

# Course Schedule

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## **SECTION 1 (Day 1 Morning)**

<b>Overview</b>	Sign-in
<b>Introduction</b>	Classroom Procedures Introduction to the Course
<b>Part 1. Role of the Reviewer</b>	Defining Review Why Clients Need Reviews Morning Break Distinguishing Reviewer from Appraiser Overview of the Review Process Reviewer's Focus Professional Perspective Questions and Review Morning Break
<b>Part 2. Reviewer Competency</b>	Overview Reviewer Aptitude and Review Proficiency Standards and Ethics Requirements Enhancing Skill Sets Review Competency—Applications Questions and Review Lunch

## **SECTION 2 (Day 1 Afternoon)**

### **Part 3. Review Regulatory Environment (85 minutes excluding break)**

Reviewing the Past  
Laws and Regulations Affecting Appraisers and Reviewers  
Questions and Review  
Afternoon Break

### **Part 4. Skill Sharpener #1 (120 minutes excluding break)**

Skill Sharpener problems  
Afternoon Break  
Skill Sharpener problems

## **SECTION 3 (Day 2 Morning)**

### **Part 5. Review Assignment—Identification**

Review/questions from prior day  
Overview of the Review Process  
Before Accepting the Assignment  
Morning Break  
Step 1: Identification of the Problem  
Questions and Review

### **Part 6. Review Assignment—Scope of Work**

The Reviewer's Scope of Work  
Morning Break  
Analyzing Key Inputs  
Resolving Scope of Work Problems  
Questions and Review  
Lunch

## **SECTION 4 (Day 2 Afternoon)**

<b>Part 7. Reviewer's Research and Analyses</b>
Applying the Reviewer's Research and Analyses
Tests of Reasonableness
Afternoon Break
Reviewer's Framework for Review Opinions
Questions and Review
<b>Part 8. Reviewer's Opinions and Reasoning</b>
Review of the Appraiser's Analyses, Opinions, and Conclusions
Application of Step 4
Afternoon Break
Application of Step 4, cont.
Questions and Review

## **SECTION 5 (Day 3 Morning)**

<b>Part 9. Reviewing the Appraiser's Report</b>
Review/questions from prior day
Transitioning from Development to Reporting
Morning Break
Developing Reasons for Disagreement
Questions and Review
<b>Part 10. Reviewer's Own Opinion of Value</b>
It All Starts with Scope of Work
Morning Break
The Reviewer's Development and Reporting Process
Questions and Review
Lunch

## SECTION 6 (Day 3 Afternoon)

<b>Part 11. Reviewer's Report</b>	
	General Thoughts Professional Standards Requirements for Review Reports Form Review Reports Narrative Review Reports Oral Review Reports Questions and Review Afternoon Break
<b>Part 12. Skill Sharpener #2</b>	
	Challenge: Reviewer's Scope of Work Discussion Afternoon Break Challenge: Create a Template for a Narrative Review Report Questions and Review

## SECTION 7 (Day 4 Morning)

<b>Part 13. Reviews Involving Complex Properties</b>	
	Review/questions from prior day Characteristics of a Complex Property Examples of Complex Properties Regional and super-regional shopping malls Lodging facilities Health care facilities Gas stations and C-stores Morning Break Examples of Complex Properties, cont. Golf courses Religious facilities Special-use industrial facilities Residential and nonresidential subdivisions Conservation easements Undeveloped land in transitional areas Timeshares Air rights Questions and Review

## **SECTION 7 (Day 4 Morning, cont.)**

### **Part 14. Challenging Review Assignments**

Suspected Fraud  
Morning Break  
Comparing Two or More Appraisals  
Reviewing a Review  
Reviewing for Litigation Support  
Questions and Review  
Lunch

## **SECTION 8 (Day 4 Afternoon)**

### **Part 15. Reviewer-Appraiser Communication**

Why Communication Matters  
How Communication Works  
Suggestions for Reviewers  
Questions and Review  
Afternoon Break  
Challenge: Drafting a Memo to the Appraiser

### **Part 16. Skill Sharpener #3**

Disclosure of Assignment Conditions  
Afternoon Break  
Disclosure of Assignment Conditions, cont.  
Record Retention  
Questions and Review

### **Part 17. Exam Content Review—Self-Study**

Preparing for the Exam  
Content Covered in the Course  
Self-Study Practice Test

## **SECTION 9 (Day 5 Morning)**

<b>Part 18. Course Review (No credit awarded)</b>	
	Review of Practice Test Instructor's Review—PowerPoint Self-Study Morning Break
<b>Final Exam</b>	
	Exam Distribution and Instructions 3-Hour Multiple-Choice Exam