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STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1179 Fairview Drive, Ste. E * Carson City, NV 89701 * (775) 687-4280
2501 E. Sahara Ave, Ste. 102 * Las Vegas, NV 89104 * (702) 486-4033
e-mail: realest@red.state.nv.us http://www.red.state.nv.us

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**APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION**

RECEIVED
SEP 28 2015
DEPT. OF BUSINESS & INDUSTRY
Real Estate Division - LV

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.**

School Name: Dynasty School		Date: 9/25/15
Owner's Name: Huey J Huang		School's Fax:
School's Mailing Address: 2373 S Hacienda Blvd., Hacienda Heights, CA 91745		
Education Contact: Steven Fung		Contact's Email: steven@dynastyschool.com
School's Main Phone: 800-888-8827		Contact's Phone: 800-888-8827
School Locations & Phone #s:		
2373 S Hacienda Blvd., Hacienda Heights, CA 91745		
Purpose of School:		
Vocational School		

Title of Course: Covering All the Bases in Residential Reporting (7-hour CE)			
Delivery Method: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study		Hours of Instruction:	
Level of Difficulty: <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Course Objective: On completion of this course students will be able to:			
see attached			
Subject Classification: <input type="checkbox"/> Residential <input type="checkbox"/> General <input checked="" type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards			
Ethics/Standards Justification:			
Course Fee: 89		Maximum Number of Participants: online	

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When: see attached cert	Where: AQB	Approval #: see attached cert
Additional Info:		



Sent Via Email to: jwilson@hondros.com

QE	CE/E	CE
		7

Thursday, January 15, 2015

Mr. John Wilson
Hondros Learning
4140 Executive Parkway
Westerville, OH 43081

Dear Mr. Wilson:

We are pleased to inform you that your course has been approved under the Course Approval Program of the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

Course Provider:	Hondros Learning
Course Title:	Covering All of the Bases in Residential Reporting
Instructional Hours:	7.00
Exam Hours:	0.00
Total Hours:	7.00
Delivery Method:	Asynchronous Internet (Distance)
Approval Start Date:	2/13/2015
Approval End Date:	2/12/2018

The overall content of this course has been determined to be in compliance with the education criteria established by the AQB. Approval does not mean that every statement or item within the course has been checked for accuracy. Opinions set forth in the course material or by instructors do not necessarily reflect the viewpoint of the AQB or The Appraisal Foundation. Neither the AQB nor The Appraisal Foundation is responsible for any errors, omissions, or misstatements in the course material or by instructors.

Prior to renewal of this course please review the AQB Course Approval Program Policies and Procedures Manual.

Please feel free to contact us if you have any questions or if we can be of further assistance.

Sincerely,

Appraiser Qualifications Board

Appraiser Qualifications Board

Covering all the Bases in Residential Reporting Course Details

Course Description

In this course, we will explore valuable appraisal reporting practices, beginning with a review of select USPAP reporting obligations. Next, we will review the completion of the URAR reporting form, along with compliance requirements of the Uniform Automated Dataset (UAD). An overview of key reporting areas necessary for the completion of other appraisal and evaluation forms, including Broker's Pricing Opinion (BPO) reports, will follow. We'll conclude this course with a comprehensive study of the art of effective communication through composition of concise narrative commentary for numerous appraisal situations.

Course Learning Objectives

Unit 1: Appraisal Reporting and USPAP Compliance

After completing this unit of the course, you will be able to:

- Identify the minimum ethical and performance obligations for appraisal reporting.
- Apply USPAP Rules to general and specific appraisal reports.

Unit 2: The Uniform Residential Appraisal Report Form

After completing this unit of the course, you will be able to:

- Demonstrate compliance with UAD requirements.
- Prepare an effective URAR form.

Unit 3: Other Forms and Reports

- Explain the specific uses of the discussed appraisal reporting forms.
- Demonstrate a basic understanding of a BPO.

Unit 4: Effective Writing, Reasoning, and Problem-Solving Skills

After completing this unit of the course, you will be able to:

- Describe how to produce a meaningful and effective appraisal report.
- Recognize five common reporting issues and discuss how to handle them.

Timed Course Outline

0.0 Course Introduction

- 0.1 Course Description
- 0.2 Course Outline
- 0.3 Course Learning Objectives
- 0.4 Student Workbook
- 0.5 If Your Internet or Network Connection Fails
- 0.6 Before Proceeding

15 minutes

1.0 Appraisal Reporting and USPAP Compliance

- 1.1 Unit Introduction
- 1.2 Unit Learning Objectives
- 1.3 Key Terms
- 1.4 Definition of a Report and the USPAP Preamble
- 1.5 General Reporting Obligations of the ETHICS RULE
- 1.6 Avoiding Discrimination in Reporting
- 1.7 Avoiding Discrimination in Reporting (cont.)
- 1.8 Discriminatory Terms
- 1.9 Quick Check #1
- 1.10 Appraisal Report Signatures
- 1.11 Specific Disclosure Requirements per USPAP Rules
- 1.12 Specific Disclosure Requirements per USPAP Rules (cont.)
- 1.13 Specific Disclosure Requirements (cont.)
- 1.14 Specific Disclosure Requirements (cont.)
- 1.15 Specific Disclosure Requirements (cont.)
- 1.16 Quick Check #2
- 1.17 Quick Check #3
- 1.18 Quick Check #4
- 1.19 Specific Disclosure Requirements (cont.)
- 1.20 Specific Disclosure Requirements (cont.)
- 1.21 Specific Disclosure Requirements (cont.)
- 1.22 Quick Check #5
- 1.23 Confidential Information and Reporting
- 1.24 Confidential Information and Reporting (cont.)
- 1.25 Quick Check #6
- 1.26 Confidential Information and Reporting (cont.)
- 1.27 USPAP STANDARD 2 and Reporting Options
- 1.28 Quick Check #7
- 1.29 Introduction to STANDARD 2
- 1.30 Introduction to STANDARD 2 (cont.)
- 1.31 General Obligations (Standards Rule 2-1)
- 1.32 Reporting Options (Standards Rule 2-2)
- 1.33 Reporting Options (Standards Rule 2-2) (cont.)
- 1.34 Reporting Options (Standards Rule 2-2) (cont.)
- 1.35 Choosing the Appropriate Reporting Option (Standards Rule 2-2)

- 1.36 Choosing the Appropriate Reporting Option (Standards Rule 2-2) (cont.)
- 1.37 Minimum Report Requirements (Standards Rule 2-2)
- 1.38 Quick Check #8
- 1.39 Quick Check #9
- 1.40 Reporting Checklists (Standards Rule 2-2)
- 1.41 Identity of the Client and Other Intended Users (Standards Rule 2-2)
- 1.42 Identity of the Client and Other Intended Users (Standards Rule 2-2) (cont.)
- 1.43 Intended Use (Standards Rule 2-2)
- 1.44 Information Regarding the Subject Property (Standards Rule 2-2)
- 1.45 Property Interest/Type of Value/Effective Date (Standards Rule 2-2)
- 1.46 Quick Check #10
- 1.47 Property Interest/Type of Value/Effective Date (Standards Rule 2-2) (cont.)
- 1.48 Property Interest/Type of Value/Effective Date (Standards Rule 2-2) (cont.)
- 1.49 Scope of Work (Standards Rule 2-2)
- 1.50 Information Analyzed and Methodology Used (Standards Rule 2-2)
- 1.51 Information Analyzed and Methodology Used (Standards Rule 2-2) (cont.)
- 1.52 Use of the Property/Highest and Best Use (Standards Rule 2-2)
- 1.53 Quick Check #11
- 1.54 Extraordinary Assumptions/Hypothetical Conditions (Standards Rule 2-2)
- 1.55 Signed Certifications (Standards Rule 2-2)
- 1.56 Signed Certification Language (Standards Rule 2-3)
- 1.57 Signed Certification Language (Standards Rule 2-3) (cont.)
- 1.58 Who Must Sign the Certification (Standards Rule 2-3)
- 1.59 Non-real Property Assets (Standards Rule 2-3)
- 1.60 Work Done by Others (Standards Rule 2-3)
- 1.61 Standards Rule 2-3 – Other Appraisal Assistance
- 1.62 Case Example #1: Assignment Conditions
- 1.63 What Do You Think?
- 1.64 Case Example #2: Disclosure of Payments by the Appraiser
- 1.65 What Do You Think?
- 1.66 Case Example #3: Confidentiality About Property Condition
- 1.67 What Do You Think?
- 1.68 Case Example#4: Who May Have Access to Confidential Information?
- 1.69 What Do You Think?
- 1.70 Case Example #5: Report Label and Content Level
- 1.71 What Do You Think?
- 1.72 Case Example #6: Reporting Significant Appraisal Assistance in the Report
- 1.73 What Do You Think?
- 1.2 Quick Check #12
- 1.74 Unit Conclusion
- 1.75 Quiz Introduction
- 1.76 Unit Quiz

75 minutes

2.0 The Uniform Residential Appraisal Report Form

- 2.1 Unit Introduction
- 2.2 Unit Learning Objectives
- 2.3 Key Terms
- 2.4 Uniform Appraisal Dataset
- 2.5 Uniform Mortgage Data Program
- 2.6 Uniform Mortgage Data Program (cont.)

- 2.7 Implementation Dates
- 2.8 Implementation Dates (cont.)
- 2.9 Quick Check #1
- 2.10 Quick Check #2
- 2.11 Quick Check #3
- 2.12 Quick Check #4
- 2.13 UAD Required Forms
- 2.14 UAD Required Forms (cont.)
- 2.15 UAD Data Fields
- 2.16 UAD Data Fields (cont.)
- 2.17 Quick Check #5
- 2.18 URAR
- 2.19 URAR (cont.)
- 2.20 Quick Check #6
- 2.21 Quick Check #7
- 2.22 Quick Check #8
- 2.23 Quick Check #9
- 2.24 General Use Provisions of the URAR
- 2.25 Scope of Work
- 2.26 Intended Use
- 2.27 Intended User
- 2.28 Definition of Market Value
- 2.29 Statement of Assumptions and Limiting Conditions
- 2.30 Appraiser's Certification
- 2.31 Appraiser's Certification (cont.)
- 2.32 Appraiser's Certification (cont.)
- 2.33 Subject
- 2.34 Quick Check #10
- 2.35 Quick Check #11
- 2.36 Quick Check #12
- 2.37 Property Address
- 2.38 Owner of Public Record
- 2.39 Legal Description
- 2.40 Assessor's Parcel Number
- 2.41 Tax Year/Real Estate Taxes
- 2.42 Neighborhood Name
- 2.43 Census Tract
- 2.44 Occupant
- 2.45 Special Assessments
- 2.46 Homeowners Association (HOA) Fees
- 2.47 Assignment Type
- 2.48 Lender/Client
- 2.49 Quick Check #13
- 2.50 Current and/or Prior Offering of the Subject Property
- 2.51 Current and/or Prior Offering of the Subject Property (cont.)
- 2.52 Current and/or Prior Offering of the Subject Property Examples
- 2.53 Contract
- 2.54 Analysis of the Contract for the Purchase Transaction
- 2.55 Analysis of the Contract for the Purchase Transaction (cont.)
- 2.56 Contract Price/ Date of Contract/Property Seller
- 2.57 Financial Assistance
- 2.58 Financial Assistance Examples
- 2.59 Quick Check #14
- 2.60 Quick Check #15
- 2.61 Quick Check #16
- 2.62 Neighborhood

