

Appraisal Institute Education Programs

(Last updated June 2017)

Education program descriptions

This comprehensive catalog provides descriptions, total classroom/online hours, AI CE points, and state CE or QE for the following programs:

- Classroom courses
- Classroom seminars
- On demand online courses
- On demand online seminars
- Live online synchronous programs
- Webinars
- Professional Development programs
- Chapter Resources-Spotlights
- General Demonstration Report Capstone program
- Client Education program

For complete information on each program, please see the Appraisal Institute Web Site at <http://www.myappraisalinstitute.org/education/default.aspx>.

Note. *Not all programs are approved in each state; please check the Appraisal Institute State Certification Web Page at http://myappraisalinstitute.org/education/state_aprv.aspx for state approvals.*

Table of Contents

Classroom Education

Courses.....	3
Professional Development Programs	15
Seminars.....	16
Chapter Seminar Resources-Spotlights	22

Online Education

On Demand Online Courses.....	24
On Demand Online Seminars	29
Live Online Synchronous Programs	33
Webinars	35

Other Programs

General Demonstration Report Capstone Program	46
Client Education	46



Classroom Education: Courses

<http://www.myappraisalinstitute.org/education/default.aspx>

Advanced Concepts & Case Studies

Synthesizes the three approaches to value, examines their applications, and helps participants apply basic and advanced valuation techniques. Case Studies teach participants to analyze and organize data and choose the appropriate tools to solve appraisal problems. Emphasizes the need to test the reasonableness of all the conclusions reached in an appraisal.

- *Total 40 hours (2 pre-class online, 35 classroom, 3 exam); general appraisers; required MAI designation course. Approved for CE (most states). AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=503GD to check your state's QE elective approval status. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass exam only - 325 points.*

Advanced Income Capitalization

Advanced applications of the income capitalization approach are investigated and explored. Discounted cash flow analysis provides the framework for much of the discussion of investment analysis concepts, emphasizing an understanding of the relationships among the various components of DCF, financial leverage, and risk analysis. The course uses hands-on computer spreadsheet modeling techniques for in-class illustrations and practices of taught concepts.

- *Total 35 hours (2 pre-class online, 30 classroom, 3 exam); general appraisers; required MAI designation course. Approved for CE (most states). AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=501GD to check your state's QE elective approval status. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass exam only - 325 points.*

Advanced Market Analysis and Highest & Best Use

Building on the Level B marketability studies that were applied in *General Appraiser Market Analysis and Highest & Best Use*, you should learn how to perform Level C marketability studies using fundamental demand analysis and have the opportunity to study several real estate markets in a single city. Draw credible conclusions about the demand for and capture of four different subject properties: residential multifamily, industrial, retail, and land with potential for mixed-use development. An in-depth analysis of related issues including urban structures, market cycles, and economic base analysis is provided. The mixed-use development study as well as consideration of conversion of the multifamily property for condominium use should broaden your understanding of highest and best use analysis and give you even more tools to apply it.

- *Total 35 hours (2 pre-class online, 30 classroom, 3 exam); general appraisers; required MAI designation course. Approved for CE (most states). AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=500GD to check your state's QE elective approval status. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass exam only - 325 points.*

Advanced Residential Applications and Case Studies/Part 1

In Part 1 of a two-part course package, you will apply appraisal techniques to solve a complex residential case study appraisal assignment. You will put your knowledge of terminology, concepts, procedures, and methods to the test as you demonstrate competence in the areas of appraisal analysis learned in previous courses. By successfully completing the course and exam, you will have met most states' education requirements in the content area identified as advanced residential applications and case studies. Individuals who are seeking the Appraisal Institute SRA designation may take this course and *Advanced Residential Report Writing/Part 2* as an alternative to complete the Residential Demonstration of Knowledge requirement.

- 14 classroom hours + 1-hour exam; residential appraisers; required SRA designation course; QE, AQB approved. AI CE credit: Attend only - 175 points (residential) or 150 points (general); Attend and Pass - 225 points (residential) or 200 points (general).

Advanced Residential Report Writing/Part 2

In Part 2 of a two-course package, you are provided with the tools to write sections of a narrative report. You will complete eight writing assignments based on sections of a narrative appraisal report for the case study property you analyzed in Part 1. Successful completion of this course should increase your ability to 1) apply a wide range of appraisal procedures to solve complex appraisal problems and 2) use a narrative reporting format with confidence to explain and support your conclusions convincingly. Individuals seeking the Appraisal Institute SRA designation may take this course and *Advanced Residential Applications and Case Studies/Part 1* as an alternative to complete the Residential Demonstration of Knowledge requirement.

- 28 classroom hours + 2-hour exam; residential appraisers; required SRA designation course; QE, AQB approved (may be used to fulfill the 20-hour Elective topic requirement toward residential certification in states where approved). AI CE credit: Attend only - 275 points (residential) or 200 points (general); Attend and Pass - 375 points (residential) or 250 points (general).

Advanced Spreadsheet Modeling for Valuation Applications

This two-day course will teach appraisers to prepare advanced analyses in a simpler manner and with less error. It will appeal to participants with experience in market analysis and highest and best use and also those with experience in applying inferred market analysis. The focus is on problem solving and efficiency while uncovering some of the tools of the spreadsheet program that will make an analysis stronger and increase productivity. Participants will find the applications especially helpful in the areas of market analysis, feasibility analysis, and highest and best use. Gain techniques to solve real-world problems and develop best practices in modeling that can be applied in other situations.

- 14 classroom hours + 1-hour exam; general and residential appraisers; CE PENDING; Analytics for Valuation Professional Development Program course—for more information see the FAQs. www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.

Application & Interpretation of Simple Linear Regression

This two-day course is designed for appraisal professionals who want to learn how to use Microsoft Excel to apply statistical methods to valuation problems. The course employs Excel's "data analysis" add-in and charting capabilities to assist in developing descriptive statistics and in using simple linear regression analysis to estimate linear relationships between two variables. Topics include descriptive statistics, charts and tables, an introduction to simple linear regression, assumptions underlying application of linear regression modeling, nonlinear curve fitting, prediction and forecasting, data sufficiency, and separation of pooled data by submarket. Participants will be engaged in hands-on learning, discovering and applying basic statistical methods to data sets custom built to illustrate each session's objectives in a valuation context. This course will help you gain a solid understanding of simple linear regression analysis and be prepared for more advanced multiple linear regression study.

- 14 classroom hours + 1-hour exam; general and residential appraisers; CE PENDING; Analytics for Valuation Professional Development Program course—for more information see the FAQs. www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.

Basic Appraisal Principles

If you are considering a career in professional valuation services, your journey should begin with *Basic Appraisal Principles*. This four-day course will introduce you to real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, highest and best use, and ethical considerations. The course should provide a solid foundation in basic appraisal principles no matter what appraisal specialty you pursue.

28 classroom hours + 2-hour exam; general and residential appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points; Pass exam only - 150 points.

Basic Appraisal Procedures

Apply the principles and concepts learned in *Basic Appraisal Principles*. This four-day course takes you step-by-step through the valuation process: defining the problem, collecting and analyzing data, reaching a final opinion of value, and communicating the appraisal. Learn about the three approaches to reaching an opinion of value—income capitalization, cost, and sales comparison—and apply them in true-to-life case studies and problems. After examining income capitalization methods and formulas, learn how rates and multipliers are derived. Through case studies discover the steps and concepts involved in the cost approach—how appraisers estimate the cost of constructing a reproduction of or replacement for an existing structure; the three major components of depreciation and methods for estimating and allocating depreciation; and land and site valuation. The course will guide you through the sales comparison approach including researching the market, verifying information, selecting units of comparison, conducting a comparative analysis, making adjustments, and reconciliation. Complete key sections of an appraisal report. Finally, the course provides an introduction to property description and construction and design basics.

- *28 classroom hours + 2-hour exam; general and residential appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points; Pass exam only - 150 points.*

Business Practices and Ethics

This course addresses topics that were not included in the previous version, such as the Guide Notes to Standards of Professional Appraisal Practice. Numerous Q&As address real-life, up-to-date matters that appraisers encounter in various assignments, including mortgage lending, litigation, property tax appeal, and many more.

- *7 classroom hours; general and residential appraisers; Designated members, Candidates, Practicing Affiliates, and those interested in readmitting to the Appraisal Institute should enroll in this course. **Note.** This course is required CE for Designated members, Candidates, and Practicing Affiliates.; CE, AQB approved; online version available. AI CE credit: Attend only - 35 points.*

Case Studies in Appraising Green Commercial Buildings (Revised 2017 version coming soon)

As governmental mandates continue to filter down to all local communities, and buyers, sellers, developers and financiers of real estate market assess the importance of energy efficiency and sustainability, it is imperative that appraisers become familiar with the concepts of green building. This course provides practical application of techniques available to commercial appraisers. After a brief review of green principles and concepts, in-depth commercial case studies explore techniques for valuation. Participants should increase their knowledge of commercial green projects and become familiar with numerous resources to help them document the appraisal process.

- *14 classroom hours + 1-hour exam; general appraisers and lenders; approved for GBCI CE hours by the USGBC; CE. Valuation of Sustainable Buildings Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.*

Case Studies in Appraising Green Residential Buildings

This one-day course introduces participants to valuation methods for appraising the high performance house. Participants learn the appraisal procedures for valuing green residential properties to assist in supporting an opinion of value. The course focuses on the valuation process in different appraisal problems encountered in appraising green properties. The valuation process is examined as it applies in each of the three approaches to value. In-depth case studies help participants develop their problem-solving skills in this new building technology.

- 7 classroom hours + 1-hour exam; residential appraisers and lenders; approved for GBCI CE hours by the USGBC; CE. Valuation of Sustainable Buildings Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 75 points; Attend and Pass - 125 points.

Condemnation Appraising: Principles and Applications

Gain an understanding of the eminent domain process, rules and regulations governing condemnation appraisals, and important issues unique to this appraisal specialty. Acquire the tools to address issues such as the valuation rules used by different jurisdictions, identification and valuation of the larger parcel, and the estimation of damages and benefits. Examine advanced applications of appraisal techniques and problem-solving in condemnation cases. Discover how courts view various appraisal methodologies. Case studies are presented to reinforce the application of condemnation appraisal principles. **Note.** This 3-day course combines the previous basic and advanced condemnation courses: *Condemnation Appraising: Basic Principles & Applications* and *Condemnation Appraising: Advanced Principles & Applications*.

- 21 classroom hours + 1-hour exam; general and residential appraisers; CE. Litigation Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 180 points; Attend and Pass - 200 points.

Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets

This two-day course provides the theoretical and analytical framework for separating the tangible and intangible assets of operating properties. Through discussion, lecture, readings, and case studies, participants will apply the theory of the firm and the concept of economic profit to the solution of problems and case studies related to ad valorem taxation, eminent domain, loan underwriting, and transaction price allocation. An overview of business valuation procedures and clarification of real estate and business valuation terminology is provided so participants become familiar with the terminology relevant to separating asset values. The class will review the legal foundations for property rights, be introduced to the methodologies, and become aware of the controversial and unresolved issues in this field. Finally, participants will learn about allocating real estate, personal property, and intangible asset values. (**Note.** This course contains diverse opinions regarding appraisal theory and applications. Neither this course nor the Appraisal Institute advocates a particular theory or method. Rather, each appraiser must come to his or her own conclusion based on the property type, local market customs, and scope of work.)

- 14 classroom hours + 1-hour exam; general appraisers; CE. Valuation of Components of a Business Enterprise Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.

General Appraiser Income Approach/Part 1

After a brief review and introduction, *General Appraiser Income Approach/Part 1* opens with a graphic treatment of the time value of money, the six financial functions of a dollar, and important associated concepts. A thorough, detailed analysis of gross income including leases and the various expenses appropriately deducted from gross income follows, with realistic case studies of several income property types. Direct capitalization is then presented using overall capitalization rates, band of investment, and residual techniques. Substantial class time is devoted to practicing the taught concepts to prepare participant for the exam.

- 27 classroom hours + 3-hour exam; general appraisers; AQB approved, QE, CE. AI CE credit: Attend only - 175 points (residential) or 150 points (general); Attend and Pass - 225 points (residential) or 200 points (general); Pass exam only - 200 points (residential) or 150 points (general).

General Appraiser Income Approach/Part 2

After a diagnostic quiz on the six financial functions of one and a brief review, *General Appraiser Income Approach/Part 2* opens with a thorough treatment of discounted cash flow (DCF) analysis. Topics include identifying components of a DCF, projecting cash flows, analyzing leases, solving for value in a variety of common situations, and supporting the discount rate. The effects of debt financing including cash equivalence and equity analysis are covered in detail. Income patterns and property models including residual and other applications are followed by selecting and supporting the discount rate. Also presented are the strengths and weaknesses of direct and yield capitalization. The final section reviews and summarizes the mathematical concepts involved with income capitalization and prepares the participant for not only the course exam but also the certification exam.

- 27 classroom hours + 3-hour exam; general appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 175 points (residential) or 150 points (general); Attend and Pass - 225 points (residential) or 200 points (general); Pass exam only - 200 points (residential) or 150 points (general).

General Appraiser Market Analysis and Highest & Best Use

The essential relationships between market analysis, highest and best use, the three approaches to value, and the final value opinion are covered in this AQB-approved course. You'll recognize that market analysis is integral to highest and best use, and that highest and best use is integral to market value. You'll also learn how to produce credible results in appraisal to develop opinions of market value.

- 28 classroom hours + 2-hour exam; general appraisers; required MAI designation course; AQB approved, QE, CE; online version available. AI CE credit: Attend Only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).

General Appraiser Report Writing & Case Studies

General Appraiser Report Writing & Case Studies provides instruction in effectively communicating a sound analysis of selected parts of a valuation. The course addresses USPAP requirements and the three types of writing most often used in appraisal reports: descriptive, numerical, and analytical. Lectures on writing principles, discussions of various sections of the appraisal report, and in-class writing exercises and presentations provide guidance and practice in effective communication of a valuation analysis. Specific assignments include writing a thesis statement, summarizing data, creating effective tables, writing a conclusion, communicating highest and best use, communicating an analysis, writing a letter of transmittal, and writing a reconciliation and opinion of value. During this four-day course, participants will use data provided in case studies as the basis for writing assignments that will help them recognize and produce effective reports. Multiple-choice examination focuses on components of good writing.

