

Course Schedule

SECTION 1

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

SECTION 2

Part 3. Review Regulatory Environment

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

Part 4. Skill Sharpener #1

Skill Sharpener problems
Break
Skill Sharpener problems

SECTION 3

Part 5. Review Assignment—Identification

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

Part 6. Review Assignment—Scope of Work

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

SECTION 4

Part 7. Reviewer's Research and Analyses

Applying the Reviewer's Research and Analyses
Tests of Reasonableness
Break
Reviewer's Framework for Review Opinions
Questions and Review

Part 8. Reviewer's Opinions and Reasoning

Review of the Appraiser's Analyses, Opinions, and
Conclusions
Application of Step 4
Break
Application of Step 4, cont.
Questions and Review

SECTION 5

Part 9. Reviewing the Appraiser's Report

Review/questions from prior day
Transitioning from Development to Reporting
Break
Developing Reasons for Disagreement
Questions and Review

Part 10. Reviewer's Own Opinion of Value

It All Starts with Scope of Work
Break
The Reviewer's Development and Reporting Process
Questions and Review
Lunch

SECTION 6

Part 11. Reviewer's Report

General Thoughts
Professional Standards Requirements for Review Reports
Form Review Reports
Narrative Review Reports
Oral Review Reports
Questions and Review
Break

Part 12. Skill Sharpener #2

Challenge: Reviewer's Scope of Work Discussion
Break
Challenge: Create a Template for a Narrative Review Report
Questions and Review

SECTION 7

Part 13. Reviews Involving Complex Properties

Review/questions from prior day
Characteristics of a Complex Property
Examples of Complex Properties
 Regional and super-regional shopping malls
 Lodging facilities
 Healthcare facilities
 Gas stations and C-stores
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

Part 14. Challenging Review Assignments

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

SECTION 8

Part 15. Reviewer-Appraiser Communication

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

Part 16. Skill Sharpener #3

Disclosure of Assignment Conditions
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

Part 18. Course Review

Review of Practice Test
Instructor's Review—PowerPoint
Self-Study
Break

Final Exam

Exam Distribution and Instructions
3-Hour Multiple-Choice Exam