

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item III

APPRAISER CERTIFICATION BOARD

MEETING MINUTES

Teleconference: (877) 402-9757

Access Code: 7983499

May 26, 2020

9:00 a.m.

Meeting started at 9:00 am.

Members Present:

Jana Seddon

Jayne Jacobs

Sorin Popa

Kelson Powell

Chris Sarman

Shannon Silva

Members Absent:

I. Public Comment

No public comment.

II. Introductions.

Hector Sepulveda did roll call.

III. Review and Consideration for Approval of the February 25, 2020 Appraiser Certification Board Meeting Minutes.

Chris Sarman moved to approve the Appraiser Certification Board meeting minutes. Shannon Silva second. All in favor, motion carries.

IV. Consent Agenda Items.

1. Review and Consideration for Approval of Continuing Education Credit Hours Reviewed and Submitted by the Department of Taxation Local Government Services Deputy Director.

Jane Seddon reviewed the Approval of Continuing Education Credit Hours Reviewed and Submitted by the Department of Taxation Local Government Services Deputy Director.

Shannon Silva moved to approve the courses a-g. Sorin Popa second. All in favor, motion carries.

- a) Appraisal Institute – Fundamentals of Apartment Appraising, Hours on Certificate
- b) IAAO – Drones, Hours on Certificate
- c) IAAO – Deeds & Property Law, Hours on Certificate
- d) IAAO – Agricultural Buildings, Hours on Certificate
- e) McKissock – New Construction Essentials: Luxury Homes, Hours on Certificate
- f) IAAO – Assessing COVID-19: What You Need to Know, Hours on Certificate

g) McKissock – Commercial Land Valuation

V. Review and Consideration of Continuing Education Credit Hours.

a) San Diego State University – Statistical Analysis for Business, 36 Hours

Chris Sarman moved to approve the course. Jayme Jacobs seconds. All in favor, motion carries.

VI. Pursuant to NRS 361.224, Review Department Report Regarding Appraisers Failing to Meet Requirements for Continuing Education and Possible Solutions.

Chris Sarman stated given the circumstances of COVID-19, the class he was going to teach with regards to IAAO the Personal Property class, being canceled, people depending on hours at the Association meeting, he isn't sure if people were handcuffed with getting the hours they may have needed.

Jeff Mitchell stated that there are a couple different options that the board can consider. He stated that there is a total of 20 appraisers that are currently on the list, training requirements that will expire July 1st. He anticipates that some of the classes that will be approved, and education hours are still coming in, that it will drop dramatically. He explained that the board has a couple of different options, the board doesn't necessarily have the authority to waive the requirement for the 36 hours. He stated that the authority to revoke the license is within the boards authority, so what we can consider, bring these on a case by case bases or the board can make a sweeping motion that we will not revoke licenses until after December 31st. He explained that instead of starting that persons next milestone or something along that line, we will give them 6 months to fulfill that requirement in this current milestone. He explained that they would have a shorter time period to fulfill the education requirement going forward.

Shannon Silva stated that if we send out a letter, it needs to be specified in the letter so that they do know that they're going to have three months less time to reach that next milestone, they need to have that understanding going into it as well.

Jana Seddon stated that this is just a grace period on this milestone.

Jeff Mitchell suggested that they can make a motion to something of that affect or direct staff to write a letter to all the appraisers, either is an appropriate action.

Jana Seddon directed staff to write a letter to send out to appraisers that have not yet met there credited hours.

Jeff Mitchell requested tabling to visit with Hector Sepulveda to make sure we are squared away on what we need on our end. He suggested a five-minute break.

Break – 9:23 am

Reconvened at 9:26 am

Jana Seddon asked if Jeff Mitchell had anymore comments in regarded of the letter he was directed to write.

Jeff Mitchell wanted to clarify; we are going to emphasize that this does not extend their next three-year period, so they will be short on time in that three-year period to complete the appropriate amount of hours.

VII. Briefing to and from Appraiser Certification Board and Department Staff.

Jeff Mitchell stated that there are a couple of items coming before the board. One is an appraiser is challenging his start date that the department has on file. He stated that this will of course affect all the different milestones. The Department doesn't feel we can make a ruling without the boards review.

VIII. Schedule Date and Review Agenda Topics for the Next Appraiser Certification Board Meeting.

Jeff Mitchell stated having a meeting end of June or July.

Jana Seddon request having the meeting in August.

IX. Public Comment

No public comment.

9:44 am adjourn.

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item IV

Nevada Department of Taxation
Application for Temporary Appraiser Certification
Request by State or County New Hire

To be completed by Applicant:

Applicant Name: Kedrick Garland

Business Mailing Address:
9111 Monroe Rd. Ste 100 Charlotte NC 28270
Street Address or P.O. Box City State Zip

Telephone: 704-277-3376 Fax: _____ E-mail address: kedrick.garland@tmæl.com

Sponsoring tax agency: Clark County Assessor

Tax agency contact name: Doug Scott Contact phone number: 702-455-3882

Date of hire by sponsoring tax agency: 11/16/15 Job title: Senior Auditor

Duties of the position: Perform personal property compliance audits in accordance with Chapter 321 of the Nevada Revenue Statutes

Check all that apply:
 Child support statement attached.

I have enclosed documentation showing the classes I have successfully completed and request the Department to determine the number of contact hours to be credited to continuing education requirements specified in NRS 361.223 and NAC 361.567.

Signed: [Signature] 8-29-16
Name Date

Verification of Employment, to be completed by Hiring Authority:

By my signature below, I verify the applicant is currently an appraiser of the sponsoring tax agency named above and the job duties specified and date of hire are true and correct.

Signed: [Signature] Assistant Director 9/2/16
Hiring Authority Representative Title Date
(Assessor or Department)

Department Use Only (initial and date):
Temporary certification beginning date: 11-16-15 [Signature]
Temporary certification ending date: 11-16-17 [Signature]
Certification sent to applicant on: 9-27-16 [Signature]

Revised 5-31-07



STATE OF NEVADA

TEMPORARY APPRAISER'S CERTIFICATE

Authority to Appraise Real and Personal Property
for Property Tax Purposes

Pursuant to the authority granted by Nevada Revised Statute 361.222,

KEDRICK GARLAND

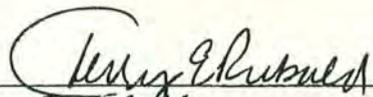
*is hereby authorized to appraise real property or personal property, or both for purposes of the
taxation of property for the State and any of its political subdivisions.*

*This temporary certificate expires two years from the date the appraiser was first hired as an
appraiser by Washoe County. This temporary certificate shall not be renewed.*

This certificate expires on November 16, 2017.

THE DEPARTMENT OF TAXATION

BY:


Terry E. Rubald
Deputy Executive Director





TAX MANAGEMENT
ASSOCIATES, INC

CORPORATE HEADQUARTERS

5121 PARKWAY PLAZA BLVD.

CHARLOTTE, NC 28217

PHONE 704.847.1234

WWW.TMA1.COM

January 14, 2020

Re: Verification of Employment for Mr. Kedrick Garland

To whom it may concern;

This letter is to confirm that Mr. Kedrick Garland has been employed with Tax Management Associates, Inc. as a full-time employee since April 18, 2016 as a Senior Auditor and continues to be actively employed with us.

Mr. Garland was also employed with us during the period of October 4, 2010 through October 3, 2014 as an Auditor.

Please feel free to contact me at (704) 814-7605 or scott.smith@tma1.com if you require any additional information.

Sincerely,

Scott Smith, SPHR, SHRM-SCP
Director of Human Resources

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VI

1. a) The Fundamentals of Appraising
Luxury Homes



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

Name of Requester [REDACTED]		Title Property Appraiser
TITLE OF COURSE The Fundamentals of Appraising Luxury Homes # CE.0009221-A		
DELIVERY METHOD - CHECK ONE <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study		SPONSORING ORGANIZATION McKissock, Inc

1. Course objective:

See attached documentation.

2. What are the expected hours of instruction? 4 hours continuing education

3. What is the expected completion date? 02/25/2020

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input checked="" type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
- [REDACTED]

[REDACTED SIGNATURE]

04/07/2020

Date

For Department Use Only

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY

Verified by:

Division of Local Government Services _____ Title _____ Date _____

The Fundamentals of Appraising Luxury Homes

4-hour distance education course produced by McKissock Learning.

Course Description:

When it comes to appraising high-end (luxury) homes, many appraisers accept these assignments without grasping the additional research, development, and analysis required to successfully complete these complex valuation assignments. This course examines the complexities of the luxury home market, techniques for interacting with real estate agents, obtaining and verifying non-MLS sales, identifying and supporting adjustments, and valuing over-improvements. Examples and illustrations are included to enhance the learning experience.

Course Learning Objectives

At the conclusion of this course, participants will be able to:

Objectives:

- Identify the factors that influence the luxury home market.
- Recognize the market and marketing distinctions of luxury homes.
- Prepare an effective pre-inspection process for efficiently completing a luxury home appraisal assignment.
- Recognize the most important aspects of conducting a professional and methodical inspection and reporting the property details in the appraisal report.
- Apply the basic sales comparison approach concepts to luxury home properties.
- Recognize the importance of adequately explaining and supporting the rationale of comp selection and the weighted analysis of the comparable properties.
- Employ different accepted techniques to support adjustments and recognize when an adjustment seems unreasonable.
- Identify when a luxury home is over-improved.
- Explain how to value an over-improvement.

Course Outline and Schedule

Course Introduction	4 minutes
The Luxury Home Market	6 minutes
Luxury Home Buyers	6 minutes
Market Influences	7 minutes
Marketing Luxury Homes	7 minutes
Architecturally Significant Homes	5 minutes
Chapter 1 Quiz	5 minutes
Identifying Luxury Properties	4 minutes
Inspection	2 minutes

Discovery	4 minutes
Setting the Appointment	5 minutes
Preliminary Comparables	4 minutes
Inspection Routines	5 minutes
Cultivating Relationships	2 minutes
Chapter 2 Quiz	3 minutes
Cost Approach	4 minutes
Cost Data	3 minutes
Sales Comparison Approach Intro	4 minutes
Private Sales	4 minutes
Comparable Selection, Private Sales, Verification	5 minutes
Issues with Price Range Searches	3 minutes
Locational Differences	4 minutes
Sales Rejected as Comparables	8 minutes
View Adjustments, View Orientation	5 minutes
Historic Paired Sales	6 minutes
Qualitative Adjustments	5 minutes
Reasonableness of an Adjustment	4 minutes
Complexity of Luxury Home Adjustments	4 minutes
Surveys	4 minutes
An Inadequate Reconciliation Example	4 minutes
Chapter 3 Quiz	7 minutes
Over-improvements	5 minutes
Example	4 minutes
The Ideal Improvement	4 minutes
Functional Obsolescence	3 minutes
Over-Improvement	5 minutes
Real-Life Example	4 minutes
Principle of Contribution	5 minutes
Recommended Practice: Bracketing	4 minutes
Market Area Example	4 minutes
Comparable Sales for Over-Improvements	4 minutes
Chapter 4 Quiz	5 minutes
Final Exam	<u>10 minutes</u>
Total	200 minutes

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VI

1. b) Appraisal of Owner-Occupied
Commercial Properties



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

<small>Name of Requester</small> [Redacted]	<small>Title</small> Appraiser
<small>TITLE OF COURSE</small> Appraisal of Owner-Occupied Commercial Properties	
<small>DELIVERY METHOD - CHECK ONE</small> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study <input type="checkbox"/>	<small>SPONSORING ORGANIZATION</small> McKissock

1. Course objective:

This course is developed specifically for the commercial appraiser. This is believed to be the first course for appraisers which has focused on appraisal of owner occupied commercial properties. For many categories of commercial properties, there are substantial percentages of properties that are either 100% owner-occupied, partially owner-occupied or subject to a lease between related entities under the same owners. Virtually every appraiser will be called upon to appraise such properties on multiple occasions.

2. What are the expected hours of instruction? 7 hours

3. What is the expected completion date? 11/21/2019

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input checked="" type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input checked="" type="checkbox"/> Commercial /Industrial Appraisal | <input checked="" type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

SIGNATURE

[Redacted Signature] 06/10/2020
Requestor Signature (Use Blue Ink) Date

For Department Use Only				
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO:</small>	<small>TOTAL CE'S FOR THIS MILESTONE</small>	<small>REASON FOR DENIAL OF CREDIT, IF ANY</small>
Verified by:				
Division of Local Government Services		Title	Date	

APPRAISAL OF OWNER-OCCUPIED COMMERCIAL PROPERTIES

Course Description

This course is developed specifically for the commercial appraiser. *This is believed to be the first course for appraisers which has focused on appraisal of owner occupied commercial properties.* For many categories of commercial properties, there are substantial percentages of properties that are either 100% owner-occupied, partially owner-occupied or subject to a lease between related entities under the same owners. Virtually every appraiser will be called upon to appraise such properties on multiple occasions. Many questions arise with appraisal of owner-occupied properties that do not come up with investor-owned properties.

The course assumes that the student appraiser has had training in the Sales Comparison Approach and the Income Approach including Discounted Cash Flow analysis. The initial chapter gives the appraiser a foundation in how owner occupied properties are appraised. Chapters 2, 3 and 4 help the appraiser understand the special features and characteristics that bring value to owner-occupied industrial warehouses, restaurants and office buildings.

Course Learning Objectives

- Identify the benefits and drawbacks of owner-occupied commercial properties
- Recognize the different types of owner-occupied appraisal assignments that may be encountered
- Explain how the market for facility purchases by owner-users may be different than the market for investors.
- Identify the impact on value of special features found in owner-occupied industrial warehouses
- Recognize the methods available to appraise warehouses that are larger than typically sold in the local market
- Explain how the sales comparison approach is applied to owner-occupied restaurants
- Explain how the income approach is applied to owner-occupied restaurants
- Prepare an introduction to going concern valuation for restaurants
- Identify various methods of segregating values
- Recognize special features found in owner-occupied office buildings.
- Recognize how special features influence value in owner-occupied office buildings
- Identify superadequacy and deficiencies in owner-occupied office buildings

APPRAISAL OF OWNER-OCCUPIED COMMERCIAL PROPERTIES

Course Schedule

Chapter 1: Overview - Characteristics and Special Considerations

Introduction	5 Minutes
Examples of Owner-Occupied Commercial Properties	7 Minutes
Lease between Related Parties – Another Form of Owner-Occupied Property	7 Minutes
Motivations of Owner Occupants	7 Minutes
When Sales to Owner-Users Occur Most Frequently	7 Minutes
A Premium for Owner-User Sales	7 Minutes
Owner-Occupied Property Appraisal - Types of Assignments and Income Analyzed	7 Minutes
Inspecting and Evaluating the Owner-Occupied Subject Property	7 Minutes
Challenges in Analyzing Value “As If Vacant” and “As If Stabilized” Value	7 Minutes
Selecting Market Rent and Appropriate Sale Comparables	7 Minutes
Selection of Sale Comparables May Depend on Market Conditions and Trends	7 Minutes
Market Research for Owner-Occupied Property Appraisals	7 Minutes
What is the Appropriate Cap Rate for Valuing an Owner-Occupied Building?	7 Minutes
Summary	7 Minutes
Chapter 1 Quiz	6.5 Minutes

Chapter 2: Sales Approach and Income Approach for Selected Industrial Properties

Introduction	5 Minutes
Types of Industrial Properties Discussed	7 Minutes
Overview of Methodology Applied to Valuing Special Features	7 Minutes
Adjustment Scenarios 1-6	7 Minutes
Summary	7 Minutes
Chapter 2 Quiz	6.5 Minutes

Chapter 3: Sales Approach and Income Approach for Restaurants

Introduction	5 Minutes
Owner-occupied Restaurant Appraisal - Types of Assignments	7 Minutes
Facility Being Valued	7 Minutes
Guidelines for Selection of Comparables	7 Minutes
Sales Comparison Approach Examples	7 Minutes
Income Approach – Value “As If Stabilized” Example	7 Minutes
Income Approach – Value “As If Vacant” Example	7 Minutes
Summary of Results	7 Minutes
Section 2 – Intro to Going Concern Value Analysis & Method for Segregating Values	7 Minutes
Approaches Applicable to a Going Concern Value	7 Minutes
Data Needed from the Owner	7 Minutes
Income Analyzed for Going Concern Value	7 Minutes
Normalization Adjustments to Income Statements and Balance Sheets	7 Minutes
Income Streams Used in Going Concern Valuation	7 Minutes
Applying the Sales Approach to Going Concern Value	7 Minutes
Segregating Real Estate Value from Business Related Values	7 Minutes
Concept of the Allocation Estimate	7 Minutes
Why Appraisers May Have Discomfort with the Allocation Process	7 Minutes
Commonly used Methods for segregating or allocating Real Estate Value from Other	7 Minutes

APPRAISAL OF OWNER-OCCUPIED COMMERCIAL PROPERTIES

Values

Chapter 3 Quiz

6.5 Minutes

Chapter 4: Selected Issues with Owner-Occupied Office Buildings

Introduction

5 Minutes

Owner-occupied Restaurant Appraisal - Types of Assignments

7 Minutes

Guidelines for Selection of Comparables

7 Minutes

Common Challenges in Appraising Owner-Occupied Offices

7 Minutes

Researching Superadequacy and Deficiencies in the Local Market

7 Minutes

Applying the Analysis of Value to Special Features –Examples

7 Minutes

Analysis Process Highlights

7 Minutes

Summary

8 Minutes

Chapter 4 Quiz

5 Minutes

Final Exam

10.5 Minutes

TOTAL

350 Minutes

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APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VI

1. c) Forecasting Revenue



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

<small>Name of Requester</small> [REDACTED]	<small>Title</small> SENIOR APPRAISER
<small>TITLE OF COURSE</small> FORECASTING REVENUE	
<small>DELIVERY METHOD - CHECK ONE</small> <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	<small>SPONSORING ORGANIZATION</small> APPRAISAL INSTITUTE

1. Course objective:

FORECASTING PROFITS, JUMP AND ADDITIONAL REVENUE ON INCOME PRODUCING PROPERTIES TO ESTABLISH MARKET VALUE.

2. What are the expected hours of instruction? 7

3. What is the expected completion date? 6/3/2020

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input checked="" type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input checked="" type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

[REDACTED] _____ Date 5/27/2020

For Department Use Only				
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO:</small>	<small>TOTAL CE'S FOR THIS MILESTONE</small>	<small>REASON FOR DENIAL OF CREDIT, IF ANY</small>
<small>Verified by:</small>				
Division of Local Government Services		Title	Date	

Forecasting Revenue

Some AI educational programs may not be approved in every state.

Students should [check state approvals](#) prior to registering for any Appraisal Institute program.

To register for this program, go to the bottom of the page.

Who should enroll

- General real property appraisers
- Residential real property appraisers
- Building owners
- Real estate brokers

Description

This 7-hour seminar is a must if you own, broker, or appraise income-producing real estate. This seminar provides critical insights on how to forecast rent levels, vacancy, and additional sources of revenue on all income-producing types, commercial and residential. The focus is on key issues with analyzing rent rolls and forecasting rent on vacant space. Detailed considerations on how to forecast rent growth will provide excellent insight to real estate owners, analysts, and appraisers. Discussions of how to quantify and consider vacancy and concessions as well as other forms of revenue (i.e., "other income") are presented. The seminar includes two case studies (one residential and one commercial) that exemplify the value of forecasting revenue. Familiarity with the income capitalization approach is recommended.

Objectives

Prerequisites

None

Online



State Approval & Hours

Refer to [this page](#) for details of state approval hours for this course.



AI CE Points:

- Attended Only: 75



Class Time: 7 hours



Session Length: 90



Assignment: No



Exam: No



Exam Hours: N/A



Level: Intermediate



Program Overview



Required and/or Recommended Equipment



System Requirements



Book Recommendations



Additional Information

Register to take this online course: [Register](#)

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VI

1. d) 2020-2021 National USPAP Course



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

	Title Appraiser
TITLE OF COURSE National Uniform Standards of Appraisal Practice Course 7 Hour Update 2020-2021	
DELIVERY METHOD - CHECK ONE <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study	SPONSORING ORGANIZATION Appraisal Institute

1. Course objective:

This is the 7-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course, as developed by The Appraisal Foundation (Foundation). The course focuses on changes to USPAP for 2020-21 and on appraisal issues that affect daily appraisal practice. The Course is developed by the Foundation and is revised on a periodic basis to stay current with the latest edition of USPAP.

2. What are the expected hours of instruction? 7 hours

3. What is the expected completion date? 03/09/2020

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications
<input type="checkbox"/> IAAO Standards
<input checked="" type="checkbox"/> Residential Appraisal
<input checked="" type="checkbox"/> Commercial /Industrial Appraisal
<input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal
<input type="checkbox"/> Principles of Accounting
<input type="checkbox"/> Principles of Finance
<input type="checkbox"/> Application of Nevada Statutes or Regulations | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation
<input type="checkbox"/> Geographic Information Systems, Mapping Techniques
<input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining
<input checked="" type="checkbox"/> Professional Ethics
<input type="checkbox"/> Administrative Procedures
<input type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

Date 06/10/2020
Requestor Signature (Use Blue Ink)

For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY
Verified by: Title _____ Date _____				
Division of Local Government Services				

National Uniform Standards of Professional Appraisal Practice (USPAP) Course

7-Hour Update



PC400GRCHH

ABOUT THE APPRAISAL INSTITUTE

The Appraisal Institute is a global professional association of real estate appraisers, with nearly 18,000 professionals in almost 50 countries throughout the world. Its mission is to advance professionalism and ethics, global standards, methodologies, and practices through the professional development of property economics worldwide. Organized in 1932, the Appraisal Institute advocates equal opportunity and nondiscrimination in the appraisal profession and conducts its activities in accordance with applicable federal, state and local laws. Individuals of the Appraisal Institute benefit from an array of professional education and advocacy programs, and may hold the prestigious MAI, SRPA, SRA, AI-GRS and AI-RRS designations. Learn more at www.appraisalinstitute.org.