- 28 classroom hours + 2-hour exam; general appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass exam only - 150 points (general) or 200 points (residential).

General Appraiser Sales Comparison Approach

General Appraiser Sales Comparison Approach is an in-depth look at this valuation analysis method. It begins with detailed discussions of property comparability, techniques used to gather and verify data for a subject property, and use of this data in selecting appropriate comparable properties and neighborhoods for analysis in the approach. The course explores ways to sort and analyze data and effectively apply certain statistical analysis tools. Quantitative and qualitative analysis of comparable sales using units and elements of comparison is approached through extensive practice problems, case studies, and lecture.

- 27 classroom hours + 3-hour exam; general appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass exam only - 150 points (general) or 200 points (residential).

General Appraiser Site Valuation & Cost Approach

General Appraiser Site Valuation and Cost Approach is a practical, hands-on course that concerns two basic aspects of real estate appraisal: land/site valuation and the development of the cost approach. Extensive use of problems and case studies provide practice in applying site valuation and cost approach methods.

- 28 classroom hours + 2-hour exam; general appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass exam only - 150 points (general) or 200 points (residential).

International Financial Reporting Standards for the Real Property Appraiser

Throughout the world, accounting standards setters are working more closely than ever on investor transparency and protection projects. Use of fair value in accounting is growing in many parts of the world, including certain segments of the property market in the United States. Use of fair value as a standard is likely to provide many opportunities for commercial real estate appraisers because the opinions of third party specialists are often obtained to enhance the credibility and auditability of financial statements. This practical course will help valuation professionals understand the relevant parts of the International Financial Reporting Standards that affect the valuation profession, including the use of common standards, terminology, and definitions. By working through international case studies, participants will learn the procedures for conducting fair valuation of fixed assets for financial reporting and how to conduct a test for asset impairment.

- 13 classroom hours + 2-hour exam; CE credit approved in some states; *International Valuation of Fixed Assets Professional Development Program* course— see the FAQs for more information www.appraisalinstitute.org/education/your-career/professional-development-programs/ . AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.

International Valuation Standards Overview (Revised 2017 version coming soon)

This course provides an overview of the standards that affect real estate noted in the 2013 International Valuation Standards. Specifically written for domestic and international valuation experts with a working knowledge of valuation techniques as well as for those with a financial and real estate background, this course will provide a working knowledge of the current and more user-friendly International Valuation Standards. The course provides guidance and examples and shows participants how to apply the IVS principles as widely as possible. Emphasis on ethical behavior and competent practice will help foster a higher level of public trust benefiting the real estate valuation profession in the USA and overseas.

- 7 classroom hours + 1-hour exam; CE credit PENDING; *International Valuation of Fixed Assets Professional Development Program* course—see the FAQs for more information www.appraisalinstitute.org/education/your-career/professional-development-programs/ . AI CE credit: Attend only - 75 points; Attend and Pass - 125 points.

Introduction to Green Buildings: Principles and Concepts

This one-day introduction course focuses on the evolution of green buildings, the concept of sustainability in buildings, and the principles, practices, and components that distinguish sustainable from traditional buildings.

- 7 classroom hours + 1-hour exam; general and residential appraisers; CE. *Valuation of Sustainable Buildings Professional Development Program* course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 75 points; Attend and Pass - 125 points.

Litigation Appraising: Specialized Topics and Applications

This two-day course provides an overview of business opportunities in specialized types of litigation other than eminent domain in which the valuation of real estate is frequently an issue. Topics include environmental contamination, ad valorem tax assessments, construction defects, bankruptcies, fraud and misrepresentation cases, income and estate tax disputes, and divorces. Through problem-solving activities, participants apply new concepts and address how to best handle valuation and reporting issues in a professional legal setting. Participants gain an understanding of the terminology and concepts involved in litigation valuation services in specialty areas and will learn about the many opportunities available for expanding their practices in litigation valuation.

- 15 classroom hours + 1-hour exam; general and residential appraisers; CE. *Litigation Professional Development Program* course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.

National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, 7-Hour

This one-day update course, copyrighted by The Appraisal Foundation, focuses on recent changes to USPAP requirements for ethical behavior and competent performance by appraisers. The course, which clarifies several commonly misunderstood aspects of USPAP, will aid appraisers in all areas of appraisal practice seeking updated competency in USPAP, including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

- 7 hours; general and residential appraisers; required every two years to meet the USPAP continuing education requirement; AQB approved, CE; online version available. AI CE credit: Attend only - 35 points.

National Uniform Standards of Professional Appraisal Practice (USPAP) Course, 15-Hour

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

- 14 classroom hours + 1-hour exam; general and residential appraisers; AQB approved, CE; does not meet the USPAP continuing education requirement; online version available. AI CE credit: Attend only - 70 points; Attend and Pass - 75 points.

Quantitative Analysis

This course limits its focus to the practical application of quantitative tools for analyzing data, drawing appropriate conclusions from data sets, and presenting both the analysis and conclusions in ways that enhance communication with appraisal clients. It reviews and furthers the application of basic statistical measures (mean, median, mode, standard deviation, etc.) and spends a good deal of time on graphical and regression analysis for use in producing and understanding various types of graphs. Goals include showing participants how to understand the reliability and validity of all data used to draw conclusions and providing the knowledge needed to check the validity of the conclusions others may draw from the same or similar data sets. Presentations and activities use real-world appraisal applications that are aimed at furthering an appraiser's ability to provide credible analysis of real property related issues.

- 35 hours (2 pre-class online, 30 classroom, 3 exam); general appraisers; required MAI designation course. Approved for CE (most states); AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=502GD to check your state's QE elective approval status; Analytics for Valuation Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass Exam Only - 325 points.

Real Estate Finance, Statistics, and Valuation Modeling

This two-day course provides an introduction to statistics, real estate finance, and modeling with applications to residential and commercial real estate appraisal. On the first day, you will develop an understanding of basic statistics and statistical analysis and learn how those skills can be used in valuation and evaluation practice. On day two, you will gain an understanding of real estate finance markets, learn about credit conditions and their impact values on appraisal, and calculate and interpret fundamental numbers on loan payments and balances.

- 14 classroom hours + 1-hour exam; general and residential appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 70 points (general) or 175 points (residential); Attend and Pass - 140 points (general) or 225 points (residential); Pass Exam only - 125 points (general) or 200 points (residential).

Residential and Commercial Valuation of Solar

As the US continues to search for energy alternatives, properties improved with solar PV (photovoltaic) are becoming more common, creating demand for appraisers trained in properly valuing solar PV. Encountering a solar photovoltaic (PV) system could present a valuation problem that you may not be prepared to solve. As an appraiser appraising green properties, it is inevitable that you will encounter solar PV. Even for those who don't specialize in green properties, the likelihood that you will encounter solar PV in your practice is increasing. This hands-on course introduces you to solar terminology, and through real-life examples and case studies, on both residential and commercial properties, shows you how to solve solar-related valuation problems. This course will focus on solar PV most commonly encountered in commercial and residential appraisal/consulting assignments. It will not focus on utility-scale solar (solar farms), solar thermal, or other forms of on-site renewable energy generation.

- 14 classroom hours + 1-hour exam; residential and commercial appraisers; CE credit; approved for GBCI CE hours by the USGBC; Valuation of Sustainable Buildings Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points.

Residential Market Analysis and Highest & Best Use

This two-day course provides a fresh look at the relationship between market analysis and highest and best use. Discover where to find the information you need to make a highest and best use decision and how to interpret the information you find. Learn how to read and map a market area for a subject property and discover the essential links between market analysis, highest and best use analysis, and the three approaches to value (cost, sales comparison, and income capitalization). Gain practical experience by solving highest and best use problems similar to problems you might encounter in the real world. Theory is translated into practice through extensive and varied classroom activities encouraging you to become actively involved in applying concepts to real-world situations.

- 14 classroom hours + 1-hour exam; residential appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 70 points; Attend and Pass - 140 points; Pass Exam only - 125 points.

Residential Report Writing and Case Studies

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

- 14 classroom hours + 1-hour exam; residential appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 70 points; Attend and Pass - 140 points; Pass Exam only - 125 points.

Residential Sales Comparison and Income Approach

Through two in-depth case studies, this introductory course provides you with the techniques necessary for completing the sales comparison and income capitalization approaches of the valuation process. You will develop and apply qualitative and quantitative analysis techniques as well as organize and reconcile data.

- 28 classroom hours + 2-hour exam; residential appraisers; AQB approved, QE, CE; online version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).

Residential Site Valuation and Cost Approaches

This course focuses on the valuation of vacant land parcels and the development of the cost approach. Create a current cost estimate using market extraction, discover effective interview techniques, and explore information provided by professional cost data sources. An in-depth case study takes you from the origin of the appraisal assignment to a final value estimate using various cost approach applications.

- 14 classroom hours + 1-hour exam; residential appraisers; QE, AQB approved; online version available. AI CE credit: Attend only - 70 points; Attend and pass - 140 points; Pass exam only - 125 points.

Review Case Studies—General

In this course, you will put into practice the concepts in *Review Theory-General*. Focusing on three case studies that present the challenges reviewers face every day in review assignments, you will apply the review process by developing review opinions of completeness, accuracy, adequacy, relevance, appropriateness, and credibility specific to another appraiser's work. By preparing written review reports, you will gain valuable confidence in the application of review techniques. Come prepared to be challenged. This course will be beneficial for appraisers or other real estate professionals who regularly work with appraisals and reviews.

- 30 classroom hours + 2-hour exam; general appraisers; required course for candidates pursuing the AI-RRS Designation. AI CE credit: Attend only - 275 points; Attend and pass - 375 points; Pass exam only - 100 points.

Review Case Studies—Residential

In this two-day course, you will apply the review process that you learned in *Review Theory-Residential* by walking through a case study that focuses on a two-stage review assignment. Day one begins with a quick refresher of review concepts. From there, you will work on an assignment that gets dropped on your desk much like it does in real life. Working in groups, as well as individually, you'll identify and analyze the components of the case study review assignment. For many, this will be the first opportunity to work through all seven steps of the review process and apply them within a simulated, very real-to-life assignment. Problem identification and scope of work is where the process begins and that quickly leads to the tougher analytical work where you'll analyze the subject appraisal report and develop opinions of completeness, accuracy, adequacy, relevance, and reasonableness (including tests of reasonableness). From there, you'll learn to develop opinions of appropriateness and creditability to both the appraiser's development work as well as opinions on whether the appraiser's report is appropriate and not misleading—including the reviewer's development of reasons for disagreement. Day two begins with the reviewer's development of his or own opinion of value in this two-stage review assignment. You will analyze additional field data to facilitate review decisions whether the opinion of value in the subject appraisal report is credible. From the start of the case study, you will take notes to prepare an individual review report which is submitted to the instructor (the review supervisor) before the exam.

- *14 classroom hours + 1-hour exam; residential appraisers; CE PENDING; required course for candidates pursuing the AI-RRS Designation. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and pass - 200 points (general) or 225 points (residential); Pass exam only - 100 points (general) or 100 points (residential).*

Review Theory—General

All reviewers should take this fundamental review course. Participants embark on an in-depth journey of the seven steps that our outlined through the review process, which is the core of this course. To be a reviewer, an appraiser must learn how to develop opinions of completeness, accuracy, adequacy, relevance, and reasonableness relative to the work under review. These opinions must be refined through tests of reasonableness in order to develop opinions of appropriateness and credibility. By taking this course, participants may gain invaluable confidence on the fundamentals of review.

- *30 classroom hours + 3-hour exam; general appraisers; CE; required course for designated members and candidates pursuing the AI-GRS Designation. AI CE credit: Attend only - 275 points; Attend and pass - 375 points; Pass exam only - 100.*

Review Theory—Residential

All reviewers should take this fundamental review course. Participants embark on an in-depth journey of the seven steps that our outlined through the review process, which is the core of this course. To be a reviewer, an appraiser must learn how to develop opinions of completeness, accuracy, adequacy, relevance, and reasonableness relative to the work under review. These opinions must be refined through tests of reasonableness in order to develop opinions of appropriateness and credibility. By taking this course, participants may gain invaluable confidence on the fundamentals of review.

- *15 classroom hours + 2-hour exam; residential appraisers; CE; required course for designated members and pursuing the AI-RRS Designation. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and pass - 200 points (general) or 225 points (residential); Pass exam only - 100 points (general) or 100 points (residential).*

Supervisory Appraiser/Trainee Appraiser Course

As of January 1, 2015, all individuals who become Supervisory Appraisers and Trainee Appraisers will be required to take a Supervisory/Trainee Course per the 2015 Real Property Appraiser Qualification Criteria. This four-hour course will address the national minimum requirements, responsibilities, and expectations for Trainee Appraisers and Supervisory Appraisers that are included in the AQB's required course outline.

- *4 classroom hours + 1-hour optional exam; CE; required course for all individuals becoming Supervisory Appraisers and all individuals becoming Trainee Appraisers after 1/1/2015. AI CE credit: Attend only – 20 points, Attend and pass exam – 25 points.*

The Appraiser as an Expert Witness: Preparation and Testimony

This two-day course introduces the basic concepts and strategies needed to engage in litigation valuation. It explores the scope of activities appraisers can expect in a legal action, including assessing the status of a case, developing a USPAP-compliant appraisal without preparing a written report, and understanding legal terminology and jargon. The course addresses how litigation assignments differ from lender assignments and how to market appraisal services to litigation clients. Participants work in small groups to practice effective deposition and direct testimony techniques and a mock trial with a residential case study gives them the opportunity to experience a realistic courtroom environment in which to polish their skills.

