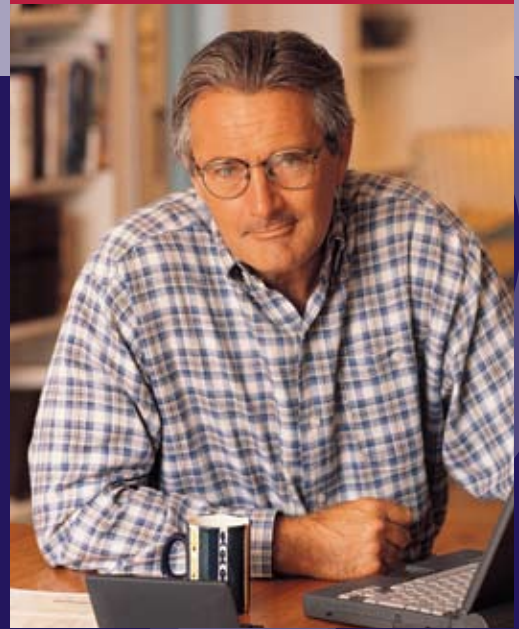


Real Estate Appraiser Licensing
and Continuing Education

Jan–Jun / 2009



It's easy to enroll!

Call local: 1-505-821-5556 or
toll-free: 1-800-777-1171

Visit: www.kpsnewmexico.com

COURSE CATALOG

Kaplan Professional Schools

has served more real estate professionals...

New Mexico's #1 Appraisal School for Real Estate Professionals

Kaplan Professional Schools has served more real estate professionals than any other school in New Mexico. Our Appraisal courses are all state-approved and taught by the industry's finest professionals.

We make it easy for you.

We make it easy for you to get your appraisal license and keep your credentials current. Help is always just a phone call away. To speak with our career counselors just call 1-800-777-1171 or 1-505-821-5556 between 8:00 am and 5:00 pm Monday through Friday.

So, what's an appraisal career all about?

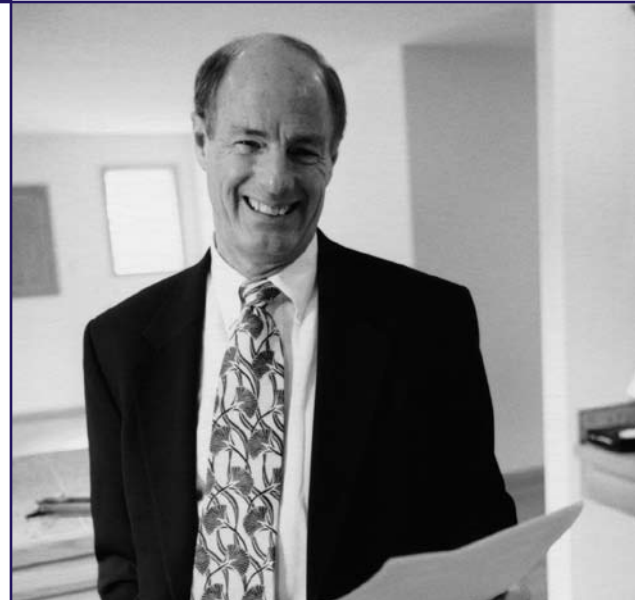
An appraiser gives an opinion of the quality, value or utility of a specific property. An appraisal is usually required whenever real estate is sold, mortgaged, taxed, insured, or developed. A typical appraisal might include physically inspecting the property, measuring the improvements and collecting the associated costs, preparing a site drawing, writing the physical description of the property, researching official records and deeds, finding similar properties to compare, and writing a final appraisal report.

While many appraisers enjoy the benefits of self-employment, positions with firms such as appraisal companies, financial institutions, and county assessors offices are just a few of the many opportunities for employment and on-the-job training.

Apprentice Appraisers are not required to have any previous appraisal experience and may only perform appraisals under the direction of a supervising appraiser. Becoming an Apprentice Appraiser is the first step in your career as an appraiser.

Licensed Appraisers are able to perform unsupervised appraisals of non-complex one-to-four unit residential properties within certain value limits. A licensed appraiser is also permitted to own and/or operate his or her own appraisal company. Becoming a Licensed Appraiser is the second step in your career as an appraiser.

Certified Appraisers are able to perform unsupervised appraisal of one-to-four unit residential properties without regard to transaction value or complexity.