**General &
Residential
APPRAISERS**

The National Uniform Standards of Professional Appraisal Practice (USPAP) Course, 7-Hour National Update
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Nondiscrimination Policy

The Appraisal Institute advocates equal opportunity and nondiscrimination in the appraisal profession and conducts its
activities in accordance with applicable federal, state, and local laws.

AIM HIGHER

DID YOU KNOW THE **APPRAISAL INSTITUTE** PROVIDES MORE THAN QUALITY EDUCATION TO THE VALUATION PROFESSION?

The Appraisal Institute...

- ▶ Develops peer-reviewed continuing and qualifying education taught by practicing appraisers and offered across the U.S., internationally, and online.
- ▶ Is the leading publisher of more than 70 world-renowned valuation books, used by valuation professionals and universities in the U.S. and abroad.
- ▶ Offers 24/7 access to its world-class research library—the Y.T. & Louise Lee Lum Library.
- ▶ Maintains the strongest presence of any valuation organization in Washington, DC, and state capitals.
- ▶ Publishes *The Appraisal Journal*, *Valuation* magazine, and *Appraiser News Online*.
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- ▶ Offers highly respected designations in commercial, residential, and review (MAI, SRA, AI-GRS, AI-RRS), which are recognized as marks of excellence in the field of real estate valuation and analysis.
- ▶ Has led the valuation profession in its quest to provide knowledge, experience, and integrity to the valuation profession for more than 85 years.

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www.appraisalinstitute.org/ai-affiliation

Our Mission

Our mission is to advance professionalism and ethics, global standards, methodologies, and practices through the professional development of property economics worldwide.

Our History

The Appraisal Institute was established when the American Institute of Real Estate Appraisers (AIREA) and the Society of Real Estate Appraisers (Society) unified in January 1991. AIREA and the Society, founded in 1932 and 1935, respectively, were created to help standardize the appraisal process by promoting professional education and upholding high ethical standards.

1932

AIREA is formed as an affiliate of the National Association of Realtors. *The Appraisal Journal* is launched. The Metro New Jersey Chapter becomes the first chartered chapter.

1945

The MAI designation program is introduced (AIREA's MAI designation dates back to the 1930s)

1961

The Society opens a Washington, DC, office to establish a voice among the leaders of Congress and the federal government.

1981

The *Appraisal of Real Estate* is translated and published in German. 14 additional international editions have been published since then.

1989

Congress passes the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA), which establishes state appraisal certification/licensing for federally related transactions.

1992

The Y. T. and Louise Lee Lum Library is established.

2000

The Appraisal Institute introduces *Appraiser News Online* (ANO).

2014

The Appraisal Institute begins issuing two review designations: the AI-GRS and AI-RRS.

1935

The U.S. Building and Loan League sponsors the Society, which establishes appraisal guidelines and standards. After completing education and experience requirements, the first SRA designation is conferred.

1951

The first edition of *The Appraisal of Real Estate* is published.

1969

The Society initiates the Young Advisory Council (YAC), a series of roundtable discussions on topics of interest to appraisers and analysts, now known as LDAC.

1987

AIREA and the Society are founding sponsors of The Appraisal Foundation, which is established to work with the government to create a self-regulatory system.

1991

AIREA and the Society formally merge into the Appraisal Institute.

1996

The first quarterly issue of *Valuation Insights & Perspectives* (now *Valuation*) is introduced.

2003

The first MAI designations are conferred upon Korean appraisers.

With more than 85 years of history, the Appraisal Institute continues to serve as the nation's largest professional organization of real estate appraisers. Through its designation programs, educational offerings, advocacy efforts and publishing endeavors, the Appraisal Institute maintains its leadership position within the real estate industry and continues to be a leader in the global valuation profession.



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2020-2021 EDITION

7-Hour Course Student Manual

National Uniform Standards of Professional Appraisal Practice (USPAP)
Update Course



The Appraisal
FOUNDATION

Authorized by Congress as the Source of Appraisal
Standards and Appraiser Qualifications



Authorized by Congress as the Source of Appraisal
Standards and Appraiser Qualifications

7-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course - Ethics, Standards, and Your Appraisal Practice

2020-21
Student Manual

Reviewed and Updated By
The Appraisal Standards Board (ASB)

Approved By
The Appraiser Qualifications Board (AQB)

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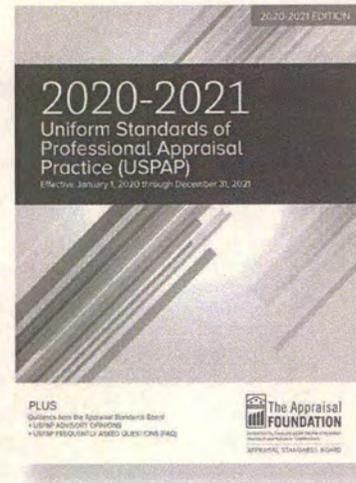
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The Appraisal Standards Board (ASB) of The Appraisal Foundation develops, interprets, and amends the Uniform Standards of Professional Appraisal Practice (USPAP) on behalf of appraisers and users of appraisal services. **The 2020-2021 Edition of USPAP is effective January 1, 2020 through December 31, 2021.**

It is important that individuals understand and adhere to changes that are adopted in each edition of USPAP. State and federal regulatory authorities enforce the content of the current or applicable edition of USPAP.

In addition, the 2020-21 Edition of USPAP contains guidance in the form of Advisory Opinions and over 300 USPAP Frequently Asked Questions (FAQs). These communications illustrate the applicability of Standards in specific situations and offer advice from the ASB for the resolution of specific appraisal issues and problems.

To purchase a spiral bound or PDF copy of USPAP, please visit our website at www.appraisalfoundation.org, store or call 800-348-2831.



ABOUT THE APPRAISAL FOUNDATION

The Appraisal Foundation is the nation's foremost authority on the valuation profession. The organization sets the Congressionally-authorized standards and qualifications for real estate appraisers, and provides voluntary guidance on recognized valuation methods and techniques for all valuation professionals. This work advances the profession by ensuring appraisals are independent, consistent, and objective. More information on The Appraisal Foundation is available at www.appraisalfoundation.org.

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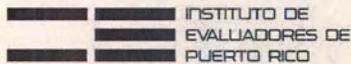
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Yes, I Can Perform that Assignment!

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Sample Restricted Appraisal Report (Non-Residential)

Overview

Course Description

This is the *7-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course*, as developed by The Appraisal Foundation (Foundation). The course focuses on changes to USPAP for 2020-21 and on appraisal issues that affect daily appraisal practice. The Course is developed by the Foundation and is revised on a periodic basis to stay current with the latest edition of USPAP.

In addition to this student manual, each student must have a copy of the 2020-21 USPAP publication to use in the course. The publication includes USPAP, USPAP Advisory Opinions, USPAP Frequently Asked Questions, and an Index.

Course Objectives

- Present and explain the new revisions to USPAP that were adopted in 2019 and effective from January 1, 2020 through December 31, 2021.
- Present the current changes to USPAP in a variety of scenarios for class discussion.
- Present scenarios that challenge participants to apply USPAP to situations they encounter in their daily practice.

In addition to lectures, the course includes discussion illustrations that show how USPAP applies in situations that appraisers may encounter in everyday practice. These examples primarily address issues frequently experienced by appraisers as professionals in the appraisal of real property.

This course is designed to assist appraisers in all areas of appraisal practice seeking competency in USPAP, including those 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 property appraiser licensing and certification programs.

This course provides at least 7 hours of USPAP instruction. There is no accompanying exam for the classroom course; however, some states may require an examination for distance education.

Classroom Guidelines

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

- No smoking in the classroom.
- Silence cell phones, laptops, tablets, and any other electronic device when class is in session.
- 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 breaks during the morning session and two breaks during the afternoon session unless noted otherwise by the course provider. The lunch break is generally for one hour.
- **Attendance.** Attendance sheets will be distributed during class to verify your attendance during the morning and afternoon sessions. Full attendance during the entire course is required.
- **Certificates.** Certificates of completion will be distributed by the course provider after successful completion of the course.

Complaint Process

For the protection of 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, Standards & Qualifications, USPAP Instructor Program, and 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 has been designed as a mentoring process and is not meant to be punitive.

The AQB may send a survey to all 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 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.

Course Schedule

Introduction	
10 Minutes	Welcome and Course Announcements Introduction to the Course
Section 1. Morning	
20 Minutes	Why and How USPAP Changes are Made - The Result of Exposure (Part I)
75 Minutes*	Specific Changes and Their Impact (Parts II through IV)
105 Minutes*	Specific Changes and Their Impact (Parts V through VII)
Section 2. Afternoon	
100 Minutes*	Changes to Other Advisory Opinions
110 Minutes	Additional Topics

* Time includes a 10-minute break.

Introduction

USPAP was developed to promote and maintain a high level of public trust in professional appraisal practice. The development of uniform standards enhanced the role of the appraiser in society and reinforced the appraiser's obligations to act in a manner that promotes public trust and confidence in appraisal services.

The *Uniform Standards of Professional Appraisal Practice* (USPAP) reflect the multifaceted nature of our profession. USPAP changes are made in conjunction with changes to the appraisal profession, as well as the changing needs of potential clients. The changes are also intended to improve the clarity, understanding, and enforcement of USPAP. The goals of this course are to update you on the changes to the document, discuss its effect on appraisal practice, and provide you with the opportunity to use USPAP in examining and exploring solutions to appraisal issues.

BEFORE WE BEGIN ...

According to the PREAMBLE to USPAP, "The purpose of the *Uniform Standards of Professional Appraisal Practice* (USPAP) is to promote and maintain a high level of public trust in appraisal practice by establishing requirements for appraisers."

Who or what is the public that this refers to? Why is public trust fundamental to USPAP?

This course presents the changes to the publication for the 2020-21 edition of USPAP and applies the changes to relevant appraisal issues through the use of classroom discussions and illustrations. The course also addresses common USPAP issues and applications of USPAP in daily practice.

The course is intended for experienced appraisers who have previously taken the *15-Hour National USPAP Course*.

<p>2020-2021 EDITION</p> <p>2020-2021 Uniform Standards of Professional Appraisal Practice (USPAP) Effective January 1, 2020 through December 31, 2021</p> <p>PLUS Guidance from the Appraisal Standards Board + USPAP ADVISORY OPINIONS + USPAP FREQUENTLY ASKED QUESTIONS (FAQ)</p> <p>The Appraisal FOUNDATION APPRaisal STANDARDS BOARD</p>	<p>SECTION ONE</p> <p>LEARNING FOCUS:</p> <p>Changes to USPAP</p> <p>Changes to the Advisory Opinions</p>
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Section 1.

Changes to USPAP and the Advisory Opinions

The umbrella of public trust in the appraisal profession is of paramount importance to the Appraisal Standards Board (ASB) when considering and adopting changes to USPAP. All potential changes and additions to USPAP are evaluated with the goal of promoting and maintaining a high level of public trust in appraisal practice.

The process is transparent and allows for and encourages the input of appraisers, users of appraisal services, and other interested parties through written and oral public testimony on proposed changes.

BACK TO BASICS #1

Note: In this 7-Hour Update, the expression “USPAP publication” will be used to refer to USPAP and the guidance that is in the bound publication with USPAP (i.e., the Advisory Opinions [AOs], Frequently Asked Questions [FAQs], and the Index).

Throughout this course there are several “Back to Basics” mini discussions. The purpose of these discussions is to bring context and meaning to the material that follows them. For example, in order to understand the reasoning or impact of a certain change, it might be very important to be aware of the USPAP definition of some of the terms used to describe that reasoning or impact. In those cases, a Back to Basics may review that definition before looking at the related change.

This first Back to Basics is simply a reminder that the USPAP publication, which includes USPAP, the Advisory Opinions, and the FAQs, also includes a Table of Contents for each of these sections and a consolidated Index that references the entire publication.

The Index may be helpful in finding the solutions to many of the “From Your Perspective” cases in this course and in resolving many real world USPAP questions.

I. Why and How Changes Are Made – The Results of Exposure

The ASB has been revising USPAP on a two-year cycle. Most of the changes that are considered in each cycle are the result of issues and concerns raised by various stakeholders. Other items are the result of periodic review of USPAP to ensure that it is in line with current conditions.

The ASB:

A. Develops and releases drafts for public exposure

All proposed changes to USPAP are published in exposure drafts. These drafts are posted on the Foundation website and notice is sent to appraisers and other interested parties. The exposure period for a draft is never less than 30 days, and is often 45-60 days after the expected distribution date, unless otherwise specified by the ASB. For information on how you might respond to an exposure draft, visit the Foundation’s website at www.appraisalfoundation.org.

B. Reads and analyzes comments received

1. All written comments are received by the Foundation staff and are permanently retained.
2. Comment letters are read and valued by each member of the ASB. The ASB's focuses on the reasoning and insight presented in the comments, rather than the source or authorship. The ASB gives impartial consideration to all comments and is guided by the quality, relevancy, and accuracy of the points made, and not their frequency.

Often, comment letters provide insight beyond what was originally proposed, or stimulate a discussion that may lead the ASB in a different direction.

3. If the ASB's consideration of the feedback results in a fundamental change in direction from the original exposure draft, additional exposure drafts are issued as needed
4. Four exposure drafts were issued in developing changes for the 2020-21 edition of the USPAP publication. At the end of each exposure period, the Board considered the issues brought forward and developed a work plan to address those issues.

C. Finalizes any changes to USPAP

1. Final action on a proposed change may be taken only
 - a. After the completion of the exposure process, and
 - b. After discussion and adoption at a public meeting.
2. Once adopted, only administrative edits may be made. Adopted changes are intended to improve the clarity, understanding, and enforceability of USPAP, furthering the goal of promoting and maintaining public trust in appraisal practice.

Final changes for the 2020-21 edition of USPAP were adopted at the ASB public meeting on April 5, 2019.

Note: Throughout this student manual, deletions to USPAP and the Advisory Opinions are shown in ~~strikethrough~~ and additions are shown in underscore text. To see the final edited version of any of the material without the strikethrough and underscore, review the 2020-21 USPAP publication.

BACK TO BASICS #2

USPAP uses the terms credible and not misleading throughout the document. What is the difference between the two?

Credible has been a defined term in USPAP for many years. A definition of misleading has been added in the 2020-21 edition. In addition to the meanings of the two terms, it is important to understand the different context in which they are used.

The term credible relates to development. A primary objective of the development Standards (i.e., STANDARDS 1, 3, 5, 7, and 9) is credible results. The word is also used in the SCOPE OF WORK RULE and the COMPETENCY RULE.

Misleading is a term that relates to reporting. The reporting Standards (i.e., STANDARDS 2, 4, 6, 8, and 10) require that appraisers communicate their assignment results “in a manner that is not misleading.” The prohibition against misleading communications is also found in the ETHICS RULE.

The expression “in my opinion, this appraisal report is (or is not) credible” is inappropriate. Credible is an adjective that in USPAP is applied to the results, not to the communication. Properly stated – “in my opinion, the results stated in this report are (or are not) credible.”

Similarly, the expression “the appraisal under review is (or is not) misleading” is also inappropriate. Misleading is a qualifier used to describe how a report is communicated.

II. Changes and Additions to the Definitions

- A. The following language was added to USPAP as an introduction to the Definitions:

Defined terms are intended to clarify the meaning of words or phrases in USPAP that differ from or are not found in popular English dictionaries and, in a few instances, to indicate which popular dictionary definition is meant to be used if there are multiple definitions.

B. Many definitions were edited and several definitions were added

Definitions with minor edits	Definitions with major edits	Definitions added
APPRAISAL	APPRAISER	ASSIGNMENT ELEMENTS
APPRAISAL PRACTICE	PERSONAL PROPERTY	EFFECTIVE DATE
APPRAISAL REVIEW		MISLEADING
ASSIGNMENT CONDITIONS		PERSONAL INSPECTION
ASSIGNMENT RESULTS		PHYSICAL CHARACTERISTICS
CLIENT		RELEVANT CHARACTERISTICS
COST		
EXPOSURE TIME		
MARKET VALUE		
REAL PROPERTY		
VALUATION SERVICE		
VALUE		
WORKFILE		

1. Rationale for editing existing definitions: Some of the edits were made where important concepts had been addressed in Comments where they may be overlooked. Where practical, those concepts have been moved into the body of the definition. Other edits to the definitions were made for clarity or to be more reflective of current practice.

a. Definitions with minor edits, where the Comments were removed and the content of those Comments was inserted into the definition include:

- Appraisal Review
- Assignment Results
- Client
- Cost
- Exposure Time
- Valuation Service (Note: the define term was ALSO modified from VALUATION SERVICES to VALUATION SERVICE)

For example, the definition of Client was edited as follows:

CLIENT: the party or parties (i.e., individual, group, or entity) who engage, by ~~employment or contract,~~ an appraiser by employment or contract in a specific assignment, whether directly or through an agent.

~~Comment: The client may be an individual, group, or entity, and may engage and communicate with the appraiser directly or through an agent.~~

b. Definitions with minor edits, where the Comment was retained, include:

- Appraisal
- Appraisal Practice

- Market Value
 - Value
- c. Definitions with minor edits, where the Comment was removed, and no changes were made to the body of the definition, include:
- Assignment Conditions
 - Real Property

In both of these instances, the Comments were removed because they included only examples or clarifications of the definition.

- d. The one definition with a minor edit, where only the body of the definition was edited is:
- Workfile
- e. Some of the definitions received significant revision. One such definition is Appraiser. The Comment that stated that expectation is triggered by an individual's choice, requirements, or agreement to comply with USPAP has been eliminated. Now, anyone who is expected to perform valuation services competently, and in a manner that is independent, impartial, and objective is an appraiser. The revised definition is as follows:

APPRAISER: one who is expected to perform valuation services competently and in a manner that is independent, impartial, and objective.

~~Comment: Such expectation occurs when individuals, either by choice or by requirement placed upon them or upon the service they provide by law, regulation, or agreement with the client or intended users, represent that they comply.~~

- f. While historically personal property included only tangible property, we are now in a digital age. The definition of personal property has been broadened to include items of personal property that are developed and stored electronically. The definition of Personal Property was edited to reflect current practice:

PERSONAL PROPERTY: ~~identifiable tangible objects that are considered by the general public as being "personal" for example, furnishings, artwork, antiques, gems and jewelry, collectibles, machinery and equipment; all tangible property that is not classified as real estate.~~ Any tangible or intangible article that is subject to ownership and not classified as real property, including identifiable tangible objects that are considered by the general public as being "personal," such as furnishings, artwork, antiques, gems and jewelry, collectibles, machinery and equipment; and

intangible property that is created and stored electronically such as plans for installation art, choreography, emails, or designs for digital tokens.

2. Several definitions were added to USPAP. These include: Assignment Elements, Effective Date, Misleading, Personal Inspection, Physical Characteristics, and Relevant Characteristics.

Assignment Elements are referenced and listed in the SCOPE OF WORK RULE. The following definition has been added:

ASSIGNMENT ELEMENTS: Specific information needed to identify the appraisal or appraisal review problem; client and any other intended users; intended use of the appraiser's opinions and conclusions; type and definition of value; effective date of the appraiser's opinions and conclusions; subject of the assignment and its relevant characteristics; and assignment conditions.

- a. Effective Date is a crucial concept in appraisal and the expression is used in various places in USPAP. The following definition has been added:

EFFECTIVE DATE: the date to which an appraiser's analyses, opinions, and conclusions apply; also referred to as date of value.

- b. The reporting Standards in USPAP require that assignment results be communicated "in a manner that is not misleading." The ETHICS RULE also uses the term "misleading." Some definitions of misleading require an intent to mislead. That is not the context in which misleading is used in USPAP. To make the USPAP meaning clear, the following definition has been added:

MISLEADING: Intentionally or unintentionally misrepresenting, misstating, or concealing relevant facts or conclusions.

- c. Standards Rules 2-3, 4-3, 6-3, and 8-3 require a statement in the certification disclosing whether the appraiser signing the certification made a personal inspection of the subject property. Appraisers have expressed concern that the term inspection (or personal inspection) could be confused in the market with other types of inspection (e.g., a home inspection) that require a level of inspection that is different from what an appraiser does. In order to make it more clear what is meant by personal inspection, the following definition has been added:

PERSONAL INSPECTION: a physical observation performed to assist in identifying relevant property characteristics in a valuation service.

Comment: An appraiser's inspection is typically limited to those things readily observable without the use of special testing or equipment.

Appraisals of some types of property, such as gems and jewelry, may require the use of specialized equipment. An inspection by an appraiser is not the equivalent of an inspection by an inspection professional (e.g., a structural engineer, home inspector, or art conservator).

- d. The definition of Assignment Results states that physical characteristics are not assignment results. Also, Standards Rule 1-2(e)(i) requires the identification of relevant physical characteristics. In order to make clearer what is meant by physical characteristics the following definition has been added:

PHYSICAL CHARACTERISTICS: attributes of a property that are observable or measurable as a matter of fact, as distinguished from opinions and conclusions, which are the result of some level of analysis or judgment.

- e. Standards Rule 1-2(e) requires the appraiser to identify relevant property characteristics as part of the problem identification stage of the assignment. The following definition of relevant characteristics has been added:

RELEVANT CHARACTERISTICS: features that may affect a property's value or marketability such as legal, economic, or physical characteristics.

