

Table of Contents

Overview.....	ix
Course Schedule	xiii
SECTION ONE	1
Introduction.....	1
Part 1. The Appraisal Foundation and an Introduction to USPAP	3
Part 1. Preview	3
Part 1. Introduction to the Uniform Standards of Professional Appraisal Practice....	5
I. History of Appraisal Standards.....	5
II. The Appraisal Foundation.....	8
III. The Structure of the Regulatory System – Overview.....	12
IV. The Structure of the Regulatory System – Appraisal Subcommittee.....	14
V. The Structure of the Regulatory System – State Appraiser Licensure and Certification Agencies	15
VI. The Structure of USPAP.....	16
VII. USPAP and the Appraisal Process.....	18
USPAP and the Appraisal Process Chart	19
Part 1. Review	21
Part 2. Preamble and When USPAP Applies	22
Part 2. Preview	22
Part 2. PREAMBLE and When USPAP Applies	24
I. PREAMBLE	24
II. When Does USPAP Apply?	25
Part 2. Review	30
Review Quiz	31
Part 3. USPAP Definitions	33
Part 3. Preview	33
Part 3. USPAP Definitions	35
Part 3. Review	50
Review Quiz	51
Section Practice Test.....	52
SECTION TWO.....	55
Part 4. ETHICS RULE, RECORD KEEPING RULE, and COMPETENCY RULE .	55
Part 4. Preview	55
Part 4. ETHICS RULE, RECORD KEEPING RULE, and COMPETENCY RULE ..	58
I. ETHICS RULE	58
II. RECORD KEEPING RULE	69

III. COMPETENCY RULE	73
IV. Relevant Advisory Opinions.....	77
Part 4. Review	78
Review Quiz	80
Part 5. SCOPE OF WORK RULE.....	81
Part 5. Preview	81
Part 5. SCOPE OF WORK RULE	83
I. Overview.....	83
II. Problem Identification Section.....	84
III. Scope of Work Acceptability Section.....	85
IV. Disclosure Obligations Section	86
V. Advisory Opinion Guidance	87
Part 5. Review	90
Review Quiz	91
PART 6. JURISDICTIONAL EXCEPTION RULE	92
Part 6. Preview	92
Part 6. JURISDICTIONAL EXCEPTION RULE	93
Part 6. Review	97
Section Practice Test.....	98
SECTION THREE.....	101
Part 7. STANDARD 1, Real Property Appraisal, Development.....	101
Part 7. Preview	101
Part 7. STANDARD 1.....	103
I. Overview.....	103
II. Key Points	103
USPAP and the Appraisal Process.....	104
III. Advisory Opinion References.....	111
Part 7. Review	112
Review Quiz	113
Part 8. STANDARD 2, Real Property Appraisal, Reporting	115
Part 8. Preview	115
Part 8. STANDARD 2: Real Property Appraisal, Reporting	117
I. Overview.....	117
II. Key Points	117
Part 8. Review	125
Review Quiz	126
Part 9. STANDARD 3, APPRAISAL REVIEW, DEVELOPMENT.....	127
Part 9. Review	127

Part 9. STANDARD 3: APPRAISAL REVIEW, DEVELOPMENT	129
I. Overview.....	129
II. Key Points	129
Part 9. Review	134
Part 10. STANDARD 4, APPRAISAL REVIEW, REPORTING	135
Part 10. Preview	135
Part 10. STANDARD 4: APPRAISAL REVIEW, REPORTING	136
I. Overview.....	136
II. Key Points	136
Part 10. Review	141
Review Quiz	142
Section Practice Test.....	143
SECTION FOUR	147
Part. 11. STANDARDS 5–10.....	147
Part 11. Preview	147
Part 11. STANDARDS 5–10	149
I. STANDARD 5: MASS APPRAISAL, DEVELOPMENT	149
II. STANDARD 6: MASS APPRAISAL, REPORTING	150
III. STANDARD 7: PERSONAL PROPERTY APPRAISAL, DEVELOPMENT ...	151
IV. STANDARD 8: PERSONAL PROPERTY APPRAISAL, REPORTING.....	152
V. STANDARD 9: BUSINESS APPRAISAL, DEVELOPMENT	156
VI. STANDARD 10: BUSINESS APPRAISAL, REPORTING	157
Part 11. Review	161
Review Quiz	162
Part. 12. Advisory Opinions	163
Part 12. Preview	163
Part 12. Advisory Opinions	164
Part 12. Review	166
Section Practice Test.....	167
 Part 13. Examination	

Overview

Course Description

This is the *15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Course* of The Appraisal Foundation. The *15-Hour National USPAP Course* focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the *Uniform Standards of Professional Appraisal Practice (USPAP)*. This course is unique in that it is developed by The Appraisal Foundation and is revised on a periodic basis to stay current with the latest edition of USPAP.