New Mexico Appraiser State Requirements

All appraisers seeking to become licensed or certified in New Mexico must meet the following education requirements:

- **Licensed Appraiser**—
150 hours of education
- **Certified Residential Appraiser**—
200 hours of education plus an Associate's Degree*

**In lieu of an Associate's Degree, an applicant for the Certified Residential license must have a minimum of 21 semester credits in business and real estate course matter.*

The Apprenticeship Program

Your **first step** to becoming
a **Real Estate Appraiser!**

Apprentice Program—75 hours

Your career as a professional real estate appraiser starts here! With this program you will complete the 75-hour New Mexico required education. Let our professional appraisal instructors teach you everything you need to know to take the first step toward your career as a Real Estate Appraiser. Register today and take advantage of this package offer!

Tuition: \$899 (a \$108 savings!)

Individual Apprenticeship Program Course Descriptions and Dates

The following courses make up the 75-hour Apprenticeship Program. They may be purchased individually for the prices indicated. All classes are offered in Albuquerque from 8:00 am–5:00 pm.

Basic Appraisal Principles*—30 hours

Learn all the essentials of real estate and appraisal including real property concepts and characteristics, legal descriptions, forms of ownership, market value, economic principles and much more. You'll also learn about important principles affecting the value of a property including social, economic and environmental influences.

Dates: Jan 23-26; May 1-4

Tuition: \$379

National USPAP 2009 (Uniform Standards of Professional Appraisal Practice)—15 hours

- Structure—Uniform Standards of Professional Appraisal Practice
- Ethics, Competency and Departure Rules
- Jurisdiction Exception Rule
- Supplemental Standards Rule
- Requirements for appraisal assignments and reports

Date: Jan 30-31; May 8-9

Tuition: \$249

Basic Appraisal Procedures*—32 hours

Learn how to appraise utilizing the cost approach and income capitalization analysis. You'll learn how to analyze the factors that influence reproduction cost and depreciation, including physical deterioration, functional obsolescence and external obsolescence. Topics include: valuation procedures, location and neighborhood characteristics, architectural styles, types of construction, and much more.

Dates: Feb 5-8; May 16-19

Tuition: \$379

*AQB approved. See page 4.



Appraiser Upgrade Courses

If you're looking to **upgrade from the Apprentice Level to the Licensed Level**, these great courses count for qualifying education. For detailed information on the requirements to upgrade, please visit www.rld.state.nm.us.

These courses are also approved for appraisal continuing education.

Residential Market Analysis and Highest and Best Use*—15 hours

This 15-hour course provides students with an in-depth understanding of market analysis and the highest and best use techniques. Upon completion, students will have an understanding of various market analysis procedures such as supply and demand analysis and market fundamentals as well as how to use the highest and best use theory.

This course is also approved for 14 hours of appraisal continuing education.

Date: Jun 26-27; 8:00 am–5:00 pm

Tuition: \$249

Residential Site Valuation and Cost Approach Course*—16 hours

This course, based on the 2008 AQB requirements for Licensed and Certified Residential Appraisers, provides students with an in-depth understanding of site valuation and the cost approach, including in-depth case studies. Upon completion, students will be able to display a detailed understanding of site valuation techniques and the cost approach method.

This course is also approved for 15 hours of appraisal continuing education.

Date: Jun 28-29; 8:00 am–5:00 pm

Tuition: \$249

NEW! Residential Report Writing and Case Studies

The concepts of appraisal reporting, argument, reconciliation, and the reasoning behind these concepts in an appraisal, are covered. In addition, basic report writing fundamentals such as grammar, composition, and essay writing are taught. These skills are important to effective communications as well as necessary to writing a powerful, accurate, and persuasive appraisal report. After these communication skills are presented, the Uniform Residential Appraisal Report (URAR) form is covered extensively as the URAR is a primary reporting tool in an appraisal.

Date: Mar 7-8; 8:00 am–5:00 pm

Tuition: \$249

NEW! Residential Sales Comparison and Income Approach

This class is comprised of a series of fun and challenging case studies that will help you understand topics such as: valuation principles and procedures, advanced adjustment techniques, appraising a property with no comparable sales, and appraising houses with stigma. Learn how to handle everyday residential appraisals as well as the tough assignments with confidence and ease.

