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TAF Mission Statement

USPAP Q & A, April 2009

# Overview

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## Course Description

This is the 7-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, as developed by The Appraisal Foundation. The course focuses on changes to USPAP for 2010 and 2011 and on appraisal issues that affect daily appraisal practice. It 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.

In addition to the student manual, each student is to have a copy of the 2010-2011 USPAP, USPAP Advisory Opinions, USPAP *Frequently Asked Questions*, and a Master Index, all bound in the same publication for use in all USPAP courses.

## Course Objectives

- Present and explain the new revisions to USPAP adopted in 2009 and effective from January 2, 2010 through December 31, 2011
- Address those areas of USPAP that are most commonly misunderstood or questioned
- Present “real world” scenarios that challenge participants to interpret and apply USPAP to situations they encounter in their daily practice

In addition to lectures, the course includes discussion examples that show how USPAP applies in situations that appraisers encounter in everyday practice. These examples primarily address issues frequently experienced by appraisers as professionals in the appraisal of real property.

This course is designed to aid appraisers in all areas of appraisal practice seeking competency in USPAP, 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 7 hours of instruction in USPAP; at present there is no accompanying 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.

## General Information

- **Brea ks.** There will be two breaks during the morning session and two breaks during the afternoon session unless noted otherwise by the course sponsor. The lunch break is generally for one hour.
- **A tte nda nce.** Attendance sheets will be distributed during class to verify your attendance during the morning and afternoon sessions. Full attendance during the entire course is required.
- **Cer tifica tes.** Certificates of completion will be mailed after completion of the course.

## 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 USPAP Instructor, download a copy of the Complaint Form and instructions at [www.appraisalfoundation.org/complaint](http://www.appraisalfoundation.org/complaint).

## 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 provide, 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.