- *15 classroom hours + 1-hour exam; general and residential appraisers; CE. Litigation Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/ . AI CE credit: Attend only - 150 points; Attend and pass - 200 points.*

Two-Day Advanced Income Capitalization/A

This course reviews topics covered in the first half of the designation-track Advanced Income Capitalization course, but with a greater emphasis on the theoretical aspects of the material. Seasoned appraisers will find advanced topics that have not been covered in previous capitalization courses, along with new graphical ways to present analysis and conclusions. The course features a limited review of material covered in earlier income courses to maximize the time available for advanced topics. Advanced topics are divided into four general areas.

- *14 classroom hours + 1-hour optional exam; CE; Candidates for designation **cannot** take this course for designation credit. AI CE Credit: Attend only – 150 points; Attend and pass – 200 points; Pass only – 55 points.*

Two-Day Advanced Income Capitalization/B

This course reviews topics covered in the second half of the designation-track Advanced Income Capitalization course, but with a greater emphasis on the theoretical aspects of the material. Seasoned appraisers will find advanced topics that have not been covered in previous capitalization courses, along with new graphical ways to present analysis and conclusions. The course features a limited review of material covered in earlier income courses to maximize the time available for advanced topics.

- *14 classroom hours + 1-hour optional exam; CE; Candidates for designation **cannot** take this course for designation credit. AI CE Credit: Attend only – 150 points; Attend and pass – 200 points; Pass only – 55 points.*

Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications

The update (the first update to the standards since 2000) to the *Uniform Appraisal Standards for Federal Land Acquisitions* was released by the Interagency Land Acquisition Conference in Dec. 2016. This two-day course not only provides a comprehensive review of the *Uniform Appraisal Standards for Federal Land Acquisitions* 6th edition, it includes critical instruction to those involved in federal land acquisition valuation assignments. The course walks you through cases studies which demonstrate practical procedures and solutions. Whether you are an experienced appraiser who writes or reviews federal land acquisition appraisals or you are an appraiser interested in expanding your client base to include federal and state agencies and organizations, this course will show you how to apply the 6th edition *Uniform Appraisal Standards for Federal Land Acquisition* in practice. An optional one-hour exam is included

- 14 classroom hours + 1-hour exam; CE; general and residential appraisers; CE. AI CE credit: Attend only – 150 points; Attend and pass – 200 points; Pass only – 55 points.

Valuation in Challenging Markets

As the global economy continues to interconnect, it is increasingly important for appraisers and users of appraisal reports to understand how valuations are affected by economic, financial, and legal variables and systems worldwide. Further, it is essential for appraisers to know how property value can be accurately estimated in challenging markets within the framework of International Valuation Standards (IVS). This practical four-day course walks you through case studies that address different types of valuation by purpose and use and that encompass a broad range of property types, business activities, and countries.

- 28 classroom hours + 2-hour exam; CE. International Valuation of Fixed Assets Professional Development Program course—for more information, see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 200 points; Attend and pass - 250 points.

Valuation of Conservation Easements

Valuation of Conservation Easements is an advanced course designed for the general certified appraiser who understands the methodology in the approaches to value and is ready to embark on understanding the intricacies involved in one of the most misunderstood and difficult types of appraisals. Over 4 days, this intensive program will familiarize participants with conservation easement valuations in a variety of situations, including conventional appraisals, appraisals that are required to comply with the *Yellow Book*, and appraisals involving non-cash charitable contributions that are required to comply with IRS standards. Learning objectives will be accomplished through a series of lectures, in-class discussions, problem solving, homework assignments, and case-law analysis.

- 31 classroom hours + 2-hour exam; general appraisers; CE; AQB approved. *Valuation of Conservation Easement Professional Development Program* course—for more information, see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 200 points; Attend and Pass - 250 points.



Classroom Education: Professional Development Program Series

www.appraisalinstitute.org/education/your-career/professional-development-programs/

Analytics for Valuation

Courses: Quantitative Analysis; Advanced Spreadsheet Modeling for Valuation Applications; Application & Interpretation of Simple Linear Regression

For more detailed descriptions of these courses, please visit the above Courses section.

International Valuation of Fixed Assets

Courses: Valuation in Challenging Markets; International Financial Reporting Standards for the Real Property Appraiser; and International Valuation Standards Overview

For a more detailed description of these courses, please visit the above Courses section.

Litigation

Courses: The Appraiser as an Expert Witness; Litigation Appraising: Specialized Topics and Applications; and Condemnation Appraising: Principles & Applications

For more detailed descriptions of these courses, please visit the above Courses section.

Valuation of the Components of a Business Enterprise

Courses: Fundamentals of Separating Real Property, Personal Property, and Intangible Business Assets

For a more detailed description of this course, please visit the above Courses section.

Valuation of Conservation Easements

Course: Valuation of Conservation Easements

This program addresses concerns by the federal agencies for more comprehensive education on conservation easement valuation, one of the most controversial and scrutinized topics in valuation. For a more detailed description of this course, please visit the above Courses section.

Valuation of Sustainable Buildings

Courses: Introduction to Green Buildings; Case Studies in Appraising Green Residential Buildings; Case Studies in Appraising Green Commercial Buildings; and Residential and Commercial Valuation of Solar

For more detailed descriptions of these courses, please visit the above Courses section.



Classroom Education: Seminars

<http://www.myappraisalinstitute.org/education/default.aspx>

Advanced Land Valuation: Sound Solutions to Perplexing Problems

By examining unusual and complex land valuation assignments, this seminar takes concepts covered in the Appraisal Institute curriculum to the next level. Besides lecture, discussion, and Q&A, sample case studies will demonstrate, primarily in Excel, conceptual and practical applications that participants will be able to incorporate into their day-to-day work. Suggested solution strategies for these assignments will be provided.

- 7 classroom hours; general and residential appraisers; CE approval pending.
AI CE credit: Attend only - 75 points pending.

Analyzing Tenant Credit Risk and Commercial Lease Analysis (REVISIONS COMING SOON!)

- 7 classroom hours; general appraisers; CE. AI CE credit: Attend only - 75 points.

Appraising Condos, Co-ops, and PUDs

Appraising condominiums, cooperatives, and PUDs requires a unique skill set different from appraising single-family houses. In this comprehensive seminar, learn how to identify property through Legal Description and Parcel Identification Number (PIN); identify which four documents are needed from homeowner to make your appraisal assignment smoother; and find out which questions you must ask a building manager or management company that will help make your report as accurate and complete as possible. Finally, discover which 12 factors you should use when choosing comparable sales for your subject property. Take on your next condo, co-op, or PUD assignment with confidence. Diversify and see your valuation business grow!

- 7 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 35 points.

Complex Litigation Appraisal Case Studies

Based on the Appraisal Institute's new textbook *Applications in Litigation Valuation: A Pragmatist's Guide*, this one-day seminar discusses in detail three of the book's case studies that provide an overview of litigation strategies to appraisers who are new to litigation work, as well as a reinforcement of litigation skills to more experienced appraisers. Case study topics include the following: title issues, continuing nuisance, and condemnation. If you have not attended the courses in the Litigation Professional Development Program, this seminar is an excellent starting point. If you have attended those courses, this seminar should reinforce many of the concepts you previously have learned.

- 7 classroom hours; general appraisers; CE approved in some states. AI CE credit: Attend only - 75 points.

Contract or Effective Rent: Finding the Real Rent

Work through real-world applications of common circumstances involving effective rent. Distinguish between nominal and effective rent and further enhance your analysis by evaluating the way effective rent impacts property value. Recognize how the integration of the effective rent measurement is used by market participants (landlords and tenants) for leases involving landlord concessions and non-market based provisions in all three approaches to value. At the end of the seminar, participants will have a take-away model to use when incorporating effective rent into their valuation or consulting work. Attendees should be expected to have familiarity with discounted cash flow concepts and a working knowledge of Excel prior to attending the seminar.

- 4 classroom hours; general appraisers; CE. AI CE credit: Attend only - 20 points.

Effective Appraisal Writing

Learn to write reports that are reader friendly, concise, and convincing. Understand the importance of the final product and the numerous communication decisions required to make it an effective and persuasive document. Gain proficiency in writing appraisal reports that demonstrate professionalism. See how a few simple changes in prose style and layout can make vast changes in the client's understanding and reaction to the report.

- *7 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 35 points.*

FHA Appraising for Valuation Professionals: FHA Single Family Housing Appraisal Requirements

In September 2015, after decades of relying upon multiple sources of guidance to properly develop and report an FHA appraisal assignment (i.e. the HUD 4150.2 Handbook, the 4150.1 REV-1 Handbook, dozens of Mortgagee Letters, and Frequently Asked Questions–Valuation Protocol), HUD-FHA implemented its authoritative source, the 4000.1 Handbook. With the implementation of the 4000.1, some 450 Handbooks, Mortgagee Letters, and other policy documents were superseded and consolidated into this one Handbook, which FHA has described as 'the consistent source for their Single Family Housing Policy'. Tracking changes in FHA protocol no longer involves scrutinizing multiple publications with sometimes conflicting requirements. This seminar will help appraisers develop an understanding of the *FHA Handbook 4000.1* and the accompanying *Appraisal Report and Data Delivery Guide*. These two documents, used extensively in the seminar, provide all of FHA's guidance and requirements when completing an appraisal for a mortgage involving FHA insurance. While many of the requirements are specific to appraisals for FHA insured mortgages, the concepts and guidance are applicable to most if not all residential appraisal assignments.

- *7 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 35 points.*

General Demonstration Appraisal Report Writing

This seminar focuses on the mechanics of demonstration appraisal report writing and helps ensure the appraiser's presentation is logical and understandable. The cost, sales comparison, and income capitalization approaches; highest and best use; reconciliation; and the final value opinion are examined extensively.

- *7 classroom hours; general appraisers; CE; requirement to participate in the General Demonstration Report Capstone program; before beginning their demonstration report, Designated members and Candidates for Designation are encouraged to attend; online version available. AI CE credit: Attend only - 35 points.*

Income Approach for Residential Appraisers

Do you want to expand into two-to-four income property appraisals? If so, you won't want to miss this seminar! Using the income approach, you'll learn how to accurately derive a value from an income stream with confidence and become familiar with the usefulness of the lesser-used income approach in the realities of a post-recession residential market. For many it will serve as a review of techniques that you learned but not yet have used. For others it will function as an introduction to the income capitalization approach, specifically the premise of the approach, the difference between gross and net rent, the difference between capitalization rates and multipliers, and the application of income capitalization using a gross rent multiplier. If your assignments are currently limited to performing mortgage appraisals, attend this seminar to learn how the income approach relates to value and watch your opportunities grow.

- *7 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 75 points.*

Litigation Assignments for Residential Appraisers: Doing Expert Work on Atypical Cases

For those familiar with litigation who want to expand into more challenging residential assignments, don't miss this fast-paced seminar! This new half-day program thoroughly analyzes, for purposes of litigation, two atypical residential properties. In the first case study entitled, "New House on an Old Dump," participants will initially identify the appraisal problem and the questions to ask for the lawsuit. Discerning the difference between partial and complete remediation and how disclosure defects could affect market value are also covered. Learn what to do when a typical sales comparison approach is not applicable. The second case study called, "Home with a Disappearing Dock," explores deeded rights to community recreational amenities and due diligence in identifying rights associated with ownership. The basics of title defect actions and how to identify and measure contributory value of a component are covered in depth. Both case studies dig into the nuts and bolts of these issues in a convenient 4-hour class!

- 4 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 20 points.

Marketability Studies: Advanced Considerations and Applications

This seminar will provide practical, hands-on training for experienced appraisers in the development and application of level C market analysis in valuation appraisals. Participants will bring laptops to class to solve specific problems relating to market analysis (i.e. supply/demand) as well as applications of market analysis to highest and best use and valuation. The single most important concept for this seminar is to provide useful tools using advanced market analysis techniques to measure and support valuation analysis applications throughout the appraisal report, as required by USPAP and appraisal methods.

- 7 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 75 points.

Marketability Studies: The Six-Step Process and Basic Applications

In this program, you'll cover structured market analysis while applying the six-step process on two non-complex appraisal assignments. The process is not advanced, but lays the foundation necessary to apply advanced techniques. Most appraisal assignments can be handled using the process and the techniques demonstrated in this seminar! The two examples in this program can be used as a future guide for use in an appraiser's practice.

- 7 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 75 points.

Real Estate Finance, Value, and Investment Performance

All appraisers should be knowledgeable about financial markets, financial mathematics and how financial markets impact real estate values. In this hands-on seminar, you'll learn the relationship between debt and investment risk and value. You'll understand how financial markets impact value and influence buyer behavior and investment decisions. You'll leave this seminar knowing a new terminology that is important for all real estate appraisers today!

- 7 classroom hours; general appraisers; CE. AI CE credit: Attend only - 75 points.

Residential Applications: Using Technology to Measure and Support Assignment Results

This seminar provides easy-to-use, highly efficient tools to supplement and enhance the traditional methods of adjustment and support through the use of technology. You will gain practical, hands-on, step-by-step training on how to use charts, graphs, spreadsheets, and pivot tables to support residential assignment results for market conditions; days on market, sales-to-list price ratio; adjustments for location, design, quality of construction, and other property amenities; market extraction for cost and depreciation estimates; and market extraction for market rent and gross rent multipliers.

- 7 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 75 points.

Residential Applications Part 2: Using Microsoft Excel to Analyze and Support Appraisal Assignment Results

Building on the skills and techniques highlighted in *Residential Applications: Using Technology to Measure and Support Assignment Results*, this practical, hands-on seminar provides residential appraisers with an additional set of technological tools to measure and support work results which will increase client satisfaction. Learn how to create charts, graphs, and tables to provide market-derived support for the following appraisal issues: neighborhood age and sale price, neighborhood predominant age and sale price, exposure time, gross living area adjustments, site value and site adjustments, site value and site adjustments, stigma, external obsolescence, liquidation value, market analysis using the Fannie Mae 1004 MC. Immediately use your seminar handbook full of examples and step-by-step instructions for later reference.

- 7 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 75 points.

