

Creditable Topics for Continuing Education Credit

The following is a list of topics currently approved for Continuing Education credit by the Appraisal Institute. Use this list to determine whether the non-Appraisal Institute educational program you are considering is acceptable. If you have questions, please contact the Designated Member Service Center at 312-335-4401 or e-mail designated@appraisalinstitute.org,

The Admissions and Designation Qualifications Committee maintains the list of creditable topics and makes changes from time to time. If you feel that a topic should be included on the list, please contact the Designated Member Service Center at designated@appraisalinstitute.org.

- You may receive all one hundred (100) hours per CE cycle for online education programs.
- Continuing education credit will be given for up to 10 hours for brokerage and law courses directly related to real estate and must be approved for state mandatory continuing education.
- You may earn a certain number of hours for service to the Appraisal Institute or to the real estate profession.
- Because of the constant technology changes in our industry, computer education skills are necessary for our members to be competitive in the appraisal industry. Therefore, continuing education credit will be given for up to 10 hours (each certification cycle) for computer education for applications specific to the appraisal industry.
- Any topic covered by *The Appraisal of Real Estate* (current edition) will automatically be given serious consideration for approval as a creditable topic for continuing education purposes.

SUBJECT

The subject must enhance the professional competency of designated appraisers or aid in increasing and expanding designated appraisers' outlook on the profession.

CREDITABLE TOPICS

The content must contain either direct application of appraisal theory and techniques in the appraisal process or skills related or tangential to appraisal practice.

Accounting/Bookkeeping

- Income/Expense Analysis
- Cost Accounting
- How to Read Financial Statements
- Introduction to Accounting (collegiate level)

Analysis/Evaluation

- Absorption Analysis
- Accounting Records
- Cash Flow Analysis
- Condominium Conversions
- Data Analysis
- Depreciation Analysis
- Development/Redevelopment Analysis
- Expense Statements
- Feasibility Analysis
- Financing: Availability; Mortgages; Mortgage Equity
- Fiscal Impact
- Green/Sustainable Development
- Highest and Best Use Analysis
- Historic Preservation/Easements
- Impact Studies
- Income Analysis
- Investment Analysis
- Land Use/Zones
- Leases/Rental
- Market/Market Demand Analysis
- Property Management Analysis
- Real Estate Securities: Characteristics, Valuation Analysis
- Regression Analysis
- Solar Energy Systems Analysis
- Subdivision Analysis
- Valuation Analysis

Appraisal/Appraising

- Appraisal for: Tax Purposes; Time Share
- Appraisal of: Condominium Conversion; Improved Property; Intangibles; Land; Leases; Manufactured Housing; Specific Property Rights; Subdivisions
- Appraisal Office Business Records
- Appraiser/Attorney Relations
- Appraising vs. Counseling
- Jury View of the Appraiser

- Appraiser as Arbitrator
- Appraisal Office in the Home
- Assessment Appeal of Business
- Appraisal Office Operations
- Environmental Considerations
- Expense Analysis
- Goodwill: General Information; Valuation of Income Analysis
- Green/Sustainable Development
- Litigation: Errors & Omissions; Expert Witness; Liability of Appraisers; Malpractice
- Mass Appraisal Concepts
- Partial Acquisitions
- Relocation: Effect on Value; Valuation of Remainder Property
- (Appraisal Institute) Review Procedures

Architecture/Design

- Blueprint Reading
- Concept of Architecture/Design
(related to history)
- Concept of Architecture/Design
(related to real estate)
- Nomenclature
- Project Planning

Assessor/Assessment

- Appraisal for Assessment
- Appeal Procedure: Laws Related to Appraisal Procedures
- Appeal Procedure: General Challenge of Assessment
- Assessment Ratio Study
- Duties of Assessor
- Assessment Standards
- Assessment Appeals Law: Value Related
- Assessment Appeals Law: Procedural

Capitalization

- Capitalization: Methods of; Techniques of cash Flow
- Effect of Risk
- Income Capitalization
- Mortgage Equity
- Rate Development
- Rates of Return/Internal Rates of Return

Cash

- Cash Flow Analysis
- Cash Equivalency
- Effect of Value
- Use of Software Products Such as Argus

Codes/Law

- Air & Water Rights Valuation
- Americans with Disabilities Act
- Arbitration or Mediation (Dispute Resolution)
- Assessment Appeal: Procedural
- Assessment Appeal: Value Related
- Bankruptcy Cases: Valuation of
- IRS: General; Relative Property
- CEBA Valuation
- Condemnation: General/Procedures
- Condemnation: Valuation of Easement/Partial Interest
- Eminent Domain
- Environmental Impact Studies
- Historic/Scenic Valuation
- IRS: Regulations/Laws; Estate Tax; Capitalization
- Possessory Interest/Franchise Concession Valuation
- Real Estate: Construction; Fire Codes; Land Use; Property Relocation
- Right of Way/Easement Valuation
- Subdivision Codes/Laws