3. Impact on practice

- a. One would not expect edits or additions to the Definitions to impact practice. The only purpose of definitions in USPAP is to clarify the meanings of terms within USPAP. With very few exceptions, that is the case.
 - i. One exception is the definition of Appraiser. The change may impact those "hybrid" assignments where someone other than the individual who completes the appraisal performs the inspection (a valuation service) and the person performing the appraisal expects competency, independence, impartiality, and objectivity from the party who performs the inspection. Now that person is, by USPAP's definition, an appraiser regardless of whether the individual is aware that they are acting as an appraiser. Remember – under USPAP, a credential is not what makes someone an appraiser; the expectation of competency, independence, impartiality, and objectivity define an appraiser.
 - ii. Another exception is the change to the definition of Personal Property. Intangible property (intangible assets) is a defined term in USPAP. STANDARDS 9 and 10 generally apply to the appraisal of intangible assets. Under the new definition of Personal Property, certain classes of intangible property are now personal property to be appraised under STANDARDS 7 and 8. Appraisers appraising intangible property will need to exercise care in deciding which Standards apply.

FROM YOUR PERSPECTIVE #1

What is the difference between a client and an intended user?

FROM YOUR PERSPECTIVE #2

Standards Rule 1-3 applies when necessary for credible results in a developing a market value opinion. Does this mean that this Standards Rule does not apply in an assignment where the objective is an opinion of liquidation value?

FROM YOUR PERSPECTIVE #3

Have I violated USPAP if I don't inspect the interior of the subject property?

BACK TO BASICS #3

When reading or applying USPAP, it is important to understand the meaning of the term Appraiser. Many think of an appraiser as an individual who holds a credential issued by a state or by a professional organization. Others may think that those who call themselves appraisers are appraisers. While that may be true among the general public, it is not the case in the context of USPAP.

USPAP defines an Appraiser as follows:

APPRAISER: one who is expected to perform valuation services competently and in a manner that is independent, impartial, and objective.

Given this definition, anyone who is performing a Valuation Service (also a defined term in USPAP) and who is subject to the expectations mentioned in the definition is an Appraiser. Therefore, an appraisal assistant or appraisal trainee, who may or may not yet hold a credential, will often fall under this definition.

In some cases, people who call themselves appraisers are not appraisers according to the USPAP definition. For example, when a vehicle is to be traded in at a dealership, the dealer's appraiser will typically provide a trade-in value. Is the dealer's appraiser expected to be independent, impartial, or objective?

III. Changes to the SCOPE OF WORK RULE

A. Rationale for revising

1. While the Scope of Work Acceptability section of SCOPE OF WORK RULE made it clear that the appraiser has significant flexibility in determining the appropriate scope of work in an assignment, the Disclosure Obligations section did not address flexibility regarding the disclosure of the scope of work.
2. The revised Rule now specifies that the appraiser has flexibility in both the level of detail included in a report and the manner in which the scope of work is disclosed in the report.

B. What changed?

The following excerpt from the SCOPE OF WORK RULE shows the changes that were made to the Disclosure Obligations section:

DISCLOSURE OBLIGATIONS

The report must contain sufficient information to allow the client and other intended users to understand the scope of work performed. The information disclosed must be appropriate for the intended use of the assignment results.

Comment: Proper disclosure is required because clients and other intended users rely on the assignment results. Sufficient information includes disclosure of research and analyses performed and might also include disclosure of research and analyses not performed.

The appraiser has broad flexibility and significant responsibility in the level of detail and manner of disclosing the scope of work in the appraisal report or appraisal review report. The appraiser may, but is not required to, consolidate the disclosure in a specific section or sections of the report, or use a particular label, heading or subheading. An appraiser may choose to disclose the scope of work as necessary throughout the report.

C. Impact on practice

This change will have little or no impact on most appraisers' practices. The change makes concepts that had previously been either included elsewhere in USPAP (i.e., STANDARDS 2, 4, 6, 8, and 10) or in guidance material included in the USPAP publication (i.e., Frequently Asked Questions) clearer.

FROM YOUR PERSPECTIVE #4

If an appraiser uses a standardized form with a boilerplate description of the expected minimum scope of work, is that sufficient to meet the requirements of the Disclosure Obligations section of the SCOPE OF WORK RULE and STANDARD 2?

FROM YOUR PERSPECTIVE #5

Does the report need to explain what wasn't done in an assignment?

FROM YOUR PERSPECTIVE #6

Standards Rules 2-2(a)(x)(2) and 2-2(b)(xii)(2) and other reporting standards require that I state the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed. In this context, what does “state the reasons” mean?

If, for example, the cost approach is not developed:

- Is it sufficient to state that the cost approach was considered, but not developed?
- Is it sufficient to state that the appraiser does not consider the cost approach necessary for credible results, thus it has not been developed? If not, what should the appraiser do to comply with USPAP?

IV. Changes to the COMPETENCY RULE

A. Rationale for revising

1. Standards Rule 1-1(c) recognized that USPAP does not require perfection; however, competent performance does require that the appraiser not render services in a careless or negligent manner. Although this language was repeated in each of the development Standards, there was no corresponding Standards Rule that applied to reporting. Of course, as in development, perfection is not a reasonable expectation for reporting.
2. Because the COMPETENCY RULE applies to the development and communication of all appraisal practice (appraisal, appraisal review, and other assignments), this is a more logical place for this language.

3. Also, a minor edit was made to the Acquiring Competency section of the COMPETENCY RULE. The use of term Assignment (a valuation service that is provided by an appraiser as a consequence of an agreement with a client), was used in a manner that is not consistent with the definition. Consistent with the definition, an appraiser does not accept an assignment; he or she agrees to perform the assignment.

B. What changed? The COMPETENCY RULE with edits are shown below:

COMPETENCY RULE

An appraiser must: (1) be competent to perform the assignment; (2) acquire the necessary competency to perform the assignment; or (3) decline or withdraw from the assignment. In all cases, the appraiser must perform competently when completing the assignment.

Perfection is impossible to attain, and competence does not require perfection. However, an appraiser must not render appraisal services in a careless or negligent manner. This Rule requires an appraiser to use due diligence and due care.

BEING COMPETENT

An appraiser must determine, prior to agreeing to perform an assignment, that he or she can perform the assignment competently. Competency requires:

1. the ability to properly identify the problem to be addressed;
2. the knowledge and experience to complete the assignment competently; and
3. recognition of, and compliance with, laws and regulations that apply to the appraiser or to the assignment.

Comment: Competency may apply to factors such as, but not limited to, an appraiser's familiarity with a specific type of property or asset, a market, a geographic area, an intended use, specific laws and regulations, or an analytical method. If such a factor is necessary for an appraiser to develop credible assignment results, the appraiser is responsible for having the competency to address that factor or for following the steps outlined below to satisfy the COMPETENCY RULE.

For assignments with retrospective opinions and conclusions, the appraiser must meet the requirements of this COMPETENCY RULE at the time the assignment is performed, rather than the effective date.

ACQUIRING COMPETENCY

If an appraiser determines he or she is not competent prior to **accepting agreeing to perform** an assignment, the appraiser must:

1. disclose the lack of knowledge and/or experience to the client before **accepting agreeing to perform** the assignment;
2. take all steps necessary or appropriate to complete the assignment competently;
and
3. describe, in the report, the lack of knowledge and/or experience and the steps taken to complete the assignment competently.

Comment: Competency can be acquired in various ways, including, but not limited to, personal study by the appraiser, association with an appraiser reasonably believed to have the necessary knowledge and/or experience, or retention of others who possess the necessary knowledge and/or experience.

In an assignment where geographic competency is necessary, an appraiser who is not familiar with the relevant market characteristics must acquire an understanding necessary to produce credible assignment results for the specific property type and market involved.

When facts or conditions are discovered during the course of an assignment that cause an appraiser to determine, at that time, that he or she lacks the required knowledge and experience to complete the assignment competently, the appraiser must:

1. notify the client;
2. take all steps necessary or appropriate to complete the assignment competently;
and
3. describe, in the report, the lack of knowledge and/or experience and the steps taken to complete the assignment competently.

LACK OF COMPETENCY

If the assignment cannot be completed competently, the appraiser must decline or withdraw from the assignment.

C. Impact on practice

1. The changes to the COMPETENCY RULE were made for the sake of clarity and do not add any new requirements.

2. It is now clear that perfection is not required in any area of appraisal practice. Under previous editions of USPAP it was possible to interpret the document as recognizing perfection was not attainable in the development of an appraisal or appraisal review, but was attainable in other areas of appraisal practice.

FROM YOUR PERSPECTIVE #7

I have a client who has asked me to perform a desk review on an appraisal report for a property located in a different state. I have no knowledge of the real estate market in that state and have never even been there. Can I perform a USPAP-compliant appraisal review on this report?

BACK TO BASICS #4

In appraisal assignments, development and communication of the assignment results are two different functions. Although in practice, most appraisers begin writing what will become the report as they develop their results, as they do so, the report-in-progress can serve as a guide to help the appraiser stay on track through the development stages of the assignment.

The actions that are part of the development function include: identifying, determining, analyzing, collecting, verifying, and reconciling.

The actions that are part of the reporting or communication function include: disclose, state, contain, summarize, provide, and include.

As an example of the application of these concepts, in the development stage of the appraisal process the appraiser must “identify the intended use of the appraisal.” The report must “state the intended use of the appraisal.”

It is also worth noting that until the communication is transmitted to the client or party authorized by the client upon completion of the assignment, it is not a report.

V. Changes to the Development STANDARDS

Note: Changes were made to all 10 Standards. This course is intended for real property appraisers, so the focus will be on STANDARDS 1 through 4.

A. Changes to STANDARDS 1 and 3

1. Rationale and changes

- a. Numerous sentences that were considered superfluous were deleted. For example, the first sentence in the Comment to STANDARD 1 contained language that is not needed given the wording that preceded it. That edit is as follows:

STANDARD 1: REAL PROPERTY APPRAISAL DEVELOPMENT

In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.

Comment: STANDARD 1 is directed toward the substantive aspects of developing a credible appraisal of real property. The requirements set forth in STANDARD 1 follow the appraisal development process in the order of topics addressed and can be used by appraisers and the users of appraisal services as a convenient checklist.

- b. As discussed earlier in this course, language was removed from Standards Rule 1-1(c) and placed into the COMPETENCY RULE.

STANDARDS RULE 1-1, General Development Requirements

In developing a real property appraisal, an appraiser must: ...

(c) not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.

Comment: Perfection is impossible to attain, and competence does not require perfection. However, an appraiser must not render appraisal services in a careless or negligent manner. This Standards Rule requires an appraiser to use due diligence and due care.

- c. Users of the USPAP document have pointed out that some of the requirements might be overlooked when they are included in a Comment. Numerous edits were made throughout STANDARD 1 where Comments included requirements. Where practical, the requirement was moved out of the Comment and into the Standards Rule itself. The following is one example of such an edit:

STANDARDS RULE 1-2, Problem Identification

In developing a real property appraisal, an appraiser must: ...

(f) identify any extraordinary assumptions necessary in the assignment. An extraordinary assumption may be used in an assignment only if:

(i) the extraordinary assumption is required to properly develop credible opinions and conclusions;

(ii) the appraiser has a reasonable basis for the extraordinary assumption; and

(iii) use of the extraordinary assumption results in a credible analysis;

Comment: An extraordinary assumption may be used in an assignment only if:

- ~~it is required to properly develop credible opinions and conclusions;~~
- ~~the appraiser has a reasonable basis for the extraordinary assumption;~~
- ~~use of the extraordinary assumption results in a credible analysis; and~~
- ~~the appraiser complies with the disclosure requirements set forth in USPAP for extraordinary assumptions.~~

- d. The edits to STANDARD 3 are very similar to the edits to STANDARD 1. The full text of STANDARD 1 with edits is as follows (for reference only):

STANDARD 1: REAL PROPERTY APPRAISAL DEVELOPMENT

In developing a real property appraisal, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete research and analyses necessary to produce a credible appraisal.

Comment: ~~STANDARD 1 is directed toward the substantive aspects of developing a credible appraisal of real property.~~ The requirements set forth in STANDARD 1 follow the appraisal development process in the order of topics addressed and can be used by appraisers and the users of appraisal services as a convenient checklist.

STANDARDS RULE 1-1, General Development Requirements

In developing a real property appraisal, an appraiser must:

- (a) be aware of, understand, and correctly employ those recognized methods and techniques that are necessary to produce a credible appraisal;**

Comment: This Standards Rule recognizes that the principle of change continues to affect the manner in which appraisers perform appraisal services. Changes and developments in the real estate field have a substantial impact on the appraisal profession. Important changes in the cost and manner of constructing and marketing commercial, industrial, and residential real estate as well as changes in the legal framework in which real property rights and interests are created, conveyed, and mortgaged have resulted in corresponding changes in appraisal theory and practice. Social change has also had an effect on appraisal theory and practice. To keep abreast of these changes and developments, the appraisal profession is constantly reviewing and revising appraisal methods and techniques and devising new methods and techniques to meet new circumstances. For this reason, it is not sufficient for

appraisers to simply maintain the skills and the knowledge they possess when they become appraisers. Each appraiser must continuously improve his or her skills to remain proficient in real property appraisal.

- (b) not commit a substantial error of omission or commission that significantly affects an appraisal; and**

Comment: An appraiser must use sufficient care to avoid errors that would significantly affect his or her opinions and conclusions. Diligence is required to identify and analyze the factors, conditions, data, and other information that would have a significant effect on the credibility of the assignment results.

- (c) not render appraisal services in a careless or negligent manner, such as by making a series of errors that, although individually might not significantly affect the results of an appraisal, in the aggregate affects the credibility of those results.**

~~Comment: Perfection is impossible to attain, and competence does not require perfection. However, an appraiser must not render appraisal services in a careless or negligent manner. This Standards Rule requires an appraiser to use due diligence and due care.~~

STANDARDS RULE 1-2, Problem Identification

In developing a real property appraisal, an appraiser must:

- (a) identify the client and other intended users;**
- (b) identify the intended use of the appraiser's opinions and conclusions;**

Comment: An appraiser must not allow the intended use of an assignment or a client's objectives to cause the assignment results to be biased.

- (c) identify the type and definition of value, and, ~~if the value opinion to be developed is market value,~~ ascertain whether the value is to be the most probable price:**

- (i) in terms of cash; or**
- (ii) in terms of financial arrangements equivalent to cash; or**
- (iii) in other precisely defined terms; and**

- (iv) if the opinion of value is to be based on non-market financing or financing with unusual conditions or incentives, identify the terms of such financing and any ~~must be clearly identified and the appraiser's opinion of their contributions to or negative influences on value must be developed by analysis of relevant market data;~~

Comment: When reasonable exposure time is a component of the definition for the value opinion being developed, the appraiser must also develop an opinion of reasonable exposure time linked to that value opinion.

(d) identify the effective date of the appraiser's opinions and conclusions;

(e) identify, from sources the appraiser reasonably believes to be reliable, the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal, including:

- (i) its location and physical, legal, and economic characteristics attributes;
- (ii) the real property interest to be valued;
- (iii) any personal property, trade fixtures, or intangible assets items that are not real property but are included in the appraisal;
- (iv) any known easements, restrictions, encumbrances, leases, reservations, covenants, contracts, declarations, special assessments, ordinances, or other items of a similar nature; and
- (v) whether the subject property is a fractional interest, physical segment, or partial holding;

Comment on (i)–(v): The information used by an appraiser to identify the property characteristics must be from sources the appraiser reasonably believes are reliable.

An appraiser may use any combination of a property inspection, ~~and documents,~~ such as a ~~physical~~ legal description, address, map reference, copy of a survey or map, property sketch, ~~or photographs,~~ or other information to identify the relevant characteristics of the subject property.

When appraising proposed improvements, an appraiser must examine and have available for future examination, plans, specifications, or other documentation sufficient to identify the extent and character of the proposed improvements.

Identification of the real property interest appraised can be based on a review of copies or summaries of title descriptions or other documents that set forth any known encumbrances.

An appraiser is not required to value the whole when the subject of the appraisal is a fractional interest, a physical segment, or a partial holding.

(f) identify any extraordinary assumptions necessary in the assignment.; An extraordinary assumption may be used in an assignment only if:

(i) the extraordinary assumption is required to properly develop credible opinions and conclusions;

(ii) the appraiser has a reasonable basis for the extraordinary assumption; and

(iii) use of the extraordinary assumption results in a credible analysis;

Comment: An extraordinary assumption may be used in an assignment only if:

- ~~○ it is required to properly develop credible opinions and conclusions;~~
- ~~○ the appraiser has a reasonable basis for the extraordinary assumption;~~
- ~~○ use of the extraordinary assumption results in a credible analysis; and~~
- ~~○ the appraiser complies with the disclosure requirements set forth in USPAP for extraordinary assumptions.~~

(g) identify any hypothetical conditions necessary in the assignment.; and A hypothetical condition may be used in an assignment only if:

- (i) use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison; and
- (ii) use of the hypothetical condition results in a credible analysis; and

Comment:—A hypothetical condition may be used in an assignment only if:

- ~~use of the hypothetical condition is clearly required for legal purposes, for purposes of reasonable analysis, or for purposes of comparison;~~
- ~~use of the hypothetical condition results in a credible analysis; and~~
- ~~the appraiser complies with the disclosure requirements set forth in USPAP for hypothetical conditions.~~

- (h) determine the scope of work necessary to produce credible assignment results in accordance with the SCOPE OF WORK RULE.

STANDARDS RULE 1-3, Market Analysis, and Highest and Best Use

When necessary for credible assignment results in developing a market value opinion, an appraiser must:

- (a) identify and analyze the effect on use and value of: ~~existing land use regulations, reasonably probable modifications of such land use regulations, economic supply and demand, the physical adaptability of the real estate, and market area trends; and~~
 - (i) existing land use regulations;
 - (ii) reasonably probable modifications of such land use regulations;
 - (iii) economic supply and demand;
 - (iv) the physical adaptability of the real estate; and
 - (v) market area trends; and

Comment: An appraiser must avoid making an unsupported assumption or premise about market area trends, effective age, and remaining life.

(b) develop an opinion of the highest and best use of the real estate.

Comment: An appraiser must analyze the relevant legal, physical, and economic factors to the extent necessary to support the appraiser's highest and best use conclusion(s).

STANDARDS RULE 1-4, Approaches to Value

In developing a real property appraisal, an appraiser must collect, verify, and analyze all information necessary for credible assignment results.

(a) When a sales comparison approach is necessary for credible assignment results, an appraiser must analyze such comparable sales data as are available to indicate a value conclusion.

(b) When a cost approach is necessary for credible assignment results, an appraiser must:

(i) develop an opinion of site value by an appropriate appraisal method or technique;

(ii) analyze such comparable cost data as are available to estimate the cost new of the improvements (if any); and

(iii) analyze such comparable data as are available to estimate the difference between the cost new and the present worth of the improvements (depreciation).

(c) When an income approach is necessary for credible assignment results, an appraiser must:

(i) analyze such comparable rental data as are available and/or the potential earnings capacity of the property to estimate the gross income potential of the property;

(ii) analyze such comparable operating expense data as are available to estimate the operating expenses of the property;

(iii) analyze such comparable data as are available to estimate rates of capitalization and/or rates of discount; and

(iv) base projections of future rent and/or income potential and expenses on reasonably clear and appropriate evidence;
and

(v) weigh historical information and trends, current supply and demand factors affecting such trends, and anticipated events such as competition from developments under construction, when developing income and expense statements and cash flow projections.

Comment: In developing income and expense statements and cash flow projections, an appraiser must weigh historical information and trends, current supply and demand factors affecting such trends, and anticipated events such as competition from developments under construction.

(d) When developing an opinion of the value of a leased fee estate or a leasehold estate, an appraiser must analyze the effect on value, if any, of the terms and conditions of the lease(s).

(e) When analyzing the assemblage of the various estates or component parts of a property, an appraiser must analyze the effect on value, if any, of the assemblage. An appraiser must refrain from valuing the whole solely by adding together the individual values of the various estates or component parts.

Comment: Although the value of the whole may be equal to the sum of the separate estates or parts, it also may be greater than or less than the sum of such estates or parts. Therefore, the value of the whole must be tested by reference to appropriate data and supported by an appropriate analysis of such data.

A similar procedure must be followed when the value of the whole has been established and the appraiser seeks to value a part. The value of any such part must be tested by reference to appropriate data and supported by an appropriate analysis of such data.

(f) When analyzing anticipated public or private improvements, located on or off the site, an appraiser must analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.

- (g) When personal property, trade fixtures, or intangible ~~items~~ assets are included in the appraisal, the appraiser must analyze the effect on value of such non-real property assets ~~items~~.

Comment: When the scope of work includes an appraisal of personal property, trade fixtures, or intangible ~~items~~ assets, competency in personal property appraisal (see STANDARD 7) or business appraisal (see STANDARD 9) is required.

STANDARDS RULE 1-5, Sale Agreements, Options, Listings and Prior Sales

When the value opinion to be developed is market value, an appraiser must, if such information is available to the appraiser in the normal course of business:

- (a) analyze all agreements of sale, options, and listings of the subject property current as of the effective date of the appraisal; and
- (b) analyze all sales of the subject property that occurred within the three (3) years prior to the effective date of the appraisal.

Comment: See the Comments to Standards Rules 2-2(a)(viii) and 2-2(b)(viii) for corresponding reporting requirements relating to the availability and relevance of information.

STANDARDS RULE 1-6, Reconciliation

In developing a real property appraisal, an appraiser must:

- (a) reconcile the quality and quantity of data available and analyzed within the approaches used; and
- (b) reconcile the applicability and relevance of the approaches, methods and techniques used to arrive at the value conclusion(s).

B. Impact on practice

1. The ASB's intent was not to change requirements placed on appraisers.
2. The primary impact will provide greater clarity to the requirements.

FROM YOUR PERSPECTIVE #8

I am appraising the market value of the leased fee interest in an existing, income-producing shopping center property that was built 5 years ago. I have determined that the income approach is necessary for credible assignment results. Standards Rule 1-4(d) requires me to *analyze the effect on value, if any, of the terms and conditions of the lease(s)*, and Standards Rule 1-4(c)(ii) requires me to *analyze such comparable expense data as are available to estimate the operating expenses of the property*. Am I also required to analyze the subject property's operating expense history in such cases?