Residential Green Description Made Easy

Green appraisers are finding themselves in an elite group. Having the knowledge to produce a credible report on an unusual property type is what gives them a competitive edge. As new construction increases around the country, all residential appraisers will wish they were green appraisers who have information about high performance home features and know how to report it! By focusing specifically on the description of green and energy efficient residential properties, you will learn how to write more concisely, report facts more accurately, and produce a meaningful green report.

- 4 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 20 points.

Review of Disciplinary Processes: Understanding an Investigation by a State Regulatory Agency (COMING SOON!)

- 4 classroom hours; general and residential appraisers; CE.

Solving Land Valuation Puzzles (COMING SOON!)

- 7 classroom hours; general and residential appraisers; CE.

The Discounted Cash Flow Model: Concepts, Issues, and Applications

Expand your skill set by gaining an in-depth understanding of DCF modeling. Discover tools and concepts that will add real value to your analysis. Become familiar with the uses of DCF modeling, direct capitalization, and estimating the discount rate. Recognize when DCF modeling is appropriate. Explore how to use DCF models when valuing new development, property level risks, and alternative DCF models, i.e. modified/adjusted IRRs.

- 7 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 75 points.

Unraveling the Mystery of Fannie Mae Appraisal Guidelines

If you perform appraisals for financial institutions, this 4-hour seminar is for you! Lenders continue to face harsh scrutiny from federal regulators in the wake of high foreclosure rates, and this reality translates into increased scrutiny on the appraisal. When foreclosures occur, entities that purchased loans in the secondary market often challenge the lender who made the loan in order to buy it back. In this situation, the appraisal often becomes the first point of attack. If the appraisal appears to be deficient in any way, it strengthens the purchaser's case to demand a buyback. Don't take any chances with your appraisals! By becoming familiar with client requirements, you will enhance your ability to write or review appraisal reports that conform to the Fannie Mae Appraisal Requirements.

- 4 classroom hours; residential appraisers; CE PENDING. AI CE credit: Attend only - 20 points.

Using Spreadsheet Programs in Real Estate Appraisals

The technological advances of the last ten years have caused a significant change in the real estate appraisal profession. For example, today nearly all databases are computerized; it is imperative that appraisers easily retrieve, list, and analyze large quantities of data. During this hands-on seminar, participants will use Microsoft Excel to develop a spreadsheet skill set that includes the use of thousands of the program's applications. By developing spreadsheet skills that report statistical analysis and provide graphic illustrations, appraisers will have additional professional skills to meet the needs of a more diversified client base.

- *7 hours; general and residential appraisers; CE. AI CE credit: Attend only - 35 points.*

Valuation by Comparison: Residential Analysis and Logic

This seminar informs appraisers about the issues and procedures used in developing a sales comparison analysis for residential properties. Discussion focuses on the rationale and logic of the residential sales comparison approach through thoughtful debate on topics such as market value of actual sales, pending sales, new construction sales, expired listings, and rejected offers. In addition, the seminar explores the techniques used by appraisers to interpret and then anticipate the actions of buyers and sellers in today's market. Participants will learn about a variety of approaches and resources available for gleaning indications of market value as well as how to consider the logic and appropriate support of adjustments. At the conclusion, participants will better understand which items require adjustment and which items can be ignored.

- *7 classroom hours; residential appraisers; CE. AI CE credit: Attend only - 35 points.*



Classroom Education: [Chapter Seminar Resources](#)

Click here to access the AI website page (log in required): [Chapter Seminar Resources](#)

A Lender's Perspective: The Role of the Appraisal in the Lending Process

This two-hour workshop will provide a great initial overview for many departments of a bank or financial lending institution. It will be especially helpful for audit, credit, compliance, quality control, quality assurance, and underwriting staff. After attending, they will have a familiarity with fundamental Uniform Standards of Professional Appraisal Practice (USPAP) concepts, including scope of work, updates, and appraiser independence.

- 2 classroom hours; general and residential appraisers and lenders; CE. AI CE credit: Attend only - 10 points.

Spotlight on USPAP: Agreement for Services—Instructions for Use

This seminar is one in the series titled "Spotlight on USPAP," developed by Stephanie Coleman, MAI, SRA, and Jan Young, MAI, of the Appraisal Institute's Professional Practice Department. "Agreement for Services—Instructions for Use" addresses the Appraisal Institute's sample Agreement Services package so that appraisers and their clients can use it to create their own agreements (engagement letters).

- 2 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 10 points.

Spotlight on USPAP: Common Errors and Issues

This seminar is one in the series titled "Spotlight on USPAP," developed by Stephanie Coleman, SRA, MAI, of the Appraisal Institute's Professional Practice Department. "Common Errors and Issues" addresses problem areas that often are observed in appraisal reports submitted to the Appraisal Institute for admission and ethics screening. In this seminar, you will review most commonly noted reporting errors, review commonly noted methodology errors, review the characteristics of convincing appraisal reports.

- 2 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 10 points.

Spotlight on USPAP: Confidentiality

This seminar addresses the appraiser's confidentiality obligations. These obligations are among the most strict ethical requirements an appraiser must follow. They are set forth in USPAP's Ethics Rule and impact all types of appraisal practice, including appraisal review, consulting, and valuation. Participants will examine the meaning of "confidential" and why appraisers, like other professionals, must give careful attention to matters of confidentiality. The seminar will identify what constitutes "confidential information" vs. information that can be shared with others. Participants will gain confidence in addressing these issues in their day-to-day practice.

- 2 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 10 points.

Spotlight on USPAP: Reappraising, Readdressing, Reassigning: What to Do and Why

This seminar addresses practical ways to respond to requests for another appraisal, or for additional work, involving a property that was previously appraised. How should an appraiser respond to requests to "readdress" or "reassign" a report? When is it acceptable to reappraise the same property for a new client? How should "updates" be handled? Best practices regarding the handling of such requests and the rationale behind them are discussed in depth. Participants will leave the seminar with practical suggestions on how to deal with these common scenarios.

- 2 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 10 points.

Spotlight on USPAP: Record Keeping—Who, What, Where, When, How, and Why

This seminar discusses workfiles. A workfile is required by USPAP for all appraisals, appraisal consulting, and appraisal review assignments. In this program you will learn why USPAP requires a workfile for all appraisals and what it must contain. You will also learn when a workfile needs to be created, where it should be kept, and for how long.

- *1 classroom hour; general and residential appraisers; CE. AI CE credit: Attend only - 10 points.*

Spotlight on USPAP: Review

This seminar focuses on USPAP requirements relating to review. It also provides practical guidance on the challenges reviewers face in providing review services. The seminar addresses the numerous misconceptions about review and how USPAP's scope of work concept applies. You will discuss practices that improve efficiency and make sense in the real world, including identifying the subject of review. Participants will also discuss a handy checklist of 13 items that will be important to any reviewer completing an appraisal report; you will also learn the correct terminology to use in a review report.

- *2 classroom hours; general and residential appraisers; CE. AI CE credit: Attend only - 10 points.*



Online Education: On Demand Online Courses

<http://www.myappraisalinstitute.org/education/default.aspx>

Basic Appraisal Principles

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

28 classroom hours + 2-hour exam; general and residential appraisers; QE; classroom version available. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points; Pass Exam only - 150 points.

Basic Appraisal Procedures

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

- *28 classroom hours + 2-hour exam; general and residential appraisers; QE; classroom version available. AI CE credit: Attend only - 150 points; Attend and Pass - 200 points; Pass Exam only - 150 points.*

Business Practices and Ethics

Business Practices and Ethics is a significant course in the Appraisal Institute's curriculum. Appraisers who belong to the Appraisal Institute must adhere to the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute, including various regulations, in an increasingly complex business environment. This course is designed to familiarize participants with the obligations of a professional appraiser and the obligations and benefits of belonging to the Appraisal Institute. Interactive assignments and examples give participants the opportunity to review ethical rules and professional standards. The course also provides a venue for participants to share ideas about best business practices in light of the ethical requirements placed upon them as professionals and the ever-changing nature of the real property valuation business.

- *7 classroom hours (or fewer, check with your state); general and residential appraisers; CE; classroom version available. AI CE credit: Attend only - 35 points.*

Case Studies in Appraising Green Residential Buildings

This course introduces participants to valuation methods for appraising the high performance house. Participants learn the appraisal procedures for valuing green residential properties to assist in supporting an opinion of value. The course focuses on the valuation process in different appraisal problems encountered in appraising green properties. The valuation process is examined as it applies in each of the three approaches to value. In-depth case studies will help participants develop their problem-solving skills in this new building technology. The case studies represent the real estate market in 2009-2010, and the problems and discussion questions are based on real-life examples provided by builders, real estate agents and appraisers.

- 7 classroom hours + 1-hour exam; residential appraisers and lenders; approved for GBCI CE hours by the USGBC; CE. Valuation of Sustainable Buildings Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 75 points; Attend and Pass - 125 points.

General Appraiser Income Approach/Part 1

After a brief review and introduction, *General Appraiser Income Approach/Part 1* opens with a graphic treatment of the time value of money, the six financial functions of a dollar, and important associated concepts. A thorough, detailed analysis of gross income including leases and the various expenses appropriately deducted from gross income follows, with realistic case studies of several income property types. Direct capitalization is then presented using overall capitalization rates, band of investment, and residual techniques. Substantial class time is devoted to practicing the taught concepts to prepare participant for the exam.

- 27 classroom hours + 3-hour exam; general appraisers; AQB approved, QE, CE; classroom version available. AI CE credit: Attend only - 175 points (residential) or 150 points (general); Attend and Pass - 225 points (residential) or 200 points (general); Pass Exam Only - 200 points (residential) or 150 points (general).

General Appraiser Income Approach/Part 2

After a diagnostic quiz on the six financial functions of one and a brief review, *General Appraiser Income Approach/Part 2* opens with a thorough treatment of discounted cash flow (DCF) analysis. Topics include identifying components of a DCF, projecting cash flows, analyzing leases, solving for value in a variety of common situations, and supporting the discount rate. The effects of debt financing including cash equivalence, leverage, and equity analysis are covered in detail. Income patterns and property models including applications are followed by investment analysis topics and risk analysis. Specialized applications include subdivision analysis and prospective project analysis. The course concludes with a discussion of the strengths and weaknesses of direct and yield capitalization.

- 27 classroom hours + 3-hour exam; general appraisers; QE, AQB approved; classroom version available. AI CE credit: Attend only - 175 points (residential) or 150 points (general); Attend and Pass - 225 points (residential) or 200 points (general); Pass Exam Only - 200 points (residential) or 150 points (general).

General Appraiser Market Analysis and Highest & Best Use

This AQB-approved course will help you apply meaningful market analysis in valuation assignments. It presents the basic concepts and terminology of market analysis and marketability studies, then shows how marketability studies provide vital information for the highest and best use decision. Throughout the course, the emphasis is on conducting a reliable analysis of demand. You'll gain practice in applying methods for inferred, or trend, analysis to three property types—a suburban residential subdivision, an existing multifamily property, and an office building. Using the tools introduced in the course will help you increase the reliability of your highest and best use analyses and support the conclusions you reach in the three approaches to value. The course also provides a transitional discussion to prepare you for marketability studies using fundamental demand analysis, which is covered in the Appraisal Institute's *Advanced Market Analysis and Highest & Best Use* course.

- 28 classroom hours + 2-hour exam; general appraisers; QE, AQB approved; classroom version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).

General Appraiser Report Writing & Case Studies

General Appraiser Report Writing & Case Studies provides instruction in effectively communicating a sound analysis of selected parts of a valuation. The course addresses USPAP requirements and the three types of writing most often used in appraisal reports: descriptive, numerical, and analytical. Lectures on writing principles, discussions of various sections of the appraisal report, and writing exercises provide guidance and practice in effective communication of a valuation analysis. Specific assignments include writing a thesis statement, summarizing data, creating effective tables, writing a conclusion, communicating highest and best use, communicating an analysis, writing a letter of transmittal, and writing a reconciliation and opinion of value. This course has a two-hour multiple-choice examination that focuses on components of good writing.

- 28 classroom hours + 2-hour exam; general appraisers; QE, AQB approved; classroom version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).

General Appraiser Sales Comparison Approach

General Appraiser Sales Comparison Approach is an in-depth look at this valuation analysis method. It begins with detailed discussions of property comparability, techniques used to gather and verify data for a subject property, and use of this data in selecting appropriate comparable properties and neighborhoods for analysis in the approach. The course explores ways to sort and analyze data and effectively apply certain statistical analysis tools. Quantitative and qualitative analysis of comparable sales using units and elements of comparison is approached through extensive practice problems, case studies, and lecture.

- 27 classroom hours + 3-hour exam; general appraisers; QE; classroom version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).

General Appraiser Site Valuation and Cost Approach

General Appraiser Site Valuation and Cost Approach is a practical, online course designed and presented in a manner that addresses the actual employment and application of appraisal techniques learned in previous courses. It concerns two basic aspects of real estate appraisal: land/site valuation and the development of the cost approach. Special attention is given to the appraisal of various types of sites and the various means of measuring accrued depreciation. Another major course component is analysis that develops skills in developing a current cost estimate using market extraction, interview techniques, and information provided by professional cost data sources.

- 28 classroom hours + 2-hour exam; general appraisers; QE; classroom version available. AI CE credit: Attend Only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).

International Valuation Standards Overview

Revised 2017 version coming soon.

Introduction to Green Buildings: Principles and Concepts

This introduction course focuses on the evolution of green buildings, the concept of sustainability in buildings, and the principles, practices, and components that distinguish sustainable from traditional buildings.

- 7 classroom hours + 1-hour exam; general and residential appraisers; CE. Valuation of Sustainable Buildings Professional Development Program course—for more information see the FAQs www.appraisalinstitute.org/education/your-career/professional-development-programs/. AI CE credit: Attend only - 75 points; Attend and Pass - 125 points.