- Tax: Estate/Inheritance Tax Cases (valuation of); Tax Appeal Valuation; Tax Law
- Timeshare Codes/Law
- URAR
- Zoning Codes/Law

Communications/Report Writing

- Appraisal Report Requirements
- Regulation Guidelines, i.e. FNMA, RTC
- Requirements of Form Report
- Report Writing (above associate level)

Construction

- Construction Codes
- Solar Energy Design
- General Construction Methods
- Cost Analysis
- Nomenclature
- Quality: Effect on Values
- Renovation/Remodeling
- Solar Energy Design: Effect on Value, Related to Real Estate
- Construction Details
(how to read an electrical panel, etc.)

Depreciation

- Appraising vs. Accounting
- Report Writing
- IRS Approved: Procedural
- Depreciation Analysis
- Depreciation Methods
- IRS Approved: Value Related
- Life Cycle Costing

Development

- Law: Conceptual
- Development for Specific Use
- Planning for Development
- Redevelopment

- Transfer of Density Rights: Concepts & Procedures
 - Transfer of Rights
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Economic/Feasibility

- Absorption Outlook
 - Analysis of Monetary/Fiscal Policy
 - Economic Forecast
 - Feasibility Outlook
 - Impact Studies
 - Money Market Outlook
 - Stock & Bonds/Stock Market
 - Taxes
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Environmental/Hazardous Waste

- General Information
 - Hazardous Waste
 - Impact on Value
 - Site Assessments
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Ethics/Standards

- Uniform National Standards of Professional Appraisal Practice Course (Appraisal Foundation)
 - Appraisal Institute Course *Business Practices & Ethics*
 - Other USPAP or Ethics courses specific to valuation
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Financial

- Financial Analysis
 - Credit Requirements for Financing
 - Availability: Effect of Value
 - Cash Equivalency Adjustment
 - Creative Methods
 - Financing Methods
 - Instruments of Financing
 - Mortgages
 - Trust Deeds
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Government Aid

- Effect on Value
- Government Aid Law
- Subsidized Housing

Investments

- Analysis for: Sale/Purchase; Valuation
- Broker-Oriented Investments; Management: Objectives
- Investment Case Studies
- Risk Analysis/Evaluation
- Tax Credit Advantages
- Tools/Measures of Analysis

Land/Subdivision

- Analysis of: Cost; Development/Design
- Highest & Best Use
- Land Planning
- Land/Subdivision Use
- Land/Subdivision Valuation
- Law/Regulations/Zoning

Leases/Leasing/Rentals

- Creating Leases: Clause Development Understanding
- Interpreting Leases
- Types of Leases
- Valuation of Leases

Loans/Lending

- Analysis of Terms
- Appraisal Requirements for Lending
- Cash Equivalency
- Requirements to Obtain Loans
- FIRREA
- Role in Appraisal Institute
- Summary of Terms and Type: Detail
- Underwriting Requirements
- Valuation of Loans

Maintenance

- Cost Analysis
- Contracts

Management

- Development: Critical Issues; Timing
- Fees and Costs: General
- Fees and Costs: Specific
- General Procedures: Rent, Utilities – Small Units
- Flood Plain Management
- Growth Management
- Investment Management
- Management of an Appraisal Office
- Management of Investment Portfolio
- Management of Property
- Water Control Management

Mathematics

- Advanced Mathematics: Statistics, Calculus
- Appraisal Related
- Business Statistics
- Model Building for Evaluation Work
- Real Estate Related

Market/Marketing

- Effect of Money Availability
- Effect of Mortgage Lending
- Equity: Analysis of
- Evaluation of
- Forecasts
- Loan Availability
- Market Studies
- Methods of
- Real Estate Analysis
- Statistical Analysis
- Value Analysis

Planning

- Concepts of Specific Uses
- Land Planning
- History of Planning
- Resources
- Zoning Analysis

Real Estate Transactions

- Appraisal of Real Estate Transactions
- Acquisition
- Cash Equivalency
- Exchange: Value Related
- Mathematics: Specific Methods & Advances
- Real Estate Law
- Exchange: General
- Sales Contracts: Analysis of
- Joint Ventures
- Sales Escrows
- Syndication
- Purchases

Securities/Syndication

- Non-Real Estate Interests
- Valuation Related to CMBS or REIT Markets
- Appraising for Wall Street: General

Tax/Taxes

- Capital Gains Taxes: Value Related
- Effect on: Financing, Investment, Value
- Estate Taxes: Real Property
- Redevelopment Taxes
- Codes: General, Procedural
- Tax Aspect in Development
- Tax Credits
- Estate: Personal Property
- Tax Deferred Exchanges
- Tax Depreciation Permitted
- History of Taxes

- Taxes in Market Data Interpretation
 - Taxes in Property Transfer Analysis
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