FROM YOUR PERSPECTIVE #9

I recently had a client ask me to change the effective date of my appraisal to make it one week after the effective date shown in my report. Does USPAP permit me to simply change the effective date without taking additional steps?

VI. Changes to the Reporting STANDARDS

A. Rationale and changes

1. Many of the edits that have been made to the reporting Standards (STANDARDS 2, 4, 6, 8, and 10) are similar to those in the development Standards. That is, many of the requirements that were included in Comments have been moved out of the Comments. These edits make it easier for the users of USPAP to identify requirements (contained in the Standards) versus Comments, which provide interpretation or establish context and conditions for application of the Standards.
2. In addition, there are substantial changes to the requirements relating to Restricted Appraisal Reports. The Restricted Appraisal Report is an option that provides appraisers with a means of communicating their results in a format with less detail and explanation than is needed in an Appraisal Report.

Historically, USPAP limited the use of the Restricted Appraisal Report option to assignments in which there were no intended users other than the client(s). Many have questioned the need for this restriction, especially in cases where the appraiser is confident that the content of a Restricted Appraisal Report will be sufficient for certain intended users other than the client. The ASB heard arguments for and against the extended use of Restricted Appraisal Reports. In the end, the ASB determined that an appraiser may decide to use the Restricted Appraisal Report option in assignments where the appraiser believes that this option is appropriate.

USPAP requires that an Appraisal Report (Standards Rule 2-2(a)(ii)) "state the identity of any other intended users by name or type." "Other intended users" refers to intended users other than the client. However, the requirement in an assignment with a Restricted Appraisal Report is somewhat different. Standards Rule 2-2(b)(ii) requires that the report "state the identity of any other intended user(s) by name." This recognizes that in order for appraisers to determine the adequacy of the Restricted Appraisal Report for a specific intended user, it is necessary that they know who that intended user is.

3. Another change related to the Restricted Appraisal Report is the elimination of the reference to the appraiser's workfile. Also, the requirement to state a use restriction has been moved from Standards Rule 2-2(b)(i) to Standards Rule 2-2(b)(iii) and was reworded.

The following edits were made to Standards Rule 2-2(b):

- (b) The content of a Restricted Appraisal Report must be appropriate for consistent with the intended use of the appraisal and, at a minimum:**

- (i) state the identity of the client, unless the client has specifically requested otherwise; or if the client requested anonymity, state that the identity is withheld at the client's request but is retained in the appraiser's workfile; and state a prominent use restriction that limits use of the report to the client and warns that the rationale for how the appraiser arrived at the opinions and conclusions set forth in the report may not be understood properly without additional information in the appraiser's workfile;

Comment: Because the client is an intended user, they must be identified in the report as such. However, if the client has requested anonymity the appraiser must use care when identifying the client to avoid violations of the Confidentiality section of the ETHICS RULE.

- (ii) state the identity of any other intended user(s) by name;

Comment: A Restricted Appraisal Report may be provided when the client is the only intended user; or, when additional intended users are identified by name;

A party receiving a copy of a Restricted Appraisal Report in order to satisfy disclosure requirements does not become an intended user of the appraisal unless the appraiser identifies such party as an intended user as part of the assignment.

- (iii) clearly and conspicuously state a restriction that limits use of the report to the client and the named intended user(s);

- (iv) clearly and conspicuously warn that the report may not contain supporting rationale for all of the opinions and conclusions set forth in the report;

Comment: An appraiser must use care when identifying the client to avoid violations of the Confidentiality section of the ETHICS RULE. If a client requests that the client's identity be withheld from the report, the appraiser may comply with this request. In these instances, the appraiser must document the identity of the client in the workfile and must state in the report that the identity of the client has been withheld at the client's request. The Restricted Appraisal Report is for client use only. Before entering into an agreement, the appraiser should establish with the client the situations where this type of report is to be used and should ensure that the client understands the restricted utility of the Restricted Appraisal Report.

(v) (ii) state the intended use of the appraisal;

Comment: ~~The intended use of the appraisal must be consistent with the limitation on use of the Restricted Appraisal Report option in this Standards Rule (i.e., client use only).~~

(vi) (iii) state information sufficient to identify the real estate involved in the appraisal;

Comment: ~~The real estate involved in the appraisal can be specified, for example, by a legal description, address, map reference, copy of a survey or map, property sketch, and/or photographs or the like.~~

(vii) (iv) state the real property interest appraised;

(viii) (v) state the type of value and cite the source of its definition;

Comment: ~~When an opinion of reasonable exposure time has been developed in compliance with Standards Rule 1-2(c), the opinion must be stated in the report.~~

(ix) (vi) state the effective date of the appraisal and the date of the report;

Comment: ~~The effective date of the appraisal establishes the context for the value opinion, while the date of the report indicates whether the perspective of the appraiser on the market and property as of the effective date of the appraisal was prospective, current, or retrospective.~~

(x) (vii) state the scope of work used to develop the appraisal;

Comment: ~~Because the client's reliance on an appraisal may be affected by the scope of work, the report must enable them to be properly informed and not misled. Sufficient information~~ Stating the scope of work ~~includes disclosure of research and analyses performed and might also include disclosure of research and analyses not performed.~~

~~When any portion of the work involves significant real property appraisal assistance, the appraiser must state the extent of that assistance. The name(s) of those providing the significant real property appraisal assistance must be stated in the certification, in accordance with Standards Rule 2-3.~~

(xi) state the extent of any significant real property appraisal assistance;

- ~~(viii) state the appraisal methods and techniques employed, state the value opinion(s) and conclusion(s) reached, and reference the workfile; exclusion of the sales comparison approach, cost approach, or income approach must be explained;~~

Comment: An appraiser must maintain a specific, coherent workfile in support of a Restricted Appraisal Report. The contents of the workfile must include sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 and for the appraiser to produce an Appraisal Report.

When reporting an opinion of market value, a summary of the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5 is required. If such information is unobtainable, a statement on the efforts undertaken by the appraiser to obtain the information is required. If such information is irrelevant, a statement acknowledging the existence of the information and citing its lack of relevance is required.

(xii) **provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by:**

- (1)** **stating the appraisal methods and techniques employed;**
- (2)** **stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed;**
- (3)** **summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and**

Comment: If such information is unobtainable, a statement on the efforts undertaken by the appraiser to obtain the information is required. If such information is irrelevant, a statement acknowledging the existence of the information and citing its lack of relevance is required.

- (4)** **stating the value opinion(s) and conclusion(s);**

Comment: An appraiser must maintain a workfile that includes sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 and for the appraiser to produce an Appraisal Report.

(xiii) **~~(ix)~~state the use of the real estate existing as of the effective date of value and the use of the real estate reflected in the appraisal;**

(xiv) **~~(x)~~when an opinion of highest and best use was developed by the appraiser, state that opinion;**

(xv) **~~(xi)~~clearly and conspicuously:**

- **state all extraordinary assumptions and hypothetical conditions; and**
- **state that their use might have affected the assignment results; and**

(xvi) **~~(xii)~~include a signed certification in accordance with Standards Rule 2-3.**

FROM YOUR PERSPECTIVE #10

I understand that Standards Rules 2-2(b), 8-2(b), and 10-2(b) permit additional intended users other than the client for appraisals communicated in a Restricted Appraisal Report. Does the reporting requirement to state the identity of these other intended users "by name" not just "by type" mean that each intended user must be a specific individual, or may they be an entity or firm?

4. Numerous edits were made to Standards Rule 2-3 regarding the certification. These edits set forth the certification requirements in a clearer manner. It is important to note that while Standards Rule 2-3 no longer specifically states that each written appraisal report must contain a signed certification, Standards Rule 2-2 (a)(xiv) and Standards Rule 2-2(b)(xvi) require inclusion of a signed certification in accordance with Standards Rule 2-3.

The following shows the edits to Standards Rule 2-3:

STANDARDS RULE 2-3, Certification

A signed certification is an integral part of the appraisal report. Each written real property appraisal report must contain a signed certification that is similar in content to the following form:

- (a) The wording of a certification does not have to match the following verbatim, but each of the elements must be addressed:**

I certify that, to the best of my knowledge and belief:

- the statements of fact contained in this report are true and correct.
- the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

- I have no (or the specified) present or prospective interest in the property that is the subject of this report and no (or the specified) personal interest with respect to the parties involved.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- my engagement in this assignment was not contingent upon developing or reporting predetermined results.
- my compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have (or have not) made a personal inspection of the property that is the subject of this report. (If more than one person signs this certification, the certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property.)
- no one provided significant real property appraisal assistance to the person signing this certification. (If there are exceptions, the name of each individual providing significant real property appraisal assistance must be stated.)

~~Comment: A signed certification is an integral part of the appraisal report. An appraiser who signs any part of the appraisal report, including a letter of transmittal, must also sign this certification.~~

~~In an assignment that includes only assignment results developed by the real property appraiser(s), any appraiser(s) who signs a certification accepts full responsibility for all elements of the certification, for the assignment results, and for the contents of the appraisal report. In an assignment that includes personal property, business or intangible asset assignment results not developed by the real property appraiser(s), any real property appraiser(s) who signs a certification accepts full responsibility for the real property elements of the certification, for the real property assignment results, and for the real property contents of the appraisal report.~~

~~When a signing appraiser(s) has relied on work done by appraisers and others who do not sign the certification, the signing appraiser is responsible for the decision to rely on their work. The signing appraiser(s) is required to have a reasonable basis for believing that those individuals performing the work are competent. The signing appraiser(s) also must have no reason to doubt that the work of those individuals is credible.~~

~~The names of individuals providing significant real property appraisal assistance who do not sign a certification must be stated in the certification. It is not required that the description of their assistance be contained in the certification, but disclosure of their assistance is required in accordance with Standards Rule 2-2(a)(vii) or 2-2(b)(vii) as applicable.~~

(b) An appraiser who signs any part of the appraisal report, including a letter of transmittal, must also sign a certification.

Comment: In an assignment that includes only assignment results developed by the real property appraiser(s), any appraiser who signs a certification accepts full responsibility for all elements of the certification, for the assignment results, and for the contents of the appraisal report. In an assignment that includes personal property, business or intangible asset assignment results not developed by the real property appraiser(s), any real property appraiser who signs a certification accepts full responsibility for the real property elements of the certification, for the real property assignment results, and for the real property contents of the appraisal report.

(c) When a signing appraiser has relied on work done by appraisers and others who do not sign the certification, the signing appraiser is responsible for the decision to rely on their work.

(i) The signing appraiser is required to have a reasonable basis for believing that those individuals performing the work are competent; and

(ii) The signing appraiser must have no reason to doubt that the work of those individuals is credible.

Comment: Although a certification must contain the names of individuals providing significant real property appraisal assistance, it is not required that a summary of the extent of their assistance be located in a certification. This disclosure may be in any part(s) of the report.

(d) When an assignment requires the use of a certification that does not include all of the certification elements in this Standards Rule, the appraisal report must

contain a supplemental certification, which includes the remaining required certification elements.

FROM YOUR PERSPECTIVE #11

In response to a client request, I recently made some minor edits to a report. The assignment results were unchanged, but I corrected a few minor typographical errors and entered the census tract number that had been omitted from the original report. Because the results did not change, this was essentially the same report, so I did not change either the effective date or the date of the report. My client now wants me to resubmit the report with the current report and certification date. Should the new report be dated as of the date revised?

FROM YOUR PERSPECTIVE #12

An attorney hired me to prepare an appraisal. He asked that I not prepare a report but rather discuss my conclusions with him orally. I have done that, and he concluded that my opinion will not be helpful to his client and therefore does not want a written report. What are my obligations under USPAP in this situation?

FROM YOUR PERSPECTIVE #13

A client has asked me to complete an appraisal of a property but does not want me to prepare a written report. Instead, the client has asked that I communicate the results of my appraisal orally. Is this allowed under USPAP? If so, what requirements would I have to follow?

FROM YOUR PERSPECTIVE #14

I use appraisal reporting software that includes a fixed certification which cannot be altered. The certification does not include USPAP's required disclosure certifying whether I performed any services on the property in the three years prior to agreeing to perform the assignment. May I add this or other certification elements required by USPAP elsewhere in the report, outside of the provided certification?

VII. Changes to ADVISORY OPINIONS 1, 2, and 3

A. ADVISORY OPINION 1

1. Minor edits were made to AO-1 to reflect the changes to STANDARD 2.
2. Illustrations 2A, B, and C were expanded to enhance the guidance provided related to the analysis of a current listing of the subject property. The following shows edits to Illustration 2:

Illustrations

Following are examples of ~~summaries of analyses~~ that might be included in an appraisal report in compliance with the applicable standards.

2. For a property that is currently offered for sale (a current listing) wording similar to one of the following examples might be used in the appraisal report, if relevant and if appropriate data exists for comparison. Comparing competitive listings to the subject property's list price helps to give a perspective of what might be a reasonable marketing time in situations where this is an assignment condition, for example:

- A. ~~The subject property is listed for sale at \$350,000. As of the effective date it had been listed for 112 days; it was initially listed at \$369,900 and reduced to its current price after 60 days on the market. Based on a comparison with other current listings, the subject appears to be competitively priced. As of the effective date, the subject property has been listed for sale for 112 days. Originally listed at \$369,900, the price was reduced to the current amount of \$350,000 after 60 days on the market. Since the current list prices of comparable properties range from \$342,000 to \$359,900, and the average marketing time is 90 days, the subject property appears to be competitively priced.~~
- B. ~~The subject property is listed for sale at \$379,000. As of the effective date it had been listed for 174 days; it was initially listed at \$399,900 and reduced to its current price after approximately 60 days on the market. Based on a comparison with other current listings, the subject appears to be inferior to similarly priced properties. These differences may result in a longer marketing period or lead to further price reductions. As of the effective date, the subject property has been listed for sale for 174 days. Originally listed at \$199,900, the price was reduced to the current level of \$179,000 after 50 days on the market. Superior properties have list prices under \$179,000, and the average marketing time is 40 days. Therefore, the subject property may experience a longer marketing period and further reductions in list price.~~

C. ~~The subject property is listed for sale at \$339,000. As of the effective date it had been listed for 4 days. Based on a comparison with other current listings, the subject appears to be superior to similarly priced properties. These differences may result in a quicker sale or buyers bidding the price up beyond the list price.~~

According to the public records, there have been no other transfers of the subject property within the past three years.

B. Changes to ADVISORY OPINION 2

1. Extensive changes and additions were made to AO-2.
2. Some of the edits are related to the new definition of personal inspection.
3. Some of the edits are related to recent concerns regarding assignments in which the appraiser performing the appraisal is relying on an inspection performed by someone else.
4. Other edits were made to reflect the impact of technological advances such as drones, online aerial maps, etc. that have changed the way information is gathered.

The following shows the edits to ADVISORY OPINION 2:

RATIONALE

In earlier Exposure Drafts, the ASB proposed introducing INSPECTION as a defined term, necessitating changes to this Advisory Opinion. Based upon stakeholder feedback, in the Fourth Exposure Draft, the ASB amended the newly defined term in USPAP to PERSONAL INSPECTION.

As noted in the Third Exposure Draft, stakeholder feedback over the past two years resulted in the issuance of new Q&As and FAQs that address the use of drones, certain disclosure requirements of STANDARD 2, reliance on subject information provided by third parties, and other inspection-related concerns. The changes to this Advisory Opinion proposed in the Fourth Exposure Draft address these issues, including changes to Illustration 2 to better align this example with current industry practices, and advice regarding an appraiser's reliance on the results of an inspection completed by a third party.

ADVISORY OPINION 2 (AO2)

This communication by the Appraisal Standards Board (ASB) does not establish new standards or interpret existing standards. Advisory Opinions are issued to illustrate the applicability of

appraisal standards in specific situations and to offer advice from the ASB for the resolution of appraisal issues and problems.

SUBJECT: Inspection of Subject Property

APPLICATION: Real Property, Personal Property

THE ISSUE:

For real property and personal property appraisal assignments, USPAP requires the report to contain a certification indicating whether or not the subject property was personally inspected by the appraiser(s).

- What is the purpose of inspecting the subject property?
- What constitutes a personal inspection?
- Does USPAP mandate a minimum level of property inspection?
- What are my obligations if I rely upon an inspection of the property performed by someone else?
- What are the disclosure obligations relating to inspection?

ADVICE FROM THE ASB ON THE ISSUE:

Relevant USPAP & Advisory References:

- DEFINITIONS, specifically the following:
 - PERSONAL INSPECTION: a physical observation performed to assist in identifying relevant property characteristics in a valuation service.

Comment: An appraiser's inspection is typically limited to those things readily observable without the use of special testing or equipment. Appraisals of some types of property, such as gems and jewelry, may require the use of specialized equipment. An inspection by an appraiser is not the equivalent of an inspection by an inspection professional (e.g., a structural engineer, home inspector, or art conservator).
 - RELEVANT CHARACTERISTICS: features that may affect a property's value or marketability such as legal, economic, or physical characteristics.
- Standards Rules 1-2(e) and 7-2(e)
- Standards Rules 2-3 and 8-3
- SCOPE OF WORK RULE
- Advisory Opinion 23, Identifying the Relevant Characteristics of the Subject Property in a Real Property Appraisal Assignment

Purpose of an Inspection

The primary reason for ~~inspecting the subject property~~ inspection of a property is to gather information about the characteristics of the property that are *relevant* to its value.

What is a Personal Inspection?

While there are other ways to gather ~~such information on the subject property's relevant characteristics~~, in many cases the personal observations of the appraiser are the primary source of information regarding the subject property.

These personal observations can be assisted by tools, and as technology evolves, so too will the tools available to an appraiser. For example, the use of unmanned aerial vehicles, or drones, now allows appraisers to view much more of the subject or comparables and with greater detail. Drones are tools that can be used to amplify vision like binoculars or a jeweler's loop.

The use of a drone may be a critical tool for some appraisers who, for example, value large acreage properties. However, just as viewing photographs of a house does not constitute a personal inspection by the appraiser, neither does viewing recordings of aerial photography. In order for a real property appraiser to include the statement, "I have made a personal inspection of the subject property" in the certification, the appraiser must have physically visited the subject property.

Minimum Level of Inspection

An inspection is not required by USPAP, but one is often conducted. While an inspection is not required, appraisal reports for real and personal property must contain a signed certification ~~which~~ that clearly states whether the appraiser has or has not personally inspected the subject property. This is further discussed under the Disclosure Requirements section which follows.

The extent of the inspection process is an aspect of the scope of work and may vary based on assignment conditions and the intended use of the assignment results. It is the appraiser's responsibility to determine the appropriate scope of work, including the degree of inspection necessary to produce credible assignment results given the intended use.

Every assignment is subject to assignment conditions that may limit ~~in one way or another~~, the inspection of the subject property. Regardless of the level of detail ~~one employs~~, it is always possible to perform an inspection that is more thorough. The appraiser's inspection commonly is limited to those things readily observable without the use of special testing or equipment.

An inspection conducted by an appraiser is usually not the equivalent of an inspection by an inspection professional (e.g., a structural engineer, home inspector, or art conservator).

Regardless of how the information is gathered, it must be sufficient for the development of relevant analyses, such as highest and best use, the application of the approaches, etc.

~~An appraiser may use any combination of property inspection, plans and specifications, asset records, photographs, property sketches, recorded media, etc., to gather information about the~~

~~relevant characteristics of the subject property. An appraiser may use any combination of a property inspection, documents, such as a legal description, address, map reference, copy of a survey or map, property sketch, photographs, or other information to identify the relevant characteristics of the subject property.~~ For some assignments, it may be necessary to rely on reports prepared by other professionals. In such cases the appraiser must comply with USPAP requirements related to reliance on work done by others.

There are many circumstances that influence the extent of the appraiser's property inspection. In some assignments, the client may request that the appraiser perform an exterior-only inspection from the street or perform no inspection of the subject property (i.e., a "desktop appraisal"). There are situations where inspection of the subject property is not possible; for example, if the improvements have been destroyed, removed, or not yet built. In some other cases the appraiser is denied access to the property for legal, personal safety, or other reasons. In such cases, the appraiser must use other means to gather information about the relevant characteristics of the subject property in order to provide credible assignment results.

Relying on an Inspection Performed by Someone Else

In some cases, the client may provide the appraiser with the results of an inspection performed by a third party, or the appraiser may hire a third party to perform the inspection.

Whether the inspection is performed by the appraiser, another appraiser, or a third-party inspector, the appraiser must ensure that the degree of inspection is sufficient for the appraiser to understand the subject property's relevant characteristics, so the appraiser can ~~is adequate to~~ develop a credible appraisal. ~~An appraiser cannot develop a credible appraisal if adequate information about the relevant characteristics of the subject property is not available.~~ Therefore, in cases when the appraiser relies upon a third-party inspector's report, it may be necessary to supplement the report by interviewing the inspector to obtain additional information and/or examine other documents or information in order to understand the relevant characteristics of the property.

In all cases, ~~When~~ adequate information about relevant characteristics is not available through a personal inspection or from sources the appraiser reasonably believes are reliable, ~~the~~ appraiser must: withdraw from the assignment unless the appraiser can:

- ~~modify the assignment conditions to expand the scope of work to include gathering the necessary information;~~~~or~~
- use an extraordinary assumption about such uncertain information, if credible assignment results can still be developed; or
- withdraw from the assignment.

~~An inspection conducted by an appraiser is usually not the equivalent of an inspection by an inspection professional (e.g., a structural engineer, a licensed home inspector, a Renaissance art expert). An appraiser's observations must, at the minimum, be thorough enough to properly develop the appraisal and adequately report the relevant characteristics. Regardless of how the information is gathered, it must be sufficient for the development of relevant analyses, such as highest and best use, the application of the approaches, etc.~~

Disclosure Requirements

Appraisal reports for real and personal property must contain a signed certification indicating whether the appraiser has or has not personally inspected the subject property. All appraisal reports must also contain sufficient information to enable the intended users to understand the extent of the inspection that was performed.

