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Overview and Administration

Course Description

This is the *7-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course*, developed by The Appraisal Foundation. The course is roughly divided into two sections. The first focuses on changes to USPAP, which are effective starting January 1, 2024; the second presents case studies that show how USPAP applies in situations that appraisers may encounter. These case studies primarily address problems experienced by appraisers in the appraisal of **real property**.

In addition to this student manual, each student must have two additional publications to use in this course: the *2024 USPAP* and the *2024 USPAP Guidance and Reference Manual*.

Course Objectives

1. Present and explain the revisions to USPAP that were adopted in 2023 and are effective starting January 1, 2024.
2. Present the current changes to USPAP in a variety of scenarios for class discussion.
3. Present scenarios that challenge participants to apply USPAP to situations they encounter in their daily practice.

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.

Course Materials

This course has required course materials. In addition to this student manual, there are two other publications that are required materials for this course:

- *2024 Uniform Standards of Professional Appraisal Practice (2024 USPAP)*
- *2024 USPAP Guidance and Reference Manual (2024 USPAP GRM)*

The 2024 USPAP GRM will be especially helpful when searching for answers for the case studies.

Note: *In this 7-hour USPAP update course, “2024 USPAP” is used to refer to USPAP, and “2024 USPAP GRM” is used to refer to the USPAP Guidance and Reference Manual that comprises the Advisory Opinions (AOs), Frequently Asked Questions (FAQs), and USPAP Reference Index. In recent years, the AOs and FAQs were bundled within the same publication as USPAP; they are now separate. The USPAP Reference Manual was a new separate publication in 2022 and is now also included as part of the 2023 USPAP GRM.*

Classroom Guidelines

To make the classroom environment a positive experience for all attendees, adherence to the following is required:

- No smoking, chewing tobacco, or vaping allowed in the classroom.
- Silence cell phones, laptops, tablets, and any other electronic device when class is in session, except when using them for course-related matters.
- 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 10 minute breaks during the morning session and two 10 minute breaks during the afternoon session unless the course provider notes otherwise. The lunch break is generally for one hour.
- **Attendance.** For an in-person course, the instructor will distribute attendance sheets to verify your attendance during the morning and afternoon sessions. For a synchronous, virtual course, a method to verify attendance is required. 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 > **Resources** > **Educators** > **USPAP Instructor Program** > **Additional Resources**.

Survey Program

The AQB has instituted a USPAP Instructor Quality Review Program to monitor, evaluate, and improve the quality of USPAP instruction. The program is a mentoring process and is not meant to be punitive.

The AQB may email a survey to all students after a course is completed. The survey seeks 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.