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# Overview

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## Course Description

This is the *National Uniform Standards of Professional Appraisal Practice (USPAP) Course, 15-Hour* of The Appraisal Foundation. The *15-Hour National USPAP Course* focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the *Uniform Standards of Professional Appraisal Practice (USPAP)*. This course is unique in that it is developed by The Appraisal Foundation with assistance from the Education Council of Appraisal Foundation Sponsors (ECAFS) and is revised on a periodic basis to stay current with the latest edition of USPAP.

Each student must have a copy of the 2010-2011 USPAP document, which provides the framework for the course and is referred to throughout the course. The primary objective is that participants become familiar with the USPAP document.

The course material emphasizes the role of the appraiser and the impartiality associated with this role. Special responsibilities of the appraiser with regard to impartiality are explored in detail.

In addition to lectures, the course includes discussion problems that show how USPAP applies in situations that appraisers encounter in everyday practice. These examples address issues frequently experienced by appraisers as professionals in the appraisal of real property, personal property, and business or intangible assets, in appraisal review, and in real property appraisal consulting assignments.

This course is designed to aid appraisers seeking competency in USPAP, in all areas of appraisal practice including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

USPAP has been endorsed and adopted by major appraisal organizations in the United States. As required by federal law, USPAP must be used by states in their real estate appraiser certification programs.

This course provides at least 15 hours (50 minutes/hour) of instruction in USPAP that allows for a one-hour exam period within the 15-hour time frame.

## Learning Enhancements

The course student manual has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, you will find a Preview page that begins each Part. Included on the Preview page is a brief overview of the content, learning objectives to consider as you move through the content, and learning tips to assist in understanding the information being presented.
- **Learning Objectives.** Each learning objective covers essential information you need to know to fully understand the concepts in the course. Look them over before the Part begins so that you have a frame of reference as you move through the material. At the end of each Part, reread the objectives. Are you able to do what is stated? If not, this is the time to ask your instructor for help, or review the concepts that you do not understand.
- **In the Real World.** Supplementing the discussion problems (*USPAP in Action*), we've included practical real world problems to help you visualize and practice what you are learning.
- **Fill-in-the-Blanks.** When you write something down, you are more apt to remember it. The Student Manual has “missing” content in the outline that you will want to add in the space provided in your handbook as the instructor goes over the content.
- **Review.** Each Part concludes with a review. Included in the review are the learning objectives and key terms and concepts that have been covered.
- **Review Quizzes and Section Practice Tests.** Short quizzes are included at the end of most Parts, and Practice Tests are included at the end of each Section in the “Review.” The questions are similar to the types of questions you might find on the exam.

## Classroom Guidelines

To make the classroom environment a positive experience for all attendees, adherence to the following is required:

- No smoking in the classroom
- Silence cell phones, pagers, PDAs, etc. when class is in session
- Tape recording is prohibited
- Refrain from ongoing conversations with those seated near you and other distracting behavior while class is in session

## Survey Program

The AQB has instituted a USPAP Instructor Quality Review Program in order to monitor, evaluate, and improve the quality of USPAP instruction. The program has been designed as a mentoring process and is not meant to be punitive.

The AQB will send a survey to all students by email after a course is completed. The survey will seek the students' feedback on items such as the instructor's preparedness, knowledge of the subject matter, use of the materials provided, and ability to teach. The survey will contain an optional comments section for students to offer narrative feedback not covered by the survey items. Additionally, there will be an optional section for students to identify themselves if they wish to be contacted to provide further information.

## General Information

- **Breaks.** There will be breaks during the morning session and breaks during the afternoon session, unless noted otherwise by the course sponsor. The lunch break is generally for one hour.
- **Attendance.** Attendance sheets will be distributed during class to verify your attendance during the morning and afternoon sessions.
- **Certificates.** Certificate of completion will be mailed after completion of the course, and attendance during the entire course is required.
- **Examination.** This course provides at least 15 hours (50 minutes/hour) of instruction in USPAP that allows for a one-hour exam period within the 15-hour timeframe. The multiple-choice exam consists of 50 questions. You will be required to recognize definitions and concepts presented in the course, but not to memorize all of the Standards Rules.

## Complaint Process

For the protection of all parties, The Appraisal Foundation has set up procedures for processing student complaints under the AQB Certified USPAP Instructor Program.

The complaint must be provided in writing to The Appraisal Foundation. The complaint will be reviewed to determine whether it has merit. If it is determined that the complaint has merit, an investigation will be conducted followed by a recommendation as to the next course of action.

To file a complaint regarding an AQB Certified Instructor, download a copy of the Complaint Form and instructions at [www.appraisalfoundation.org/complaint](http://www.appraisalfoundation.org/complaint).