If the appraiser relies on inspection information from another appraiser (e.g., photographs, aerial footage, inventory, etc.), and the information constitutes significant appraisal assistance, the inspector must be identified in the Certification as having provided significant appraisal assistance. Further, the extent of the assistance must be indicated within the report.

Because of the infinite-variability of inspections, ~~it is important that~~ the appraisal report should clearly communicate the degree of the inspection ~~in order for~~ the report to be meaningful.

Illustrations

1. I have been asked to appraise a single-unit property based on an exterior-only inspection from the street. What are my development and reporting obligations?

If an appraiser's observations are limited to an exterior-only inspection from the street, then the appraiser must gather information on relevant characteristics from other data sources and/or use extraordinary assumptions. The data sources used are often the same sources used to gather information on comparable sales. For example, the size of the property might be obtained from public records, and other information might be obtained from interior photographs included in a listing of the property for sale, or information from the appraiser's own files.

The report must disclose the extent of the property inspection in a manner that is clear to the intended users. For example, in this case it would probably be insufficient to merely state that the property was inspected. The report must make clear that the appraisal was based on an "exterior only" inspection from the street and state the sources used to identify the relevant characteristics other than those observed during the inspection.

- ~~2. A dealer has asked me to appraise a Rolex watch. I will not be provided access to the piece. However, I have been given the serial number, a copy of an authenticity certificate and several recent photographs of the watch. Can I develop an appraisal based solely on this information?~~

~~Yes, if the data provided contains sufficient information about the subject's relevant characteristics, one could develop an appraisal based on the information described in the illustration. Without directly inspecting the watch, however, the information provided is "assumed" to be accurate. Because some of these assumptions will have a significant effect on the assignment results, the assignment will involve the use of extraordinary assumptions and require proper disclosure. The scope of work in the assignment,~~

~~including the degree of the inspection, must provide results that are credible in the context of the intended use.~~

2. A client has asked me to appraise a Rolex wristwatch. I will not be provided access to the watch. However, I have been given the serial number, a copy of a certificate of authenticity, and several recent photographs. Can I develop an appraisal based solely on this information?

The key question is whether the information provided will enable the appraiser to comply with SR7-2(e), which requires the appraiser to "identify, from sources the appraiser reasonably believes to be reliable, the characteristics of the property that are relevant to the type and definition of value and intended use of the appraisal." It is up to the appraiser to know whether the serial number, certificate of authenticity, and recent photographs are sufficient to identify these characteristics or if an in-person and/or professional specialist inspection is needed. In some cases, the answer may depend upon the assignment conditions.

For example, if the intended use is an insurance claim after a client's house has burned down –damaging or destroying the Rolex watch, then this limited information may be all that is available. In that scenario, the question becomes whether the provided information can be presumed to accurately identify the relevant characteristics of the watch. If there is a reasonable basis for this assumption and if the appraiser judges that credible assignment results can be developed, the appraiser may decide to make an extraordinary assumption. The extraordinary assumption will require proper disclosure.

For other intended uses and under less dire assignment conditions, the appraiser will need more information to develop a credible appraisal when appraising a Rolex watch. This is because certificates of authenticity and photographs of Rolex watches are often misleading.

3. A client has asked me to perform an appraisal, but instead of requiring me to physically inspect the subject, they will provide me with the results of an inspection of the property done by someone else. Does USPAP allow this?

Yes. USPAP does not require an appraiser to inspect the subject per the SCOPE OF WORK RULE. However, while an inspection is not required, appraisal reports for real and personal property must contain a signed certification that clearly states whether the appraiser personally inspected the subject.

Standards Rules 1-2(e) and 7-2(e) require an appraiser to identify, from sources the appraiser reasonably believes to be reliable, the characteristics of the property that are relevant to the type and definition of value and the intended use of the appraisal, including its legal and economic characteristics. In a real property appraisal assignment, an appraiser may use any combination of a property inspection, documents, such as a legal description, address, map reference, copy of a survey or map, property sketch, photographs, or other information to identify the relevant

characteristics of the subject property. While in a personal property appraisal, an appraiser may use any combination of a property inspection, documents, or other information to identify the relevant characteristics of the subject property.

Standards Rules 1-1(b) and 7-1(b) require that an appraiser not commit a substantial error of omission or commission that significantly affects an appraisal. Therefore, the appraiser has to have a reasonable basis to believe the information contained in the inspection report provided by the client is credible, or must seek additional information, which could include interviewing the inspector or gathering data from other sources. If uncertainties remain, but the appraiser can still develop credible assignment results, the appraiser may need to use an extraordinary assumption regarding the decision to rely on the information contained in the third-party inspection report. An appraiser must not allow assignment conditions to limit the scope of work to such a degree that the assignment results are not credible in the context of the intended use. If an appraiser determines that the only way to meet these criteria is by personally inspecting the property, he or she must either discuss changing the scope of work with the client, or withdraw from the assignment.

4. I have been contacted by a property owner who is being transferred by his company to another city. The owner indicated that while he might want a "detailed appraisal" later, right now he only needs a rough idea of the value of the residence to begin negotiations related to the relocation. The owner has asked me to perform a "desktop" appraisal (i.e., an appraisal with no inspection of the property). I believe that, given this intended use, credible assignment results can be developed without an inspection. Is this permitted under USPAP?

Yes, this is permitted if sufficient information regarding the relevant characteristics of the property is available. Such information could be obtained from public records, previous listings of the property for sale, appraiser's files, etc. If use of extraordinary assumptions related to various relevant characteristics is necessary, then one must comply with the requirements for their use.

C. Changes to ADVISORY OPINION 3

1. The ADVISORY OPINION had a reference to the original appraisal firm. Since USPAP applies to individual appraisers, not to appraisal firms, this reference was seen as inappropriate.

2. Additionally, an edit was made to highlight the fact that an appraiser performing an update for someone other than the client in the prior assignment must comply with confidentiality requirements when incorporating a prior report by attachment or by reference. That edit can be found in the following paragraph:

Assignment results and confidential information from a prior appraisal or appraisal review may only be disclosed to the client or parties authorized by the client. Thus, when incorporating a prior report by reference or attachment, if completing the report for a different client, the appraiser must receive authorization from the original client.

<p>2020-2021 EDITION</p> <p>2020-2021 Uniform Standards of Professional Appraisal Practice (USPAP) Effective January 1, 2020 through December 31, 2021</p> <p>PLUS Guidance from the Appraisal Standards Board • USPAP ADVISORY OPINIONS • USPAP FREQUENTLY ASKED QUESTIONS (FAQ)</p> <p>The Appraisal FOUNDATION The Appraisal Foundation is the national organization for the appraisal profession. It is a non-profit organization that sets the standards for the appraisal profession and provides education and training for appraisers.</p> <p>APPRAISAL STANDARDS BOARD</p>	<p>SECTION TWO</p> <p>LEARNING FOCUS:</p> <p>More Changes to Advisory Opinions</p> <p>New ADVISORY OPINION 38</p> <p>Additional Topics</p>
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Section 2.

More Changes to Advisory Opinions and Additional Topics

In this section of the course the remaining edits and additions to Advisory Opinions will be addressed. The course will turn to a series of issues and concerns that have been identified through feedback from USPAP instructors and state regulatory officials.

I. Changes to other ADVISORY OPINIONS

In addition to changes to ADVISORY OPINIONS 1, 2, and 3, changes were also made to several other ADVISORY OPINIONS; additionally, three Advisory Opinions have been retired.

A. Retired ADVISORY OPINIONS

1. ADVISORY OPINION 4, *Standards Rule 1-5(b)* has been retired. This Advisory Opinion was very narrow in scope, addressing the analyses of sales in lieu of foreclosure and foreclosure sales. The ASB decided this is adequately addressed in an FAQ.
2. ADVISORY OPINION 11, *Content of the Appraisal Report Options of Standards Rules 2-2, 8-2, and 10-2* and ADVISORY OPINION 12, *Use of the Appraisal Report Options of Standards Rules 2-2, 8-2, and 10-2* have been retired. These Advisory Opinions have been replaced by ADVISORY OPINION 38, *Content of an Appraisal Report and Restricted Appraisal Report*. With the changes to the reporting Standards that were adopted, some of the content of ADVISORY OPINIONS 11 and 12 was no longer correct or applicable. The ASB decided to combine the guidance as to when it is appropriate to use the Restricted Appraisal Report and the guidance regarding the minimum content level of each of the two written report options into a single ADVISORY OPINION. This will be addressed in greater detail later in this course.

B. Revised ADVISORY OPINIONS

1. ADVISORY OPINION 28, *Scope of Work Decision, Performance, and Disclosure*
 - a. Edits were made to reflect the changes to the SCOPE OF WORK RULE.
 - b. One personal property Illustration was rewritten and one real property Illustration was added.
 - c. The new real property Illustration, Illustration 7, presents the following scenario:
 7. A real property appraiser is contacted by a potential client to appraise a one-unit residence. The client informs the appraiser that a property inspection completed by others will be provided to the appraiser, and that the property will not be available for inspection by the appraiser. This is an assignment condition, and the appraiser must consider this in the identification of the problem to be solved and the determination of the scope of work.

To perform this assignment, the appraiser is required to:

- Determine that the client's assignment condition does not limit the scope of work to such a degree that assignment results are not credible in the context of the intended use; and
- Identify, from sources the appraiser reasonably believes to be reliable, relevant characteristics of the property.

If the appraiser cannot gather sufficient information about the property's relevant characteristics from the third-party property inspection, the appraiser must seek additional information, which could include interviewing the inspector or gathering data from other sources. If uncertainties remain, but the appraiser can still develop credible assignment results, the appraiser may need to use an extraordinary assumption regarding the decision to rely on the information contained in the third-party inspection report.

Otherwise, if the appraiser cannot gather sufficient information from the third-party inspection report and other sources to produce credible assignment results, the appraiser must either seek to change the scope of work or withdraw from the assignment.

2. ADVISORY OPINION 31, *Assignments Involving More than One Appraiser*

- Minor edits were made throughout this Advisory Opinion.
- Somewhat more significant changes were made to the section of the Advisory Opinion labeled "Significant Appraisal Assistance." The revised section is as follows:

Significant Appraisal Assistance

Assistance is related to the appraisal process and requires appraisal competency. Therefore, only those acting as an appraiser sign a certification, or are identified as providing significant appraisal assistance in a certification. Examples of significant appraisal assistance may include:

- research and selection of comparable properties and data;
- inspection of the subject property and comparable properties;
- estimating accrued depreciation; or
- forecasting income and expenses.

An appraiser often uses assistance that does not constitute significant appraisal assistance. Although it is the responsibility of the appraiser to determine the role of any individual providing assistance, tasks such as, but not limited to, writing down measurements the appraiser provides when measuring a structure, taking photographs of the subject property, and providing clerical duties are not considered significant appraisal assistance.

An appraiser providing assistance must comply with those parts of USPAP that apply to the assistance that he or she provides. So, for example, if an appraiser's assistance includes only developing a cost approach in a real property appraisal assignment, that appraiser must comply with the applicable Rules (i.e., the ETHICS RULE, etc.), Standards Rules 1-1, 1-3, 1-4(b) and any other applicable sections of Standards Rule 1-4, and Standards Rule 1-6(a).

- c. In applying the guidance provided in ADVISORY OPINION 31, it is important to keep in mind that "appraiser" is a defined term in USPAP and is not dependent on any credential (see Back to Basics #3 in Section 1 of this Student Manual).

3. ADVISORY OPINION 32, *Ad Valorem Property Tax Appraisal and Mass Appraisal Assignments*

- a. Standards Rule 5-5(a)(v) has a Comment explaining that appraisers engaged in mass appraisal assignments must "take reasonable steps to ensure that the quantity and quality of the factual data that are collected are sufficient to produce credible appraisals." Included in this Comment was some narrative that the ASB recognized as providing guidance on how to fulfill that requirement. Because Advisory Opinions are a more appropriate means of communicating guidance, the content that had provided guidance in this Comment has been deleted from the Standards Rule and placed in ADVISORY OPINION 32 as Illustration 5.
- b. The following is the text of the new Illustration in ADVISORY OPINION 32:

The Comment to Standards Rule 5-5 (a)(v) requires an appraiser conducting a mass appraisal assignment to take reasonable steps to ensure that the quantity and quality of the factual data that are collected are sufficient to produce credible appraisals. What are some examples of these steps?

In real property, where applicable and feasible, systems for routinely collecting and maintaining ownership, geographic, sales, income and expense, cost, and property characteristics data must be established.

Geographic data must be contained in as complete a set of cadastral maps as possible, compiled according to current standards of detail and accuracy. Sales data must be collected, confirmed, screened, adjusted, and filed according to current standards of practice. The sales file must contain, for each sale, property characteristics data that are contemporaneous with the date of sale. Property characteristics data must be appropriate and relevant to the mass appraisal models being used. The property characteristics data file must contain data contemporaneous with

the date of appraisal including historical data on sales, where appropriate and available.

The data collection program must incorporate a quality control program, including checks and audits of the data to ensure current and consistent records.

4. ADVISORY OPINION 36, Identification and Disclosure of Client, Intended Use, and Intended Users

- a. Changes were made to the reporting standards (e.g., STANDARD 2) to allow appraisers to provide a Restricted Appraisal Report in some assignments where there are intended users in addition to the client. This made it necessary to revise the guidance provided in ADVISORY OPINION 36 to reflect that change.
- b. The section of the Advisory Opinion that received significant edits now reads as follows:

Disclosure of Client and Other Intended User(s) in an Appraisal or Appraisal Review Report

Except when specifically requested by the client not to do so, an appraiser must state the identity of the client in the report.

Within an Appraisal Report an appraiser may state the identity of other intended users, if any, by name or by type. However, in a Restricted Appraisal Report, the appraiser must state the name(s) of non-client intended user(s). A Restricted Appraisal Report is inappropriate for users only known and identified by type because they could be misled by the abbreviated reporting format which may not contain supporting rationale for the opinions and conclusions. The appraiser has an obligation to ensure that the report contains sufficient information to enable the intended users of the appraisal to understand the report properly. This obligation cannot be fulfilled unless the intended users are only the client and those other intended users specifically named by the appraiser.

The purpose of this reporting requirement is to (1) ensure that the client and other intended users can recognize their relationship to the assignment and report, and (2) ensure that parties other than intended users will not mistakenly assume that they are the client or an intended user. For example, a statement similar to the following may be appropriate in an Appraisal Report:

This report is intended for use only by (identify the client) and (identify any other intended users by name or type). Use of this report by others is not intended by the appraiser.

While a statement similar to the following may be appropriate in a Restricted Appraisal Report:

This report is intended for use only by (identify the client) and (identify any other intended users by name). Use of this report by others is not intended by the appraiser.

If the client's identity is omitted from a report, the appraiser must (1) identify the client in the workfile, and (2) provide a notice in the report that the identity of the client has been omitted in accordance with the client's request and that the report is intended for use only by the client and any other identified intended users. In such cases, a statement similar to the following may be appropriate in an Appraisal Report:

This report is intended for use only by the client and (identify any other intended users by name or type). Use of this report by others is not intended by the appraiser.

While a statement similar to the following may be appropriate in a Restricted Appraisal Report:

This report is intended for use only by the client and (identify any other intended users by name). Use of this report by others is not intended by the appraiser.

C. New ADVISORY OPINION 38, Content of an Appraisal Report and Restricted Appraisal Report

1. ADVISORY OPINION 38 replaces the guidance that had been provided in ADVISORY OPINIONS 11 and 12.
2. The guidance addresses the content of Appraisal Reports and Restricted Appraisal Reports under the revised STANDARDS 2, 8, and 10.
3. The guidance also ties in with the edits to the Disclosure Obligations section of the SCOPE OF WORK RULE.
4. Key points addressed in the advice provided in ADVISORY OPINION 38 include:
 - a. The flexibility allowed in reporting is independent from the development requirements. A more concise reporting standard does not impact the scope of work performed in the development of the opinions and conclusions communicated in that report.
 - b. The Standards Rules that lay out the requirements for the Appraisal Report and the Restricted Appraisal Report set forth the minimum content level for each option. Either option may exceed those minimums. USPAP also does not dictate the form, format, or style of the report. As stated in STANDARD 2, “the substantive content of a report determines its compliance.”
 - c. While it is necessary to “prominently state which option is used: Appraisal Report or Restricted Appraisal Report,” it is permissible to use other labels “in addition to, but not in place of” these labels. (See Standards Rule 2-2)
 - d. When a Restricted Appraisal Report is provided, the report must state the identity of any additional intended users by name.
 - e. Before agreeing to provide a Restricted Appraisal Report, the appraiser must determine whether the Restricted Appraisal Report is appropriate in that assignment. ADVISORY OPINION 38 also provides examples of instances when a Restricted Appraisal Report might be appropriate. The following is an excerpt from the ADVISORY OPINION 38:

It may be appropriate to issue a Restricted Appraisal Report if:

- the client understands the limited utility of this option;
- the intended use of the appraisal is appropriate for a report which may not contain supporting rationale for all of the opinions and conclusions set forth in the report; and

- the client (and, if applicable, named other intended users) do not need the level of information required in an Appraisal Report.

Some examples of situations in which a Restricted Appraisal Report may be appropriate are:

- The intended use is consultation for acquisition or disposition by a collector who is knowledgeable about the subject property.
 - A real property owner wants to know the market value of their property, but does not need to know details as to how the appraiser arrived at that conclusion.
 - A business orders a yearly or quarterly appraisal of property that the appraiser has appraised many times in the past.
 - The appraisal is for a preliminary hearing to dispute property taxes at the assessor's office.
- f. ADVISORY OPINION 38 includes an easy to understand table showing the minimum content requirements of the two written report options. This table is similar to the table that had been in ADVISORY OPINION 11.

The following is a copy of that table:

Appraisal Report	Restricted Appraisal Report
(i) state the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request;	(i) state the identity of the client, or if the client requested anonymity, state that the identity is withheld at the client's request;
(ii) state the identity of any other intended user(s) by name or type ;	(ii) state the identity of any other intended user(s) by name ;
n/a	(iii) clearly and conspicuously state a restriction that limits use of the report to the client and the named intended user(s);

n/a	(iv) clearly and conspicuously warn that the report may not contain supporting rationale for the all of the opinions and conclusions set forth in the report
(iii) state the intended use of the appraisal;	(v) state the intended use of the appraisal;
(iv) contain information, documents, and/or exhibits sufficient to identify the real estate involved in the appraisal, including the physical, legal, and economic property characteristics relevant to the assignment	(vi) state information sufficient to identify the real estate involved in the appraisal;
(v) state the real property interest appraised;	(vii) state the real property interest appraised;
(vi) state the type and definition of value and cite the source of the definition;	(viii) state the type of value and cite the source of its definition;
(vii) state the effective date of the appraisal and the date of the report;	(ix) state the effective date of the appraisal and the date of the report;
(viii) summarize the scope of work used to develop the appraisal;	(x) state the scope of work used to develop the appraisal;
(ix) summarize the extent of any significant real property appraisal assistance;	(xi) state the extent of any significant real property appraisal assistance;

<p>(x) provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by:</p> <ol style="list-style-type: none"> 1. summarizing the appraisal methods and techniques employed 2. stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed; 3. summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and 4. stating the value opinion(s) and conclusion(s); and 5. summarizing the information analyzed and the reasoning that supports the analyses, opinions, and conclusions, including reconciliation of the data and approaches. 	<p>(xii) provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by:</p> <ol style="list-style-type: none"> 1. stating the appraisal methods and techniques employed 2. stating the reasons for excluding the sales comparison, cost, or income approach(es) if any have not been developed; 3. summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5; and 4. stating the value opinion(s) and conclusion(s). <p><u>Comment:</u> An appraiser must maintain a workfile that includes sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 and for the appraiser to produce an Appraisal Report.</p>
<p>(xi) state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal;</p>	<p>(xiii) state the use of the real estate existing as of the effective date and the use of the real estate reflected in the appraisal;</p>
<p>(xii) when an opinion of highest and best use was developed by the appraiser, state that opinion and summarize the support and rationale for that opinion;</p>	<p>(xiv) when an opinion of highest and best use was developed by the appraiser, state that opinion;</p>

<p>(xiii) clearly and conspicuously:</p> <ul style="list-style-type: none"> • state all extraordinary assumptions and hypothetical conditions; and • state that their use might have affected the assignment results; 	<p>(xv) clearly and conspicuously:</p> <ul style="list-style-type: none"> • state all extraordinary assumptions and hypothetical conditions; and • state that their use might have affected the assignment results;
<p>(xiv) include a signed certification in accordance with Standards Rule 2-3.</p>	<p>(xvi) include a signed certification in accordance with Standards Rule 2-3.</p>

- g. ADVISORY OPINION 38 includes an example to illustrate the difference between “state” and “summarize” in the context of a real property appraisal report.

FROM YOUR PERSPECTIVE #15

An appraiser has agreed to perform an appraisal and provide a Restricted Appraisal Report. The report will contain little explanation of the rationale for the appraiser’s opinions and conclusions. Is the appraiser required to allow the client to have access to the workfile for this assignment?

BACK TO BASICS #5

Some appraisers are unaware of the degree of flexibility that USPAP allows in reporting the results of an appraisal. In some cases, part of the confusion is the result of not understanding the difference between USPAP and other requirements that might apply to an assignment.

For example, in appraisal assignments for mortgage lending there are requirements that may be imposed by lenders, secondary market participants, or federal bank regulators that go beyond what is required by USPAP.

Many appraisers are surprised to see the actual minimum report content required by USPAP. There are two sample Restricted Appraisal Reports in the Appendix to this Student Manual: one is for a residential property and the other is for a non-residential property. Neither report (including certification and limiting conditions) is over two pages long!

Also in the Appendix is a copy of the "YES, I CAN ACCEPT THAT ASSIGNMENT!" flier showing various types of assignments that are allowed by USPAP and one type of assignment that is not allowed.