National Uniform Standards of Professional Appraisal Practice (USPAP) Update Equivalent Course, 7-Hour

This seven hour update course focuses on recent changes to USPAP requirements for ethical behavior and competent performance by appraisers. The course, which clarifies several commonly misunderstood aspects of USPAP, will aid appraisers in all areas of appraisal practice seeking updated competency in USPAP, including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

- *7 classroom hours; general and residential appraisers; required every two years to meet the USPAP continuing education requirement; CE, AQB approved; classroom version available. AI CE credit: Attend only - 35 points.*

National Uniform Standards of Professional Appraisal Practice (USPAP) Equivalent Course, 15-Hour

This fifteen hour course covers basic rules for ethical behavior and competent performance. The course is designed to comply with USPAP requirements for state certified appraisers and it highlights the role of the appraiser and the implied impartiality often associated with this role. Participants will learn how requirements of the Uniform Standards of Professional Appraisal Practice affect their appraisal businesses.

- *14 classroom hours + 1-hour exam; general and residential appraisers; QE, AQB approved; this will not meet the USPAP continuing education requirement; classroom version available. AI CE credit: Attend only - 70 points; Attend and Pass - 75 points.*

Real Estate Finance, Statistics, and Valuation Modeling

This 15-hour course provides an introduction to statistics, real estate finance, and modeling with applications to residential and commercial real estate appraisal. During the first half of the course, you will develop an understanding of basic statistics and statistical analysis and learn how those skills can be used in valuation and evaluation practice. In the second part, you will gain an understanding of real estate finance markets, learn about credit conditions and their impact values on appraisal, and calculate and interpret fundamental numbers on loan payments and balances. Successful completion of the course and exam should satisfy most states' education requirements in the content area identified as real estate finance, statistics, and valuation modeling.

- *14 classroom hours + 1-hour exam; general and residential appraisers; QE; classroom version available. AI CE credit: Attend Only - 70 points (general) or 175 points (residential); Attend and Pass - 140 points (general) or 225 points (residential); Pass Exam Only - 125 points (general) or 200 points (residential).*

Residential Market Analysis and Highest & Best Use

This 15-hour course provides a fresh look at the relationship between market analysis and highest and best use. Discover where to find the information you need to make a highest and best use decision and how to interpret the information you find. Learn how to read and map a market area for a subject property and discover the essential links between market analysis, highest and best use analysis, and the three approaches to value (cost, sales comparison, and income capitalization). Gain practical experience by solving highest and best use problems similar to problems you might encounter in the real world. Theory is translated into practice through extensive and varied activities encouraging you to become actively involved in applying concepts to real-world situations. Successful completion of the course and exam should satisfy most states' education requirements in the content area identified as residential market analysis and highest and best use.

- *14 classroom hours + 1-hour exam; residential appraisers; QE; classroom version available. AI CE credit: Attend only - 70 points; Attend and Pass - 140 points; Pass Exam Only - 125 points.*

Residential Report Writing and Case Studies

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

- *14 classroom hours + 1-hour exam; residential appraisers; QE; classroom version available. AI CE credit: Attend only - 70 points; Attend and Pass - 140 points; Pass Exam Only - 125 points.*

Residential Sales Comparison and Income Approach

This course meets current and future AQB criteria for the Licensed Residential Appraiser and Certified Residential Appraiser levels. Through two in-depth case studies, this introductory course provides you with the techniques necessary for completing the sales comparison and income capitalization approaches of the valuation process. You will develop and apply qualitative and quantitative analysis techniques as well as organize and reconcile data.

- *28 classroom hours + 2-hour exam; residential appraisers; QE; classroom version available. AI CE credit: Attend only - 150 points (general) or 175 points (residential); Attend and Pass - 200 points (general) or 225 points (residential); Pass Exam Only - 150 points (general) or 200 points (residential).*

Residential Site Valuation and Cost Approach

Designed for participants with introductory experience and understanding of fundamental concepts of appraising, it focuses on the valuation of vacant land parcels and the development of the cost approach. Develop your skills by creating a current cost estimate using market extraction, interview techniques, and information provided by professional cost data sources.

- *14 classroom hours + 1-hour exam; residential appraisers; QE; classroom version available. AI CE credit: Attend only - 70 points; Attend and Pass - 140 points; Pass Exam Only - 125 points.*



Online Education: On Demand Online Seminars

<http://www.myappraisalinstitute.org/education/default.aspx>

Analyzing Operating Expenses

Analyzing Operating Expenses is designed to help you better estimate operating expenses on commercial real estate. Suggested methods for improving analysis of operating expenses will be reviewed, and information sources available for you to forecast expenses will be explored. Expense categories will be presented with in-depth analysis, as well as a review of characteristics of operating expenses. In this online seminar, you will be exposed to three case studies to provide practical insight into the expense analysis process. This seminar is designed to benefit commercial appraisers and property analysts of various skill and experience levels. All appraisers and analysts, experienced or otherwise, can profit from the enhanced awareness that appropriately forecasting operating expenses can have on preparing supportable estimates of value.

- 7 hours; general appraisers; CE. AI CE credit: Attend only - 35 points.

Appraising Convenience Stores

Learn to appraise convenience stores and gas stations. Updated and expanded, this is the only nationally-accredited instruction on the valuation of these special-purpose properties. Important convenience industry trends are identified, such as hypermarket competition and today's reliance on food service profitability. You will receive instruction in measuring trade area supply and demand, and applying the three approaches to value. Learn how to confidently forecast store revenue, deduct operating expenses, and separate earnings to real estate, FF&E and intangibles.

- 7 hours; general appraisers; CE. AI CE credit: Attend only - 75 points.

Comparative Analysis

The objective of this seminar is to explore how comparative (or transactional) analysis can be used to appraise the market value of various types of real properties. This practical, hands-on seminar will address the actual employment and application of appraisal methods and techniques. You will translate theory into practice through extensive and varied online activities. By applying concepts to real-world situations, you can discover new ways to use your knowledge and analytical skills.

- 7 hours; general appraisers; CE. AI CE credit: Attend only - 35 points.

Cool Tools: New Technology for Real Estate

This seminar will provide an overview of techniques and tools used today to solve the appraisal problem and prepare and deliver the appraisal report. It will also offer a presentation of the techniques and tools beginning to gain acceptance in the development and preparation of an appraisal and delivery to the client will follow. Technology as it impacts appraisal production and problem solving will be showcased with illustrations to provide firsthand knowledge of what the appraisers can do to improve the quality of their appraisals. A number of tools available on the internet will also be presented to help the appraisers improve their use of modern up-to-date information resources. Appraisal technology is changing fast. You will learn new technologies you can use today and what's coming in the future. Some Tools are only available for the PC.

- 7 hours; general and residential appraisers; CE. AI CE credit: Attend only - 35 points.

Data Verification Methods

There are many ways to verify a sale or lease transaction. Even after accounting for differences in personalities, information sought, and property types, no one best way emerges. This seminar offers you a number of proven alternatives to an activity that is an essential part of the appraisal process. Accordingly, the goal of this seminar is to provide a variety of professional techniques that should increase your success in verifying, or confirming, market data. The seminar has been written to appeal to both residential and general appraisers, with exercises for each.

- 5 hours; general and residential appraisers; CE. AI CE credit: Attend only - 25 points.

FHA Appraising—Principles and Procedures Guide to the Complete FHA Appraiser

This seminar addresses the tough questions that others often sidestep. We explain what Handbook 4000.1 is really saying when FHA requires you to do certain things. We've had extended discussions with HUD staff in Washington DC to ensure that we understand the guidance provided to appraisers. We also provide additional insight and practical advice on how to apply FHA's protocols in real-world appraising. That's the reason this is the first of two online seminars on the subject of FHA appraising. We could not cover everything you need to advance your FHA competency in just one seminar. Even so, this online seminar provides coverage of FHA issues in a manner that would be difficult to replicate in a typical classroom presentation.

FHA Appraising—Principles and Procedures is designed for appraisers that are new to FHA as well as seasoned FHA Roster appraisers. This is also the seminar to take if you are under sanctions from HUD for remedial education specific to FHA appraising. To appraise for FHA, you need to know and understand FHA principles and procedures. That's the focus and purpose of this online seminar. It is the guide to becoming the complete FHA appraiser.

- 7 hours; residential appraisers; CE. AI CE credit: Attend only - 35 points.

Forecasting Revenue

This 7-hour seminar is a must if you own, broker, or appraise income-producing real estate. This seminar provides critical insights on how to forecast rent levels, vacancy, and additional sources of revenue on all income-producing types (commercial and residential). Key issues with analyzing rent rolls and forecasting rent on vacant space is the foundation of the program. Detailed considerations on how to forecast rent growth will provide excellent insight to real estate owners, analysts and appraisers. Discussions on how to quantify and consider vacancy and concessions as well as other forms of revenue "other income" are presented. The seminar includes two case studies (one residential and one commercial) that exemplify the value of forecasting revenue. Familiarity with the income approach is recommended.

- 7 hours; general appraisers; CE. AI CE credit: Attend only - 75 points.

General Demonstration Report Writing

This 7-hour online program will focus on the mechanics of demonstration appraisal report writing and will help ensure that the appraiser's presentation is logical and understandable. The program will also provide an extensive examination of the cost, sales comparison and income capitalization approaches; highest and best use; reconciliation and the final value opinion. **This program is a prerequisite for the MAI General Demonstration Report Capstone program.**

- 7 hours; general appraisers; CE; Appraisal Institute Candidates for Designation are encouraged to attend this seminar before beginning their demonstration report; classroom version available. AI CE credit: Attend only - 35 points.

Overview of Real Estate Appraisal Principles

This seminar is aimed at the non-appraiser; people who have an interest in appraising but are not technically qualified or licensed to act as appraisers. Examples are students, career changers, para-appraisers, researchers, appraisal assistants, introductory level field appraisers, users of appraisals, underwriters, lenders, relocation specialists and real estate brokers and sales persons. This seminar introduces the basic economic concepts that form the building blocks of current valuation theory. These principles will be related to the actual process of appraising residential and commercial properties. Note that this seminar is not intended to be a course to become a qualified appraiser. That process begins in the two Appraisal Institute courses *Basic Appraisal Principles* and *Basic Appraisal Procedures*. This seminar is an excellent introduction to those courses; the focus, however, is on an understanding of what an appraisal is and how it works, not how to do one.

- 7 hours; general and residential appraisers; CE; AI CE credit: Attend only - 35 points.

Practice Examination Questions for Real Estate Appraisers

This test prep guide from the Appraisal Institute, the leading authority on real estate appraisal, provides practice problems you need to take and pass your state licensing or certification examination. Using the 1,000+ real-world questions and answers provided, you can: educate yourself on the concepts likely to be covered on the exam; understand the logic behind the testing and scoring processes; get study and test-taking tips to improve your chances of passing; prepare to meet and beat this career-making challenge. Access unlimited practice for every section of the exam for up to a year!

- NOT approved for CE hours; general and residential appraisers

Rates and Ratios: Making Sense of GIMs, OARs, and DCF

This seminar will provide a conceptual framework for thinking about key relationships among models, ranging from gross income multipliers to discounted cash flow models. Up until now, little focus has been placed on how these models relate to each other. These relationships have important implications for how differences in these rates and multipliers are interpreted and, in turn, for selecting and using data from comparable sales. Using a case study that follows logical progression from GIMs to DCF models, you'll analyze specific relationships (i.e., between going-in verses going-out capitalization rates and between before-and after-tax rates). You will gain a comprehensive overview of the broad range of relationships among key multipliers and rates.

- 7 hours; general appraisers; CE. AI CE credit: Attend only - 75 points.

Real Estate Appraisal Operations

Real Estate Appraisal Operations is an educational offering designed to assist appraisers and their staff in the everyday operation of an appraisal office. Topics discussed include the everyday office question of how to organize a file to how to choose your client. You will leave the class with tips on client types, marketing, fee estimates, collections, and the efficient handling of daily routine tasks. Sample forms and websites are provided to assist you in your daily workplace.

- 4 hours; general and residential appraisers; this seminar is not approved for State CE Credit. CE. AI CE credit: Attend only - 20 points

Reviewing Residential Appraisals and Using Fannie Mae Form 2000

This seminar is designed to be presented to practicing residential real estate appraisers. It is quite possible that this material will also appeal to loan underwriters, lender quality control persons and even some investors. This material is designed to invoke discussion about the correct use, pitfalls and optional procedures utilized in the review of appraisal reports.

- 7 hours; residential appraisers; CE; classroom version available (*Reviewing Residential Appraisal Reports*). AI CE credit: Attend only - 35 points.

Small Hotel/Motel Valuation: Limited-Service Lodging

This seminar will give appraisers an opportunity to examine the unique business aspects, demands and challenges involved in appraising lodging properties - particularly the limited-service hotel. Participants will discuss the state of the industry, determine how it relates to a specific appraisal problem and become familiar with hotel terminology. Students will gain confidence in identifying data sources, review effective techniques for property inspection interviews, and recognize special valuation issues, such as allocating the going concern. This seminar also covers the Uniform System of Accounts for the Lodging Industry and how it applies to reconstructing income and expense statements.

- 7 hours; general appraisers; CE. AI CE credit: Attend only - 75 points.

Subdivision Valuation

This seminar is designed to provide an overview of subdivision valuation methodology as it relates to the valuation of improved subdivisions. The primary emphasis is on the methods and techniques needed to value a group of lots or units that must be marketed over a period of time. The seminar material would be of value to any appraiser attempting to provide an opinion of value for a proposed subdivision or group of existing lots or units. Comprehensive examples are provided explaining how line item profit and discount rate selection are handled in conjunction with discounted cash flow analysis. This sets the stage for more detailed coverage of Income, sales comparison and cost approach applications in subdivision valuation.

- 7 hours; general appraisers; CE; classroom version available (*Subdivision Valuation: A Comprehensive Guide to Valuing Improved Subdivisions*). AI CE credit: Attend only - 75 points.

Supervisory Appraiser/Trainee Appraiser Course (COMING SOON!)

