



**Appraisal  
Institute®**

*Professionals Providing  
Real Estate Solutions®*

## **Atlanta Area Chapter**

# **Georgia's Trainee Pre-Licensing Real Estate Appraiser Courses October 12, 2021 – December 7, 2021**

### **Class Location**

Atlanta Realtors Center, 5784 Lake Forrest Drive, Atlanta, GA, 30328 / [atlantarealtorscenter.com](http://atlantarealtorscenter.com)

### **Who Should Enroll**

Individuals who are interested in real estate appraising or seeking the Georgia Trainee Appraiser Classification

*This entry-level ninety (90) hour curriculum program is approved by the Georgia Real Estate Appraisers Board for individuals seeking to become a Georgia trainee real estate appraiser. Visit [this web site](#) for all state classification requirements (i.e., education, experience hours, and college degree or college alternative requirements) for becoming a Georgia registered-trainee, licensed, certified residential, and certified general real estate appraiser [grec.state.ga.us/obtaining-a-license/appraisers/](http://grec.state.ga.us/obtaining-a-license/appraisers/).*

# Atlanta Area Chapter Appraisal Institute

## Real Estate Appraiser Pre-Licensing Courses

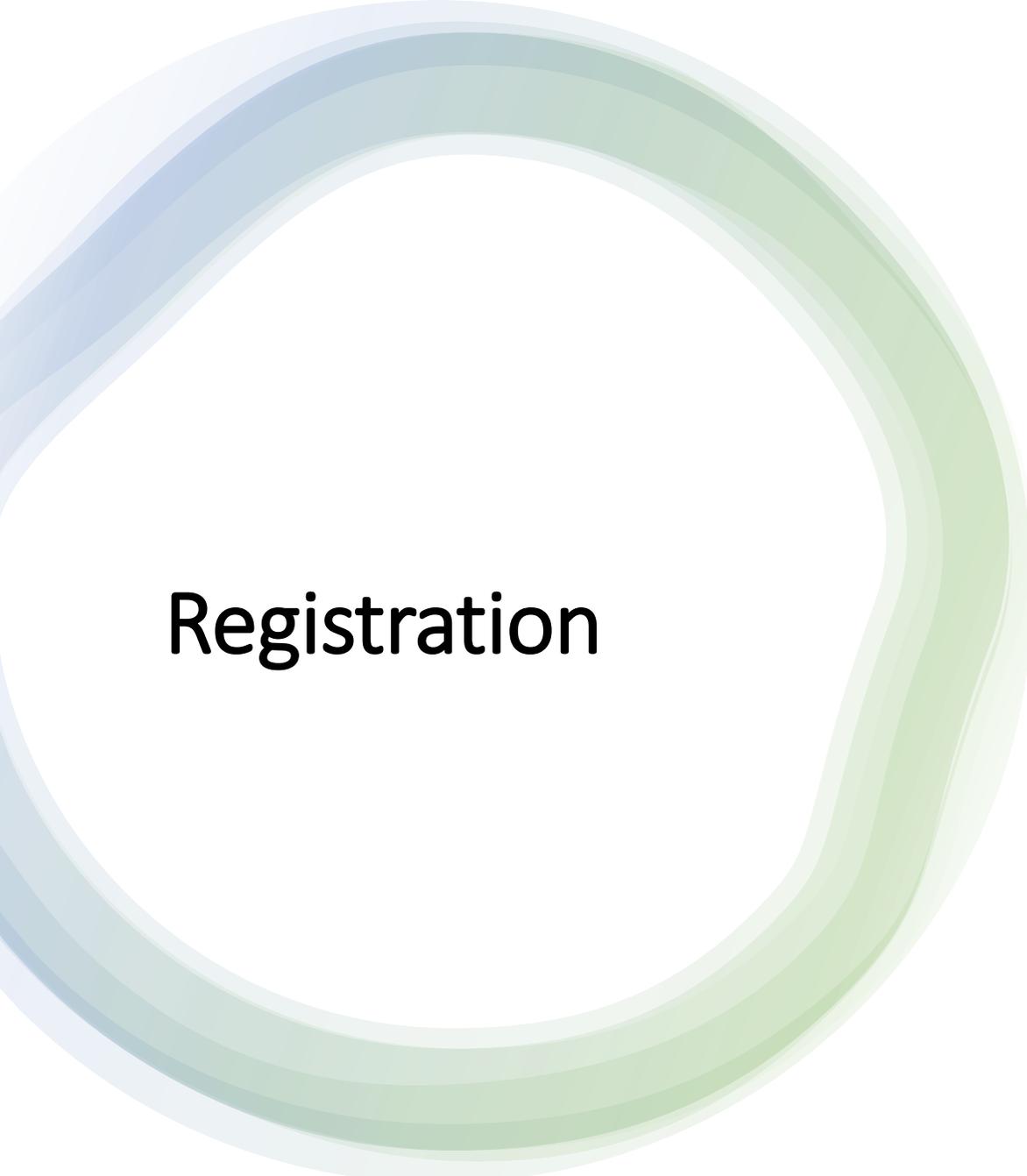
Dates

Tuition

Registration

COURSE TITLE	2021 DATES	GA CREDIT HOURS	TUITION	PRINTED STUDENT MANUAL
Basic Appraisal Principles <b><u>REGISTER HERE</u></b>	Oct. 12-15	30	\$465	\$35
Basic Appraisal Procedures <b><u>REGISTER HERE</u></b>	Nov. 8-11	30	\$465	\$30
Residential Report Writing & Case Studies <b><u>REGISTER HERE</u></b>	Nov. 15-16	15	\$380	\$30
*15-Hour National Uniform Standards of Professional Appraisal Practice <b><u>REGISTER HERE</u></b>	Dec. 6-7	15	\$310	\$15
Subtotal Tuition & Student Manuals Total Credit Hours		90	\$1620	\$110
Early Registration Discount (\$30/course)			-\$120	
Student Tuition			\$1,500	
Printed Student Manuals				\$110
Total Tuition & Manuals (Early Registration)			\$1,610	

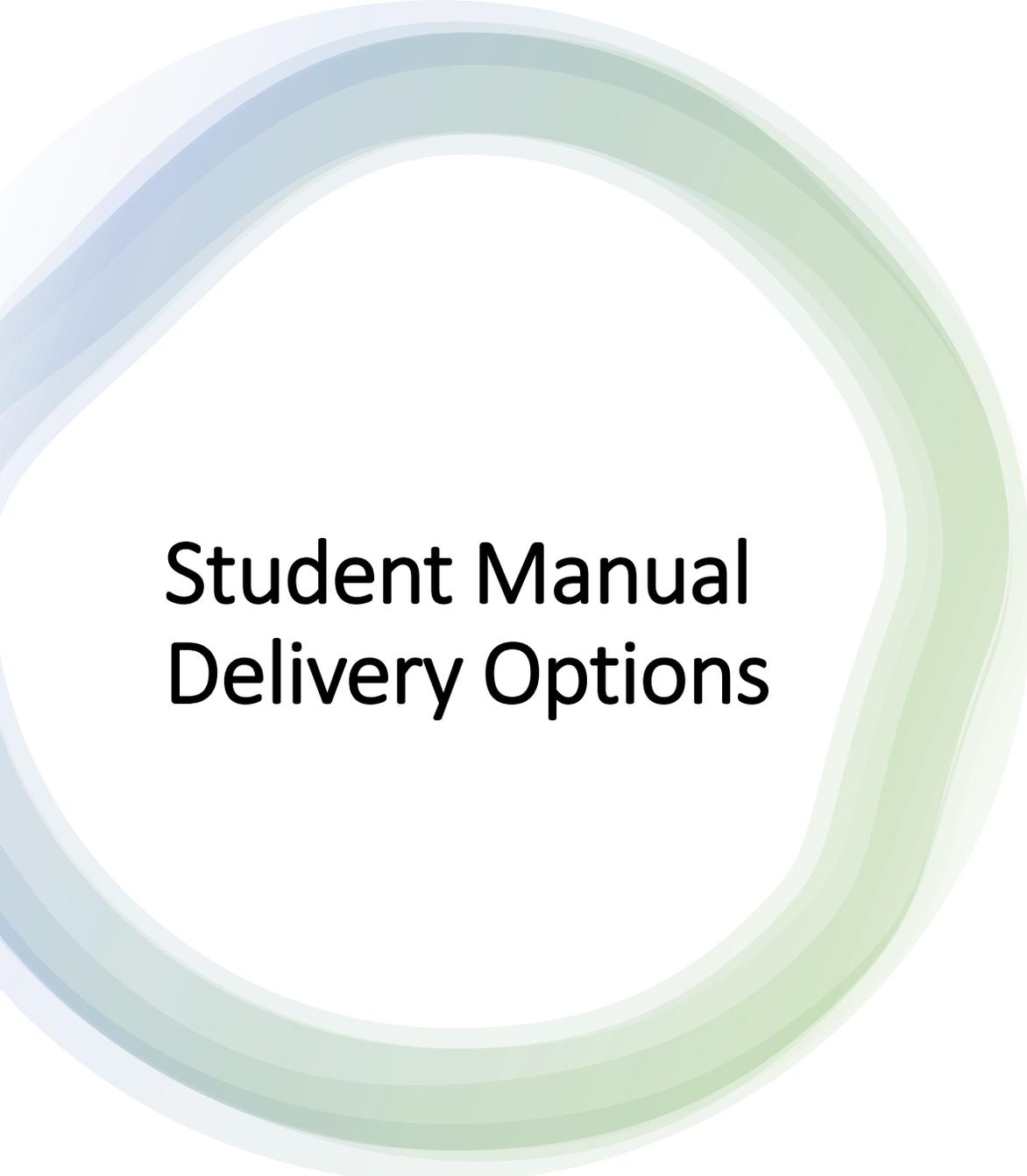
\*Tuition does not include a copy of the 2020/2021 USPAP document, which is required for course credit. For the USPAP course, attendees must bring their own copy of the 2020/2021 USPAP document to class. To purchase a print or electronic copy of the publication, please visit [The Appraisal Foundation](#).