Additionally, this class can open the door to the lucrative investment property appraisal market. Learn how to gather, analyze and interpret financial data. The theory and application of income capitalization will be reviewed in detail along with financial functions and yield capitalization formulas. All these tools will be used to derive an indication of market value for income producing properties.

Date: Mar 27-30; 8:00 am–5:00 pm

Tuition: \$379

*The Appraisal Qualifications Board (AQB) Course Approval Program (CAP) approves course materials, not course providers. The course materials for all courses have been purchased from Dearborn Financial Publishing. Kaplan Professional Schools was granted and holds the AQB CAP approval for Basic Appraisal Principles. Dearborn Financial Publishing was granted and holds the approval on the other courses listed below.

The courses were approved by the AQB as meeting the 2008 qualification criteria. They were approved for the following sub-topics and hours:

Basic Appraisal Principles (30): Real Property Concepts and Characteristics (4.5), Legal Consideration (7.5), Influences on Real Estate Values (.5), Types of Value (8.5), Economic Principles (2), Overview of Real Estate Markets and Analysis (1), Ethics and How They Apply in Appraisal Theory and Practice

Basic Appraisal Procedures (32): Overview of Approaches to Value (17.75), Valuation Procedures (5.5), Property Description (4.5), Residential Applications (2.25)

Residential Site Valuation and Cost Approach (16): Site Valuation Methods (6.5), Site Valuation Case Studies (1), Cost Approach Concepts & Definitions (3), Replacement/Reproduction Cost New (.5), Accrued Depreciation (1), Methods of Estimating Accrued Depreciation (2), Cost Approach Case Studies (1)

Residential Market Analysis and Highest and Best Use (15): Market Fundamentals, Characteristics, and Definitions (3.5), Market Supply Analysis (1), Demand Analysis (1), Use of Market Analysis (2), Highest & Best Use Test Constraints (1), Applications of Highest & Best Use (1), Highest & Best Use Special Considerations (1), Highest & Best Use Market Analysis (1.5), Highest & Best Use Case Studies (2)

Continuing Education



Exam Prep

This home study course will prepare you for both the Licensed Appraiser and Certified Residential Appraiser exams. In this 2-day course we will solidify your understanding of appraisal principles and give you test taking tips, tactics, and hundreds of sample questions to prepare you for success on exam day. Price includes textbook.

Tuition: \$149

The state of New Mexico requires that all appraisers complete 28 hours of state-approved continuing education every two years, including the 7-hour **National Uniform Standards of Professional Appraisal Practice Update (USPAP)** course. Kaplan Professional Schools has a large selection of new and exciting appraisal courses to meet all of your continuing education needs.

7-Hour USPAP

As an appraisal professional you need to have confidence that you're operating within the rules and standards of ethical practice. The National USPAP Update will deepen your understanding of the latest standards of ethical behavior and competent performance for the appraisal professional. This course emphasizes the edits made as a result of the Scope of Work Projects. The course includes lectures and discussion problems that show how USPAP applies in situations that appraisers encounter in everyday practice. The course is designed to aid appraisers seeking a better understanding and competency level in USPAP.

Topics include:

- USPAP Definitions—Additions, Deletions, and Revisions
- Structural Changes to STANDARDS 1 and 2 and Advisory Opinion 2
- Elimination of the DEPARTURE RULE
- Key Changes to Other STANDARDS and STATEMENTS
- Application of the new SCOPE OF WORK RULE
- Review of Key Changes to Previous Year's USPAP Course

Date: Jan 13; Feb 19; Mar 21; Apr 24; 8:00 am–4:00 pm

Tuition: \$119

Advance Map Reading & Surveys—8 hours

Fast-moving, hands-on, comprehensive coursework covers map and survey reading, how to locate property lines from metes and bounds, topographical maps, and using GPS.

Date: Jan 20; 8:00 am–5:00 pm

Tuition: \$99

Advanced URAR & Fannie Mae Guidelines Update—7 hours

In this one-day course you'll take an advanced look at how to comply with Fannie Mae guidelines and mortgage lenders' requirements, and you'll be prepared for compliance with the new USPAP requirements. At the core of this presentation is an understanding of Fannie Mae Guidelines. Going through the four chapters, we'll show you how the guidelines correlate with new USPAP Scope of Work requirements and how to make the right choices. As Is, Hypothetical Conditions, and Extraordinary Assumptions are puzzling many appraisers. You'll learn when and how to report these factors. In addition, we'll give you an update on recent interpretations and answers to questions that keep popping up since the November 1st implementation of the new forms. This course is a 'must' for any residential appraiser who uses Fannie Mae forms.