FROM YOUR PERSPECTIVE #16

An appraiser performed an appraisal and provided a Restricted Appraisal Report. The report contained little explanation of the rationale for the appraiser's opinions and conclusions. Among the data used to develop the appraisal were confidential income statements regarding other properties from the appraiser's prior assignments for other clients. The client from this assignment wants more information than was in the report and asks to see the appraiser's workfile. May the appraiser honor this request?

FROM YOUR PERSPECTIVE #17

An appraiser has completed a residential appraisal that included an exterior-only inspection from the street in front of the subject property, but no onsite inspection.

- a.) May the appraiser certify that a personal inspection was performed?
- b.) What are the appraiser's disclosure obligations regarding the inspection?

FROM YOUR PERSPECTIVE #18

What are some assignments where a Restricted Appraisal Report might be appropriate?

FROM YOUR PERSPECTIVE #19

Standards Rule 2-4, which addresses oral appraisal reports, refers to the “substantive matters” set forth in Standards Rule 2-2(a) that lays out the content requirements for an Appraisal Report. What is meant by substantive matters?

II. Additional Topics

For each USPAP cycle, the Foundation surveys state regulators and its AQB Certified USPAP Instructors to identify areas of USPAP where there appears to be common misunderstanding, confusion, and/or noncompliance. The following exercises address some of the issues that have been identified.

The feedback received by the Foundation was varied and included a mix of USPAP-related issues and other issues that relate more to methods and techniques.

The three areas of USPAP-related deficiencies in appraisal reports that were most frequently identified by regulators were:

1. Lack of explanations regarding the subject property, market conditions, adjustments, etc., in reports;
2. Lack of support in the report for the reconciliation of the sales comparison approach; and
3. Lack of understanding and disclosure of extraordinary assumptions and hypothetical conditions.

Instructors identified a longer list of topics based largely on the most frequent USPAP-related questions that come up in classes:

1. When is a new assignment necessary (as opposed to merely additional work done for an existing assignment)?
2. When is it appropriate to cite a jurisdictional exception?
3. How should an appraiser differentiate between a valuation service and appraisal practice?
4. What is the difference between physical characteristics (may be disclosed in many cases) and assignment results (must not be disclosed)?
5. What is significant appraisal assistance?
6. What is the appraiser's responsibility when using various data sources and analysis tools?
7. How is credibility judged?
8. Which prior services must be disclosed?

The rest of this section of the course focuses on USPAP-related issues raised by the two groups that were surveyed.

BACK TO BASICS #6

Prior to determining the scope of work necessary in an appraisal or appraisal review assignment, the appraiser must identify assignment elements. Among the assignment elements to be identified are assignment conditions, including any applicable jurisdictional exceptions. USPAP defines Jurisdictional Exception as follows:

JURISDICTIONAL EXCEPTION: an assignment condition established by applicable law or regulation, which precludes an appraiser from complying with a part of USPAP.

Given this definition, the only time a jurisdictional exception occurs is when it is not possible to comply with both the applicable law or regulation and some part of USPAP. So, if a regulation specifies that a specific analysis is not permitted, but USPAP states that it is required – then according to the JURISDICTIONAL EXCEPTION RULE, that requirement in USPAP “becomes void for that assignment.” However, if the regulation merely states that the analysis is not required, the appraiser can include the analysis (i.e., exceed the minimum required by the regulation) and comply with both the regulation and USPAP.

FROM YOUR PERSPECTIVE #20

In the course of preparing my appraisals, I often research the Multiple Listing Service (MLS) and other data sources. I use this information to develop conclusions regarding neighborhood value ranges and market trends. Is it necessary for me to include copies of this information in my workfile or may I simply reference the data sources in my workfile?

FROM YOUR PERSPECTIVE #21

What information must be retained in an appraiser's workfile?

FROM YOUR PERSPECTIVE #22

A residential appraiser has been asked to perform an appraisal on a property that is in an area where the appraiser is not familiar with the market's nuances. The party requesting the appraisal is a good client and the appraiser wants to keep the client happy. If the appraiser agrees to perform this appraisal, what must be done to comply with the COMPETENCY RULE?

FROM YOUR PERSPECTIVE #23

An appraiser uses an online data analysis tool that factors in thousands of sales. By using this tool, he expects more reliable results developed in less time than if he were using more traditional methods. The appraiser now develops all of his sales comparison adjustments using this tool.

If adjustments in his appraisals are later questioned, is citing the online source a sufficient defense?

FROM YOUR PERSPECTIVE #24

I delivered an appraisal report to my client. A week later, an entity other than one of the identified intended users contacted me and asked that I provide a reliance letter, enabling them to rely on the appraisal report for their own investment use. My client says they have no problem with me doing that. Can I provide this entity with such a letter, even though I had not originally identified them as an intended user?

FROM YOUR PERSPECTIVE #25

I have completed an appraisal assignment for a client. The report was completed using the 2005 version of the Uniform Residential Appraisal Report (URAR). The client has requested that I remove one of the comparable properties from the report because, in the underwriter's opinion, it is not sufficiently similar to the subject property. If I do this, will my action comply with USPAP?

FROM YOUR PERSPECTIVE #26

I am performing an appraisal of a small retail property for the property owner. The intended use of the appraisal is for estate planning. Before I could complete the Appraisal Report, the client informed me that he has hired a new financial planner, and we have agreed that the financial planner should be identified as an additional intended user. Now I have some questions regarding the assignment.

- a.) Does adding an intended user change the scope of work?
- b.) Does adding an intended user require the request to be treated as a new assignment?
- c.) What if I had been asked to make the change after the report was issued?

FROM YOUR PERSPECTIVE #27

Is it acceptable to simply readdress or transfer a completed appraisal report?
Why or why not?

FROM YOUR PERSPECTIVE #28

Would it be acceptable to readdress or transfer a completed appraisal report if I
have written authorization from my previous client to readdress the report? Why
or why not?

FROM YOUR PERSPECTIVE #29

I know USPAP requires an appraiser, prior to agreeing to perform an assignment (or if discovered at any time during the assignment), to disclose any prior services performed on a property within the last three years. I have recently seen some reports where the appraiser stated, "I have performed no prior services regarding this property within three years of the effective date of this report." Is it acceptable to base the three years from the effective date of the appraisal?

FROM YOUR PERSPECTIVE #30

An appraiser has been engaged to appraise a property. Approximately a year ago, this appraiser performed an appraisal review to determine the USPAP compliance of an appraisal report, the subject of which was the current subject property. Since the subject of the appraiser's work in the prior assignment was an appraisal report, not the subject property, must the appraiser disclose that she performed that prior review?

FROM YOUR PERSPECTIVE #31

Should the reviewer try to apply USPAP so that the appraiser whose work is under review is presented in the best light?

FROM YOUR PERSPECTIVE #32

Are client requirements considered an assignment element that must be taken into account when identifying the appraisal problem and determining the scope of work?

FROM YOUR PERSPECTIVE #33

When communicating an opinion that some adjustments applied in the work under review are unreasonable, is the reviewer required to provide better or alternate adjustments?

FROM YOUR PERSPECTIVE #34

If no analysis is presented in an Appraisal Report, may a reviewer opine that no analysis was performed in the appraisal?

FROM YOUR PERSPECTIVE #35

An appraiser has been engaged to appraise a property. Approximately two years ago, the appraiser, then acting as a real estate agent, sold the property to the current owner. That prior service was not appraisal practice. Must the appraiser disclose that prior service to his client?

FROM YOUR PERSPECTIVE #36

Is there an absolute measure of credible assignment results?

FROM YOUR PERSPECTIVE #37

Sometimes after submitting my appraisal report, my client will ask me to perform additional work. This can mean looking at more or different comparables or developing another approach. Do these requests for additional work create a new assignment?

FROM YOUR PERSPECTIVE #38

A client has asked me to perform an appraisal, but instead of requiring me to physically inspect the subject, they will provide me with the results of an inspection of the property done by someone else. Does USPAP allow this?

FROM YOUR PERSPECTIVE #39

A client has asked me to perform an appraisal, but instead of requiring me to personally inspect the subject property, they will provide me with the results of an inspection done by someone else. If I rely upon that inspection, should I employ an extraordinary assumption?

YES, I CAN PERFORM THAT ASSIGNMENT! USPAP FLEXIBILITY AT A GLANCE



There is inherent flexibility in the *Uniform Standards of Professional Appraisal Practice* (USPAP). The scope of work concept enables appraisers to perform a wide variety of assignments while maintaining compliance with USPAP. The SCOPE OF WORK RULE requires the appraiser to produce credible assignment results but requires only those analyses that are necessary for credible results given the intended use. The chart below provides some examples of the many types of assignments an appraiser may perform.

Assignment Types	Some Examples	Allowed by USPAP?	How Does USPAP Apply?
<i>Oral Appraisal Reports</i>	A client does not require a written report	Yes	STANDARDS 2, 6, 8, 10
<i>Purchase Price Negotiation</i>	A potential buyer is considering purchasing a property or business	Yes	STANDARDS 1 & 2, 5 & 6, 7 & 8, 9 & 10
<i>Calculation Engagement</i>	A CEO is considering an acquisition and wants to know the calculated result given a specific valuation method	Yes	STANDARDS 9 & 10
<i>Consulting/Appraisal Consulting¹</i>	A client is considering developing a vacant parcel and is looking for maximum return	Yes	Advisory Opinion 21
<i>Appraisals for Litigation / Expert Witness Testimony</i>	An attorney needs an impartial opinion of value for legal proceedings	Yes	STANDARDS 1 & 2, 5 & 6, 7 & 8, 9 & 10
<i>Evaluations² for Lending</i>	A lender needs an evaluation providing an opinion of market value to ensure a loan is adequately collateralized	Yes	STANDARDS 1 & 2 and Advisory Opinion 13 ³
<i>Appraisals for Lending</i>	A lender needs an appraisal providing an opinion of market value to ensure a loan is adequately collateralized	Yes	STANDARDS 1 & 2, 7 & 8
<i>Appraisal Review</i>	A client needs to know whether or not an appraisal is credible	Yes	STANDARDS 3 & 4
<i>Appraisals for Charitable Contributions</i>	An individual donating real or personal property requires a qualified appraisal performed by a qualified appraiser ⁴	Yes	STANDARDS 1 & 2, 7 & 8
<i>Appraisals for Estates</i>	An executor needs to know the value of property in order to equitably settle an estate; an executor needs to know the Fair Market Value to pay estate taxes	Yes	STANDARDS 1 & 2, 5 & 6, 7 & 8, 9 & 10
<i>Appraisals for Insurance</i>	A property owner wants to know how much insurance coverage is adequate; a property owner needs an independent appraisal to help settle a damage / loss claim	Yes	STANDARDS 1 & 2, 7 & 8
<i>Desktop / Bifurcated</i>	An appraiser is asked to perform an appraisal without personally inspecting the subject property	Yes	SCOPE OF WORK RULE, STANDARDS 1 & 2, 5 & 6, 7 & 8 and Advisory Opinion 2
<i>Advocacy</i>	An individual who is an appraiser is asked to represent one party in a court proceeding	Yes	When acting outside of Appraisal Practice and the role is not misrepresented ⁵
<i>Assessment Appeals</i>	An appraiser is asked to work for a property owner in an assessment appeals hearing	Yes	When acting outside of Appraisal Practice and the role is not misrepresented ⁶
<i>Contingent Fee</i>	An appraiser agrees to be compensated for the appraisal only when the loan closes	No	Management Section, ETHICS RULE

1 Appraisal consulting is no longer defined in USPAP and the Real Property Appraisal Consulting Standards were retired; however, those services formerly called appraisal consulting are still permitted under USPAP.
 2 As defined in the Interagency Appraisal and Evaluation Guidelines, December 2010.
 3 Advisory Opinion 13, *Performing Evaluations of Real Property Collateral to Conform with USPAP*, provides guidance on this topic.
 4 Internal Revenue Service, Publication 561.
 5 ETHICS RULE and Advisory Opinion 21
 6 ETHICS RULE and Advisory Opinion 21

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RESIDENTIAL RESTRICTED APPRAISAL REPORT

This sample residential Restricted Appraisal Report complies with the 2020-21 edition of USPAP Standards Rule 2-2(b).

Use of this report is limited to the client(s) and other **named** intended users because it may not contain supporting rationale for all of the opinions and conclusions that are set forth.

Subject Address: 123 Maple Street, Anytown, NH 03999
Legal Description: See Washington County Registry of Deeds – Book 1111, Page 222
Property Type: A 1.1 acre parcel with a 2,255 square foot, 1-story owner-occupied single-unit residence
Clients: John Doe and Jane Doe, 123 Maple Street, Anytown, NH, 03999
Intended Use: To assist the client(s) in determining an equitable division of assets in a dissolution of marriage. No other uses of the assignment results are intended by the appraiser.
Intended Users: John Doe, Jane Doe, and Richard Roe, Esq. No other users of this report are intended by the appraiser.
Property Rights: Fee Simple
Type of Value: Market Value

Source of Value Definition: Although the appraisal communicated in this report was not prepared for a financial institution, the definition of market value specified in regulations published pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) has been used in this assignment.

Scope of Work: Onsite interior and exterior inspection of the subject and review of tax assessor's records and a prior MLS listing of the subject property. The appraiser measured the exterior of the dwelling.

The sales comparison and cost approaches were developed. Properties such as the subject are seldom rented and there is no reliable data to develop an income approach. The income approach is not necessary for credible assignment results.

Comparable sales data was taken from local MLS and confirmed via public records and discussions with listing agents. The lack of sales of properties similar to the subject within the subject neighborhood made it necessary to use sales from surrounding areas.

The cost approach was developed using the Marshall and Swift Residential Cost Handbook.

Conditions of Appraisal: The appraisal was performed with no extraordinary assumptions or hypothetical conditions.

Sale and Listing History: There is no current agreement of sale, listing, or option regarding the subject property. There have been no sales or other transfers of the subject property within three years prior to the effective date of this appraisal.

OPINIONS AND CONCLUSIONS

Highest and Best Use: Continued use as-is. The existing use as a single-unit residence contributes to the value of the site. Conversion to any other use would not be legal.

Exposure Time: The appraiser's opinion of reasonable exposure time for the subject property is approximately 120 days.

Result of Approaches to Value: Sales Comparison Approach: \$282,000; Cost Approach: \$279,000 (rounded)

Effective Date: November 20, 2020

Opinion of Market Value: The sales comparison approach is the best indicator of value for single-unit residential properties in this market. The cost approach supports the value indicated by the sales comparison approach. Therefore, the appraiser's opinion of market value is:

\$282,000



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ASSUMPTIONS AND LIMITING CONDITIONS

This assignment was conducted, and the report presented, subject to the following assumptions and limiting conditions. The use and acceptance of this report indicates that the client accepts these assumptions and limiting conditions.

{Assumptions and limiting conditions will vary by appraiser and by assignment.}

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have not performed any services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.

{Appraiser may insert additional certifications as needed, such as those required by a professional association}

Xxxxxxxx Y. Zzzzzz
Appraiser's Signature

December 2, 2020
Date of Report/Certification

This sample is not intended to be used as a template for appraisal assignments. This is intended as an example. Please see Standards Rule 2-2(b) for guidance. Some highlights are presented below:

- 1) This sample of a Restricted Appraisal Report on a single unit residence following Standards Rule 2-2(b) does not address all possible alternatives that may need to be addressed in a report.
- 2) The supporting documentation for the appraiser's research and analysis that is retained in the workfile in an assignment with a Restricted Appraisal Report will be the same as, or perhaps greater than, the documentation retained for an Appraisal Report.
- 3) Restricted Appraisal Reports are specifically restricted to the client(s) and other named intended users as required by Standards Rule 2-2(b)(i) and (ii).
- 4) In a Restricted Appraisal Report most of the content must be stated; however, according to the Comment to Standards Rule 2-2(b)(x), "Stating the scope of work includes disclosure of research and analyses performed and might also include disclosure of research and analyses not performed." Guidance from Advisory Opinion 36 states that an appraiser is obligated to identify additional intended users by **name only** in a Restricted Appraisal Report.
- 5) One topic where it is necessary to more than just state information in a Restricted Appraisal Report is addressed in Standards Rule 2-2(b)(xii), which states the content of the report must: "...provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: ...(iii) summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5..."
- 6) It is also important for the appraiser to provide sufficient information in the report by "stating the appraisal methods and techniques employed" as required by Standards Rule 2-2(b)(xii)(i), and by "stating the reason for excluding the sales comparison, cost or income approach(es) if any have not been developed" as required by Standards Rule 2-2(b)(xii)(ii).

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NON-RESIDENTIAL RESTRICTED APPRAISAL REPORT

This sample non-residential Restricted Appraisal Report complies with the 2020-21 edition of USPAP Standards Rule 2-2(b).

Use of this report is limited to the client(s) and other **named** intended users because it may not contain supporting rationale for all of the opinions and conclusions that are set forth.

Subject Address: 456 Central Boulevard, Anytown, New Hampshire, 11111
Property Type: 100,000 square foot, 5-story owner-occupied office building on 15± acres
Client: Jones Widget, Inc., 123 Main Street, Washington, DC, 99999
Intended Use: Internal Asset Management. No other uses of this appraisal are intended by the appraiser.
Intended User: Jones Widget, Inc., and Adams Accounting, LLC. No other users of this report are intended by the appraiser.
Property Rights: Fee Simple
Type of Value: Market Value

Definition of Market Value: Although the appraisal communicated in this report was not prepared for a financial institution, the definition of market value specified in regulations published pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) has been used in this assignment.

Conditions of Appraisal: The appraisal was performed as is; no extraordinary assumptions or hypothetical conditions were used.

Sale & Listing History: There is no current agreement of sale, listing, or option regarding the subject property. There have been no sales or other transfers of the subject property within three years prior to the effective date of this appraisal.

Scope of Work: Subject description was obtained from interior and exterior inspection, building plans, municipal records, and discussions with the property owner.

As detailed below, all three approaches to value were developed: Cost; Sales Comparison; and Income Capitalization. Comparable sales data, for both improved and unimproved properties, was taken from the local MLS, CoStar, and company records. Sales were confirmed via public records and discussions with parties to the transactions. Construction costs were obtained from Marshall-Swift Valuation online service, SwiftEstimator. Market rent, expenses, and investment rates were forecast based upon data provided by area professionals, including investors, real estate agents, and building managers.

OPINIONS AND CONCLUSIONS

Highest and Best Use: The existing use is the highest and best use.

Exposure Time: The appraiser's opinion of reasonable exposure time for the subject property is 3 to 6 months.

Effective Date: December 15, 2020

Result of Approaches to Value:

Cost Approach	\$35,000,000
Sales Comparison	\$34,000,000
Income Approach	\$31,500,000

Reconciliation: Due to the difficulty associated with developing a credible estimate of accrued depreciation, the cost approach is employed only as a test of reasonableness.

The market is driven primarily by owner occupants, although the high caliber of the tenant mix draws some investor interest. Therefore, the income approach has been developed, but given minimal weight.



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Because the strongest demand for the subject is by owner users, most weight was placed on the sales comparison approach. A sufficient number of comparable sales were available in the subject neighborhood to develop a credible indication of value by the sales comparison approach. This value is also supported by the other two approaches to value.

The supporting documentation for the analyses and the development of the approaches to value is retained in the appraiser's workfile.

Opinion of Market Value: \$34,000,000

ASSUMPTIONS AND LIMITING CONDITIONS

This assignment was conducted, and the report presented, subject to the following assumptions and limiting conditions. The use and acceptance of this report indicates that the client accepts these assumptions and limiting conditions.

{Assumptions and limiting conditions will vary by appraiser and by assignment.}

CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding the agreement to perform this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made a personal inspection of the property that is the subject of this report.
- No one provided significant real property appraisal assistance to the person signing this certification.

{Appraiser may insert additional certifications as needed, such as those required by a professional association}

Xxxxxxxx Y. Zzzzzz
Appraiser's Signature

January 5, 2021
Date of Report/Certification

This sample is not intended to be used as a template for appraisal assignments. This is intended as an example. Please see Standards Rule 2-2(b) for guidance. Some highlights are presented below:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1) This sample of a Restricted Appraisal Report on an office building following Standards Rule 2-2(b) does not address all possible alternatives that may need to be addressed in a report. 2) The supporting documentation for the appraiser's research and analysis that is retained in the workfile in an assignment with a Restricted Appraisal Report will be the same as, or perhaps greater than, the documentation retained for an Appraisal Report. 3) Restricted Appraisal Reports are specifically restricted to the client(s) and other named intended users as required by Standards Rule 2-2(b)(i) and (ii). 4) In a Restricted Appraisal Report most of the content must be stated; however, according to the <u>Comment</u> to Standards Rule 2-2(b)(x), "Stating the scope of work includes disclosure of research and analyses performed and might also include | <p>disclosure of research and analyses not performed." Guidance from Advisory Opinion 36 states that an appraiser is obligated to identify additional intended users by name only in a Restricted Appraisal Report.</p> <ol style="list-style-type: none"> 5) One topic where it is necessary to more than just state information in a Restricted Appraisal Report is addressed in Standards Rule 2-2(b)(xii), which states the content of the report must: "...provide sufficient information to indicate that the appraiser complied with the requirements of STANDARD 1 by: ... (iii) summarizing the results of analyzing the subject sales, agreements of sale, options, and listings in accordance with Standards Rule 1-5..." 6) It is also important for the appraiser to provide sufficient information in the report by "stating the appraisal methods and techniques employed" as required by Standards Rule 2-2(b)(xii)(i), and by "stating the reason for excluding the sales comparison, cost or income approach(es) if any have not been developed" as required by Standards Rule 2-2(b)(xii)(ii). |
|--|--|

Connect With Us



The Appraisal FOUNDATION

Authorized by Congress as the Source of Appraisal Standards and Appraiser Qualifications

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VI

1. e) Effective Property Tax Policy and Oversight



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

<small>Name of Requester</small> [Redacted]	<small>Title</small> LIA SUPERVISOR
<small>TITLE OF COURSE</small> Effective Property Tax Policy + Oversight... Response to COVID	
<small>DELIVERY METHOD - CHECK ONE</small> <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	<small>SPONSORING ORGANIZATION</small> IAAO

1. Course objective:

Review Features + changes to IAAO property tax policy standards related to operation of property tax admin systems + relevance in wake of COVID-19

2. What are the expected hours of instruction? 2

3. What is the expected completion date? 6-3-20

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input checked="" type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial/Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input checked="" type="checkbox"/> Administrative Procedures |
| <input type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

Requestor Signature (Use Blue Ink) _____ Date 6/1/20

For Department Use Only				
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO:</small>	<small>TOTAL CE'S FOR THIS MILESTONE</small>	<small>REASON FOR DENIAL OF CREDIT, IF ANY</small>
<small>Verified by:</small>				
Division of Local Government Services		Title	Date	

Event Registration - Effective Property Tax Policy and Oversight - A Review of the Revised Standards and Why They Are Important When Considering Property Tax Responses to COVID-19



Date: Wednesday, June 03, 2020

Time: 11:00 AM - 1:00 PM Central Daylight Time

 [\[add to calendar\]](#)

Description: The IAAO standards on property tax policy and oversight that form the backbone of IAAO's policy pillar are being revised and updated this year for the first time since 2010. This presentation will focus on significant features and changes in these standards and relate these to the operation of property tax administrative systems worldwide. There will be an emphasis on principles underlying the important features of these standards and their relevance when considering property tax policy responses in the wake of the COVID-19 pandemic. Presented by members of the IAAO Task Force on Tax Policy Updates.