- 2.63 Neighborhood Characteristics
- 2.64 One-Unit Housing Trends
- 2.65 One-Unit Housing Age/Price
- 2.66 Neighborhood Boundaries
- 2.67 Neighborhood Description
- 2.68 Market Conditions
- 2.69 Quick Check #17
- 2.70 Quick Check #18
- 2.71 Market Conditions (cont.)
- 2.72 Site Section
- 2.73 Site Dimensions
- 2.74 Site Area
- 2.75 Shape of the Site
- 2.76 Site View
- 2.77 Site View (cont.)
- 2.78 Specific Zoning Category
- 2.79 Zoning Description
- 2.80 Zoning Compliance
- 2.81 Highest and Best Use
- 2.82 Utilities
- 2.83 Street/Alley
- 2.84 FEMA Information
- 2.85 Adverse Site Conditions or External Conditions
- 2.86 Improvements
- 2.87 Number of Stories
- 2.88 Design
- 2.89 Quick Check #19
- 2.90 Year Built
- 2.91 Basement Area and Finish
- 2.92 Heating/Cooling
- 2.93 Amenities
- 2.94 Exterior Description
- 2.95 Interior
- 2.96 Car Storage
- 2.97 Appliances
- 2.98 Finished Area – Rooms/Bedrooms/Baths
- 2.99 Above Grade Gross Living Area
- 2.100 Property Condition
- 2.101 C1
- 2.102 C2
- 2.103 C3
- 2.104 C4
- 2.105 C5
- 2.106 C6
- 2.107 Quick Check #20
- 2.108 Updates and Renovations
- 2.109 Level of Work Completed
- 2.110 Timeframes
- 2.111 Timeframes Examples
- 2.112 Quick Check #21
- 2.113 Sales Comparison Approach
- 2.114 Property Address
- 2.115 Proximity of Comparable Sales to the Subject
- 2.116 Sale Price of the Comparable
- 2.117 Data Sources
- 2.118 Sales or Financing Concessions

2.119	Date of Sale
2.120	Date of Sale (cont.)
2.121	Location
2.122	Site
2.123	View
2.124	Quality of Construction
2.125	Quick Check #22
2.126	Actual Age
2.127	Condition
2.128	Above Grade Room Count/Gross Living Area
2.129	Basement and Finished Rooms Below Grade
2.130	Basement and Finished Rooms Below Grade (cont.)
2.131	Basement and Finished Rooms Below Grade (cont.)
2.132	Energy Efficient Items
2.133	Garage/Carport
2.134	Adjustments in the Sales Comparison Approach
2.135	Prior Sales of the Subject and Comparable Properties
2.136	Date of Prior Sale/Transfer
2.137	Price of Prior Sale/Transfer
2.138	Quick Check #23
2.139	Data Source(s), Effective Date of Data Source(s) – Prior Sales
2.140	Indicated Value by the Sales Comparison Approach
2.141	Reconciliation
2.142	Date of Inspection and Effective Date of Appraisal
2.143	Appraiser's Certification
2.144	Appraiser's Certification (cont.)
2.145	Appraiser's Certification (cont.)
2.146	Lender/Client
2.147	Income Approach
2.148	Cost Approach
2.149	Required Exhibits
2.150	Required Exhibits (cont.)
2.151	Case Study
2.152	Case Study Responses—Improvements Section
2.153	Case Study Responses—Improvements Section (cont.)
2.154	Case Study Responses—Improvements Section (cont.)
2.155	Case Study Responses—Site Section
2.156	Case Study Responses—Site Section (cont.)
2.157	Case Study Responses—Subject Section
2.158	Case Study Responses—Subject Section (cont.)
2.159	Market Conditions Addendum
2.160	Guidelines for Using the Market Conditions Addendum
2.161	Inventory Analysis Section
2.162	Inventory Analysis Example
2.163	Median Sale & List Price, DOM, List/Sale Ratio Section
2.164	Overall Trend Section
2.165	Seller Concessions
2.166	Foreclosure Sales and Summary/Analysis of Data
2.167	Unit Conclusion
2.168	Unit Conclusion (cont.)
2.169	Quiz Introduction
2.170	Unit Quiz

125 minutes

3.0 Other Forms and Reports

- 3.1 Unit Introduction
- 3.2 Unit Learning Objectives
- 3.3 Key Terms
- 3.4 Exterior-Only Inspection Appraisal Report
- 3.5 Scope of Work
- 3.6 Scope of Work (cont.)
- 3.7 Quick Check #1
- 3.8 Quick Check #2
- 3.9 UAD Requirements of Form 2055
- 3.10 Statement of Assumptions and Limiting Conditions
- 3.11 Appraiser's Certification
- 3.12 Exhibits Required
- 3.13 Quick Check #3
- 3.14 Individual Condominium Unit Appraisal Report
- 3.15 Individual Condominium Unit Appraisal Report (cont.)
- 3.16 Planned Unit Developments
- 3.17 Cooperatives
- 3.18 Common Ownership
- 3.19 Quick Check #4
- 3.20 Individual Condominium Unit Appraisal Report Form's Scope of Work
- 3.21 UAD Requirements for the Individual Condominium Unit Appraisal Report
- 3.22 UAD Requirements for the Individual Condominium Unit Appraisal Report (cont.)
- 3.23 Quick Check #5
- 3.24 Quick Check #6
- 3.25 Statement of Assumptions and Limiting Conditions
- 3.26 Project Information
- 3.27 Project Information (cont.)
- 3.28 Appraiser's Certification
- 3.29 Exhibits Required
- 3.30 Quick Check #7
- 3.31 Quick Check #8
- 3.32 Manufactured Home Appraisal Report Form
- 3.33 Unique Reporting Fields for the Manufactured Home Appraisal Report
- 3.34 Unique Reporting Fields for the Manufactured Home Appraisal Report (cont.)
- 3.35 Small Residential Income Property Appraisal Report
- 3.36 Quick Check #9
- 3.37 Quick Check #10
- 3.38 Quick Check #11
- 3.39 Occupancy
- 3.40 2-4 Unit Housing Age/Price
- 3.41 General Description
- 3.42 General Description (cont.)
- 3.43 Quick Check #12
- 3.44 Quick Check #13
- 3.45 Quick Check #14
- 3.46 Foundation
- 3.47 Appliances
- 3.48 Description of Units
- 3.49 Subject Rent Schedule
- 3.50 Sales Comparison Approach

- 3.51 Sale Price and Rent for the Subject and the Comparable Sales
- 3.52 Sale Price and Rent for the Subject and the Comparable Sales (cont.)
- 3.53 Quick Check #15
- 3.54 Operating Income Statement
- 3.55 General Instructions and Rent Summary
- 3.56 General Instructions and Rent Summary (cont.)
- 3.57 Annual Income and Expense Projection for Next 12 Months
- 3.58 Replacement Reserve Schedule
- 3.59 Quick Check #16
- 3.60 Quick Check #17
- 3.61 Quick Check #18
- 3.62 Operating Income Reconciliation
- 3.63 Operating Income Reconciliation (cont.)
- 3.64 Operating Income Reconciliation (cont.)
- 3.65 Appraisal Reviews, Updates, and Broker Price Opinions
- 3.66 Appraisal Reviews
- 3.67 Quick Check #19
- 3.68 Quick Check #20
- 3.69 USPAP Appraisal Review Obligations
- 3.70 Standards Rule 3-4
- 3.71 Standards Rule 3-4 (cont.)
- 3.72 Standards Rule 3-5
- 3.73 Standards Rule 3-5 (cont.)
- 3.74 Other Standards Rules
- 3.75 Advisory Opinion 20
- 3.76 Advisory Opinion 20 (cont.)
- 3.77 Advisory Opinion 20 (cont.)
- 3.78 One-Unit Residential Appraisal Field Review Report Form
- 3.79 One-Unit Residential Appraisal Field Review Report Form (cont.)
- 3.80 Appraisal Updates
- 3.81 Appraisal Updates (cont.)
- 3.82 Appraisal Update and/or Completion Report
- 3.83 Appraisal Update and/or Completion Report (cont.)
- 3.84 Appraisal Update and/or Completion Report (cont.)
- 3.85 Quick Check #21
- 3.86 Broker Price Opinions
- 3.87 Broker Price Opinions (cont.)
- 3.88 Broker Price Opinions (cont.)
- 3.89 Broker Price Opinions (cont.)
- 3.90 Types of BPO Assignments
- 3.91 Desktop BPO Assignments
- 3.92 Exterior BPO Assignments
- 3.93 Interior BPO Assignments
- 3.94 BPO Reports
- 3.95 BPO Reports (cont.)
- 3.96 BPO Reports (cont.)
- 3.97 Quick Check #22
- 3.98 Reporting Market Conditions and Neighborhood Characteristics
- 3.99 Reporting Subject Marketability
- 3.100 Reporting Subject Marketability (cont.)
- 3.101 Reporting Marketing History
- 3.102 Quick Check #23
- 3.103 Reporting Property Characteristics
- 3.104 BPO Repair Worksheet Section
- 3.105 BPO Repair Worksheet Section (cont.)
- 3.106 Reporting Adjustments

- 3.107 Reporting Conclusions in a BPO
- 3.108 Quick Check #24
- 3.109 Suggested List Price
- 3.110 Unit Conclusion
- 3.111 Quiz Introduction
- 3.112 Unit Quiz

85 minutes

4.0 Effective Writing, Reasoning, and Problem-Solving Skills

- 4.1 Unit Introduction
- 4.2 Unit Learning Objectives
- 4.3 Key Terms
- 4.4 Key Terms (cont.)
- 4.5 Basic Report Writing Skills
- 4.6 One Size Does Not Fit All
- 4.7 One Size Does Not Fit All (cont.)
- 4.8 Quick Check #1
- 4.9 Quick Check #2
- 4.10 Appraisal Reporting Forms
- 4.11 Exercising Pride in Reporting
- 4.12 Exercising Pride in Reporting (cont.)
- 4.13 Quick Check #3
- 4.14 Quick Check #4
- 4.15 Expression of Reasoning in Appraisal Reporting
- 4.16 Locational Characteristics
- 4.17 Locational Characteristics (cont.)
- 4.18 Locational Characteristics (cont.)
- 4.19 Quick Check #5
- 4.20 Quick Check #6
- 4.21 Quick Check #7
- 4.22 Discussing the Basis for Effective Age
- 4.23 Effective Age Concepts and Terms
- 4.24 Effective Age Concepts and Terms (cont.)
- 4.25 Quick Check #8
- 4.26 Quick Check #9
- 4.27 Effective Age Discussion
- 4.28 Effective Age Discussion (cont.)
- 4.29 Quick Check #10
- 4.30 Case Example #1— Effective Age
- 4.31 Case Study Solution #1 – Effective Age
- 4.32 Case Example #2— Effective Age
- 4.33 Case Study Solution #2 – Effective Age
- 4.34 Appropriate Discussion of Highest and Best Use
- 4.35 Appropriate Discussion of Highest and Best Use (cont.)
- 4.36 Appropriate Discussion of Highest and Best Use (cont.)
- 4.37 Case Example #3— Highest and Best Use
- 4.38 Case Study Solution #3 — Highest and Best Use
- 4.39 Case Example #4— Highest and Best Use
- 4.40 Case Study Solution #4 — Highest and Best Use
- 4.41 Client Direction
- 4.42 Client Direction (cont.)

- 4.43 Client Direction (cont.)
- 4.44 Five Critical Reporting Issues
- 4.45 Issue #1 - Failure to Disclose and Discuss Physical Deterioration and Functional
Obsolescence
- 4.46 Case Study #5
- 4.47 Case Study #5 (cont.)
- 4.48 Case Study #5 Solution
- 4.49 Issue #2 - Failure to Disclose and Discuss Locational Issues or External Obsolescence
- 4.50 Case Study #6
- 4.51 Case Study #6 Solution
- 4.52 Issue #3 - Failure to Adequately Disclose and Discuss Prior Sales and Relevance
- 4.53 Issue #3 - Failure to Adequately Disclose and Discuss Prior Sales and Relevance
(cont.)
- 4.54 Case Study #7
- 4.55 Case Study #7 Solution
- 4.56 Issue #4 - Failure to Discuss the Support for Adjustments or For Not Making
Adjustments in the Sales Comparison Approach
- 4.57 Issue #4 - Failure to Discuss the Support for Adjustments or For Not Making
Adjustments in the Sales Comparison Approach (cont.)
- 4.58 Case Study #8
- 4.59 Case Study #8 (cont.)
- 4.60 Case Study #8 Solution
- 4.61 Issue #5 - Failure to Adequately Discuss How Market Rent Potential and Rates of
Capitalization Were Established
- 4.62 Case Study #9
- 4.63 Case Study #9 (cont.)
- 4.64 Case Study #9 Solution
- 4.65 Unit Conclusion
- 4.66 Unit Conclusion (cont.)
- 4.67 Unit Conclusion (cont.)
- 4.68 Unit Conclusion (cont.)
- 4.69 Quiz Introduction
- 4.70 Unit Quiz

50 minutes

Total: 350 minutes

4.a

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1179 Fairview Drive, Ste. E * Carson City, NV 89701 * (775) 687-4280
2501 E. Sahara Ave, Ste. 102 * Las Vegas, NV 89104 * (702) 486-4033
e-mail: realest@red.state.nv.us http://www.red.state.nv.us

Division use only:

Receipt # _____
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Date _____

APPRAISER CONTINUING EDUCATION RECEIVED
NEW COURSE APPLICATION

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.

