDIES**

*Residential Report Writing and Case Studies* engages 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 required for the following Georgia appraiser classifications: Registered, Trainee, Licensed, and Certified Residential.

### **Course Prerequisites \***

- Basic Appraisal Principles
- Basic Appraisal Procedures
- 15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP)
- Or equivalent courses

*\*Please note these are Georgia specific requirements; other states may have other prerequisites.*

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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.

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### **Click here for lodging information:**

<http://aiatlanta.org/wp-content/uploads/2015/10/Suggested-Hotels-near-Atlanta-Realtors-Center-ATLAI.pdf>

**Click here to view these hotels charted on a map, follow this link:**

<http://www.mapquest.com/?version=1.0&hk=3-sB2KlZgL>