# Registration

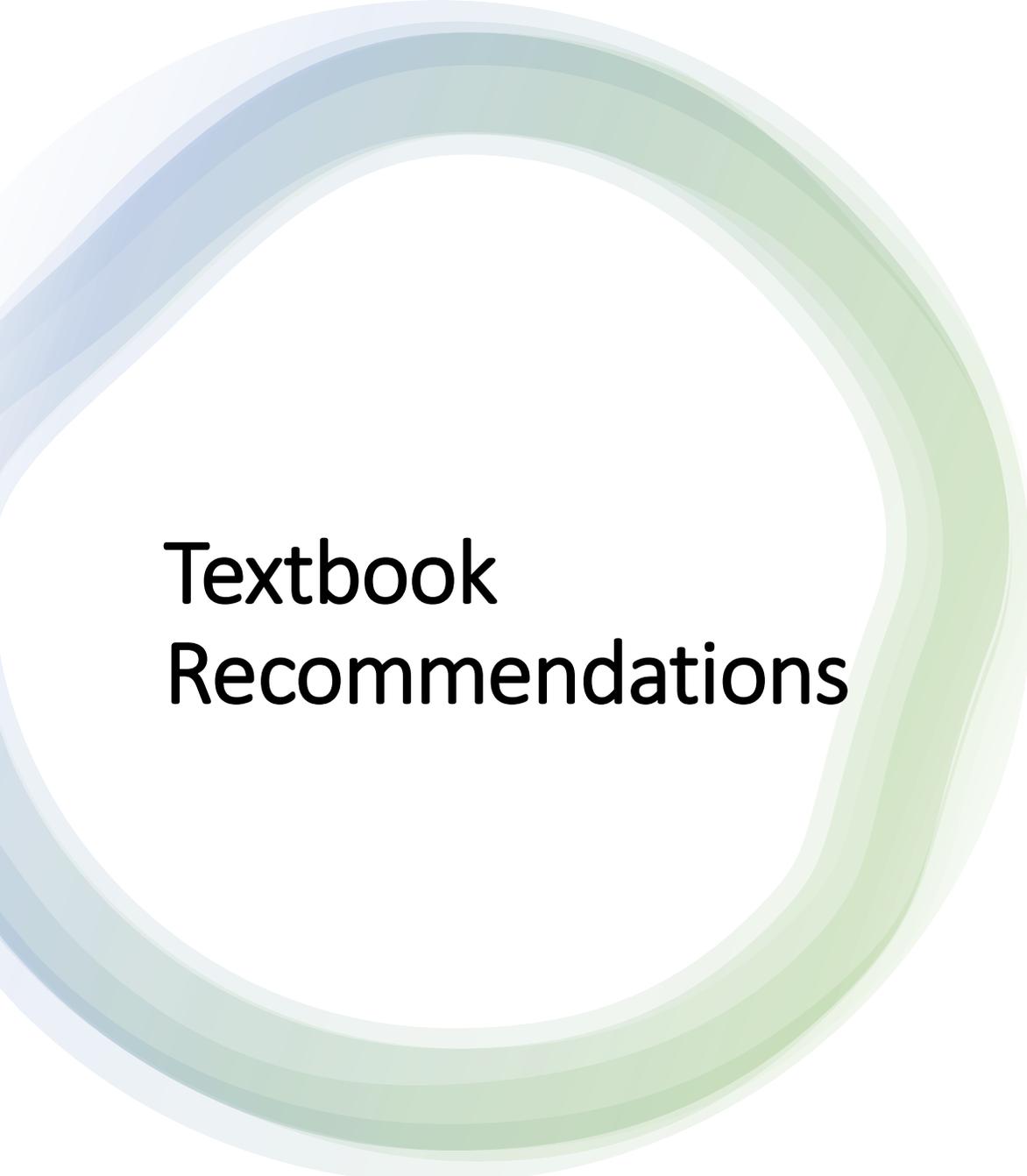
## Follow the Links Below to Register Online.