SEP 03 2015

DEPARTMENT OF BUSINESS & INDUSTRY
Real Estate Division - LV

School Name: Lied Institute for R E Studies, UNLV		Date: 9/2/2015
Owner's Name: University of Nevada, Las Vegas		School's Fax: 702-895-4650
School's Mailing Address: 4505 S Maryland Pkwy, Box 456025, Las Vegas NV 89154-6025		
Education Contact: Betty Campbell		Contact's Email: betty.campbell@unlv.edu
School's Main Phone: 702-895-3011		Contact's Phone: 702-895-4922
School Locations & Phone #s:		
4505 South Maryland Pkwy, Box 456025, Las Vegas, NV 89154-6025		
Lied Institute for Real Estate Studies, 702-895-4492		
Purpose of School:		
Lied Institute for Real Estate Studies is part of the Lee Business School, University of Nevada, Las Vegas		

Title of Course: Forecast 2016-Southern Nevada's Commercial Markets: Finding a Way Back			
Delivery Method: <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study		Hours of Instruction: 3	
Level of Difficulty: <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Course Objective: On completion of this course students will be able to:			
Use knowledge to improve work product			
Subject Classification: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> General <input type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards			
Ethics/Standards Justification:			
Course Fee: \$60.00		Maximum Number of Participants: 250	

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where:	Approval #:
Additional Info:		

**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

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Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)

Recording name, appraiser #, and email address. Required to sign in at the beginning of session and signing out when session has ended.

Required Materials to be submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input type="checkbox"/> Yes	PowerPoint presentations emailed to attendees
List of Scheduled Course Dates and Locations	<input checked="" type="checkbox"/> Yes	1/21/2016 only/Orleans Hotel
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input type="checkbox"/> Yes	
Course Evaluation Form	<input checked="" type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	
Attendance Certificate Sample** (see requirements below)	<input checked="" type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input type="checkbox"/> Yes	waived for university

- ** Attendance Certificates must include all of the following:**
- Name of offering entity
 - Title of course or seminar
 - State approval number
 - Name and license number of participant
 - Date of instruction
 - Number of hours of instruction
 - Original signature of person authorized to sign for offering entity
 - Statement: COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 *(775) 687-4280
2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 *(702) 486-4033

E-mail: realest@red.state.nv.us

http://www.red.state.nv.us

- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4 with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Signature:  Date: 9/2/2015
Print Name: Betty Campbell

Applications should be sent to:

Appraisal Officer
Nevada Real Estate Division
1179 Fairview Drive, Suite E
Carson City, NV 89701-5453

For questions call:

(775) 687-4280 ext 308

Forecast 2016

Southern Nevada's Commercial Markets: Finding a Way Back

January 21, 2016
Orleans Hotel & Casino

Sponsor: Lied Institute for Real Estate Studies, Lee Business School, University of Nevada, Las Vegas in cooperation with NAIOP Southern Nevada, Commercial Real Estate Development Association.

Objectives:

- Attendees will be provided the most current update on local commercial market data and conditions.*
- Attendees will receive the current market perspective for retail, office and industrial markets in southern Nevada from local industry experts.*
- Attendees will receive projections for short-term future market analysis and economic forecast.*
- Attendees will receive information on financing commercial real estate lending issues.*
- Attendees will interact with local industry experts to gain understanding of where market is projected for 2016.
- Attendees will understand from keynote presenter national commercial real estate trends and lending practices.*

7:30 – 8:00 am	Registration, Continental Breakfast, Networking
8:00 – 8:15 am	Opening Comments and Welcome Michael Shohet, Sr. Project Manager, Jones Lang LaSalle
8:15 – 9:15 am	Keynote Address on National Commercial Real Estate Conditions Calvin Schnure, Vice President, Research and Industry Information, National Association of Real Estate Investment Trusts (NAREIT)
9:15 – 9:30 am	Break
9:30 – 10:00 am	Local Commercial Market Data Report John Restrepo, Principal, RCG Economics Ed Coulson, Director, Lied Institute for Real Estate Studies
10:00 – 11:30 am	Commercial Market Panel Discussion Charles Moore, Senior Vice President, CBRE Donna Alderson, Senior Vice President, CBRE Ryan Martin, Senior Vice President, Colliers International Curt Allsop, Senior Managing Director, Newmark Grubb Knight Frank Jason Otter, Vice President, The Equity Group

*PowerPoint Presentations will be emailed to attendees.

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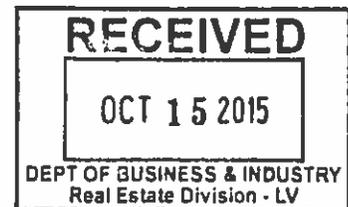
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Receipt # _____

Credential # _____

Processor initials _____

Date _____



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APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.

School Name: McKissock, LP	Date: 10-5-15
Owner's Name: Matt McKissock	School's Fax: 814-723-3016
School's Mailing Address: 218 Liberty St, Warren, PA 16365	
Education Contact: Jackie Vincent	Contact's Email: jackie.vincent@mckissock.com
School's Main Phone: 1-800-328-2008	Contact's Phone: 1-800-328-2008 ext. 245
School Locations & Phone #s:	
218 Liberty St, Warren, PA 16365	
1-800-328-2008 or 814-723-6979	
Purpose of School: To provide professional education, including continuing and pre-license education for various license categories	

Title of Course: Exploring Appraiser Liability	
Delivery Method: <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study	Hours of Instruction: 7 Hours
Level of Difficulty: <input checked="" type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
Course Objective: On completion of this course students will be able to:	
Please see attached course description	
Subject Classification: <input type="checkbox"/> Residential <input type="checkbox"/> General <input checked="" type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards	
Ethics/Standards Justification:	
Course Fee: \$139.95	Maximum Number of Participants: varies per location

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e-mail: realest@red.state.nv.us http://www.red.state.nv.us

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where: AQB	Approval #:
Additional Info: Currently pending approval in multiple other jurisdictions		

Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)
Attendance is verified by the instructor with the use of class sign in sheets. These sheets are signed by the student at the beginning of class and initialed after each break.

Required Materials to be Submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input checked="" type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input checked="" type="checkbox"/> Yes	pending schedule included
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input checked="" type="checkbox"/> Yes	
Course Evaluation Form	<input checked="" type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	
Attendance Certificate Sample** (see requirements below)	<input checked="" type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input checked="" type="checkbox"/> Yes	

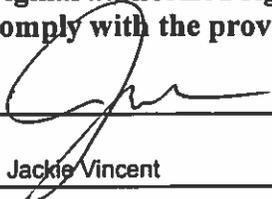
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- Name of offering entity
- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS

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- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4. with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Signature:  _____ Date: 10-5-15

Print Name: Jackie Vincent _____

Applications should be sent to:

Appraisal Officer
Nevada Real Estate Division
788 Fairview Drive, Suite 200
Carson City, NV 89701-5453
(775) 687-4280 ext 308

For questions call:

Exploring Appraiser Liability

Course Description

In our litigious society, appraisers are increasingly vulnerable to many kinds of liability. Liability cannot be eliminated entirely, but it can be managed. Appraisers are bound to follow federal and state laws and regulation, USPAP, and guidelines issued by government agencies, government-sponsored enterprises, and lenders, or else face civil penalties, criminal penalties, or loss of license. This seminar examines practical ways appraisers can protect themselves in their everyday practice, pointing out common malpractice issues and investigating available remedies. Among other topics, the course will discuss legal definitions and categories of penalties, third-party liability, competency, environmental issues, real estate and mortgage fraud, identity theft, supervising appraisal trainees, and how appraisers can best manage their liability.

Learning Objectives

Upon completion of this course, the participant will be able to:

- Define common legal terms and apply them to appraisal
- Distinguish between civil law and criminal law
- Differentiate between USPAP workfile retention requirements and the statute of limitations
- List assignment elements that must be identified
- Identify assignment conditions and how they can affect liability
- Summarize issues related to third-party liability and ways of managing it
- Recognize various kinds of fraud schemes
- Identify appraiser identity theft and ways to avoid it
- Summarize subprime lending and related appraiser liability
- Summarize the Superfund program
- Recognize various environmental hazards and issues such as asbestos, radon, mold, underground storage tanks, lead-based paint, and indoor air quality
- Identify Fannie Mae and HUD requirements for identification of environmental hazards
- Identify elements of appraiser competency
- Summarize liability issues related to use of appraisal trainees
- Identify the importance of verification, documentation, and appropriate action in managing liability

Course Outline and Schedule

Section 1

Introduction, Civil vs. Criminal Law, Fraud	20 minutes
Privity, USPAP, Statute of Limitations	25 minutes
Workfile Retention Issues	20minutes

Section 2

Basics of Liability, Assignment Elements, Intended Use	25 minutes
Type of Value, Relevant Characteristics, Assignment Conditions	25 minutes
Third-Party Liability, Use of Disclaimers	20 minutes

Section 3

Fraud, Understanding Mortgage Fraud	20 minutes
Fraud Schemes, Flipping, Identity Theft, Protecting Oneself	20 minutes
Real-life Fraud Examples, Subprime Lending, Appraiser Pressure	20 minutes

Section 4

Environmental Issues, EPA Enviromapper, Superfund Sites	25 minutes
Asbestos, Radon	20 minutes
Mold, USTs, Lead	25 minutes
USPAP, Fannie Mae, FHA	20 minutes

Section 5

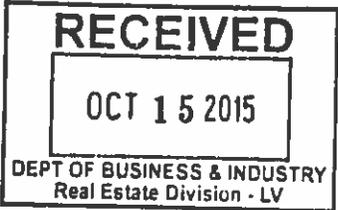
Competency Issues, Elements of Competency	20 minutes
Use of Trainees, Employees and Confidentiality	25 minutes
Workfile Documentation, Verification, Tips for Limiting Liability, Quiz	20 minutes

TOTAL **350 minutes**

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 Date _____



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APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.

School Name: McKissock, LP		Date: 10-5-15
Owner's Name: Matt McKissock		School's Fax: 814-723-3016
School's Mailing Address: 218 Liberty St, Warren, PA 16365		
Education Contact: Jackie Vincent		Contact's Email: jackie.vincent@mckissock.com
School's Main Phone: 1-800-328-2008		Contact's Phone: 1-800-328-2008 ext. 245
School Locations & Phone #s:		
218 Liberty St, Warren, PA 16365		
1-800-328-2008 or 814-723-6979		
Purpose of School: To provide professional education, including continuing and pre-license education for various license categories		

Title of Course: Appraisers: How to Recognize and Avoid Mortgage Fraud				
Delivery Method: <input checked="" type="checkbox"/> Classroom		<input type="checkbox"/> Internet	<input type="checkbox"/> Home Study	Hours of Instruction: 7 Hours
Level of Difficulty: <input checked="" type="checkbox"/> Beginner		<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	
Course Objective: On completion of this course students will be able to:				
Please see attached course description				
Subject Classification: <input type="checkbox"/> Residential		<input type="checkbox"/> General	<input checked="" type="checkbox"/> Both	<input type="checkbox"/> Ethics/Standards
Ethics/Standards Justification:				
Course Fee: \$139.95		Maximum Number of Participants: varies per location		

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Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where: AQB	Approval #:
Additional Info: Currently pending approval in multiple other jurisdictions		

Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)
Attendance is verified by the instructor with the use of class sign in sheets. These sheets are signed by the student at the beginning of class and initialed after each break.