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

a) CONNEXplorer-Foundation



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

<small>Name of Requester</small> [REDACTED]	<small>Title</small> Storey City Assessor
<small>TITLE OF COURSE</small> CONNECT EXPLORER - FOUNDATION	
<small>DELIVERY METHOD - CHECK ONE</small> <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	<small>SPONSORING ORGANIZATION</small> EAGLE VIEW TECHNOLOGIES

1. Course objective:

SEE ATTACHED

2. What are the expected hours of instruction? 1 HR

3. What is the expected completion date? 5-28-2020

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications
<input type="checkbox"/> IAAO Standards
<input type="checkbox"/> Residential Appraisal
<input type="checkbox"/> Commercial /Industrial Appraisal
<input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal
<input type="checkbox"/> Principles of Accounting
<input type="checkbox"/> Principles of Finance
<input type="checkbox"/> Application of Nevada Statutes or Regulations | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation
<input checked="" type="checkbox"/> Geographic Information Systems, Mapping Techniques
<input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining
<input type="checkbox"/> Professional Ethics
<input type="checkbox"/> Administrative Procedures
<input type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
- Books or Course Materials

SIGNATURE

[REDACTED SIGNATURE]

6-11-20
Date

For Department Use Only				
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO:</small>	<small>TOTAL CE'S FOR THIS MILESTONE</small>	<small>REASON FOR DENIAL OF CREDIT, IF ANY</small>
<small>Verified by:</small>				
Division of Local Government Services		Title	Date	

ConnectExplorer- Foundation

When: Thursday, May 28th, 9:00 – 10:00 am PST

We invite all our CONNECTExplorer end users to join our expert to learn basic navigation. In this session you will learn:

- How to conduct searches
- How to manage individual account settings and preferences
- How to use measurement and GIS layering tools, and
- An introduction to the Workspace tool

[Register Now](#)

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

b) CONNEXplorer: Continued Learning



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

Name of Requester [REDACTED]		Title Storey Cty Assessor
TITLE OF COURSE CONNECTExplorer: Continued Learning		
DELIVERY METHOD - CHECK ONE <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study		SPONSORING ORGANIZATION EagleView Technologies

1. Course objective:

This course takes a user's knowledge of CONNECTExplorer further with a greater focus on utilizing Workspaces to mark and note on the imagery in cases of pre-planning or review. Discussion and practice will center on utilizing the analysis tools and annotation tools, saving and sharing Workspaces, and exporting annotated images.

2. What are the expected hours of instruction? 1

3. What is the expected completion date? May 28, 2020

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input checked="" type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

6-9-20
Date

For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY
Verified by:				
Division of Local Government Services		Title	Date	



CONNECTExplorer: Continued Learning

Scope Statement:

Viewing imagery remotely through CONNECTExplorer provides the ability to utilize a variety of measurement and annotation tools. This course takes a user's knowledge of CONNECTExplorer further with a greater focus on utilizing Workspaces to mark and note on the imagery in cases of pre-planning or review. Discussion and practice will center on utilizing the analysis tools and annotation tools, saving and sharing workspaces, and exporting annotated images.

Terminal Learning Objectives:

- Understand the functions of CONNECTExplorer
- Understand the benefits of analysis tools
- Identify the features of a workspace

Enabling Learning Objectives:

Participants will be able to:

- Search for a location
- View and identify GIS data
- Perform and edit measurements
- Make notes and annotations on an image
- Save and Share Workspaces
- Export and Extract images

Course Format

- Online Training (Live Webinar)

Course Time

- One hour

Outline of CONNECTExplorer: Continued Learning Topics:

- Basic CONNECTExplorer Review
 - Imagery
 - Navigation
- GIS
 - Review GIS Layers
 - Advanced Identifying
 - Fine-tuning your search
- Measurement Tools
 - Review distance / area / height
 - Location / circle / vertical area / ground slope / bearing
 - Preferences
- Annotations and Workspaces
 - Creating annotations
 - Viewing and editing in the Workspace
 - Saving & Sharing
- Exporting Images
- Getting Help
- Closing

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

c) Introduction to Microsoft Excel 2016



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Form with fields for Title (APPR I), Course Title (Introduction to Microsoft Excel 2016 - TMCC), Delivery Method (Internet checked), and Sponsoring Organization (TMCC).

1. Course objective:

SEE ATTACHED

2. What are the expected hours of instruction?

24

3. What is the expected completion date?

March 26, 2020

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Mass Appraisal Concepts and Applications
IAAO Standards
Residential Appraisal
Commercial /Industrial Appraisal
Unitary/Centrally Assessed Property Appraisal
Principles of Accounting
Principles of Finance
Application of Nevada Statutes or Regulations
Appraisal and Assessment Standards of the Nevada Department of Taxation
Geographic Information Systems, Mapping Techniques
Laws Relating to Real Estate, Water, or Mining
Professional Ethics
Administrative Procedures
Other

If other, please describe why the course is applicable to appraisal for property tax purposes.

YOU NEED TO KNOW EXCEL TO DO APPRAISAL WORK PROPERLY AND ALSO WITH DENET A LOT OF THINGS ARE NOW IMPORTED AND EXPORTED USING EXCEL.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
Books or Course Materials

SIGNATURE

[Redacted Signature]

6-15-2020
Date

For Department Use Only table with columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY. Includes Verified by and signature lines.

Details

If you work with numbers, you need to master Microsoft Excel 2016! This hands-on course will teach you dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

In addition, you will get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. You will also learn Excel 2016 features, including Quick Analysis, Flash Fill, and new charting capabilities.

This is not a tutorial, but an in-depth class. By the time you're done, you will be using this vital Office 2016 application like a pro.

Syllabus

^ Lesson 1 - Excel Basics

Your first lesson will help you develop a solid understanding of the Excel interface. You will become fluent in the secret language spoken only by Excel users and discover the best way to correct any mistake you made in Excel.

v Lesson 2 - Creating a Worksheet

v Lesson 3 - Time-Savers

v Lesson 4 - Relative, Absolute, Mixed, and Circular References

v Lesson 5 - Three Dimensional Workbooks

v Lesson 6 - Sorting, Subtotaling, and Filtering

v Lesson 7 - Charting Basics

v Lesson 8 - Advanced Charting Techniques

v Lesson 9 - Intro to Excel's Statistical Functions

v Lesson 10 - Financial Functions

v Lesson 11 - Worksheet Automation

v Lesson 12 - Mastering Excel's IF Function

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

d) Fundamentals of Business Writing



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

RECEIVED

JUN 24 2020

State of Nevada
Department of Taxation

Please Print or Type

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Name of Requester, Title (Property Appraiser Trainee), Title of Course (Fundamentals of Business Writing (ENGL 407A)), Delivery Method (Classroom), Sponsoring Organization (University of NV, Las Vegas)

1. Course objective:

Examines the rhetorical principles and composing practices necessary for writing effective business letters, memos and reports

2. What are the expected hours of instruction? 36 hrs.

3. What is the expected completion date? Completed Spring 2005

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Mass Appraisal Concepts and Applications, IAAO Standards, Residential Appraisal, Commercial/Industrial Appraisal, Unitary/Centrally Assessed Property Appraisal, Principles of Accounting, Principles of Finance, Application of Nevada Statutes or Regulations, Appraisal and Assessment Standards of the Nevada Department of Taxation, Geographic Information Systems, Mapping Techniques, Laws Relating to Real Estate, Water, or Mining, Professional Ethics, Administrative Procedures, Other

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus, Books or Course Materials - defined in syllabus -> online book, highlighted.

SIGNATURE

Requestor Signature (Use Blue Ink)

Date: 2.13.2020

For Department Use Only table with columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY. Includes Verified by section.

Fundamentals of Business Writing

2020-2021 Undergraduate Catalog

ENG 407A - Fundamentals of Business Writing

Examines the rhetorical principles and composing practices necessary for writing effective business letters, memos, and reports.

Credits: 3

Prerequisites: [ENG 101](#) and [ENG 102](#).



2020-2021 Undergraduate Catalog



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Courses - Prefix/Code Matches

No matches.

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Results for phrase "BUSINESS WRITING".

[ENG 407A - Fundamentals of Business Writing](#)

ENG 407A - Fundamentals of Business Writing

Examines the rhetorical principles and composing practices necessary for writing effective business letters, memos, and reports.

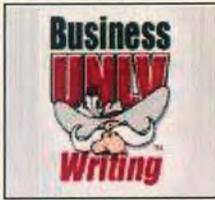
Credits: 3

Prerequisites: [ENG 101](#) and [ENG 102](#).

[HMD 200 - Hospitality College Milestone](#)

[MGT 321 - Business Communication](#)

EXAMPLE SYLLABUS



English 407A: Business Writing Fall 2005

Section 407A section X
Days/Time MTWRF TIME
Place CBC C309

Instructor --
Office --
E-mail --
Phone --
Office Hours --

Description English 407A aims to help you develop the skills you will need to write successfully in the workplace. The course introduces you to the rhetorical principles and compositional practices necessary for writing effective business letters, memos, and reports, including how to:

- Write to multiple audiences, for various purposes (e.g., to persuade, to inform, to earn or maintain good will)
- Plan and manage short- and long-term writing projects
- Draft, design, revise, and edit documents
- Identify and address problems in organizations
- Design and implement appropriate research strategies
- Write collaboratively (e.g., co-authoring, peer revising)
- Follow and adjust to business writing conventions
- Develop effective style and tone
- Design documents (e.g., using page design principles to format documents, incorporating graphics/visuals into documents)
- Use writing to help prepare and deliver oral presentations
- Write ethically and responsibly within the business organization and as a member of society

English 407A utilizes computers to facilitate the teaching and learning of business writing. There are several advantages to learning business writing in a computer-based environment. Writing with the computer:

- Is arguably the chief mode of composing in school and workplace contexts
- Provides writers with more options (especially for accessing networked information and for creating better visual designs/page layouts)
- Facilitates collaborative writing, a common mode of workplace production

Prerequisites

- Completion of first-year composition requirement.
- Junior or senior status strongly recommended, but not required.
- Previous computer experience is recommended, but not required.

Required Materials

- **Business and Technical Writing WebCOM** by Jeffrey Jablonski (online textbook)
 - URL: <http://www.khwebcom.com/btwriting>
 - **ONLINE PURCHASE** you can go to the above Web site and purchase an access code online for \$30.20. This is cheaper than the \$35.95 charged by the bookstore
- A UNLV Student Computing Resources (SCR) account, to access UNLV public and teaching computer labs
 - Go to: <http://ccs.unlv.edu/scr/support/labs.asp>
- An e-mail account, preferably a unlv.nevada.edu pioneer account
 - Go to: <http://ccs.unlv.edu/scr/support/email.asp>
 - You can also access your pioneer account from the "Directories" tab of the UNLV.EDU Web site (click on "Access Pioneer Webmail")
- 3-ring binder to organize and store copies of course texts and course work
- Some 3.5" disks or a ZIP disk for saving files

Assignments

Assignments will be evaluated on the standard plus/minus letter-grade scale and total 100 points (see below). Use the tables below to track your performance in the class.

Projects	Components	Overall %	Points	Your Grade
Intro Memo	•2 pp. memo	5%	5.00	
Case Project	•Case Response Documents • Planning Memo • PAM	10%	10.00	
Job Application	•Letter •Resume •PAM •Job Analysis Memo •Job ad. •~3 Co. research docs.	15%	15.00	
Staff Development	• Proposal* • 12 min. pres.* • Slideshow** • Handout* • PAM	15%	15.00	
Client Project	•Proposal •Signed Consent	10%	10.00	
	•Letter to Client	Misc.	--	
	•Project Plan*	5%	5.00	
	•Project Plan Oral Report	Misc.	--	
	•E-mail Prog. Report	5%	5.00	
	•Final Report Draft	Misc.	--	
	•Peer Review	Misc.	--	
	•Final Written Report*	15%	15.00	
	•Client Presentation	5%	5.00	
	•PAM**	Misc.	--	
Quizzes	•4 quizzes	10%	10.00	
Miscellaneous	•Attendance & Participation •Misc. day-to-day assignments	5%	5.00	
		100%	100	

* = Collaborative assignments (group projects where individuals receive separate grades)

**= Failing to complete PAM is automatic letter grade reduction to Client Proj. Written Report grade

Calculating Grades

Grades will be determined on a percentage basis. Major assignments will be graded on the standard letter-grade scale with plusses and minuses. Your overall grade and project grades are based on the following percentages:

A = 100 – 92 %	A- = 91 – 90 %	B+ = 89 – 88 %	B = 87 – 82 %	B- = 81 – 80 %
C+ = 79 – 78	C = 77 – 72 %	C- = 71 – 70 %	D+ = 69 – 68 %	D = 67 – 62 %
D- = 61 – 60	F = 0 %			

Grade to Points Conversion

Use this table to convert your letter grade on a particular assignment to the corresponding point value out of the total 100 points for the course. For example, on an assignment worth 5 points, an “A-” earns 4.5 points ($90\% \times 5 = 4.5$).

	5	10	15	20	25
A	5.0	10.0	15.0	20.0	25.0
A-	4.5	9.0	13.5	18.0	22.5
B+	4.4	8.8	13.2	17.6	22.0
B	4.1	8.2	12.3	16.4	20.5
B-	4.0	8.0	12.0	16.0	20.0
C+	3.9	7.8	11.7	15.6	19.5
C	3.6	7.2	10.8	14.4	18.0
C-	3.5	7.0	10.5	14.0	17.5
D+	3.4	6.8	10.2	13.6	17.0
D	3.1	6.2	9.3	12.4	15.5
D-	3.0	6.0	9.0	12.0	15.0
F	0.0	0.0	0.0	0.0	0.0

Quizzes

There will be 4 reading-comprehension quizzes administered during the semester, totaling 10% of the overall grade. An optional fifth quiz is given that can replace the lowest score from the previous 4 quizzes. Each quiz will contain 10 questions, with each question weighing one point. There are no make up quizzes.

Miscellaneous Grade

Your miscellaneous grade is based on your attendance, in-class participation, and completion of day-to-day assignments not listed as major projects. Examples of miscellaneous assignments include planning assignments and document drafts. Generally, miscellaneous assignments are graded pass/fail.

Absences also affect your Miscellaneous grade as follows: 2 absences = A; 3 = B; 4 = C; 5 = D; More than 5 absences = F. Your grade could be lower if you fail to submit or perform well on miscellaneous assignments (see above).

Your instructor reserves the right to assess the miscellaneous grade on a student-by-student, case-by-case basis. The grade is determined after reviewing your record of attendance, in-class participation, and miscellaneous assignments and comparing it to the other students' performance in these areas

Revision Policy

Because most writing in business contexts must be professional quality (i.e., excellent), and document review and revision is commonplace in achieving this in the workplace, you will have the opportunity to revise individually written projects and, possibly, group-written projects. Remember, however, that—just as in the workplace—you should always strive to produce the highest quality work from the get-go.

- You can only revise each project *once* (so revise carefully and consider discussing revisions with your instructor beforehand)
- When submitting revisions, you must include the originals w/ instructor's comments

- Your instructor reserves the right to refuse revisions in instances where the student submits work that is late or that has clearly not been carefully prepared.

Grading Criteria

The instructor will explain specific criteria for each major assignment. Generally, however, three overarching criteria of professional quality writing will be used to assess your written work:

Purpose: *How effectively does the document accomplish its intended task?*

The overarching aim of all business writing is to maintain and improve relations between people. Your documents will foremost be graded according to how well your documents: meet your goals and the demands of the writing situation; solve a problem or need; meet readers' needs; provide relevant, useful, and accurate information; and provide sound arguments in support of claims.

Product: *How well constructed is the document?*

Your documents will also be graded according to orderly and coherent presentation of material, professional tone, business style, page formatting, visual design, and correctness (mechanical issues of grammar, spelling, and punctuation).

Production: *How effectively was the document produced?*

Careful planning is required to produce professional quality writing. Your documents will be graded according to evidence of effective planning, collaboration, research, drafting, revising, editing, and proofreading. Your instructor will also assess how well you apply course principles and terminology in your documents and project assessments.

NOTE: Special Grading Policies

- You must submit for evaluation all project components listed above to pass the course. Each required component is bulleted in the second column of project table (p. 2)
- Late major assignments will be downgraded one letter grade per day late
- Computer problems, related to either PC malfunction or network access, are not a valid excuse for late work or incomplete assignments
- Unless specified by instructor, assignments are to be turned-in at the start of the class period of which it is due
- In group projects, students receive *separate grades* (poor group participation can hurt your grade)
- An act of plagiarism (or other form of academic/ethical dishonesty) will result in an F for the project and, if deliberate, for the course

Attendance & Punctuality

University policy requires that you attend every class. If you do miss a class, for whatever reason, *you* are responsible for making up missed work. Your "miscellaneous" grade and final grade will be lowered according to the number of classes you miss. See the "Miscellaneous Grade" section on p. 3 for information on how absences affect your Miscellaneous grade. Being excessively late for class counts as an absence.

You are expected to notify your instructor by phone or e-mail prior to an absence. In the case of unexpected emergencies, notify your instructor as soon as possible afterwards. You can be administratively dropped from the class after 4 absences without instructor notification.

Religious observance: As a general rule, a student missing a class assignment because of a religious holiday shall have the opportunity to make up missed work. Students must notify the instructor of anticipated religious absences by the last day of late registration.

Extracurricular activities: Students who represent UNLV at official extracurricular activities can make up missed assignments, but the student must provide official written and/or e-mail

notification to the instructor *no less than one week prior* to the missed class(es).

Plagiarism, Academic Dishonesty, & Ethics

You must do your own original work in English 407A—and appropriately identify that portion of your work which is collaborative with others, or borrowed from others, or which is your own work from other contexts. Whenever you borrow graphics, quote passages, or use ideas from others, you are legally and ethically obliged to acknowledge that use, following appropriate conventions for documenting sources.

If you have doubts about whether or not you are using your own or others' writing ethically and legally, ask your instructor. Follow this primary principle: *Be up front and honest* about what you are doing and about what you have contributed to a project.

Academic dishonesty: Plagiarism is a form of academic dishonesty, defined in the UNLV undergraduate catalog as “any act that violates the academic process of the university” (p. 58). This includes giving your work to another to be copied, copying graded homework, looking at another student’s exam, giving or selling class work to another student, handing in another’s work as your own, and informing someone of questions that appeared on an exam. Penalties for academic dishonesty, including plagiarism, include failing the immediate assignment or the entire course. The instructor can also initiate disciplinary procedures through Student Judicial Affairs that could result in a warning, probation, suspension, or expulsion.

Act Professionally: In addition to following the basic principles of honesty and forthrightness in crediting the contribution of others to your work, you are expected to adhere to another basic professional principle: *treat others with the respect that you would wish them to grant you*. “Others” includes the people you work for and with (classmates, instructors, corporation, clients); the people you write to (audiences); and the people you write about.

Paper Format

You are expected to produce high-quality professional documents. A part of that quality is the appearance of your work. Neatness, visual appeal, and mechanical and grammatical correctness do matter—though they do not by themselves guarantee that a document is well written. Formal assignments should be typed or printed in a high-quality form. Laser printing (at least 300 dpi), which is now the standard for business writing, is required in English 407A. Your documents should have appropriate margins, spacing, pagination, and formatting. Assignments with spelling, grammatical, or mechanical errors—or with obvious erasures, cramped margins, coffee stains, etc.—will be downgraded.

Use of Samples: Caution!

This English 407A course includes numerous samples of the kinds of documents you will be writing in the course, including samples from previous English 407A students. It is important that you understand how to use these models in this class. Generally, your instructor will lead class discussions of samples, critiquing them to discern their strengths and weaknesses and generating from this discussion principles and tactics for business writing. You should then apply the principles and tactics you learn to your own projects.

Do not copy or apishly imitate the models! Why not? 1) Because direct copying from models could be plagiarism 2) Because not all the models are samples of *good* writing: you could imitate a bad sample or an ineffective tactic. 3) Though most of the samples are generally good ones, they are not good in all respects: you need to develop the judgment necessary to discriminate between effective and ineffective tactics.