As of January 1, 2015, all individuals who become Supervisory Appraisers and Trainee Appraisers will be required to take a Supervisory/Trainee Course per the 2015 Real Property Appraiser Qualification Criteria. This four-hour course will address the national minimum requirements, responsibilities, and expectations for Trainee Appraisers and Supervisory Appraisers that are included in the AQB's required course outline.

- 4 classroom hours + 1-hour optional exam; CE; required course for all individuals becoming Supervisory Appraisers and all individuals becoming Trainee Appraisers after 1/1/2015. AI CE credit: Attend only - 20 points, Attend and pass exam - 25 points.

The Discounted Cash Flow Model: Concepts, Issues, and Applications

This 5-hour seminar focuses on the basic concepts and principles of discounted cash flow valuation and modeling. DCF modeling is a powerful tool when properly used and understood. You will find that it adds value to your appraisal assignments. Developed for participants with varied appraisal backgrounds, this seminar mirrors real-world situations.

- 5 hours; general and residential appraisers; CE. AI CE credit: Attend only - 31.25 points.

Thinking Outside the Form

Almost everyone is familiar with the now worn-out phrase, "thinking outside the box." It is an attempt to encourage people to be creative by moving beyond the simple and the routine. This seminar coins a new, similar phrase for residential real estate appraisers: "thinking outside the form." *Thinking Outside the Form: Tools, Techniques, and Opportunities for Residential Appraising*, is designed with a three-fold purpose: to review appraisal standards required for appraisal reporting; to provide practical ways to supplement residential report forms with techniques and examples that improve compliance with appraisal standards and produce meaningful and understandable reports; and to suggest and promote alternatives to mortgage appraisal assignments and encourage residential appraisers to search for new appraisal products and business opportunities.

- 4 hours; residential appraisers; CE. AI CE credit: Attend only - 20 points.

Using Your HP-12C Financial Calculator

The purpose of this seminar is to introduce the use of modern financial calculators that are commonly used by commercial real estate professionals. The basic features of the calculator will be introduced through demonstration using a number of examples and problems that are real estate specific. While the central theme of the seminar is the HP-12C calculator, several alternative machines, including the HP10, HP17B2, and HP19B2 will also be mentioned. The objective of the seminar is to expose the student to many of the basic features of the machines, so that the student may determine which features are important to his or her professional tasks. A second objective is to give the student sufficient basic skills to attend the Appraisal Institute's income property courses. This seminar is developed for commercial real estate professionals. There will be extensive discussion of the basic functions of the calculator along with a thorough treatment of the financial functions, but there will be no treatment of the statistical, depreciation, bond, or programming abilities variously available with these machines. In addition, students must be familiar with the concepts of compounding and discounting prior to the class.

- *7 hours; general appraisers; CE. AI CE credit: Attend only - 35 points.*



Live Online Synchronous Programs

Advanced Income Capitalization

http://myappraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=S501GD&key_type=C

Advanced applications of the income capitalization approach are investigated and explored. Discounted cash flow analysis provides the framework for much of the discussion of investment analysis concepts, emphasizing an understanding of the relationships among the various components of DCF, financial leverage, and risk analysis. The course uses hands-on computer spreadsheet modeling techniques for in-class illustrations and practices of taught concepts.

- *Total 35 hours (2 pre-class online, 30 live online, 3-hour offline exam); general appraisers; required MAI designation course. Approved for CE (most states). AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=S501GD to check your state's QE elective approval status. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass Exam only - 325 points.*

Advanced Concepts & Case Studies

http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=S503GD&key_type=CY

This course synthesizes basic and advanced valuation techniques taught in previous courses, and addresses consistent treatment of the three valuation approaches for various valuation problems. Case studies teach participants how to address common but complex appraisal issues, including a leased fee not at market rent, a proposed property, a property in a market not at equilibrium, and a subdivision. The course emphasizes the need to test the reasonableness of conclusion in an appraisal.

- *Total 40 hours (2 pre-class online, 35 live online, 3-hour offline exam); general appraisers; required MAI designation course. Approved for CE (most states). AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/state_aprv.aspx to check your state's QE elective approval status. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass Exam only - 325 points.*

Advanced Market Analysis and Highest & Best Use

http://myappraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=S500GD&key_type=C

Building on the Level B marketability studies that were applied in *General Appraiser Market Analysis and Highest & Best Use*, you should learn how to perform Level C marketability studies using fundamental demand analysis and have the opportunity to study several real estate markets in a single city. Draw credible conclusions about the demand for and capture of four different subject properties: residential multifamily, industrial, retail, and land with potential for mixed-use development. An in-depth analysis of related issues including urban structures, market cycles, and economic base analysis is provided. The mixed-use development study as well as consideration of conversion of the multifamily property for condominium use should broaden your understanding of highest and best use analysis and give you even more tools to apply it.

- *Total 35 hours (2 pre-class online, 30 live online, 3-hour offline exam); general appraisers; required MAI designation course. Approved for CE (most states). AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=S500GD to check your state's QE elective approval status. AI CE credit: Attend only - 275 points; Attend and Pass - 375 points; Pass Exam only - 325 points.*

General Demonstration Report-Capstone Program

The General Demonstration Report—Capstone Program is an option Candidates for Designation may choose to complete their demonstration of knowledge requirement for their MAI designation. Like the traditional requirement, the same skills and knowledge base are required to produce a complete demonstration appraisal report. However, this program was designed to offer an option that accelerates the completion of the report. Instead of selecting and compiling data on a property, participants are provided with a subject property and data to analyze and then write the report in a limited time span of approximately two months. Participants must attend two webinars and a 7-day synchronous session where facilitators will be on hand to answer questions and offer guidance. The full report is submitted for grading at noon on the seventh day.

Quantitative Analysis

http://myappraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=S502GD&key_type=C

This course limits its focus to the practical application of quantitative tools for analyzing data, drawing appropriate conclusions from data sets, and presenting both the analysis and conclusions in ways that enhance communication with appraisal clients. It reviews and furthers the application of basic statistical measures (mean, median, mode, standard deviation, etc.) and spends a good deal of time on graphical and regression analysis for using in producing and understanding various types of graphs. Central goals of the course are showing participants how to understand the reliability and validity of all data used to draw conclusions and providing the knowledge needed to check the validity of the conclusions others may draw from the same or similar data sets. Each presentation and activity uses real-world appraisal applications and is aimed at furthering an appraiser's ability to provide credible analysis of real property related issues.

- *Total 35 hours (2 pre-class online, 30 live online, 3-hour offline exam); general appraisers; required MAI designation course. Approved for CE (most states); AQB approved as a QE Certified General elective, see http://www.myappraisalinstitute.org/education/statecert_prgrm.aspx?id=S502GD to check your state's QE elective approval status. AI CE credit: Attend Only - 275 points; Attend and Pass - 375 points; Pass Exam Only - 325 points.*

Unraveling the Mystery of Fannie Mae Appraisal Guidelines

If you perform appraisals for financial institutions, this 4-hour seminar is for you! Lenders continue to face harsh scrutiny from federal regulators in the wake of high foreclosure rates, and this reality translates into increased scrutiny on the appraisal. When foreclosures occur, entities that purchased loans in the secondary market often challenge the lender who made the loan in order to buy it back. In this situation, the appraisal often becomes the first point of attack. If the appraisal appears to be deficient in any way, it strengthens the purchaser's case to demand a buyback. Don't take any chances with your appraisals! By becoming familiar with client requirements, you will enhance your ability to write or review appraisal reports that conform to the Fannie Mae Appraisal Requirements.

- *4 classroom hours; residential appraisers; CE PENDING. AI CE credit: Attend only - 20 points.*

Using Spreadsheet Programs in Real Estate Appraisals

The technological advances of the last ten years have caused a significant change in the real estate appraisal profession. For example, today nearly all databases are computerized; it is imperative that appraisers easily retrieve, list, and analyze large quantities of data. During this hands-on seminar, participants will use Microsoft Excel to develop a spreadsheet skill set that includes the use of thousands of the program's applications. By developing spreadsheet skills that report statistical analysis and provide graphic illustrations, appraisers will have additional professional skills to meet the needs of a more diversified client base.

- *7 hours; general and residential appraisers; CE. AI CE credit: Attend only - 35 points.*



Online Education: Webinars

<http://appraisalinstitute.org/education/online-education/webinars/>

A Debate on the Allocation of Hotel Total Assets

When an assignment requires the valuation of *just* a hotel's real property component, an allocation of hotel personal property and business value is necessary. Two internationally renowned experts on this topic – David C. Lennhoff, MAI, SRA and Steve Rushmore, MAI, FRICS, CHA – present their “famous” debate on this methodology in this 2-hour webinar recording!

Duration: 2 hours

A Lender's Perspective: The Role of the Appraisal in the Lending Process

Become familiar with fundamental Uniform Standards of Professional Appraisal Practice concepts – including scope of work and the critical dual issues of appraiser independence – and learn how to recognize and hire a qualified appraiser.

Duration: 2 hours

A Picture is Worth a Thousand Words: Data Visualization in Appraisal

There are numerous tools available that enable the appraiser to provide concise visual representations of this data to the client and tell the story in a more accessible and meaningful way, highlighting specific factors that will affect your client's business decisions. This webinar explores a few of these data visualization tools, including tools for graphic representations of value and market data, and mapping tools all of which can be used to enhance and clarify your appraisal reports.

Duration: 2 hours

Appraisal Practice Services Involved in Valuation for Financial Reporting

Hear from practitioners and industry experts on successful practices employed by appraisers in the realm of valuation for financial reporting. Understand how USPAP applies in VFR assignments. Also, understand user demands and expectations and the importance of “phased” assignments.

Duration: 2 hours

Appraisal Management Liability

During this webinar, Peter Christensen will discuss recent litigation about appraisal management and what can be learned from those cases for the benefit of both AMCs and appraisers. Some of these legal matters include: the recent alleged class action in West Virginia, the FDIC's two actions against AMCs as receiver for failed lender Washington Mutual, recent AMC “whistleblower” litigation, typical lender and borrower actions against AMCs, and appraiser actions about “blacklisting.”

Duration: 2 hours

Appraisal Practice Services Involved in Valuation for Financial Reporting

Hear from practitioners and industry experts on successful practices employed by appraisers in the realm of valuation for financial reporting. Understand how USPAP applies in VFR assignments. Also, understand user demands and expectations and the importance of “phased” assignments.

Duration: 2 hours

Appraising Commercial and Complex Properties in a Historic Area

The appraisal of commercial and complex property in an historic area presents unique challenges to the appraiser. As with any appraisal, critical components to the process are the identification of relevant characteristics, data collection and analysis. The historic area appraisal includes these components – but with its own special spin. In this webinar, speakers will discuss their experiences with appraisals of this type and present information that will help to make your next historic appraisal easier.

Duration: 2 hours

Appraiser Liability: Using the AZ765 ANSI Measuring Standard

The American National Standards Institute (ANSI) recently collaborated with the National Association of Home Builders (NAHB) to develop a standard method for measuring single family residences. The Z765-2003 ANSI Standard should be a win-win for residential appraisers of every experience level. Using one standard can help reduce measuring errors caused by using different measuring methods and can also minimize litigation alleging measurement misrepresentations of the gross living area. Learn how some of your everyday practices could potentially lead to accidental measuring inaccuracies. Differing measurements abound in Gross Living Area figures in MLS listing forms and even among colleagues at the same appraisal firm.

Duration: 2 hours

Appraising Airports and Airplane Hangars

You will hear from experienced appraisers in the aviation field. The program will focus on the reasons for airport property appraisal and consulting, FAA regulations, various methods for valuation, unique appraisal issues at airport properties, and case studies.

Duration: 2 hours

Appraising Cell Towers

Cell towers present unique challenges to the appraiser. What are you valuing? How do you value it? In this webinar, experts offer information to help you in your cell tower appraisal assignments. You will become familiar with cell tower site technology and equipment, learn what is involved in a cell tower site appraisal, hear experts discuss cell tower site valuation strategies and be informed about considerations that impact cell tower site appraisal.

Duration: 2 hours

Benchmarking Building Performance

More homeowners, investors and tenants are turning their attention to building performance metrics: concrete, quantifiable ways to accurately measure and compare building performance across a wide range of characteristics. What started out in the green building world has now expanded to include conventional buildings of virtually every property type and size in nearly every corner of the country. Intended for those working in both the commercial and residential sectors, this webinar will discuss what's driving these new building performance standards and how to prepare to address their relevance in valuation.

Duration: 2 hours

Carving Out Your Legal Niche: Do's and Don'ts of Litigation Support

This webinar features a panel of practicing lawyers who regularly work with appraisal professionals. Orell Anderson, MAI will moderate a discussion with these experts on current issues related to real estate valuation in the legal community and how appraisers can successfully market their services to lawyers.

Duration: 2 hours

Commercial Bankruptcy, Workouts, and the Valuation Process

Learn how your valuation expertise can be used for bankruptcy and workouts at this timely webinar! If you are interested in performing work for bankruptcy and workouts, you won't want to miss this webinar. A leading bankruptcy attorney and trustees will provide a complete overview of the bankruptcy process and detail how valuations are used in bankruptcy proceedings. Additionally, they'll provide an informative update on bankruptcy court cases relevant to valuation practitioners.

Duration: 2 hours

Contamination and the Valuation Process

Topics covered during this webinar include:

- Environmental Contamination, Risks, and Stigma
- The Remediation Lifecycle
- FNMA and USPAP Requirements
- Analysis Methods: Environmental Case Study, Paired Sales, Multiple Regression, and Income Capitalization Analysis
- Data Sources and Resources
- Current Issues and What's Ahead

Duration: 2 hours

Current Issues Regarding Appraisals of Senior Housing and Long-Term Care Properties

With the elderly population growing rapidly, there is increasing demand for the appraisal profession to perform valuation and consulting services on existing and proposed independent living, assisted living memory care, and skilled nursing facilities. This webinar will discuss critical valuation issues for these property types. The valuation issues that will be discussed are relevant to clients and appraisers alike who will gain a better understanding of the integral components of senior housing and long-term care properties.

