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# 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 2018-19 and on appraisal issues that affect daily appraisal practice. It is unique in that the Course is developed by The Appraisal Foundation and is revised on a periodic basis to stay current with the latest edition of USPAP.

In addition to this student manual, each student must have a copy of the 2018-19 USPAP publication available for use in the course. The publication includes USPAP, USPAP Advisory Opinions, USPAP *Frequently Asked Questions*, and Index.

## Course Objectives

- Present and explain the new revisions to USPAP that were adopted in 2017 and effective from January 1, 2018 through December 31, 2019.
- Present the current changes to USPAP in a variety of scenarios for class discussion.
- Present scenarios that challenge participants to apply USPAP to situations they encounter in their daily practice.

In addition to lectures, the course includes discussion illustrations that show how USPAP applies in situations that appraisers may 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 assist 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 property appraiser licensing and certification programs.

This course provides at least 7 hours of instruction in USPAP. There is no accompanying exam for the classroom course; however, some states may require an examination for distance education.

## 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, laptops, tablets, and any other electronic device when class is in session.
- Audio/video recording is prohibited.
- Refrain from ongoing conversations with those seated near you and other distracting behavior while class is in session.

## General Information

- **Breaks.** 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.
- **Attendance.** 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.
- **Certificates.** Certificates of completion will be distributed by the provider after successful 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. All complaints must be submitted in writing to The Appraisal Foundation. Complaints will be reviewed to determine whether they have merit. If it is determined that a 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](http://www.appraisalfoundation.org), Standards & Qualifications, USPAP Instructor Program, and Additional Resources.

## 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 may 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 may 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.