Required Materials to be Submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input checked="" type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input checked="" type="checkbox"/> Yes	pending schedule included
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input checked="" type="checkbox"/> Yes	
Course Evaluation Form	<input checked="" type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	
Attendance Certificate Sample** (see requirements below)	<input checked="" type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input checked="" type="checkbox"/> Yes	

**** Attendance Certificates must include all of the following:**

- Name of offering entity
- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS

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- I agree to comply with the provisions of NAC 645C.

Signature: _____ Date: 10-5-15

Print Name: Jackie Vincent _____

Applications should be sent to: Appraisal Officer
Nevada Real Estate Division
788 Fairview Drive, Suite 200
Carson City, NV 89701-5453
(775) 687-4280 ext 308

For questions call:

Appraisers: How to Recognize and Avoid Mortgage Fraud

COURSE DESCRIPTION

Course Description:

This course provides an in-depth look at mortgage and valuation fraud in the United States. Illustrations and examples are offered of various fraud schemes that are common today, including flipping, silent seconds, flopping, and cash-back-at-closing schemes. The appraiser's role in various types of real estate and mortgage-related swindles will be examined. Other related topics to be explored include appraisal pressure and unacceptable assignment conditions. Next, various enforcement and legal issues – including civil, criminal, and administrative liability, investigation and prosecution of appraisers, and appraiser identity theft – will be examined in detail. Finally, the course will outline steps appraisers can take to limit their liability and decrease the likelihood of becoming ensnared in the web of a real estate or mortgage fraud scheme.

Course Objectives:

Upon completion of this course, the participant will be able to:

- Explain the definition of fraud
- Define and differentiate among other related legal terms, including negligence and malpractice
- Recognize common types of fraud schemes involving real estate and mortgage lending
- Identify emerging types of fraud schemes and their effects
- Summarize notable changes in U.S. mortgage lending since the 1930s
- Identify factors that have helped enable mortgage fraud
- Understand and explain the role of the appraiser in specific schemes
- Summarize appraiser identity theft and how appraisers can protect themselves
- Explain the effects on ethical appraisers of fraud schemes perpetrated by others
- Summarize some of the underlying factors that cause inflated appraisals
- Identify acts that are considered appraisal pressure and acts that are not appraisal pressure
- Utilize methods of dealing with pressure from lenders and other clients
- Define fraud related terms, including bank fraud, wire fraud, and mail fraud
- Explain the difference between criminal, civil, and administrative legal actions
- Explain different ways to avoid involvement in mortgage fraud and predatory lending
- Summarize the concept of third-party liability
- Identify appraisal business opportunities for intended uses other than mortgage lending

Course Schedule:

Section 1

Introduction	(5 minutes)
Definitions (fraud, negligence, malpractice)	(10 minutes)
Differentiation between fraud, negligence, malpractice	(5 minutes)
USPAP issues: fraudulent or misleading?	(5 minutes)
Historic fraud schemes	(10 minutes)

Section 2

Definition of mortgage fraud (fraud for property vs. fraud for profit)	(5 minutes)
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Appraisers: How to Recognize and Avoid Mortgage Fraud

COURSE DESCRIPTION

Common mortgage fraud schemes (flipping, silent seconds, air loans)	(10 minutes)
Spotting mortgage fraud	(5 minutes)
Real-life examples of mortgage fraud schemes	(10 minutes)
Emerging schemes: Flopping	(5 minutes)
Emerging schemes: Reverse mortgage fraud	(5 minutes)
Recent examples of fraud schemes	(10 minutes)
The monetary cost of mortgage fraud	(5 minutes)
Section 3	
Overview of the mortgage system	(5 minutes)
Changes to the mortgage system (FHA, Fannie, Freddie)	(10 minutes)
Mortgage brokers, subprime lending, internet lenders	(10 minutes)
Media coverage of mortgage fraud	(5 minutes)
Section 4	
The appraiser's role in flipping	(5 minutes)
The appraiser's role in silent seconds schemes	(5 minutes)
The appraiser's role in cash-back schemes	(5 minutes)
Appraiser identity theft, including examples	(10 minutes)
Protecting against appraiser identity theft	(10 minutes)
Other ways that fraud affects appraisers (fraudulent sales, E&O rate increases, reduction in public trust)	(10 minutes)
Section 5	
Inflated appraisals and case study	(5 minutes)
Reasons behind inflated appraisals	(5 minutes)
Lack of knowledge and appraisal pressure	(10 minutes)
Appraisal pressure today	(10 minutes)
Overt vs. implied appraisal pressure	(5 minutes)
USPAP considerations	(5 minutes)
Solutions to appraisal pressure	(10 minutes)
What is <u>not</u> pressure?	(5 minutes)
Section 6	
Federal prosecution	(10 minutes)
Definitions (wire fraud, mail fraud, bank fraud)	(10 minutes)
Prosecution by states	(5 minutes)
Civil suits against appraisers	(5 minutes)
Administrative actions against appraisers	(5 minutes)
Section 7	
Liability, client liability	(5 minutes)
Third party liability	(10 minutes)
Legal precedents in liability	(5 minutes)
Ways to avoid involvement in mortgage fraud (incl. quiz)	(10 minutes)
Due diligence, red flags	(5 minutes)
Diversification of an appraisal practice, appraisal review	(10 minutes)
Appraisal best practices	(10 minutes)
Section 8	
Actual mortgage fraud case study, Rochester NY (incl. quiz)	(20 minutes)
Actual mortgage fraud case study, Bakersfield CA (incl. quiz)	(20 minutes)

TOTAL: 350 minutes

5.c

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**APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION**

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.***

School Name: McKissock, LP	Date: 8-18-15
Owner's Name: Matthew McKissock	School's Fax: 814-723-3016
School's Mailing Address: 218 Liberty Street PO Box 1673 Warren, PA 16365	
Education Contact: Jackie Vincent	Contact's Email: jackie.vincent@mckissock.com
School's Main Phone: 800-328-2008	Contact's Phone: 800-328-2008 x 245
School Locations & Phone #s:	
218 Liberty Street PO Box 1673 Warren, PA 16365	
1-800-328-2008	
Purpose of School: McKissock, LP offers appraisal and real estate education (qualifying and continuing) nationwide.	

Title of Course: Advanced Hotel Appraising - Full Service Hotels				
Delivery Method:	<input type="checkbox"/> Classroom	<input checked="" type="checkbox"/> Internet	<input type="checkbox"/> Home Study	Hours of Instruction: 7 hours
Level of Difficulty:	<input type="checkbox"/> Beginner	<input checked="" type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	
Course Objective: On completion of this course students will be able to:				
Please see attached course description with learning objectives.				
Subject Classification:	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> General	<input type="checkbox"/> Both	<input type="checkbox"/> Ethics/Standards
Ethics/Standards Justification:				
Course Fee: \$109.95	Maximum Number of Participants: N/A asynchronous distance education			

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Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where: Appraisal Qualifications Board	Approval #: N/A
Additional Info: None		

Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)
Please see attached Distance Education Policies and Procedures.

Required Materials to be Submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input checked="" type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input type="checkbox"/> Yes	Not currently scheduled for NV licensees.
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input checked="" type="checkbox"/> Yes	
Course Evaluation Form	<input checked="" type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	Instructor Application is attached.
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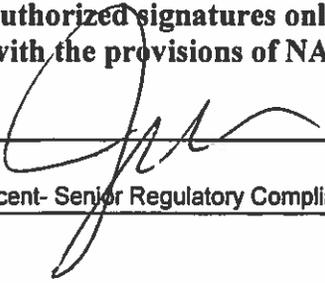
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- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: **COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS**

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 I agree to comply with the provisions of NAC 645C.

Signature:  Date: 8-18-15

Print Name: Jackie Vincent- Senior Regulatory Compliance Specialist

Applications should be sent to:

Appraisal Officer
Nevada Real Estate Division
788 Fairview Drive, Suite 200
Carson City, NV 89701-5453
(775) 687-4280 ext 308

For questions call:

COURSE: ADVANCED HOTEL APPRAISING – FULL SERVICE HOTELS
COURSE DESCRIPTION PAGE

Course Description

This course was developed specifically for the commercial appraiser who wants to branch out into the specialty of full-service hotel appraisals. It is the starting course for hotel appraisers. The course assumes that the student appraiser has had training on the sales comparison approach and the income approach including discounted cash flow analysis. This course ties that training to the specialty of full-service hotel appraisal.

The initial chapters give the appraiser a foundation in the hotel market and the factors that influence supply and demand. The sales comparison approach material addresses how some adjustments are unique to hotels or adapted to hotels. The two income approach chapters familiarize the appraiser with how to: (1) process the estimation of income, expenses and capital expenditures specific to full-service hotels and (2) apply the income approach to both stabilized and un-stabilized full-service hotels as well as those requiring renovation.

Learning Objectives

Chapter 1: Hotel Industry, Hotel Characteristics & Financial Operation

- Understand the history of how hotel categories evolved
- Recognize the key elements of hotel design and services that differentiate full-service hotel facilities from other hotels and determine quality and value.
- Differentiate among hotel classification systems.
- Understand hotel customer segments and key factors influencing full-service hotel supply and demand.
- Understand revenue sources, expense line items and brand affiliation and management practices specific to hotel facilities.

Chapter 2: Sales Comparison Approach for Full-service Hotel Appraisals

- Recognize the strengths and weaknesses of the sales comparison approach
- Identify and select appropriate comparables for hotel properties.
- Recognize the specific adjustments that are relevant to hotel properties.
- Understand and summarize the use and limitations of gross room revenue multipliers.

Chapter 3: Income Approach –Direct Capitalization for Full-Service Hotels

- Demonstrate when to use the direct capitalization method and how to apply it.
- Illustrate the process of estimating forecast revenues and expenses
- Recognize the strengths and weaknesses of various methods of estimating overall rates.

Chapter 4:

Section 1: Income Approach – Discounted Cash Flow Analysis for Full-service Hotel

Section 2: Segregating Real Estate Value from Business Related Values

- Identify when discounted cash flow analysis is an appropriate method for the income approach.
- Understand the cash flow components and methodology of discounted cash flow analysis for hotels.
- Recognize how income and fixed, variable and partially variable expenses are built into a discounted cash analyses.
- Understand and be able to summarize methods available for segregating real estate and other values incorporated in going concern value

See next page for course schedule

COURSE SCHEDULE	
Description	Minutes
Chapter 1: Hotel Industry, Hotel Characteristics & Financial Operation	
<ul style="list-style-type: none"> • Introduction • A Very Brief History of Hotels • The Fuzzy World of Hotel Classifications 	20 minutes
Quiz	5 minutes
<ul style="list-style-type: none"> • The Fuzzy World of Hotel Classifications (continued) • The Leading Full Service Hotel Chains • How Guest Room Size Varies by Hotel Class • Lobby: A Focal Point 	12 minutes
Quiz	5 Minutes
<ul style="list-style-type: none"> • Restaurant Facilities • Meeting/Function Space • Retail Facilities • Other Venues • Other Services Associated with Full-Service Hotels • Most Hotels are Affiliated with or Managed by Hotel Chains • Who Owns Most Hotels? • What are the Typical Hotel Customer Segments? • Primary Market Area Definition • Hotel Demand Drivers and Demand Generators • Measuring Hotel Demand - Overview • Measuring Hotel Supply – Overview • Typical Locations for Hotels 	20 minutes
<ul style="list-style-type: none"> • Full-service Hotel Design Evolution • Photo Examples of Typical Full-Service Hotels • Benefits of Full-service Hotels during Recession • Room Rate Setting Practices • Types of Hotel Appraisal Assignments – Definition of Value • Personal Property in Hotels • Financial Operations - Typical Income Statement Format • Revenue Sources Described • Departmental Expenses Described • Undistributed Operating Expenses Described • Fixed Charges Described • Summary 	20 minutes

