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# Course Overview and Administration

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## Course Description

This is the *7-Hour National USPAP Update Course*, which The Appraisal Foundation (Foundation) develops and revises on a periodic basis to stay current. The course focuses on how to use the USPAP publication to help solve appraisal issues that affect daily appraisal practice.

In addition to this student manual, each student must have a copy of the most current USPAP publication to use in the course. The publication includes USPAP, Advisory Opinions, Frequently Asked Questions, and an index.

## Course Objectives

1. Ensure that participants understand the principles and requirements of USPAP.
2. Ensure participants understand USPAP in the context of current and common issues.
3. Ensure participants know how to use the USPAP publication to solve day-to-day appraisal practice problems

In addition to lectures, the course includes case studies that show how USPAP applies in situations that appraisers may encounter. These examples primarily address problems frequently experienced by appraisers in the appraisal of **real property**.

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

Major appraisal organizations in the United States have endorsed and adopted USPAP. And, federal law requires that states use USPAP in their real property appraiser licensing and certification programs.

This course provides at least seven hours of USPAP instruction. 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 the course provider notes otherwise. The lunch break is generally for one hour.
- **Attendance.** The instructor will distribute attendance sheets to verify your attendance during the morning and afternoon sessions. Full attendance during the entire course is required.
- **Certificates.** The course provider will distribute certificates of completion after you successfully complete the course.

## Complaint Process

To protect all parties, the Foundation has set up procedures for processing student complaints under the Appraiser Qualifications Board's (AQB) Certified USPAP Instructor Program. All complaints must be submitted in writing. 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) > **Resources** > **Educators** > **USPAP Instructor Program** > **Additional Resources**.