Duration: 2 hours

Evaluating the Evaluation

This webinar surveys the regulatory environment surrounding non-appraisal evaluation products, particularly the impact of the most recent issuances, such as the Interagency Appraisal Evaluation Guidelines, Regulation B, the Equal Credit Opportunity Act, the Consumer Finance Protection Bureau, valuation disclosures for one- to four-unit dwellings, and the impact on financial institutions. Compliance options and their associated risks will be discussed, from internal bank products to external evaluation products to AVMs. A brief survey of competing products will be identified, plus suggestions on ways to evaluate the "fit" of program options

Duration: 2 hours

Excel as an Appraisal Professional: Making Your Job Easier Using Excel Spreadsheets

Microsoft Office Excel is a dynamic spreadsheet tool ubiquitously used the world over by millions of professionals in a broad range of professions. This webinar will introduce the beginning to intermediate Excel user to the primary Excel functions that are most relevant to your work as an appraisal professional. Additionally you will discover Excel templates and tools that have been created by appraisers, for appraisers, designed to help you perform specific number-crunching tasks in the blink of an eye. And you will walk away from this webinar with the basic tools necessary to begin your own exploration of the Excel program.

Duration: 2 hours

Federal Agencies and Appraisal: Program Updates

During this webinar, a panel of high level federal agency representatives will provide updates and insights about how appraisal reports are used within their respective agencies. Suggestions about how appraisers can best work with federal agency representatives will also be given.

Duration: 2 hours

Financial Reform Legislation: Appraisal and Real Estate Impacts

This webinar provides the details of the pending Conference Report on H.R. 4173, the Restoring American Financial Stability Act of 2010. This legislation, if enacted, would mark the first modernization of Title XI of FIRREA since 1989, addressing several issues of concern to the appraisal community.

Duration: 60 minutes

Form 1004MC: Accurately Analyzing and Reporting Market Rebounds and Declines

This webinar faces head on a difficult issue when using Form 1004MC – dealing with directional changes in the market such as rebounds and declines. ‘Averaging’ sale prices into groupings of 3 and 6 months can delay identification of market changes and result in inaccurate market conditions (time) adjustments. This webinar presents the econometric best practice wherever exact dates of sale are available. It also shows how to reconcile and report the indicated market conditions adjustment and the resulting valuation – and stay in compliance with the 1004MC instructions.

Duration: 2 hours

From Desktop to Smartphone: Technology for Residential Appraisers

In this webinar, you’ll hear from four noted experts as they cover hardware options, software applications, and cloud computing options to maximize your effectiveness as a residential appraiser, both in the office, and on the go. This webinar was designed specifically for beginning to intermediate users.

Duration: 2 hours

GASB Final Statement on Fair Value Measurement and Application

The Government Accounting Standards Board (GASB) was founded in 1984 to serve as the accounting standards setting body for the 87,000 state and local government entities in the country. The purpose is to provide transparency in government finances and useful financial statement information for decision making. Recent changes in GASB standards occurred with the release of Statement No. 72, Fair Value Measurement and Application, in February 2015. The objective of the Statement is to provide guidance for fair value measurements and increase comparability of assets between governments. You will learn the description of key ideas (fair value, market participants, market prices, and others), how to value assets when there is no market data, the application of valuation approaches, fair value hierarchy and opportunities in performing valuation work for public agencies operating under GASB.

Duration: 2 hours

General Market Analysis

The importance of accurate and supportable market analysis cannot be overemphasized in the current "up and down" real estate market. The *General Market Analysis* webinar shines the spotlight on a key aspect of valuation. If you appraise commercial properties you won't want to miss this webinar!

Duration: 2 hours

Golf Course Property Valuation

The purpose of this webinar is to acquaint you with the caveats of golf course appraisal. For valuing golf courses, there is ample guiding experience in the industry, but each course has its own unique character. Condition varies widely and without the requisite knowledge of restoration costs, it is possible to have a wide variation in valuation. Rounds played in a golfing market depends greatly on competing courses, greens fees, and travel time for the widest market. Other compounding issues include restaurants or a destination location with an additional stay, and play attraction such as a casino or beach hotel. A solid base for the valuation process begins with appropriately reviewing comparables, rating green fees and projected rounds played, projecting expenses, understanding land valuation, and properly allocating depreciation.

Duration: 2 hours

Guide Notes 11 and 12: What They Mean to You

The Appraisal Institute has adopted Guide Notes to provide guidance on specific appraisal practice situations. This webinar provides expert insight on two recently crafted Guide Notes, Guide Note 11: Comparable Selection in a Declining Market and Guide Note 12: Analyzing Market Trends.

Duration: 2 hours

How to Systemize Your Appraisal Business

Would you like to increase the bottom line of your business while at the same time making it more efficient? If so, you don't want to miss this exclusive webinar presented by Calvin Cummings, MAI, the Systemization Guru. Learn how to Turnkey your appraisal business that will allow you to increase your free time to do the things you love. If you are of the mindset that you have to work harder, work longer hours, and do everything yourself to get ahead, skip this webinar! However, if you are interested in learning more about what it means to document and improve your business systems so you don't have to remain a slave to your business forever, you don't want to miss this webinar!

Duration: 2 hours

Impact of Collateral Underwriter for Appraisers and Lenders

Fannie Mae's implemented "Collateral Underwriter" in January 2015. In this timely webinar, appraisers and lenders will discuss their real-world experiences with the application and how they have managed a potentially new work flow for their clients. Attend this webinar and learn if there are changes you need to make to increase your effectiveness!

Duration: 2 Hours

Impairment Testing: The When and How for Financial Reporting

In booming times, an executive opinion of fair value might be all that one needs. In recessionary times, a third party appraiser is more desirable, as valuation is no longer a rule of thumb solution. There are definitions of fair value per the financial accounting standards board, but the actual methods of determining impairment vary by the standards of different accounting sources. This webinar will define impairment and present its use with fair value accounting and the methods that one may apply for determining fair value, including discounted cash flows.

Duration: 2 Hours

Information Security Awareness for Appraisal Professionals

Technology continues to become increasingly vital to your daily business. This webinar will empower you to maintain a safe and secure environment for your client's information, protecting your client's data from becoming compromised, thus minimizing your own liability risks. Learn best practices and procedures that will give both you and your client peace of mind and confidence in the security of confidential information.

Duration: 2 Hours

Insurance Replacement Valuation: An Emerging Appraisal Discipline

This webinar features two expert panelists who will discuss Insurance Replacement Valuation and its emergence as its own defined discipline within the appraisal profession. We will be discussing issues and processes related to the scope of work, valuations of newly constructed and reconstructed real estate, and the various approaches to value that can be utilized to reach the specific unique goals of the Insurance Replacement Valuation process.

Duration: 2 Hours

Investment Property Accounting Standards: How the World is Converging

Understand how the Financial Accounting Standards Board is developing a comparable standard to IAS 40 for U.S. Generally Accepted Accounting Standards. Similar to IAS 40, this new standard would exempt certain real estate investment entities from the proposed Lease Accounting standard, but more importantly, will also facilitate robust financial statements for real estate firms such as REITs and pension funds, an area where third-party appraisal expertise may have significant value.

Duration: 2 hours

IRS Valuation

If you currently do appraisal assignments for the IRS or hope to in the future, this is an educational opportunity you cannot afford to miss! Hear from IRS staff about what they look for when they review an appraisal and what they consider "red flags." Get an update on the latest tax court cases relevant to practitioners and an overview on the new Conservation Easement Audit Techniques Guide.

Duration: 2 hours

Is Your Data Really Secure? Data Backup and Recovery for the Appraisal Professional

A data breach can severely affect more than just your client's privacy and confidential information. It can affect the very existence of your enterprise. Conservative estimates are that as much as 50% of all businesses impacted by an incident that requires it to shut down for longer than a week, never recover! This webinar recording demonstrates how you can best back up your data for optimal recovery to minimize the negative impact on your business and proprietary client data.

Duration: 2 hours

Land Valuation: Upping Your Game

Land valuation is one of the most complex issues in appraisal. Credible and accurate land appraisals are critical to protecting the financial interests of land users, equity investors, and debt investors. However, inadequate appraisal reports can compromise these interests. In this webinar, experts in the field will present information and perspectives on best practices in land valuation.

Duration: 2 hours

Leasehold Valuations for the Appraisal Professional

This webinar features two expert panelists: one is a professional appraiser, the other a loan officer. We will be discussing issues and processes related to the various aspects of leaseholds and their effects on property valuations, including puts versus options, long-term versus short-term leaseholds, and negative leaseholds. We will also be discussing the proper procedures that appraisers should follow from the point of view of a loan officer, who will walk you through the loan approval process, and review examples of ideal and less than ideal loan applications.

Duration: 2 hours

Marina Valuation Overview

The webinar will address the unique and varying physical characteristics of coastal and inland marinas and the various revenue sources such as wet slip and dry rack rentals, fuel dispensing, upland storage boat rentals and boat maintenance/repair operations.

Duration: 2 hours

Mortgage Fraud and Real Estate Valuation

Learn about the mortgage fraud epidemic and its impact on the appraisal profession!

Duration: 1.5 hours

Oil Spills and Property Values

This 2-hour webinar offers critical insights on how appraisers can accurately value contaminated properties, especially in light of recent environmental disasters such as the Gulf oil spill. Just as important, you'll learn what assumptions you must not make and how important actual sales are to the valuation. Environmental contamination is found in many properties - industrial buildings, retail and even residential subdivisions – prepare yourself and broaden your assignments!

Duration: 2 hours

One Step Further: Implementing Guide Note 12 - Analyzing Market Trends

The guide note suggests that, beyond a single point-in-time value opinion, the appropriate scope of work for an assignment may require an appraiser to provide an opinion regarding the sustainability of the value. In that way, the appraisal becomes a more valuable tool in boom and bust periods, or even in more typical market cycles. An appraiser with a solid understanding of real estate market cycles still can reasonably make predictions about the future direction of the market.

Duration: 2 hours

Overview of 2011 International Valuation Standards

This webinar will provide an overview of the International Valuation Standards Council, its objectives and on-going work program. The program will introduce the significant requirements of IVS with a focus on real estate, as well as illustrate its application in challenging markets.

Duration: 2 hours

Perspectives from Commercial Review Appraisers

Increase the satisfaction of your current commercial appraisal clients and learn how to make a great impression on potential clients after attending this webinar. Hear from a distinguished panel of commercial appraisal review experts as they discuss what is happening in today's banking environment in terms of technology, service issues and much more.

Duration: 2 hours

Profiting from the New Estate Tax Law

This webinar recording will cover the salient points of "The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act" and what it means for you and your business. Examine how your appraisal report is critical to the success of some of the most popular estate planning techniques. Explore the types of estate and gift tax appraisal assignments you are likely to see and provide critical information on how these appraisals may be different than other appraisal assignments.

Duration: 2 hours

Property Taxation: Valuation and Consultation Services

This webinar addresses how appraisers fit under the umbrella of the property tax services industry. From preparing appraisal and appraisal review reports to providing information in a clear, objective and competent manner, appraisers can provide tremendous assistance to both the public and private sectors.

Duration: 2 hours

Purchase Price Allocations for Financial Reporting and Tax

ASC 805 (Business Combinations) presents many challenges for commercial valuation professionals. Attend this timely webinar and learn the nuts and bolts of preparing compliant reports while avoiding commonly made mistakes. Understand common practices used under purchase price allocation for compliance with ASC 805. Remove the guesswork and come away with step-by-step illustrations of how to prepare a compliant report in a business combination assignment for several common property types. If you appraise commercial properties you won't want to miss this webinar!

Duration: 2 hours

Real Estate Industry Perspectives on Lease Accounting

FASB and IASB are engaged in a "Lease Accounting" project whereby lessors and lessees would be required to report leases (including real estate) on financial statements. Concerns have been expressed by lessors and lessees of commercial real estate. Real estate associations have been outspoken about the potential effect on commercial real estate lease-buy decisions. Others have stated a preference for fair value arrangements found under International Financial Reporting Standards. This webinar will deliver real estate industry perspectives on the proposed lease accounting rule and alternatives that may garner support.

Duration: 2 hours

Reducing Appraiser Liability: Using the AZ765 ANSI Measuring Standard

The American National Standards Institute (ANSI) recently collaborated with the National Association of Home Builders (NAHB) to develop a standard method for measuring single family residences. The Z765-2003 ANSI Standard should be a win-win for residential appraisers of every experience level. Using one standard can help eliminate measuring errors caused by using different measuring methods and can also minimize litigation alleging measurement misrepresentations of the gross living area. Attend this webinar and learn how some of your everyday practices could potentially lead to accidental measuring inaccuracies. Differing measurements abound in Gross Living Area figures in MLS listing forms and even among colleagues at the same appraisal firm. Get standardized today!

Duration: 2 hours

Regression Analysis is Becoming Mainstream: Are You Prepared?

Regression analysis is quickly becoming a mainstream tool for valuation and consulting assignments. Not only do appraisers now have access to data and the technology to use regression effectively, clients and the courts are increasingly interested in seeing the results of regression modeling. This webinar introduces regression and how it can fit into your practice.

Duration: 2 hours

Regression Modeling: Why Bad Results Happen To Good Appraisers (And What to Do About Them)

Regression has become a mainstream tool for valuation and consulting assignments. While putting data into a software program and getting an answer is easy, understanding how each data component impacts the overall model design and results is much more complex. This webinar focuses on the use of regression modeling for real estate valuation, and the results of such modeling.

Duration: 2 hours

Residential Green and Energy Efficient Addendum

Need an organized way to communicate the green and energy efficient features of a house? Consider the new *Residential Green and Energy Efficient Addendum* to describe the features in a way that the lender, underwriter, appraiser, buyer or agent can use to benefit the property features.

Duration: 2 hours

Residential Green Valuation: Tools for Valuing High Performance Properties

The proposed Green Resources for Energy Efficient Neighborhoods (GREEN) Act legislation will mandate that appraisers have all relevant information about residential property – including plans and specs, green energy labels and certifications and Home Energy Rater Score (HERS) ratings. Be prepared and learn the nuts and bolts by listening to this timely new webinar!