Quiz	5 minutes
Chapter Exam	10 minutes
Chapter 2: Sales Comparison Approach for Full-service Hotel Appraisals	
<ul style="list-style-type: none"> • Introduction • Conceptual Basis for the Sales Comparison Approach • Relative Importance of the Sales Comparison Approach • Units of Comparison • Selection of Appropriate Comparables 	20 minutes
Quiz	5 minutes
<ul style="list-style-type: none"> • Selecting Comparables – How Large a Geographic Area? • Researching Comparable Hotel Sale Transactions • How the Sales Comparison Approach is utilized by Hotel Appraisers • Sales Comparison Approach – Overview of the Adjustment Process • Transaction Adjustment Factors 	20 minutes
Quiz	5 minutes
<ul style="list-style-type: none"> • Property Adjustments Overview • Location Adjustment • Physical Characteristics Adjustments • Other Revenues Adjustment • Economic Characteristics Adjustment • Non-realty Components of Value Adjustment 	20 minutes
<ul style="list-style-type: none"> • Example: Sales Comparison Approach • Reconciliation Process • Dealing with Comparables that are Far below Stabilized Condition • Alternative Adjustment Choices Available to the Appraiser • Gross Room Revenue Multiplier Method • Summary 	18 minutes
Quiz	5 minutes
Chapter Exam	10 minutes

Chapter 3: Income Approach – Direct Capitalization for Full-Service Hotels	
<ul style="list-style-type: none"> • Introduction • Relevance of the Income Approach • Conceptual Basis for the Income Approach • Conceptual Basis for Direct Capitalization • When to Apply the Direct Capitalization Method • Direct capitalization method – Primary Steps in Procedure • Overall Rate and Forecast vs. Historical Income • Standard Income and Expense Line Items • Selection of Appropriate Revenue Comparables 	12 minutes
Quiz	5 minutes
<ul style="list-style-type: none"> • Average Daily Rate (ADR) Survey • Structuring the Estimate of Revenues • Analyzing Income and Expenses 	12 minutes
Quiz	5 minutes
<ul style="list-style-type: none"> • Analyzing Income and Expenses (continued) • Sources of Data on Full-service hotel Operating Expenses • Sources of Data on Full-service hotel Market Conditions • Two Direct Capitalization Examples • Comments on Selection of Cap Rates • Factors in Estimating the Overall Capitalization Rate • Discussion of Basic Differences in Pricing in Examples Above • Overall Reasonableness check for Net Operating Income • Reference Information • Summary 	16 minutes
Quiz	5 minutes
Chapter Exam	10 minutes
Chapter 4: Section 1: Income Approach – Discounted Cash Flow Analysis for Full-service Hotel Section 2: Segregating Real Estate Value from Business Related Values	
<ul style="list-style-type: none"> • Introduction • Conceptual Basis for Discounted Cash Flow Analysis • When Discounted Cash Flow Analysis is Most Helpful • Methodology - Discounted Cash Flow Analysis • Structure of Discounted Cash Flow - Major Expense Categories 	10 minutes

Quiz	5 minutes
<ul style="list-style-type: none"> Identifying Expenses that are Variable, Partially Variable or Fixed Discounted Cash Flow Examples with PIP/Renovation costs 	10 minutes
Quiz	5 minutes
<ul style="list-style-type: none"> Discounted Cash Flow Examples with PIP/Renovation costs Discounted Cash Flow Analysis for a Longer Renovation Period Discounted Cash Flow Analysis: Renovation Period & Higher Franchise Fees Below Market Occupancy and ADR - Discounted Cash Flow Analysis Example 	10 minutes
<ul style="list-style-type: none"> When is Segregation of Values Necessary? Simple Facts – The Foundations for Segregation of Values Concept of the Allocation Estimate Why Appraisers May Have Discomfort with the Allocation Process How to Maximize Competence and Minimize Risk of Incorrect Allocation Estimates Commonly used Methods for segregating or allocating Real Estate Value from Other Values Can a Real Estate Appraiser Directly Estimate Business Value? 	10 minutes
Quiz	5 minutes
Chapter Exam	10 minutes
Final Exam	20 minutes
Total	350 Minutes

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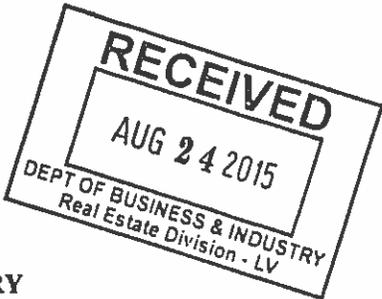
Division use only:

Receipt # _____

Credential # _____

Processor initials _____

Date _____



**STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION**

788 Fairview Drive, Suite 200 * Carson City, NV 89701-5453 *(775) 687-4280
 2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 *(702) 486-4033
 e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.

School Name: McKissock, LP	Date: 8-18-15
Owner's Name: Matthew McKissock	School's Fax: 814-723-3016
School's Mailing Address: 218 Liberty Street PO Box 1673 Warren, PA 16365	
Education Contact: Jackie Vincent	Contact's Email: jackie.vincent@mckissock.com
School's Main Phone: 800-328-2008	Contact's Phone: 800-328-2008 x 245
School Locations & Phone #s: 218 Liberty Street PO Box 1673 Warren, PA 16365	
1-800-328-2008	
Purpose of School: McKissock, LP offers appraisal and real estate education (qualifying and continuing) nationwide.	

Title of Course: The NEW FHA Handbook 4000.1 - Live Webinar	
Delivery Method: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	Hours of Instruction: 5 hours
Level of Difficulty: <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
Course Objective: On completion of this course students will be able to:	
Please see attached course description with learning objectives.	
Subject Classification: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> General <input type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards	
Ethics/Standards Justification:	
Course Fee: \$85.95	Maximum Number of Participants: N/A asynchronous distance education

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e-mail: realest@red.state.nv.us http://www.red.state.nv.us

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where: Appraisal Qualifications Board	Approval #: N/A
Additional Info: None		

Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)
Please see attached Distance Education Policies and Procedures.

Required Materials to be Submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input checked="" type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input type="checkbox"/> Yes	Not currently scheduled for NV licenses.
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input checked="" type="checkbox"/> Yes	
Course Evaluation Form	<input checked="" type="checkbox"/> Yes	
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	Instructor Application is attached.
Attendance Certificate Sample** (see requirements below)	<input checked="" type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input checked="" type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input checked="" type="checkbox"/> Yes	

**** Attendance Certificates must include all of the following:**

- Name of offering entity
- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS

STATE OF NEVADA
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REAL ESTATE DIVISION

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e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4. with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Signature: _____ Date: 8-18-15

Print Name: Jackie Vincent Senior Regulatory Compliance Specialist

Applications should be sent to:

Appraisal Officer
Nevada Real Estate Division
788 Fairview Drive, Suite 200
Carson City, NV 89701-5453
(775) 687-4280 ext 308

For questions call:

The NEW FHA Handbook 4000.1 (5 Hours)

Course Description:

As the culmination of a project that took over one year to complete, FHA has released the Single Family Housing Policy Handbook, also known as Handbook 4000.1. This Handbook is designed to consolidate FHA requirements into one single authoritative source, instead of having requirements scattered throughout several different handbooks and mortgagee letters. Effective September 14, 2015, Handbook 4000.1 is the "go-to" handbook for appraisers and lenders, and FHA appraisers need to become familiar with its requirements. After the mortgage meltdown of 2006-2009, FHA insured loans have made a comeback, and now have a significant share of the 1 to 4 family residential lending market. This seminar focuses on the new FHA Handbook 4000.1 with emphasis on revisions to FHA appraisal requirements and protocols. In addition, students will learn how to effectively stay up-to-date with FHA requirements.

For appraisers seeking placement on the FHA Appraiser Roster, this detailed seminar is essential. For the current FHA roster appraiser, it will provide useful insight and tips. The seminar was designed and written by Daniel A. Bradley, SRA, CDEI and Tracy Martin, CDEI.

What the student will learn:

- Specifics of the FHA Single Family Housing Policy Handbook project
- Procedures and qualifications for FHA roster status
- FHA minimum property requirements and standards
- Specific FHA inspection requirements, including those for the subject's site, exterior, mechanical systems, and interior
- FHA valuation and reporting protocols
- Additional FHA development and reporting requirements for different property types
- Requirements for HUD REO appraisals
- Sources for information on changes to FHA mortgage and appraisal requirements

Course Schedule

Course Objectives and Roadmap	5 minutes
PART 1 - Overview of Single Family Handbook project	5 minutes
PART 2 - Doing Business with FHA - Appraisers	5 minutes
PART 3 - Appraiser and Property Requirements	
Acceptable Appraisal Reporting Forms and Protocols	10 minutes
Property Acceptability Criteria	30 minutes
<i>Break</i>	5 minutes
Property Acceptability Criteria	60 minutes
<i>Break</i>	5 minutes
Property Acceptability Criteria	40 minutes
Valuation Reporting Protocols	30 minutes
<i>Break</i>	5 minutes
Property Acceptability Criteria for Manufactured Housing	15 minutes
Appraiser Requirements for Manufactured Homes	10 minutes
Condominium Projects	5 minutes
Additional Appraisal Requirements for Energy Efficient Homes	10 minutes
<i>Break</i>	5 minutes
Additional Appraisal Requirements for HUD REO properties	25 minutes
Market Conditions Addendum FHA Instructions	5 minutes
PART 4 - Quality Control Oversight and Compliance	10 minutes
PART 5 - Appraisal Report and Data Delivery Requirements	10 minutes
PART 6 - Wrap up	5 minutes
Total (not including breaks)	280 minutes

6.a

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INDEPENDENT APPRAISER
CONTINUING EDUCATION COURSE APPROVAL

Applicants Name: Dance, Jolene, U
Last First MI
License / Certificate Number A.0206799 S.S. Number: 503-54-3140
Business Name: Cushman & Wakefield, Inc. Phone Number: 602-229-5933
Address: 2555 East Camelback Road, Phoenix, AZ 85016
Street City State Zip Code

LIST THE COURSE AND NUMBER OF ACTUAL CLASSROOM HOURS. YOU MUST FILL OUT ONE APPLICATION PER COURSE UNLESS YOU ATTENDED A CONFERENCE, LIST EACH COURSE YOU ATTENDED AT THE CONFERENCE INCLUDING THE NUMBER OF HOURS PER COURSE.

E & O Case Studies; 7 hours (AQB Certified Instructor - Joanna Conde)

City and State where course was taken:

Sponsor Name Arizona Appraisers State Conference, LLC
Sponsor Address 14530 N 90th Lane, Scottsdale, Arizona
Phone Number 623-933-0797

Please Submit the following with this application

1. Fee of \$100
2. Certificate of Completion
3. A copy of the student handout, and any other pertinent course material.

I certify that I actually attended the above listed course(s) for the number of hours indicated. I understand and agree that a false certification is grounds for revocation of my license.


Signature

October 15, 2015
Date

INCOMPLETE APPLICATION WILL NOT BE PROCESSED

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

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**INDEPENDENT APPRAISER
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Applicants Name: Dance, Jolena, U
Last First MI
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Commercial Appraisal Engagement & Review; 7 hours

City and State where course was taken:

Sponsor Name Phoenix Chapter Appraisal Institute
Sponsor Address 919 West Marshall Avenue, Phoenix, AZ 85013
Phone Number 602-284-6219

Please Submit the following with this application

1. Fee of \$100
2. Certificate of Completion
3. A copy of the student handout, and any other pertinent course material.

I certify that I actually attended the above listed course(s) for the number of hours indicated. I understand and agree that a false certification is grounds for revocation of my license.


Signature

October 15, 2015

Date

INCOMPLETE APPLICATION WILL NOT BE PROCESSED

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REAL ESTATE DIVISION

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e-mail: realest@red.state.nv.us http://www.red.state.nv.us

**INDEPENDENT APPRAISER
CONTINUING EDUCATION COURSE APPROVAL**

Applicants Name: Dance, Jolene, U
Last First MI
License / Certificate Number A.0206799.CG S.S. Number: 503-54-3140
Business Name: Cushman & Wakefield, Inc. Phone Number: 602-229-5933
Address: 2555 East Camelback Road, Phoenix, AZ 85016
Street City State Zip Code

LIST THE COURSE AND NUMBER OF ACTUAL CLASSROOM HOURS. YOU MUST FILL OUT ONE APPLICATION PER COURSE UNLESS YOU ATTENDED A CONFERENCE, LIST EACH COURSE YOU ATTENDED AT THE CONFERENCE INCLUDING THE NUMBER OF HOURS PER COURSE.