- [Basic Appraisal Principles, Oct. 12-15, 2021](#)
- [Basic Appraisal Procedures, Nov. 8-11, 2021](#)
- [Residential Report Writing & Case Studies, Nov. 15-16, 2021](#)
- [15-Hour National USPAP Course, Dec. 6-7, 2021](#)



## Student Manual Delivery Options

- The student may download materials at no extra cost and must bring electronic version to class. Student may also print materials from the downloaded version.
- The student may order printed materials (*additional cost for materials, listed on previous page, and shipping will appear during registration check-out*) and must bring printed materials to class.



# Textbook Recommendations

## **Basic Appraisal Principles Course**

- [The Dictionary of Real Estate, 6th Edition](#)
- [The Appraisal of Real Estate, 15th ed.](#)

## **Basic Appraisal Procedures Course**

- All of the above and
- [Appraising Residential Properties, 4th Edition](#)

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

- [The Appraisal Writing Handbook](#)
- [Residential Property Appraisal](#)
- [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, 15th ed.](#)



# Required Equipment

- A financial calculator is required. The accepted model used in the courses is the **HP-12C**. All education courses 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.



## Attendance Policy

## Qualification Hours

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 must not be late or leave early.

The Georgia Real Estate Appraisers Board requires 100% attendance and a passing grade on the exams (75%). Partial credit is not permitted.

# Atlanta Area Chapter Appraisal Institute

## 2021 Class Schedule

### Real Estate Appraiser Pre-Licensing Courses

---

#### **Basic Appraisal Principles**

---

**October 12-14, 2021**

---

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

---

**October 15, 2021**

---

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

---

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

---

#### **Basic Appraisal Procedures**

---

**November 8-10, 2021**

---

Instruction, 8:30 a.m. – 5:00 p.m.

---

**November 11, 2021**

---

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

---

Exam, 3:00 p.m. – 5:00 p.m.

---

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

---

**November 15, 2021**

---

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

---

**November 16, 2021**

---

Instruction, 8:30 a.m. – 4:00 p.m.

---

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

---

#### **15-Hour National USPAP**

---

**December 6, 2021**

---

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

---

**December 7, 2021**

---

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

---

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

---

Instructors  
for the  
Real Estate Appraiser  
Pre-Licensing Courses

---

**Basic Appraisal Principles**

Jeff Lawson, MAI, SRA

Michael Brady, MAI, SRA, AI-GRS

---

**Basic Appraisal Procedures**

Robert Driggers, MAI

Edward Mitchell, MAI

---

**Residential Report Writing & Case Studies**

Jeff Bowling, MAI, SRA, AI-GRS

Cheryl Kunzler, SRA, AI-RRS

---

**National USPAP (15 hours)**

Jeff Miller, MAI, AI-GRS

## Lodging

Click [HERE](#) for area hotels.

Click [HERE](#) to view these hotels charted on a map.

# Basic Appraisal Principles Course Description

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.