Duration: 2 hours

Residential Solar Photovoltaic Leases: Market Value Dilemma

This webinar will address a number of issues surrounding appraisals of residential properties with Solar PV Leases and Power Purchase Agreements. Residential appraisers may encounter leases and agreements and the information in this webinar will be invaluable in documenting the appraisal report.

Duration: 2 hours

Review of Court Decisions on Valuations - Lessons Learned

Court decisions have changed the ground rules for many types of valuation assignments. Some courts such as the US Tax Court have set specific methodology for certain types of valuations and valuation methods. If you do work for estate and gift tax, donations, government agencies, this is an educational opportunity you cannot afford to miss! You will hear from experienced appraisers with court experience as well as a retired IRS litigator. The program will focus on a review of recent court cases as well as older cases setting specific methodology and lessons learned. The cases will cover several courts including bankruptcy and tax courts. The issues addressed will include property taxes, estate and gift issues, bankruptcy valuation, and others.

Duration: 2 hours

Right of Way – Three Case Studies with Two Approaches to Value

What is the proper valuation method for right of way appraisals? Often up for debate, this webinar explores two approaches: (1) Commonly used corridor valuation with ATF (Across the Fence) methodology and (2) Market-based analysis for right-of-way use. Experts will demonstrate their respective approaches and results to provide a better understanding of the differences and outcomes of the two methods as they provide their positions on a few case studies.

Duration: 2 hours

Sage Against the Machine: Using AVMs Wisely and Productively

What do AVMs look like in 2013? What can they do for you today to make your appraisals better?

This webinar will focus on the evolution of AVMs, their current usage, the technology of testing and validation, and recent changes. Appraisers will leave the webinar with an understanding of how AVMs can be part of the services that they offer to their clients.

Duration: 2 hours

Self-Storage: Looking at the Past—Are These Indicators for the Future?

Self-storage is a unique and growing sector of real estate. With approximately 50,000 facilities representing over 1.5 billion square feet of real property and four publicly traded REITs devoted to the asset class, the analysis of self-storage is becoming more complex. While self-storage properties are found in rural, urban and suburban areas throughout the United States, many real estate professionals and market participants simply do not understand the dynamics of the self-storage market.

Duration: 1 hour

Selling Into the Sun - Solar Research Report

In this webinar, the authors of the new report, "Selling Into the Sun: Price Premium Analysis of a Multi-State Dataset of Solar Homes" will discuss the methodologies, data, results, and conclusions. The study found that home buyers consistently have been willing to pay more for homes with host-owned solar photovoltaic (PV) systems - averaging about \$4 per watt of PV installed - across various states, housing and PV markets, and home types. This equates to a premium of about \$15,000 for a typical 3.6kW sized solar system.

Duration: 2 hours

Social Media for Appraisers: Navigating the Networks

This webinar recording provides social media tips to enhance your knowledge, improve your business and expand your network! The Appraisal Institute's former President Jim Amarin, MAI, SRA, shares his professional experiences with social media. Listen to this recording and explore the best ways to navigate social networks, and in turn, enhance your business.

Duration: 2 hours

The 50% FEMA Appraisal Rule

Attendees will acquire basic knowledge of flood zones and base flood elevations, and how they impact real estate in coastal areas. Particular emphasis will be on the 50% FEMA rule, also known as the substantial damage rule. The 50% rule is the specific damage assessment guideline established by the Federal Emergency Management Agency (FEMA), and is widely used by coastal communities which participate in the Community Rating System (CRS) of the National Flood Insurance Program (NFIP). This webinar help appraisers to correctly establish the depreciated market value of the improvements. Brokers will learn the responsibility they have to advise their clients properly before making purchase decisions. Construction professionals can use the information when planning to renovate or make additions. Lenders will find the content valuable for making building finance decisions.

Duration: 2 hours

The CFPB Appraisal Rules and You

The Consumer Financial Protection Bureau is authorized to deal with a range of appraisal related topics, including consumer disclosures, appraisal requirements and servicing requirements. Earlier this year, Regulation B (Equal Credit Opportunity Act) and Regulation Z (Truth in Lending Act) underwent significant changes. The agency also finalized a rule relating to loan servicing with impacts on valuation. Attend this webinar to learn the latest information from CFPB staff on these final rules and their impact on appraisals, and hear how banks are treating the new rules.

Duration: 2 hours

The Residential Market: Impact of Current Conditions on Valuation

Attend this webinar and hear from two noted experts as they cover sweeping market conditions for appraisal purposes and integrating trend reporting. You'll learn how to compare Case-Shiller Indices to reality, how to evaluate the leading indicators of the housing market and forecasting and how to recognize and evaluate Months Remaining Inventory (MRI), list prices and other leading indicators for your valuations.

Duration: 2 hours

Trial Components: Recipe for Success or Disaster

This webinar, moderated by John R. Underwood Jr. MAI, SRA, will break down component parts of the trial and inform attendees on what different trial participants are trying to accomplish. Appraisers will have an opportunity to learn about what questions to ask in accepting an assignment and how to prepare for depositions and trial. Our panel of attorneys, all with litigation backgrounds, will provide unique insights into the processes of report preparation and forming an opinion, viewed within a legal framework.

Duration: 2 hours

Understanding and Using Investor Surveys Effectively

In this webinar, our expert panelists discuss why surveys are excellent vehicles for certain situations, the inherent limitations of surveys and the correct way to use them. Learn how potential abuses can occur and how to avoid misuse that can result in completely incredible conclusions.

Duration: 2 hours

USPAP 2014-15 and the New Reporting Options

Implemented on 1/1/2014, the 2014-15 edition of USPAP brought significant changes for appraisers and lenders, as well as for government agencies. First, Standards 4 and 5 addressing consulting were retired. Additionally, instead of several appraisal reports, now USPAP offers only two written report options – Appraisal Report or Restricted Appraisal Report. What are the practical considerations of these report changes and the retirement of Standards 4 and 5? Listen to this webinar to find out!

Duration: 2 hours

Valuation of Basements: GLA and Other Valuation Considerations

Correctly valuing basement areas has emerged as a hot topic during the housing crisis the last few years. Attend this webinar and hear the perspectives on lower level valuation from leaders in the housing, construction, and finance industries. This webinar will provide an overview on lower level improvements, like green construction, fenestration and other new building techniques, stakeholders want appraisers to be more familiar with. The webinar will also provide an update on policy from Fannie Mae and present best practices for appraisals that include basements. Understand why appraisers view it one way and the construction industry another way. Whether you are an appraiser seeking best practices or a lender in need of background knowledge, this webinar is for you!

Duration: 2 hours

Valuation of Conservation Easements and Taxes

Valuing conservation easements is one of the most difficult assignments an appraiser can take. If you do this complex work, insure you're also up to speed on the ever changing IRS piece of the puzzle. Listen to this valuable two-hour webinar and gain critical insights and IRS tax court decision updates for your daily practice. This webinar addresses the federal income tax code and regulations pertaining to the donation and valuation of conservation easements. Appraisers, CPAs, and attorneys should be familiar with all these important requirements. Obtain relevant analysis on the most recent tax court decisions involving conservation easements!

Duration: 2 hours

Valuation of Solar Photovoltaic Systems

Residential and commercial real estate markets saw an 80% increase in distributed generation between 2011 and 2012. Demand for such systems is only likely to continue to increase going forward. Demand for appraisers with competency in valuing solar photovoltaic will only grow. Appraisers, lenders, real estate agents, and solar professionals will leave this webinar with some valuable tools and resources you can use today.

Duration: 2 hours

Valuing Net Zero Energy Buildings

Net Zero Energy (NZE) buildings – which use no more energy than they generate on site - have distinct design, construction and operating characteristics that extend beyond the obvious solar PV array. And since energy is the largest controllable operating expense in most buildings, the value implication is both obvious and material. Less obvious is how NZE buildings differ in design, construction and operation from conventional buildings, and how those differences affect the valuation process.

Duration: 2 hours

Wind Projects and Land Value

There are many appraisal considerations in a wind project that present unique challenges to the appraisal process. How do you calculate the value of a wind project? What components of a wind project are assessed? In its U.S. Wind Industry First Quarter Market Report 2012, the American Wind Energy Association reported: There are currently at least 8,916 megawatts under construction across 31 states and Puerto Rico. This represents 57% more megawatts under construction than during the same time last year. According to this statistic, wind projects are rapidly increasing. In this webinar, experts will present information and answer your questions about the appraisal of wind projects.

Duration: 2 hours

Wind Turbine Effects on Value

Wind turbines are becoming a much more common in the landscape, and so are studies of their impacts on value. The purpose of this webinar is to acquaint you with the most recent academic research on the effects of wind turbines on property values.

Duration: 2 hours

Working with an AMC: Finding Common Ground

This webinar will focus on regulations affecting the appraisal profession as they pertain to the Dodd-Frank Act and appraisal management companies. Topics will include the AMC structure, operations, review process and responsibility to a client; an independent appraiser's responsibilities to a client and an AMC; and working with an AMC to handle increased client requirements. The webinar will offer discussion about how AMCs can help educate, advocate for and improve relations with appraisers.

Duration: 2 hours

You Say Fracking, I Say Frac'ing: Let's Talk Valuation

Whether you call it fracking, frac'ing, or something else, advances in petroleum exploration & production technology including hydraulic fracturing have awakened the potential of mineral interests that have been dormant for decades or centuries. The unlocking of this wealth has now made minerals a major economic issue where they were once an ignored afterthought.

Duration: 2 hours



Other Programs

General Demonstration Report-Capstone Program

http://www.myappraisalinstitute.org/education/course_descrb/default.aspx?prgrm_nbr=S10GCAP&key_type=C

The *General Demonstration Report—Capstone Program* is an option Candidates for Designation may choose to complete their demonstration of knowledge requirement for their MAI designation. Like the traditional requirement, the same skills and knowledge base are required to produce a complete demonstration appraisal report. However, this program was designed to offer an option that accelerates the completion of the report. Instead of selecting and compiling data on a property, participants are provided with a subject property and data to analyze and then write the report in a limited time span of approximately two months. Participants must attend two webinars and a 7-day classroom session where facilitators will be on hand to answer questions and offer guidance. The full report is submitted for grading at noon on the seventh day.

The program is designed to be completed in approximately two months; therefore, participants must realize they will need to commit a considerable amount of that time on analysis and writing tasks PRIOR to the classroom setting. One pre-class writing assignment (fundamental market analysis) is required before the second webinar. It is important that participants understand they will need to spend a minimum of 150-200 hours to successfully complete this program. And during the 7-day classroom session, participants should expect to work on their reports after the 7-hour days spent in the classroom. 10-12 hours a day that week will not be unusual. Subject property types include 1) multifamily, 2) office building, and 3) retail (coming soon).

- *General appraisers seeking the MAI designation; not approved for state or AI CE credit.*

Client Education

<http://www.appraisalinstitute.org/education/group-training-opportunities/lenders/commercial/>

Commercial Real Estate Training: Appraisal Engagement, Appraisal Review and Evaluation

Engage and challenge your staff by attending the Appraisal Institute's training program specifically designed for lending, credit, or risk management staff who handle appraisal engagement, review, and evaluation. This program, developed by a former chief appraiser with 35+ years of commercial real estate experience, will provide insight on 1) what regulators expect from banks, 2) the internal bank policy and process, 3) the appraisal process, and 4) the scope of work. The four-part training sessions can be taken together or separately. Objectives for the training series:

- Understand how federal regulations govern appraisals
- Understand the work product of appraisers who are assigned federally related transactions
- Establish a best practices' process for successful appraisal engagement including development, maintenance, and monitoring of a vendor panel
- Develop an understanding of USPAP and its Scope of Work Rule which governs how an appraisal is performed and how it is communicated to a client
- Learn the importance of appraisal review to the underwriting process
- Understand how the sales comparison approach is applied when completing an appraisal review or evaluation of owner occupied property
- Understand how the income approach is applied when completing an appraisal review or an evaluation of an investment property

Part A

CRE Engagement: Federal Banking and Appraisal Regulations

- Identify best practices for complying with federal appraisal and federal banking regulations
- Identify best practices for establishing, maintaining, and monitoring a fee appraiser panel
- Understand the appraiser's requirement to comply with USPAP's Scope of Work Rule in connection with ordering an appraisal of commercial real estate

Part B

The Art of Commercial Appraisal Review

- Recognize why an appraisal review is important to the underwriting process
- Recognize what an appraisal review is and what it is not
- Recognize the definition of scope of work of an appraisal review
- Understand and discuss who should do an appraisal review
- Recognize how an appraisal review should be reported

Part C

Sales Comparison Approach – A Case Study

- Understand the use of the sales comparison approach when completing an appraisal review or an evaluation of a land parcel
- Discuss resources available to appraisers/reviewers
- Recognize the appropriate methodology to complete the approach
- Understand the focus of the reviewer or review appraiser

Part D

Income Approach – A Case Study

- Understand when the income approach is appropriate
- Recognize and discuss resources available to complete the income approach
- Recognize the appropriate methodology for the income approach
- Recognize the focus of the reviewer: appropriate quality and quantity of data, complete and accurate analysis, credible value conclusion

International Courses

- ***Basic Appraisal Valuation Principles-International***
- ***Basic Appraisal Valuation Procedures-International***
- ***Business Practices and Ethics-International***
- ***General Income Approach Part 1-International***
- ***General Income Approach Part 2-International***
- ***General Site Valuation and Cost Approach-International***
- ***General Sales Valuation Approach-International***
- ***General Market Analysis & Highest and Best Use-International***
- ***General Report Writing and Case Studies-International***
- ***Real Estate Finance, Statistics, and Valuation Modeling-International***
- ***Advanced Income Approach-International***
- ***Advanced Concepts and Case Studies-International***
- ***Advanced Market Analysis & Highest and Best Use-International***
- ***Quantitative Analysis-International***