National USPAP Update Course 2014-2015; 7 hours; AQB Certified Instructor - Joanne Conde

City and State where course was taken:

Sponsor Name Arizona Appraisers State Conference, LLC
Sponsor Address 14530 N 90th Lane, Scottsdale, Arizona
Phone Number 623-933-0797

Please Submit the following with this application

1. Fee of \$100
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Signature

10/15/15

Date

INCOMPLETE APPLICATION WILL NOT BE PROCESSED

Commercial Appraisal Engagement and Review Seminar for Bankers and Appraisers

PS080SH-E

ABOUT THE APPRAISAL INSTITUTE

The Appraisal Institute is a global association of real estate appraisers, with approximately 23,000 valuation professionals in nearly 60 countries throughout the world. Its mission is to advance professionalism and ethics, global standards, methodologies, and practices through the professional development of property economics worldwide. Organized in 1932, the Appraisal Institute advocates equal opportunity and nondiscrimination in the appraisal profession and conducts its activities in accordance with applicable federal, state, and local laws. Appraisal Institute professionals benefit from an array of education and advocacy programs, and may hold the prestigious MAI, SRPA, and SRA designations. *Learn more at www.appraisalinstitute.org.*

**FOR General
APPRAISERS**

Overview

Seminar Description

This seminar was developed for financial institution credit staff and appraisal department staff who regularly order or review commercial real estate appraisals as well as the commercial appraisers who prepare the reports for them. In addition, there may be banking staff who have little or no experience with appraisals. The seminar content is designed to help all three groups see how their work fits into the regulatory scheme for financial institutions and what happens to the appraisal once it leaves the appraiser's hands.

Since participants come from different backgrounds, the examples and discussion topics are taken from a wide variety of commercial appraisal examples. Participants with banking experience will be able to discuss current changes in the financial industry and relate the examples to those changes. For banking staff whose experience with appraisals is limited, this seminar provides a foundation for accurate procedures and a means of becoming current with the latest terminology, the changing regulations, and the approaches to value.

The seminar begins with a historical overview of the industry followed by a discussion of proper terminology and definitions. Participants become familiar with the term *scope of work* and the elements of the agreement between an appraiser and the client. The following parts deal with the Uniform Standards of Professional Appraisal Practice and the three approaches to value. These parts are followed by Appendix items that the instructor will review in class. Participation by the class is strongly encouraged, since much can be learned from the collective experiences of the participants.

USPAP References in this Seminar

All references in this seminar to the Uniform Standards of Professional Appraisal Practice (USPAP) are taken from the 2012-2013 edition (Washington, D.C.: The Appraisal Foundation).

Learning Enhancements

The seminar has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, a Preview page begins each part and identifies learning objectives to consider as you move through the content.
- **Learning Objectives.** Each learning objective covers information and practices required for mastering the concepts in the seminar. Look the objectives over before each Part begins so that you have a frame of reference as you move

through the material. At the end of each Part, reread the objectives. Are you able to perform what is stated? If not, this is the time to ask your instructor for help or review the concepts that you do not understand.

- **Discussion Topics.** Discussion questions provide you with additional ideas to consider as you absorb what you are learning.
- **Examples.** A number of examples are scattered throughout the handbook to provide everyday illustrations of what you are learning.

Classroom Guidelines

To make the seminar a positive experience for everyone attending, please follow these guidelines when class is in session.

- 100% attendance is required. No exceptions.
- Limit use of computers and wireless devices to classroom projects.
- Communicate with business associates during break time instead of class time.
- Put away reading materials such as newspapers and books that are not used in class.
- No tobacco products are allowed in class.
- Silence cell phones.
- Use recording devices only if prior permission has been granted.
- Refrain from ongoing conversations with those seated near you and other distracting behavior.

General Information

- **Breaks.** There will be two 10-minute breaks during the morning session and two 10-minute breaks during the afternoon session unless otherwise noted by the program sponsor. The lunch break is one hour. A meal is not provided unless specified in the sponsor's advertising or in your seminar confirmation materials.
- **Attendance sheets** will be distributed during class to verify your attendance during the morning and afternoon sessions. Attendance for the entire seminar is required.
- **Certificates of completion** will be distributed or mailed after completion of the program.

Seminar Schedule

SECTION 1. (Morning)

Sign-in

Sign-in

Overview and Introduction

Program Description, Learning Enhancements, Classroom Guidelines, and General Information

Part 1. The Appraisal Regulatory Environment for Federally Related Transactions

Introduction and Background

New Banking and Regulatory Environment
(1989 through Present)

MORNING BREAK

Part 2. Uniform Standards of Professional Appraisal Practice (USPAP) and Appraiser Performance and Appraisal Content

History of USPAP

What is USPAP?

Sections of USPAP

Part 3. Engaging an Appraiser for Lending Purposes

USPAP Requirements for Preparing an Appraisal

Typical Terms of an Assignment

MORNING BREAK

Typical Terms of an Assignment, cont.

Scope of Work to Be Performed

Appraisal Reporting

LUNCH

SECTION 2. (Afternoon)

Part 4. Application of the Sales Comparison Approach

Definitions

Sales Comparison Approach and Land Valuation

Sales Comparison Approach and Improved Property Valuation

Summary Questions for Financial Staff to Ask about the
Sales Comparison Approach

Part 5. Application of the Cost Approach

Steps of the Cost Approach

Summary Questions for Financial Staff to Ask about the Cost
Approach

AFTERNOON BREAK

Part 6. Application of the Income Capitalization Approach

Definitions

Steps of the Income Capitalization Approach

Summary Questions for Financial Staff to Ask about the
Income Capitalization Course

Reconciliation

Part 7. Review of Appendix Exhibits

Commercial Real Estate Appraisal Compliance Checklist

Commercial Appraisal Review

AFTERNOON BREAK

Real Estate Evaluation Report

Uniform Commercial/Industrial Summary Appraisal Report

AI® Reports Summary Appraisal Report - Residential

Closing Questions

Review and Evaluation Forms

State of Arizona
Arizona Board of Appraisal



Certification of Educational Session Completion

Jo Dance

PRINT NAME OF STUDENT

HAS COMPLETED THE FOLLOWING APPROVED EDUCATION SESSION:

National USPAP Update Course 2014-2015

COURSE TITLE

EXAMINATION WAS SUCCESSFULLY COMPLETED YES NO N/A

PRESENTATION DATE: Scottsdale, Arizona – March 28, 2014

COURSE APPROVAL CODB: #ABA 1013-1211

Arizona Appraisers State Conference, LLC.

SPONSOR NAME (PRINTED)

APPROVED CATEGORY AND NUMBER OF HOURS FOR ABOVE COURSE:

QUALIFYING EDUCATION COURSE _____
Examination Required Number of Hours

CONTINUING EDUCATION COURSE 7
No Examination Required Number of Hours

James H. Condie
AUTHORIZED SIGNATURE
Instructor # 3958390

State of Arizona
Arizona Board of Appraisal



Certification of Educational Session Completion

J. O. Blase
PRINT NAME OF STUDENT

HAS COMPLETED THE FOLLOWING APPROVED EDUCATION SESSION:

E & O Case Studies
COURSE TITLE

EXAMINATION WAS SUCCESSFULLY COMPLETED YES NO N/A

PRESENTATION DATE: 2/22/2014

COURSE APPROVAL CODE: #ABA 0114-1247

Arizona Appraisers State Conference, LLC.
SPONSOR NAME (PRINTED)

APPROVED CATEGORY AND NUMBER OF HOURS FOR ABOVE COURSE:

QUALIFYING EDUCATION COURSE :
Examination Required Number of Hours

[Signature]
AUTHORIZED SIGNATURE

CONTINUING EDUCATION COURSE 7
No Examination Required Number of Hours

State of Arizona
Arizona Board of Appraisal



Certification of Educational Session Completion

Jo Duce

PRINT NAME OF STUDENT

HAS COMPLETED THE FOLLOWING APPROVED EDUCATION SESSION:

Supervising Appraisers

COURSE TITLE

EXAMINATION WAS SUCCESSFULLY COMPLETED YES NO N/A

PRESENTATION DATE: 1/15/2014

COURSE APPROVAL CODE: #ABA 0411-1012

Arizona Appraisers State Conference, LLC.

SPONSOR NAME (PRINTED)

APPROVED CATEGORY AND NUMBER OF HOURS FOR ABOVE COURSE:

QUALIFYING EDUCATION COURSE _____
Examination Required Number of Hours

CONTINUING EDUCATION COURSE 4
No Examination Required Number of Hours

Jo Duce
AUTHORIZED SIGNATURE

7.a

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1179 Fairview Drive, Ste. E * Carson City, NV 89701 * (775) 687-4280
2501 E. Sahara Ave, Ste. 102 * Las Vegas, NV 89104 * (702) 486-4033
e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

Division use only:

Receipt # _____
Credential # _____
Processor initials _____
Date _____

**APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION**

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.***

School Name: California Chapter, ASFMRA		Date: August 19, 2015
Owner's Name: American Society of Farm Managers & Rural Appraisers		School's Fax: (209) 368-3602
School's Mailing Address: P.O. Box 838, Woodbridge, CA 95258		
Education Contact: Suzie Roget		Contact's Email: sroget@calasfmra.com
School's Main Phone: (209) 368-3762		Contact's Phone: Same
School Locations & Phone #s:		
Course will be held at the Hilton Garden Inn, Monterey, California.		
Purpose of School:		
Continuing Education focusing on technology applications used in appraisal.		

Title of Course: Technology Applications in Appraisal - Google Earth			
Delivery Method: <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study		Hours of Instruction:	
Level of Difficulty: <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
Course Objective: On completion of this course students will be able to:			
Utilize knowledge and resources learned in class to implement the tools into their appraisal practice.			
Subject Classification: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> General <input type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards			
Ethics/Standards Justification:			
Course Fee: \$299 Member / \$349 Non		Maximum Number of Participants: 30	

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where:	Approval #:
Additional Info:		

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Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)

Students are required to sign in after morning and afternoon sessions.

Required Materials to be submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input type="checkbox"/> Yes	
List of Scheduled Course Dates and Locations	<input checked="" type="checkbox"/> Yes	
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input checked="" type="checkbox"/> Yes	
Course Evaluation Form	<input type="checkbox"/> Yes	Electronic survey follows class.
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	
Attendance Certificate Sample** (see requirements below)	<input checked="" type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	
Application Fee: \$100.00 (made payable to NRED)	<input checked="" type="checkbox"/> Yes	

**** Attendance Certificates must include all of the following:**

- Name of offering entity
- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: **COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS**

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 *(775) 687-4280
2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 *(702) 486-4033
E-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4 with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Signature: _____ Date: 8/19/15
Print Name: Suzie Roget, Executive Director - California Chapter, ASFMRA

Applications should be sent to: **Appraisal Officer
Nevada Real Estate Division
1179 Fairview Drive, Suite E
Carson City, NV 89701-5453**

For questions call: **(775) 687-4280 ext 308**

Technology Applications in Appraisal, Google Earth Pro (8 hrs)

This seminar will provide an introduction to the mapping tools of the trade. With a focus on Google Earth Pro, it will delve into the many ways that this product can be used in the appraisal profession. It is designed to provide specialized training on the many functions of Google Earth Pro and how and why it can improve your efficiency. Learners will leave with knowledge and recourses needed to implement the tools provided into their appraisal practice.

The classroom presentation is a combination of PowerPoint presentations, class discussions and interactive demonstrations. A case study will focus on how to efficiently export MLS data to Google Earth. Participants will get to take home a USB drive with the Google Earth layers discussed and demonstrated.

