

Schedule

SECTION 1. (Day 1 Morning)

Overview	Registration Course Description Classroom Rules and Procedures
Part 1. Review of the Valuation Principles that Affect the Sales Comparison and Income Capitalization Approaches	The Valuation Process The Sales Comparison Approach The Income Capitalization Approach Reconciliation of the Approaches Principles that Affect the Approaches Review Morning Break
Part 2. Comparability Tools: Graphic Analysis and Units of Comparison	Basic Comparability Concepts Numerical Measures of Comparability Data and Analysis—Graphic Data and Analysis—Units of Comparison Review Morning Break
Part 3. Elements of Comparison: Sales Adjustment Analysis	Elements of Comparison Adjustment Grid Review Lunch

SECTION 2. (Day 1 Afternoon)

Part 4. The Adjustment Procedure: Techniques Used to Extract and Support Adjustments

Sales Comparison—Paired Data Analysis
Income and Expense Analysis
Cost and Depreciation Analysis
Bracketing the Subject Property
Buyer Interviews
Afternoon Break

Part 5. Supporting Quantitative Adjustments

Real Property Rights Conveyed
Sales and Financing Concessions
Conditions of Sale
Expenditures Made Immediately After Purchase
Market Conditions
Location
Site Size
Site View
Design
Quality of Construction
Actual Age
Building Condition
Afternoon Break
Above-Grade Room Count
Gross Living Area or Gross Building Area
Basement and Finished Rooms Below Grade
Functional Utility
Heating/Cooling System
Energy-Efficient Items
Garage/Carport
Porches/Patios/Decks
Other
Review

Day 1 Homework: Complete Practice Tests for Sections 1 and 2.

SECTION 3. (Day 2 Morning)

Part 6. Case Study 1: Sales Comparison Valuation of a Single-Unit Property	
	Review Practice Tests for Sections 1 and 2 Case Study 1 Morning Break
Part 7. Case Study 1 Review	
	Case Study 1 Review Morning Break
Part 8. Qualitative Analysis	
	Relative Comparison Analysis Ranking Analysis Personal Interviews Review Lunch

SECTION 4. (Day 2 Afternoon)

Part 9. Financial Analysis	
	General Tips for Solving Financial Calculation Problems Timeline Practice Problems Afternoon Break Review
Part 10. Other Market Evidence Analysis Techniques	
	USPAP Regulations for Analyzing Market History Usefulness of Market History of a Subject Property Afternoon Break Procedure for Conducting an Analysis Calculation of Appreciation Rates Review

Day 2 Homework: Complete Practice Tests for Sections 3 and 4 and Homework Problem.

SECTION 5. (Day 3 Morning)

Part 11. Income Capitalization Approach	
	Review Practice Tests for Sections 3 and 4 Introduction to Gross Rent Multipliers (<i>GRMs</i>) Issues in <i>GRM</i> Analysis Review Morning Break
Part 12. Case Study 2: Sales Comparison and Income Capitalization Valuation of a Two-Unit Property	
	Case Study 2 Morning Break Case Study 2, cont. Lunch

SECTION 6. (Day 3 Afternoon)

Part 13. Case Study 2 Review	
	Case Study 2 Review Afternoon Break
Part 14. Reconciliation	
	Introduction to Reconciliation Why Reconciliation Is Important The Reconciled Value Opinion is Seldom an Average of Data Inconsistent Answers What to Review Rounding Re-Evaluation of the Analysis and Report Afternoon Break Questions to Ask When Reconciling Data Emphasize the Best Data Gross and Net Adjustments Review
Part 15. Selection of Comparable Sales	
	Criteria for Selecting Comparable Areas Other Selection Criteria for Comparable Sales/Rentals Review

Day 3 Homework: Complete Practice Test for Section 6.

SECTION 7. (Day 4 Morning)

Part 16. Partial Interests	
	Review Practice Test for Section 6
	Real Property Ownership
	Easements
	Concurrent Ownership of Real Property
	Lease Interests
	Life Estates
	Physical Interests
	Financial Interests
	Review
	Morning Break
Part 17. Data Collection and Verification	
	Data Collection Sources
	General Data Collection Tips
	Tips for Using the MLS System
	Data Verification
	The Danger of Placing All Your Eggs in Three Baskets
	Review
	Morning Break
Part 18. Course Review, Part 1	
	Course Review
	Lunch

SECTION 8. (Day 4 Afternoon)

Part 19. Course Review, Part 2	
	Course Review, cont.
Part 20. Exam Content Review	
	Instructor's Course Review—Preparing for the Exam
	Course Review—Self-Study
	Afternoon Break
	Exam Instructions
Exam	
	Exam