

Seminar Description

Scope of Work: Expanding Your Range of Services will help you become familiar with the broad range of services that you can offer under USPAP and will provide practice in deciding an appropriate scope of work for various types of assignments. You'll return to your office with greater confidence in the scope of work decisions you make for all of your assignments, and you will have new ideas about other areas you may want to explore in order to expand your practice.

The scope of work concept has been used in the appraisal profession for many years. This very broad concept reaches into all aspects of the development process. It is based upon an appraiser's judgment regarding the information and type of analysis necessary for each assignment to produce a meaningful result and a credible appraisal.

The scope of work decision was introduced into USPAP to show the relationship between the assignment elements and the development process. After identifying the key elements of the assignment, the appraiser can decide what needs to be done to arrive at assignment results that address the needs of the intended users of the appraisal.

The scope of work decision is the most critical one you will make in the development of an appraisal. Therefore, it is necessary to properly inform the client and any intended users of the extent of information researched and the level of analysis completed in each assignment. With an appropriate disclosure, the client and intended users will not be misled about the reliance they can place on the appraisal.

The greatest advantage of the scope of work concept is that it allows an appraiser to customize each appraisal assignment to meet the needs of the client. The services that all appraisers can provide have been expanded by the concept of scope of work to allow the flexibility needed in today's marketplace.

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Appraisal Institute Paper: “Readdressing, Reassigning, Reappraising: Do’s and Don’ts”	
Assignment Plan	
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Completed Matrix	

Uniform Standards of Professional Appraisal Practice (under separate cover)

Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute (under separate cover)

Sample Certification Statements (under separate cover)