Course Requirements:

Laptop computer

Google Earth Pro Installed on Computer (free)

Mouse

*Internet access will be provided

Objectives, Materials, Methodology

Objectives

- ✓ Advance the understanding of the best mapping & data tools available
- ✓ Data Acquisition, Data Mapping & Data Management
- ✓ Provide training on how to utilize Google Earth Pro and mapping programs to maximize appraisal process and efficiency
- ✓ Demonstrate processes and methodology for using Google Earth Pro
- ✓ Create a forum for participants to practice and discuss useful tools for applying Google Earth Pro in the appraisal process

Materials

- ✓ Pre-workshop assignment;
 1. Download Google Earth Pro
- ✓ USB Drive with Google Earth Layers in KMZ format
- ✓ "Cheat Sheet" to help navigate the functions and icons on Google Earth Pro
- ✓ PowerPoint presentation and interactive development of data gathering tools needed for applying Google Earth Pro to your appraisal process

Methodology

Pre-Workshop preparation:

- ✓ Arrive early to help participants get their laptop set-up
- ✓ Distribute USB drive (with PowerPoint and layers), cheat sheet, and other course materials so these items are ready when participants arrive

Morning Session:

Introduction at workshop (Participants and Course Content)

Overview of Available Mapping Tools & Common Mapping File Types

Defined and Recommended Google Earth Settings

Networking Morning break

Discuss the Functions/Capabilities of Google Earth Pro, starting with file structures, tips and tricks to the program

Lunch Break

Provide and explain the various layers associated with Google Earth and how they will increase productivity in appraisal practice

Networking Afternoon Break

Continue with the "Layers" presentation

Google Earth Pro Case Study – The fundamentals of searching for, obtaining, applying and converting data into a readable Google Earth file

Evaluate

Summarize and review objectives

Evaluate the course (survey) and adjourn

Technology Applications in Appraisal – Google Earth

Benjamin E. Holt



Ben Holt is a Senior Appraiser with Correia Xavier, Inc. Ben has appraised a wide variety of agricultural properties throughout California, including wineries; premium vineyards and estate residences; almond, pistachio and walnut orchards; citrus and avocado groves; all types of packing, processing and storage facilities; nursery and greenhouse facilities; and all types of open land from irrigated cropland for fresh vegetables to large, coastal cattle ranches. Ben specializes in complex, multi-property appraisal assignments of vertically-integrated farming operations and large diverse ranch properties throughout the state. Ben has performed appraisals for a wide variety of clients, ranging from some of the largest wine and nut crop producers in the world, to small, boutique, multi-generational family-owned wineries; various providers of agricultural financing; publicly and privately-held corporations, complex partnerships, major investors including insurance companies, pension funds and REITs; as well as federal, state and local governmental entities. Before

becoming an appraiser, Ben proudly served in the U. S. Army and full-time in the Army National Guard for nine years. After completing his military career, Ben earned a Bachelor of Science degree in Agricultural Business at California State University, Fresno. Ben was born and raised on a 37,000 acre ranch in Santa Barbara County and has experience in a myriad of agricultural operations including vineyards, wine production, wine sales, vegetable crops, aggregate mining, cattle ranching and general ranch management. He is certified by the state of California as a Certified General Real Estate Appraiser. Ben has extensive training and experience with GIS technologies and has implemented major applications between GIS and Google Earth for advanced "user friendly" appraisal applications.

Julie Rose



Julie Rose began her career at Correia Xavier, Inc. in February 2011 as an intern. After her graduation from California State University, Fresno, she came onboard full-time and has worked under the entire senior appraisal staff. Julie is certified by the State of California as a Certified General Real Estate Appraiser. During her time at C-X, she has gained valuable appraisal experience for a broad variety of agricultural property types throughout the state, including large and small winery facilities; premium vineyards in some of California's most prestigious regions, and walnut, pistachio, and almond orchard developments. Some of her recent appraisal experience includes complex facilities, large estate residences, and developing Discounted Cash Flow analyses for immature permanent plantings. Julie also has experience in the valuation of more complex properties held under leased fee and leasehold estates. Julie was born in Hanford, California, in an area dominated by local dairy operations. She was raised on a family farm, and

would often help with the business side of her family's operation when on break from college. Julie was an active member of the Future Farmers of America and 4-H clubs, where she would raise and show replacement heifers. In 2011, she graduated from CSU Fresno where she earned a Bachelor's degree with honors in Agricultural Economics. Julie has begun the process to earn her Accredited Rural Appraiser (ARA) designation.

Melissa Sandlin, ARA



Melissa Sandlin is an appraiser at American AgCredit. Melissa holds the Certified General Real Estate License in the State of California and the Accredited Rural Appraiser (ARA) designation from the American Society of Farm Managers and Rural Appraisers. Melissa appraises a wide variety of farm and rural properties primarily located throughout the central and northern San Joaquin Valley including almond, pistachio, walnut and various tree fruit orchards, dairy facilities, irrigated cropland, rural residential properties, native pasture and conservation easement encumbered properties. Melissa is also active in the California Chapter of the American Society of Farm Managers and Rural Appraisers, currently serving as the Appraisal Education Committee Chair. Melissa grew up on her family's diversified farming operation in El Nido, CA, where they farm cotton, alfalfa, silage corn and wheat while maintaining a small dairy and a

registered Hereford beef operation. Melissa enjoyed working on the farm while growing up and maintains involvement through her husband, who is active in the family operation. Melissa graduated Summa Cum Laude with a B.S. Degree in Agricultural Business and a minor in Animal Sciences. Melissa helped American AgCredit select and implement Google Earth Pro, and co-developed and co-taught an in-house training session for appraisers.

Tiffany Holmes, ARA



Tiffany Holmes is a senior appraiser at American AgCredit. Tiffany holds the Certified General Real Estate License in the State of California and the Accredited Rural Appraiser (ARA) designation from the American Society of Farm Managers and Rural Appraisers. Tiffany appraises a wide variety of farm and rural properties primarily located throughout the central and northern San Joaquin Valley and southern Sacramento Valley including almond, walnut, vineyards and various tree fruit orchards, dairy facilities, feedlot facilities other packing/cold storage facilities, almond and walnut huller facilities, feed mills, irrigated cropland, rural residential properties, native pasture and conservation easement encumbered properties. Tiffany is also active in the California Chapter of the American Society of Farm Managers and Rural Appraisers, currently serving as the co-chair of the *Trends* Publication Committee. Tiffany grew up on her family's registered jersey dairy in Eureka, CA. Tiffany

enjoyed working on the dairy while growing up and was active in 4-H and FFA showing her registered jerseys at local fairs and up and down the west coast. Tiffany graduated with a B.S. Degree in Agricultural Business from Cal Poly, SLO. Tiffany helped American AgCredit select and implement Google Earth Pro, and co-developed and co-taught an in-house training session for appraisers.

Technology Applications in Appraisal - Google Earth

Wednesday, September 30, 2015

TIMED OUTLINE

Start	End	Hours	Session Title	Speaker	Business
8:00 to	8:15	0.25	Welcome & Course Objective	Ben Holt	Correia-Xavier, Inc.
8:15 to	9:00	0.75	Overview of Available Mapping Tools & Common Mapping File Types	Ben Holt	Correia-Xavier, Inc.
9:00 to	9:30	0.5	Defined and Recommended Google Earth Settings	Ben Holt	Correia-Xavier, Inc.
9:30 to	10:00	0.5	Networking Break		
10:00 to	12:00	2	Functions of Google Earth	Melissa Sandlin, ARA Tiffany Holmes, ARA	American AgCredit American AgCredit
12:00 to	1:00	0	Lunch Break		
1:00 to	3:00	2	Layers (soils; topography; FEMA; section, township range, etc.)	Ben Holt Julie Rose Tiffany Holmes, ARA Melissa Sandlin, ARA	Correia-Xavier, Inc. Correia-Xavier, Inc. American AgCredit American AgCredit
3:00 to	3:30	0.5	Networking Break		
3:30 to	4:00	0.5	Layers (water districts, water basins, ground water, etc.)	Ben Holt Julie Rose	Correia-Xavier, Inc. Correia-Xavier, Inc.
4:00 to	5:00	1	Case Study - Converting MLS Data to Google Earth	Ben Holt	Correia-Xavier, Inc.
TOTAL HOURS		8			

7.b

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

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2501 E. Sahara Ave, Ste. 102 * Las Vegas, NV 89104 * (702) 486-4033
e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>

Division use only:	
Receipt # _____	
Credential # _____	
Processor initials _____	
Date _____	

**APPRAISER CONTINUING EDUCATION
NEW COURSE APPLICATION**

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THE COURSE APPLICATION FEE IS NON-REFUNDABLE.***

School Name: California Chapter, ASFMRA		Date: February 27, 2015
Owner's Name: American Society of Farm Managers & Rural Appraisers		School's Fax: (209) 368-3602
School's Mailing Address: P.O. Box 838, Woodbridge, CA 95258		
Education Contact: Suzie Roget		Contact's Email: sroget@calasfmra.com
School's Main Phone: (209) 368-3672		Contact's Phone: Same
School Locations & Phone #s:		
Course for which application is being submitted will be held at the Paso Robles Event Center, 2198 Riverside Avenue, Paso Robles, CA		
Purpose of School:		
In-depth hands-on workshop on Unmanned Aerial Systems, their use and how to operate them.		

Title of Course: In-Depth Unmanned Aerial Systems Workshop	
Delivery Method: <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study	Hours of Instruction:
Level of Difficulty: <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
Course Objective: On completion of this course students will be able to:	
Be better informed of California and Nevada land and lease values and influence of commodities on such.	
Subject Classification: <input type="checkbox"/> Residential <input checked="" type="checkbox"/> General <input type="checkbox"/> Both <input type="checkbox"/> Ethics/Standards	
Ethics/Standards Justification:	
Course Fee: \$150 Member / \$180 Non	Maximum Number of Participants: 50

Is the course accredited, approved, or offered by any appraiser commission, trade commission or the Appraisal Qualifications Board? Yes No (If yes, please explain.)

When:	Where:	Approval #:
Additional Info:		

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY

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1179 Fairview Drive, Suite E * Carson City, NV 89701-5453 *(775) 687-4280
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E-mail: realest@red.state.nv.us http://www.red.state.nv.us

Explain procedure for verifying attendance and complying with attendance requirements.
(Note: minimum acceptable procedure is signing in at the beginning of the AM and PM session.)
Students are required to sign in after morning and afternoon sessions.