Each student must have a copy of the current (as of the date the course is offered) USPAP, and the current *USPAP Guidance and Resource Manual (USPAP GRM)*, which, together, provide the framework for the course. Both documents are referred to throughout the course.

The Student Manual emphasizes the role of the appraiser and the impartiality associated with this role. Specific responsibilities of the appraiser regarding impartiality are explored in detail.

In addition to lectures, the course includes illustrations that show how USPAP applies in situations that appraisers encounter in everyday practice. These examples address issues frequently experienced by appraisers as professionals in the appraisal of real property, personal property, and business (intangible assets), and in appraisal review.

This course is designed to aid appraisers seeking competency in USPAP, in all areas of appraisal practice including those who are subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

USPAP has been endorsed and adopted by major appraisal organizations in the United States. As required by federal law, USPAP must be used by states in their real estate appraiser certification programs.

This course provides at least 14 hours (50 minutes per hour) of instruction in USPAP and a one-hour examination.

Learning Enhancements

The course Student Manual has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, you will find a Preview page that begins each Part. Included on the Preview page is a brief overview of the content, learning objectives to consider as you move through the content, and learning tips to assist in understanding the information being presented.
- **Learning Objectives.** Each learning objective covers essential information you need to know to fully understand the concepts in the course. Look them over before the Part begins so that you have a frame of reference as you move through the material. At the end of each Part, reread the objectives. Are you able to do what is stated? If not, this is the time to ask your instructor for help or review the concepts that you do not understand.
- **Discussion Examples.** We've included practical real-world problems to help you visualize and practice what you are learning.
- **Fill-in-the-Blanks.** When you write something down, you are more apt to remember it. The Student Manual has "missing" content in the outline that you will want to add in the space provided in your handbook as the instructor goes over the content.
- **Review.** Each Part concludes with a review. Included in the review are the learning objectives and key terms and concepts that have been covered.
- **Review Quizzes and Section Practice Tests.** Short quizzes are included at the end of most Parts, and Practice Tests are included at the end of each Section in the "Review." The questions are similar to the types of questions you might find on the exam.

Classroom Guidelines

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

- No smoking in the live classroom
- Silence cell phones, pagers, laptops, tablets, and any other electronic devices, etc., when class is in session, regardless of the class being held live or by a synchronous method
- Audio/video recording is prohibited
- Refrain from ongoing conversations with those seated near you and other distracting behavior while class is in session

Survey Program

The Appraiser Qualifications Board (AQB) has instituted a USPAP Instructor Quality Review Program in order to monitor, evaluate, and improve the quality of USPAP instruction. The program has been designed as a mentoring process and is not meant to be punitive.

The AQB may randomly send a survey to students by email after a course is completed. The survey will seek 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 will 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.

General Information

- **Breaks.** There will be breaks during the morning and afternoon sessions, unless noted otherwise by the course sponsor. The lunch break is generally for one hour.
- **Attendance.** In live classroom settings, attendance sheets will be distributed during class to verify your attendance during the morning and afternoon sessions. Attendance verification for a synchronous class will follow a different process, which your instructor will explain.
- **Certificates.** Certificates of completion will be provided after successful completion of the course and examination. Attendance during the entire course is required.
- **Examination.** This course provides at least 15 hours (50 minutes/hour) of instruction in USPAP that allows for a one-hour exam period within the 15-hour timeframe. The multiple-choice exam consists of 50 questions. You will be required to recognize definitions and concepts presented in the course, but not to memorize all the Standards Rules.
- **Refrain.** Refrain from ongoing conversations with those seated near you as well as other distracting behavior while class is in session, whether live or in a synchronous session.

Complaint Process

For the protection of all parties, The Appraisal Foundation has set up procedures for processing student complaints under the AQB Certified USPAP Instructor Program.

The complaint must be provided in writing to The Appraisal Foundation. The complaint will be reviewed to determine whether it has merit. If it is determined that the 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 Instructor, download a copy of the Complaint Form and instructions at www.appraisalfoundation.org, Resources, Current Appraisers, USPAP Instructor Program, and Additional Resources.