Date: Mar 6; 8:00 am–4:00 pm

Tuition: \$119

Continuing Education (continued)

Appraising FHA—7 hours (pending approval)

Review the Appendix D to Handbook 4150.2, the VC Forms and the Homebuyer Summary forms. All the reporting for FHA must be completed on the Fannie Mae / Freddie Mac forms. Here is your opportunity to learn how to use the forms to accurately complete FHA appraisals in compliance with the guidelines. Even if you're familiar with the forms this course will pay dividends. In just one short day you'll learn how to face unique challenges for FHA appraisers: to properly and adequately document, within the FHA guidelines, the Fannie Mae forms 1004, 1004D 1025, and 1073.

Date: Mar 26; 8:00 am–4:00 pm

Tuition: \$119

Property Red Flags—4 hours (also available via home study)

This course reviews detailed home inspection techniques with illustrations and background information on asbestos, radon, lead, and other hazards to homeowners.

Date: May 12; 9:00 am–1:00 pm

Tuition: \$59

Communicating Lead Based Paint Disclosure to Consumers—2 hours education

Federal law requires the owner of residential property constructed prior to 1978 to meet disclosure requirements. We have some duties, too. Learn how to communicate these with the consumer.

Time: May 12; 2:00 pm–4:00 pm

Tuition: \$29

Home Study Courses

All courses are offered online. To enroll for an online course please go to www.kpsnewmexico.com. Licensed Appraisers are allowed to take only 21 hours of distance learning continuing education.

Property Red Flags—6 hours

Tuition: \$49

Provides detailed home inspection techniques with illustrations and background information on asbestos, radon, lead, and other hazards to homeowners.

Environmental Issues in Your Real Estate Practice—6 hours

Tuition: \$49

Reviews recognition of hidden hazards and advising the client on how to deal with them; how to perform “due diligence;” how to avoid legal liability.

Real Estate Finance Today—3 hours

Tuition: \$49

Explains the use of principal financing instruments; government influences on real estate finance; mortgage lending trends; features and functions of conventional mortgages and government insured or guaranteed loans.

The Truth About Mold—6 hours

Tuition: \$49

Go beyond the sensational media coverage to explore the impact of mold on the real estate industry. Course will give students practical information on remediation, reducing liability, sampling and testing kits, health effects of mold, and the differences between mold and other environmental red flags.

Online: Requires Microsoft Internet Explorer 4.x or greater or Netscape 4.x. View at 800 x 600-screen resolution required. (Must purchase the course at www.kpsnewmexico.com.)

Enroll now

Phone Toll-Free to: 1-800-777-1171 or **Fax** to: 1-505-821-5960
 or **Mail** to: 8205 Spain Rd. NE, Suite 109, Albuquerque, NM 87109
 or **Visit**: www.kpsnewmexico.com

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Business Phone: (____) _____ Fax: (____) _____

Email Address: _____

Course Title	Course Delivery	Date	Tuition
	<input type="checkbox"/> Classroom <input type="checkbox"/> Online		
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Prices and schedules are subject to change.

Subtotal \$	_____
Tax (Add 6.88%) \$	_____
Total \$	_____

Payment Information:

Please note: Registrations without payment will not be accepted.
 A full refund less a \$5 handling fee will be issued if cancellation is made 24 hours prior to the start of the course. Thereafter, no refund will be issued.
All course dates and times are subject to change.

CC: ___ AMEX, ___ MC, ___ Visa, ___ Discover, ___ Check: (Make checks payable to Kaplan Professional Schools)

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We Guarantee Your Satisfaction
 At Kaplan Professional Schools we are so positive that we can help you pass your licensing exam that if you need to retest you may retake the course at no additional charge for a full year from the date of your first class.

Check here if you require special accommodations to participate fully.



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Albuquerque, NM 87109
www.kpsnewmexico.com

Real Estate Appraiser Licensing and Continuing Education Course Catalog January–June 2009



Class **Location** Albuquerque

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