Required Materials to be submitted with Application:

Material:	Enclosed?	Comments:
Detailed Course Outline	<input checked="" type="checkbox"/> Yes	
Student Handouts & Course Materials (one copy)	<input type="checkbox"/> Yes	N/A
List of Scheduled Course Dates and Locations	<input checked="" type="checkbox"/> Yes	
Proposed Advertising	<input checked="" type="checkbox"/> Yes	
Statement of Refund or Cancellation Policy	<input checked="" type="checkbox"/> Yes	
Course Evaluation Form	<input type="checkbox"/> Yes	Electronic survey follows conference.
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input type="checkbox"/> Yes	Speaker List Provided
Attendance Certificate Sample** (see requirements below)	<input checked="" type="checkbox"/> Yes	
Distance Education ONLY: AQB or IDECC approval letter	<input type="checkbox"/> Yes	n/a
Application Fee: \$100.00 (made payable to NRED)	<input checked="" type="checkbox"/> Yes	

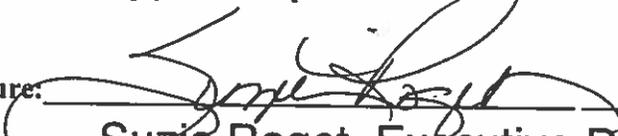
**** Attendance Certificates must include all of the following:**

- Name of offering entity
- Title of course or seminar
- State approval number
- Name and license number of participant
- Date of instruction
- Number of hours of instruction
- Original signature of person authorized to sign for offering entity
- Statement: **COURSE APPROVED BY THE NEVADA COMMISSION OF APPRAISERS**

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- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
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- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4 with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Signature:  Date: February 27, 2015

Print Name: Suzie Roget, Executive Director, CalASFMRA

Applications should be sent to: Appraisal Officer
Nevada Real Estate Division
1179 Fairview Drive, Suite E
Carson City, NV 89701-5453

For questions call: (775) 687-4280 ext 308

OUTLOOK 2015 AGRIBUSINESS CONFERENCE			
IN-DEPTH UNMANNED AERIAL SYSTEMS WORKSHOP			
THURSDAY, APRIL 16, 2015			
PASO ROBLES, CA			
Time	Topic	Presenter	Minutes
8:00 - 9:30 a.m.	Technology Review History of Unmanned Aerial Systems Public Opinion Challenges FAA Hobby Guidelines New AFF Proposed Commercial Policy	Chad Colby	90
9:30 - 9:45 a.m.	Break	n/a	15
9:45 - 11:00 a.m.	Intro Flights with Phantom 2	Chad Colby	75
11:00 - 11:30 a.m.	Q & A Session on Morning Topics		30
11:30 - 12:15 p.m.	Lunch	n/a	45
12:15 - 1:30 p.m.	Current UAV Technoloty • Multi Rotors • Fixed Wings • Sensors Future Technology Q&A Session on Above Topics	Chad Colby	75
1:30 - 2:30 p.m.	Advanced flight demos Additional flight time and Q&A with equipment	Chad Colby	60
2:30 - 2:45 p.m.	Break		15
2:45 - 4:30 p.m.	Hands on instruction - flying Unmanned Aerial Systems	Patrick Smith / Professional UAV Pilot	75
		Total Minutes	480
		Less Portion of Lunch	-45
		Net Total Minutes	435
		Conversion to Hours	7.25

Brenda Kindred

Subject: FW: Course application

From: California Chapter [mailto:info@calasfmra.com]
Sent: Friday, August 14, 2015 11:10 AM
To: Brenda Kindred
Subject: RE: Course application

Hi Brenda,

I have included an email below that was submitted to BREA on the Aerial Systems Workshop as supplemental information. This was the determining factor in the approval of the class for credit. I think this will be the information your commission is looking for.

To: Elena Corral

I would like to chat with you regarding the Chapter's application for CE credit for our seminar on the operation of an unmanned aerial vehicle (UAV). The quadcopter is the most commonly available type of UAV and is commonly referred to as a "drone". Our primary presenter is a nationally recognized authority on the operation of the UAV and has presented several seminars stretching from the Pacific Northwest to the Illinois corn belt.

As a rural appraiser, I have had multiple situations in the past 12 months in which unique aerial views would have been helpful for resolving property valuation issues. Several of these situations have involved litigation or complex lending issues. In some cases, I have had to rely on available imagery, such as GoogleEarth Pro, or renting a full-sized aircraft and contorting my body up against the window of a small plane to obtain my best-effort photo. The quality of the through-the-window snapshots are often blurred, blighted by reflected light, or the unexpected fuzziness due to fog or low cloud ceiling.

The UAV (drone) has the advantage of being cost effective, programmable location route using GPS coordinates, and exceptionally high quality cameras that provide both still and video images.

Take the eminent domain cases that the State of California has initiated for the land acquisition process for the Bullet Train in the San Joaquin Valley. The State's proposed taking is bisecting farms, orchards, and vineyards along this route. Proper use of the imagery from a UAV has the potential for clarifying the Before and After condition for the real estate appraisal for both the property owner and the state agency. The opportunity to illustrate an entire farm operation with a video has the potential to save the state's real property acquisition specialists and their appraisal support considerable time and effort in the right-of-way acquisition for this one project alone.

The state's regional water control board is presently gathering data to implement the Grazing Regulatory Action Project (GRAP). This change in statewide land use policy will impact the use of rural pasture land by defining the location and timing of livestock grazing in various watersheds. The ability to visualize the set asides or types of land use operations needing change goes to the heart of the highest and best use for grazing land. Imposing a strip buffer along a creek waterway can eliminate significant acreage from the pasture. For example, a 50-foot buffer along a mile of streambed eliminates 6.06 acres (50x5280 divide by 43,560 SF/Acre). That is six acres of usable pasture land that falls into the category of non-economic watershed. Again, the use of a UAV drone to illustrate the locations of the streams, the potential buffers, and areas of interest is critical to providing accurate rural property appraisal services. When land is eliminated or has restricted use, there is the potential to reduce the pasture rent potential, which is an element of the income approach to value.

I reside and work in a community that has several wildfires. There are the obvious situations immediately after a fire, but there are also the issues that arise months after the fire during the rainy season when landslides and mud flows cascade onto down-gradient properties. In mountainous and inaccessible terrain, the use of the drone photography for describing and documenting the subject property and the comparable properties is a critical step in producing a credible report. The appraisal venues are litigation and insurance claims.

The seminar is also providing the attendees with exposure to the current Federal guidelines for the proper use of a UAV.

Adapting to new technology is critical to providing a quality real property valuation service to the residents of California. I respectfully request that you reconsider our chapter's request for continuing education credit. The seminar gives the appraiser the tools to make a quality rural property inspection and have a defensible illustration of physically possible and financially feasible elements of the highest and best use.

Best regards,
Dave Hamel, ARA
Program Chairman
805.934.6674
HAMEL484@GMAIL.COM

Suzie Roget
Executive Director



P.O. Box 838, Woodbridge CA 95258
Tel: 209.368.3672 FAX: 209.368.3602
www.calasfmra.com

Quick Links:

Order California Water & Irrigation District Maps
Order 2015 Trends in Agricultural Land & Lease Values



Brenda Kindred

From: Brenda Kindred
Sent: Wednesday, August 12, 2015 3:02 PM
To: 'sroget@calasfmra.com'
Subject: Course application

Ms. Roget

The Commission reviewed the application for In-Depth Unmanned Aerial Systems Workshop yesterday and has tabled their decision until the next hearing. They would like to know if any of the information is related to appraisers or the appraisal process.

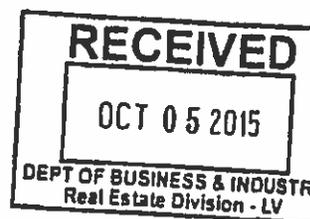
Thanks
Brenda

Brenda Kindred-Kipling
Appraisal Officer
775 687 4280 X 312
1179 Fairview Dr.
Suite E
Carson Ctiy, NV 89701

8.a

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e-mail: realest@red.state.nv.us <http://www.red.state.nv.us>



APPRAISER *PRE-LICENSING* EDUCATION COURSE RENEWAL APPLICATION: OUT-OF-STATE PROVIDERS

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
THE COURSE APPLICATION FEE IS NON-REFUNDABLE***

School Name: Dynasty School		Date: 10/3/15
Owner's Name: Huey J. Huang	School's Fax: 626 . 543 . 6415	
School's Mailing Address: 2373 S. Hacienda Heights, CA 91745		
Education Contact: Steven Fung	Contact's Email: steven@dynastyschool.com	
School's Main Phone: 800-888-8827	Contact's Phone: 800-888-8827	
School's Web Address: www.dynastyschool.com ; www.ellicenseschool.com		

Title of Course: Advanced Residential Applications and Case Studies		Hours: 15 QE
Delivery: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	NV Approval #: PL.0008536-A	

Has the curriculum for the course changed? YES NO
If yes, please attach a detailed description of the changes.

Is the course approved through the Appraisal Qualifications Board (AQB) Course Approval Program?
 YES NO
If yes, please attach a copy of the approval certificate.

Has the approval for course been withdrawn/rescinded by the AQB course approval program or any other state jurisdiction? YES NO
If yes, please attach supporting documentation.

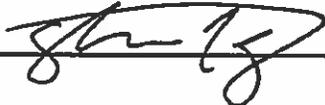
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2501 East Sahara Avenue, Suite 102 * Las Vegas, NV 89104-4137 *(702) 486-4033
e-mail: realest@red.state.nv.us http://www.red.state.nv.us

Required Materials to be Submitted with Application:

Material:	Enclosed?	Comments:
List of Currently Approved Instructors and New Instructor Applications (who intend to teach course)	<input checked="" type="checkbox"/> Yes	Dr. Robert Abelson
Proposed Advertising	<input checked="" type="checkbox"/> Yes	no special advertising, only web search
List of Scheduled Course Dates and Locations	<input checked="" type="checkbox"/> Yes	online
Application Fee: \$100.00 (made payable to NRED)	<input checked="" type="checkbox"/> Yes	

- I consent to auditing and/or evaluating by authorized representatives of NRED.
- I agree to report any material changes of the information contained in this application to NRED prior to presenting the amended course.
- I agree to retain attendance records for at least five years from the date of the offering for each participant.
- I agree to provide certificates of attendance completed in compliance with NAC 645C.315 4. with original authorized signatures only for students who have completed this course.
- I agree to comply with the provisions of NAC 645C.

Authorized Signature:  Date: 10/3/15
Print Name: Steven Fung

Applications should be sent to: **Appraisal Officer
Nevada Real Estate Division
1179 Fairview Drive, Suite E
Carson City, NV 89701-5453
(775) 687-4280 ext 308**

For questions call:

8.b

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e-mail: realest@red.state.nv.us http://www.red.state.nv.us

**APPLICATION FOR ACCREDITATION OF
APPRAISER PRELICENSING EDUCATION**

Courses to meet the education requirements for obtaining a Nevada Real Estate Appraiser License

Date: 9/10/15

1. School Name: Dynasty School Telephone: 800-888-8827
2. Owner's Business Address 2373 S. Hacienda Blvd. Hacienda Heights, CA 91745
3. Purpose of School: Vocational School

4. School Locations Phone Manager or Director Instructors
Hacienda Heights, CA 91745 // 800-888-8827 // Jerry Fung, School Director // Robert Abelson, Ph. D, Instructor

5.

Title of Course	Hours	Course Fee	License Type: Residential/ General	Course Type
<i>Sample</i>	<i>0</i>	<i>\$ 0.00</i>	<i>Residential/ General</i>	<i>Classroom/Correspondence / Interactive / Video</i>
Supervisor Trainee Course	4	99	Trainee/Certified	Internet/Distance

6. Attach a schedule of courses for accreditation period (July to June). This schedule must include: Course title; Dates & Times of instruction for each school location.
7. The statutorily required fee of \$100.00 per course of instruction is enclosed. Total of \$ 100 enclosed. This fee applies to approval of a course of instruction offered in preparation for an initial license. This fee is NON-REFUNDABLE
8. Submit copies of all existing advertising and proposed advertising. Submit the student catalogue, which must contain the cancellation and refund policies. And, submit copies of student contracts.
9. Describe the physical facility you will use for instruction (number of students pre classroom, size of classroom, equipment, visual aids, instructional devices).
10. Give the total cost of each course of study offered and state terms of payment. If the school cancels or refunds any portion of the cost of a course when a student fails to complete the course, list the refund schedule for all cancellations or refunds.
11. List school requirements for attendance, including policy on making up sessions missed.
12. Describe school's grading system, including the methods of testing and standards of grading.

*EDUCATION SECTION
2501 E SAHARA AVE
LAS VEGAS, NV 89104-4137
(702) 486-4033, selection 2
http://www.red.state.nv.us*

COURSE INFORMATION SHEET

Date of Application: 9/10/15 For Renewal Period: _____

Course Title: SUPERVISOR TRAINEE COURSE

Instructor Names	Instruction Site
Robert Abelson, Ph. D	Internet/Distance

Course Fee: \$99 Hours of Accreditation: 4

Hours of Classroom Attendance Required: N/A

Number of Required Quizzes 7 Number of Required Exams: 0

Attach a copy of each examination, with the correct answers stated or marked.

Minimum passing grade per test 70% Overall for the course 70%

REQUIRED TEXTS AND OTHER READINGS FOR THIS COURSE		
Title	Author	Publisher / Date
Supervisor and Trainee	Dynasty School	9/2015

Statement of Course Objective:

See Attached

COURSE OUTLINE. PLEASE PROVIDE A THREE-LEVEL OUTLINE OF THE COURSE CONTENT AS WELL AS COMPLETING THE COURSE MODULE SHEET.

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