## Learning Objectives

- Recognize the components of ethical and competent appraisal practice.
- Recognize the distinctive differences among land, real property, real estate, and personal property.
- Recognize and identify the three major land description systems.
- Recognize the major components that appear in all definitions of market value.
- Recognize the definitions of the economic principles of change, anticipation, supply and demand, competition, substitution, balance, externalities, and highest and best use.
- Solve basic real estate math problems in fractions, decimals, and percentages.
- Solve for mean, median, and mode.
- Use a financial calculator to perform mortgage calculations and to solve problems in simple and compound interest.
- Recognize the definitions of appraisal practice, valuation services, appraisal review, and other key terms.
- Identify the basic components in the appraiser's scope of work decision

**Prerequisites:** None

**Class Time:** 28 hours

**Exam:** 2 hours

**Level:** Basic

**State Approvals:** [CLICK HERE](#)

# Basic Appraisal Procedures

## Course Description

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.

### Learning Objectives

- Identify the eight steps of the valuation process.
- Identify the basic components and processes used to derive a value indication when performing the income capitalization approach.
- Identify the six procedures for analyzing land or site value.
- Identify the three cost-estimating methods used by appraisers.
- Apply component costs to estimate the cost of residential building improvements.
- Identify typical elements of comparison used in the sales comparison approach.
- Analyze sales to select appropriate comparable properties.
- Derive adjustments using paired sales analysis.
- Reconcile the indicated values derived in the sales comparison approach to a single point value opinion.
- Recognize the types of reports used to communicate an appraisal analysis.

**Prerequisites:** Basic Appraisal Principles

**Class Time:** 28 hours

**Exam:** 2 hours

**Level:** Basic

**State Approvals:** [CLICK HERE](#)

# Residential Report Writing & Case Studies

## Course Description

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.

### Learning Objectives

- Practice writing skills that will help in explaining valuation procedures and conclusions to users of appraisal reports.
- Practice writing effective narrative comments for form appraisal reports.
- Review appraisal techniques and professional appraisal standards from a practical standpoint.
- Critique and complete an appraisal assignment of a single-family property.

**Prerequisites:** Basic Appraisal Principles, Basic Appraisal Procedures, 15-Hour USPAP, or equivalent courses

**Class Time:** 14 hours

**Exam:** 1 hour

**Level:** Basic

**State Approvals:** [CLICK HERE](#)

*Please note these are GA specific requirements. Other states may have other prerequisites.*

# 15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Description

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 participants who are required to complete the 15-hour National USPAP Course due to current trainee licensing rules and regulations, will receive the QE credit for their successful completion of this pre-qualification course.

## Learning Objectives

- Identify the purpose and structure of The Appraisal Foundation and the importance of maintaining public trust in appraisal services.
- Recognize the design structure and the primary content sections of the 2020–2021 USPAP publication with emphasis on the Definitions, Preamble, Rules, and Standards.
- Recognize the role of the appraiser in performing valuation services and the impartiality associated with the appraiser’s role.
- Identify “real-world” scenarios illustrating USPAP applications to situations that appraisers encounter in daily practice.

**Prerequisites:** Basic Appraisal Principles and Basic Appraisal Procedures

**Class Time:** 14 hours

**Exam:** 1 hour

**Level:** Basic

**State Approvals:** [CLICK HERE](#)

*Please note these are GA specific requirements. Other states may have other prerequisites.*

# Supervisory Appraiser/Trainee Appraiser Course

All applicants for the State Trainee classification must have also completed an AQB approved 4-hour [Supervisory Appraiser/Trainee Appraiser Course](#).

Applicants for the State Registered classification are not required to complete this course to obtain the classification; however, they will need to have completed the course prior to completing any supervised assignments that will be used to meet the experience requirements for obtaining a higher appraiser classification level.

# COVID-19 Waiver

The Atlanta Area Chapter Appraisal Institute reserves the right to cancel any reservations if you do not agree to the terms of the Waiver or otherwise fail to properly deliver a fully executed Waiver. It is your responsibility to ensure that the Waiver is signed and properly returned to the Atlanta Area Chapter Appraisal Institute. Please sign and return the COVID-19 Liability Release Waiver before your registration. Click below for the waiver.

[A COVID-19 Liability Release Waiver is mandatory to attend an Atlanta Area Chapter In-Person Event.](#)

Questions?

---

## Contact

---

Suzanne Brockway

---

Executive Director

---

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

---

(770) 803-0024

---

[aiatlanta.org](http://aiatlanta.org)

---

## Mail

---

Atlanta Area Chapter Appraisal Institute

---

2451 Cumberland Parkway, #3510

---

Atlanta, GA, 30339