Document Revision Help

At some point during the semester, you will likely have specific questions about your writing. For help revising your writing, consult the alphabetized listing of instructor comments listed under the **Handbook** section of the online textbook. For example, if your instructor notes you need help using commas, go to the Handbook section, click on the “A-D” link in the left column, then scroll down for the “comma” entry. Click on the links for online handouts on comma usage. Talk to your instructor if you need more help.

Writing Center Support

One-on-one or small group assistance with writing is available free of charge to students at the Writing Center, located in FDH 240. Although some drop-in times are sometimes available, students with appointments receive priority assistance. Appointments may be made in person or by calling 895-3908. The Writing Center also offers online help at http://liberalarts.unlv.edu/English/Writing_Center/.

When you go to your appointment, bring your Rebel ID card, a copy of your assignment, and two copies of any writing that you have completed on the assignment. One copy will be for you to use, and the second copy will be for the consultant to use.

Documented Disability

If you have a documented disability that may require assistance, you will need to contact Disability Services for coordination in your academic accommodations. DS is located in the Reynolds Student Services Complex (SSC), Room 137. The phone number is 895-0866 or TDD 895-0652.

Spring 2005 Schedule

Note: This schedule is subject to revisions, adjustments, and other updates through the semester. Your instructor will notify you of significant changes and updates, but it is your responsibility to stay informed of schedule changes.

Wk	Day	Activity	Assignment Due
1	T Aug 30	• Course introduction	
	R Sept 1	• Memo formats and business style exercises	Read: syllabus, Intro Memo assignment (online textbook), Writing Business Memos (online textbook) Get: UNLV SCR account & UNLV e-mail account
2	T Sept 6	• Business writing style exercises	Read: 1. " Course Introduction " (online textbook) Due: Intro memo (2 print copies)
	R Sept 8	• Begin case project: "Scanner Slip-Up"	Read: 1. "Scanner Slip-Up" overview , case , notification , rules , planning (online textbook), 2. Business Correspondence (online reading linked from Scanner Slip-Up Planning page)
3	T Sept 13	• Quiz #1 • "Scanner Slip-Up" case planning and analysis	Due: "Scanner Slip-Up" Case planning sheet
	R Sept 15	• "Scanner Slip-Up" case drafting and review	Due: Drafts of case documents
4	T Sept 20	• Intro to Employment Search Project	Read: Job Application Project overview , planning (review content), JAM pages (online textbook)
	R Sept 22	• Company research	Due: "Scanner Slip-Up" Case final documents; copy of job ad
5	T Sept 27	• Resume & cover letter principles	Read: Resume and Cover Letter principles
	R Sept 29	• Job documents workshop	Due: Job Analysis Memo (JAM)
6	T Oct 4	• Job documents workshop	Due: Resume/Cover letter draft
	R Oct 6	• Intro to Client Project • Job documents workshop	Read: Client Project Overview , Proposal , Planning pages
7	T Oct 11	• Quiz #2 • Intro to Staff Development Project	Read: Staff Development Project Overview , Planning Due: Final Job Project Documents
	R Oct 13	• Planning presentations (scripts, visuals)	Read: 1. Planning Oral Presentations 2. Writing Collaboratively: Pt 1, Working as a Team
8	T Oct 18	• SD workshop	

Wk	Day	Activity	Assignment Due
	R Oct 20	• SD workshop	Due: SD Proposal w/ attached presentation script & PowerPoint slides
9	T Oct 25	• SD workshop	Due: Client Project Proposal, Signed Client Consent Form
	R Oct 27	• SD presentations	Due: 3 SD Presentations
10	T Nov 1	• Quiz #3 • SD presentations	Due: 3 SD Presentations
	R Nov 3	• Client selection day • Project planning	Read: 1. Client Project Project Plan, Progress Report 2. Writing Collaboratively: Pt 2, Document Production
11	T Nov 8	• Project Plan workshop	
	R Nov 10	• Project Plan reports	Due: Client Project Plans/Oral Reports OUTSIDE RESEARCH NEXT 2 WEEKS
12	T Nov 15	• Business reports • Storyboarding/Using visuals	Read: 1. Client Project Final Report
	R Nov 17	• Final report production	
13	T Nov 22	• Final report production	
	R Nov 24	THANKSGIVING HOLIDAY	
14	T Nov 29	• Quiz #4 • Final report production	Due: Individual E-mail Progress Reports
	R Dec 1	• Final report production	
15	T Dec 6	• In-class peer report review	Due: Final Client Report Draft
	R Dec 8	• Final report revision	
16	Dec 12-16 (TBA)	• <i>Final Exam Session</i>	Due: Final Client Reports, Client Oral Presentations, Individual PAMs

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

e) Finance for Business



Nevada Department of Taxation Property Tax Appraiser Continuing Education New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

Name of Applicant [Redacted]		Title Property Appraiser Trainee
TITLE OF COURSE Finance for Business		
DELIVERY METHOD - CHECK ONE <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study		SPONSORING ORGANIZATION Churchill County Assessor

1. Course objective:

Finance and Financial Statement analysis, the value of money, bond valuation and stock valuation, risk and the cost of capital, project cash flows, and capital budgeting.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed 04/2013

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input checked="" type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
- Books or Course Materials

Requestor Signature (Use Blue Ink) _____ Date 06/17/2020

For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY

Verified by: _____
 Division of Local Government Services Title Date



(<https://www.phoenix.edu>)

3

Print Version

FIN/370T - FINANCE FOR BUSINESS

Description

This course introduces the student to the essential elements of finance for business. Emphasis is placed on financial management, financial markets, and the tools, techniques, and methodologies used in making financial decisions. Topics include: financial statement analysis, time value of money, financial markets and institutions, risk and return, financial planning, and international finance.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

Finance and Financial Statement Analysis

- Summarize the role of finance in business, the goal of the firm, and agency theory.
- Evaluate a firm's historic and projected future performance from its financial ratios.

Time Value of Money

- Identify time value of money (TVM) concepts and their applicability to corporate financial analysis.
- Apply the time value of money inputs (Present Value, Future Value, Rate, Number of Periods and Payment) to business and personal financial applications.

Bond Valuation and Stock Valuation

- Calculate the price and yield of a corporate bond using time value of money (TVM) inputs.
- Determine the value of common stocks using the dividend discount model and the constant growth rate model.

Risk and the Cost of Capital

- Explain the concepts of risk, standard deviation, correlation, diversification and Beta.
- Calculate the weighted average cost of capital.

Project Cash Flows and Capital Budgeting

- Compute a project's cash flows.
- Calculate decision tools of net present value, payback, internal rate of return, modified internal rate of return, and the profitability index.

Prerequisites

None

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. More information about eligibility requirements, policies, and procedures can be found in the **catalog**. (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>)

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

FIN/370T - Available 23, Jun, 2020

	FINANCE FOR BUSINESS	
Type	Instructor Led	
Dates	Jun 23, 2020 to Jul 27, 2020	
Campus	Online Campus	
Building	Online Non-Degree	
Course Fee(s)	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees	Resource Fee	\$170.00
Credits/Units	3 Credit Hours	

FIN/370T - Available 07, Jul, 2020

	FINANCE FOR BUSINESS		Got It!
Type	Instructor Led		
Dates	Jul 07, 2020 to Aug 10, 2020		
Campus	Online Campus		
Building	Online Non-Degree		
Course Fee(s)	Undergraduate Tuition credit (3 units)	\$1,194.00	
Section Fees	Resource Fee	\$170.00	
Credits/Units	3 Credit Hours		

FIN/370T - Available 28, Jul, 2020

	FINANCE FOR BUSINESS	
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Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**FIN/370T - Available
11, Aug, 2020**

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Aug 11, 2020 to Sep 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**FIN/370T - Available
01, Sep, 2020**

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Sep 01, 2020 to Oct 05, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**FIN/370T - Available
15, Sep, 2020**

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Sep 15, 2020 to Oct 19, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**FIN/370T - Available
06, Oct, 2020**

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Oct 06, 2020 to Nov 09, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**FIN/370T - Available
20, Oct, 2020**

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Oct 20, 2020 to Nov 23, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

FIN/370T - Available
10, Nov, 2020

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Nov 10, 2020 to Dec 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

FIN/370T - Available
24, Nov, 2020

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Nov 24, 2020 to Jan 11, 2021	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

FIN/370T - Available
15, Dec, 2020

:	FINANCE FOR BUSINESS	
Type:	Instructor Led	
Dates:	Dec 15, 2020 to Feb 01, 2021	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

Got It

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

f) Business Research



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Form with fields for Title (Property Appraiser Trained), Title of Course (Business Research), and Delivery Method (Classroom, Internet, Home Study).

1. Course objective:

Identify a situation, problem, issue, or opportunity that needs addressing, identify ethical issues involved in business research, develop data collection instruments, and prepare collected data for analysis.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed 09/2012

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Mass Appraisal Concepts and Applications
IAAO Standards
Residential Appraisal
Commercial /Industrial Appraisal
Unitary/Centrally Assessed Property Appraisal
Principles of Accounting
Principles of Finance
Application of Nevada Statutes or Regulations
Appraisal and Assessment Standards of the Nevada Department of Taxation
Geographic Information Systems, Mapping Techniques
Laws Relating to Real Estate, Water, or Mining
Professional Ethics
Administrative Procedures
Other

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
Books or Course Materials

Date 06/17/2020

For Department Use Only

Table with 5 columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY.

Verified by:

Division of Local Government Services

Title

Date



(<https://www.phoenix.edu/>)



Print Version

RES/351 - BUSINESS RESEARCH

Description

This course evaluates the process of conducting research for improving decision making within an organization. Students will learn to apply an understanding of commonly employed business research techniques to improve a situation, solve a problem, or change a process. Other topics include problem framing, data collection, data analysis, and data presentation.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

Week 1

- Identify a situation, problem, issue, or opportunity that needs addressing.
- Identify ethical issues involved in business research.
- Describe the business research process.
- Determine the feasibility of finding a solution to the situation, problem, issue, or opportunity.

Week 2

- Determine the purpose of business research.
- Create appropriate business research questions and hypotheses.
- Identify dependent and independent variables.

Week 3

- Differentiate between qualitative and quantitative methods of research.
- Explain commonly used qualitative and quantitative research designs.
- Select the appropriate type of research design for a given business situation.

Week 4

- Develop data collection instruments.
- Differentiate between sampling methods and their applications.

Week 5

- Differentiate between descriptive and inferential statistics.
- Determine the data analysis approach for a data set.
- Prepare collected data for analysis.

Prerequisites

None

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. Please check with an Enrollment Representative.

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

If you have a question contact us at 866-345-1860.

RES/351 - Canceled

23, Jun, 2020

	BUSINESS RESEARCH	
Type:	Instructor Led	
Dates:	Jun 23, 2020 to Jul 27, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

Got It!

RES/351 - Available

07, Jul, 2020

	BUSINESS RESEARCH	
Type:	Instructor Led	
Dates:	Jul 07, 2020 to Aug 10, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

RES/351 - Available

28, Jul, 2020

We use first party and third party cookies to help us operate our sites, deliver more relevant ads, and improve your experience. Visit our [Privacy Policy](#) for more information or [manage your cookie preferences](#) via our **BUSINESS RESEARCH**

Type: Instructor Led
 Dates: Jul 28, 2020 to Aug 31, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**RES/351 - Available
 11, Aug, 2020**

: BUSINESS RESEARCH
 Type: Instructor Led
 Dates: Aug 11, 2020 to Sep 14, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**RES/351 - Available
 15, Sep, 2020**

: BUSINESS RESEARCH
 Type: Instructor Led
 Dates: Sep 15, 2020 to Oct 19, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**RES/351 - Available
 20, Oct, 2020**

: BUSINESS RESEARCH
 Type: Instructor Led
 Dates: Oct 20, 2020 to Nov 23, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**RES/351 - Available
 24, Nov, 2020**

: BUSINESS RESEARCH
 Type: Instructor Led
 Dates: Nov 24, 2020 to Jan 11, 2021
 Campus: Online Campus Got It
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

g) Quantitative Analysis for Business



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Form with fields for Title (Property Appraiser Trainee), Title of Course (Quantitative Analysis for Business QNT/351), Delivery Method (Internet checked), and Sponsoring Organization (Churchill County Assessor).

1. Course objective:

Employ key research and statistical concepts, examine skewness of a distribution, interpret percentiles, quartiles, and the five-number strategy, define a hypothesis, and test hypothesis for means.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed 08/2013

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Checkboxes for subject classifications: Mass Appraisal Concepts and Applications, IAAO Standards, Residential Appraisal, Commercial/Industrial Appraisal, Unitary/Centrally Assessed Property Appraisal, Principles of Accounting, Principles of Finance, Application of Nevada Statutes or Regulations, Appraisal and Assessment Standards of the Nevada Department of Taxation, Geographic Information Systems, Mapping Techniques, Laws Relating to Real Estate, Water, or Mining, Professional Ethics, Administrative Procedures, Other.

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Checkboxes for required materials: Detailed Course Outline or Syllabus, Books or Course Materials.

Requester Signature (See Blue Ink) [Redacted] Date 06/17/2020

For Department Use Only table with columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY. Includes Verified by field.



(<https://www.phoenix.edu/>)



Print Version

QNT/351 - QUANTITATIVE ANALYSIS FOR BUSINESS

Description

This course integrates applied business research, with descriptive, and inferential statistics. Students will learn to apply business research, descriptive, and inferential statistics in making data-driven business decisions. Topics include the examination of the role of statistics in business, statistic terminology, literature review, sampling design, the appropriate use of statistical techniques, and the interpretation of statistical findings.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the [Catalog](http://www.phoenix.edu/programs/degree-programs/academic-catalog.html) (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

Week 1

- Examine the role of statistics and how they are useful for making managerial decisions.
- Employ key research and statistical concepts – population versus sample, descriptive statistics versus inferential statistics, parameter versus sample statistic, categorical and continuous variables, levels of measurement, and qualitative versus quantitative data.
- Contrast the various probability and non-probability sampling methods.
- Evaluate tables and charts that organize and display quantitative versus qualitative business data.

Week 2

- Discuss various measures of central tendency – mean, median, and mode.
- Employ various measures of variation – range, variance, and standard deviation.
- Examine skewness of a distribution.
- Interpret percentiles, quartiles, and the five-number summary.

Week 3

- Explain probability and why it is useful in making business decisions.
- Analyze different approaches to assigning probability.
- Identify the different probability distributions.
- Contrast the difference between discrete and continuous random variables.
- Evaluate the mean and variance of probability distributions.
- Summarize the role and application of the binomial distribution.

Week 4

- Apply normal distribution to calculate probabilities and expected values.
- Analyze normal distribution to find probabilities and determining values.
- Evaluate confidence interval estimation of means and proportions.
- Describe confidence interval estimation of means and proportions.

Week 5

- Define a hypothesis.
- Apply the six-step process for testing a hypothesis.
- Understand the difference between a one-tailed and two-tailed test of significance.
- Interpret results using the p-value approach.
- Test hypotheses for means (sigma known and unknown).

Prerequisites

A prerequisite is required for this course. The purpose of a prerequisite is to ensure students have the knowledge and/or skills needed to be successful in the course. Students are required to provide proof of prerequisite during the enrollment/registration process. To meet to a course prerequisite requirement, a student must have successfully completed the prerequisite course at University of Phoenix, provide proof via transcript of completing a comparable course (at least 75% match) or higher level course with at least a grade of C at another institution or have a University of Phoenix approved Student Appeal on file with the University.

This course requires the prerequisite below. Click on the prerequisite course to review the course topics and objectives.

MTH/219T – Introduction to College Algebra (<https://continuing-ed.phoenix.edu/course?courseCode=mth/219t>) or equivalent

During the checkout process you will be prompted to provide proof of the requirement(s). If you completed the prerequisite at another institution be prepared to upload an official/unofficial transcript. If you have questions about meeting the prerequisite requirements for this course please contact an enrollment representative at 866-345-1800.

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. Please check with an Enrollment Representative.

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

If you have a question contact us at 866-345-1800.

QNT/351 - Canceled

23, Jun, 2020

Got It!

QUANTITATIVE ANALYSIS FOR BUSINESS		
Type	Instructor Led	
Dates	Jun 23, 2020 to Jul 27, 2020	
Campus	Online Campus	
Building	Online Non-Degree	
Course Fee(s)	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees	Resource Fee	\$170.00
Credits/Units	3 Credit Hours	

QNT/351 - Available

07, Jul, 2020

QUANTITATIVE ANALYSIS FOR BUSINESS		
Type	Instructor Led	

Dates: Jul 07, 2020 to Aug 10, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**QNT/351 - Available
 28, Jul, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS
 Type: Instructor Led
 Dates: Jul 28, 2020 to Aug 31, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**QNT/351 - Available
 11, Aug, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS
 Type: Instructor Led
 Dates: Aug 11, 2020 to Sep 14, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**QNT/351 - Available
 01, Sep, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS
 Type: Instructor Led
 Dates: Sep 01, 2020 to Oct 05, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**QNT/351 - Available
 15, Sep, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS
 Type: Instructor Led
 Dates: Sep 15, 2020 to Oct 19, 2020
 Campus: Online Campus
 Building: Online Non-Degree **Got It!**
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

**QNT/351 - Available
 06, Oct, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS
 Type: Instructor Led
 Dates: Oct 06, 2020 to Nov 09, 2020
 Campus: Online Campus
 Building: Online Non-Degree
 Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
 Section Fees: Resource Fee \$170.00
 Credits/Units: 3 Credit Hours

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**QNT7351 - Available
20, Oct, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS

Type: Instructor Led
Dates: Oct 20, 2020 to Nov 23, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**QNT7351 - Available
10, Nov, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS

Type: Instructor Led
Dates: Nov 10, 2020 to Dec 14, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**QNT7351 - Available
24, Nov, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS

Type: Instructor Led
Dates: Nov 24, 2020 to Jan 11, 2021
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**QNT7351 - Available
15, Dec, 2020**

: QUANTITATIVE ANALYSIS FOR BUSINESS

Type: Instructor Led
Dates: Dec 15, 2020 to Feb 01, 2021
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

Got It

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

h) Ethics and Social Responsibility



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Form with fields for Title (Property Appraiser Trainee), Title of Course (Ethics and Social Responsibility ETH/316), Delivery Method (Internet), and Sponsoring Organization (Churchill County Assessor).

1. Course objective:

Ethics and moral reasoning, culture in context, responsibility and religion, maintaining ethics in groups, and utilitarianism and happiness.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed on 08/2012

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Mass Appraisal Concepts and Applications
IAAO Standards
Residential Appraisal
Commercial /Industrial Appraisal
Unitary/Centrally Assessed Property Appraisal
Principles of Accounting
Principles of Finance
Application of Nevada Statutes or Regulations
Appraisal and Assessment Standards of the Nevada Department of Taxation
Geographic Information Systems, Mapping Techniques
Laws Relating to Real Estate, Water, or Mining
Professional Ethics
Administrative Procedures
Other

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
Books or Course Materials

Requester Signature (use blue ink)
Date 06/17/2020

For Department Use Only table with columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY. Includes Verified by field.



ETH/316 - ETHICS AND SOCIAL RESPONSIBILITY

Description

This course provides a foundational perspective for ethics and social responsibility in relationship to individuals, organizations, and the community. Emphasis is placed on the interrelated nature of ethics, morality, legal responsibility, and social issues.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

Ethics and Moral Reasoning

- Detail the history of ethics
- Describe the different levels of thinking
- Compare major ethical theories

Ethics and Culture in Context

- Compare ethical perspectives across cultures
- Apply ethical principles in a culturally diverse business environment

Ethics, Responsibility, and Religion

- Compare major ethical philosophers and their theories
- Analyze the relationship between ethics and religion

Maintaining Ethics in Groups

- Compare ethics for individuals and groups
- Explain the dynamics of ethics in group settings
- Describe the relationship between ethical and legal responsibilities in groups

Ethics, Utilitarianism, and Happiness

- Examine cultural ideas of ethics and happiness
- Explain connections between utilitarianism and individual/group happiness
- Analyze the connections between happiness, morality, and ethics

Prerequisites

None

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. More information about eligibility requirements, policies, and procedures can be found in the **catalog**. (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>)

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

ETH/316 - Available

07, Jul, 2020

ETHICS AND SOCIAL RESPONSIBILITY

Type:	Instructor Led	
Dates:	Jul 07, 2020 to Aug 10, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ETH/316 - Available

11, Aug, 2020

ETHICS AND SOCIAL RESPONSIBILITY

Type:	Instructor Led	
Dates:	Aug 11, 2020 to Sep 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ETH/316 - Available

15, Sep, 2020

ETHICS AND SOCIAL RESPONSIBILITY

Type:	Instructor Led	
Dates:	Sep 15, 2020 to Oct 19, 2020	

Dates:
Campus: Online Campus
Building: Online Non-Degree
Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

ETH/316 - Available
20, Oct, 2020

: ETHICS AND SOCIAL RESPONSIBILITY
Type: Instructor Led
Dates: Oct 20, 2020 to Nov 23, 2020
Campus: Online Campus
Building: Online Non-Degree
Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

ETH/316 - Available
24, Nov, 2020

: ETHICS AND SOCIAL RESPONSIBILITY
Type: Instructor Led
Dates: Nov 24, 2020 to Jan 11, 2021
Campus: Online Campus
Building: Online Non-Degree
Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

i) Principles of Accounting I



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

<small>Name of Requester</small> [Redacted]	<small>Title</small> Property Appraiser Trainee
<small>TITLE OF COURSE</small> Principles of Accounting Acc/290	
<small>DELIVERY METHOD - CHECK ONE</small> <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	<small>SPONSORING ORGANIZATION</small> Churchill County Assessor

1. Course objective:

The basics of accounting analyze and record transactions general ledger, accounting adjustments, and closing entries and post closing.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed 04/2012

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input checked="" type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

[Redacted Signature] _____ Date 06/17/2020

For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY
Verified by: _____				
Division of Local Government Services		Title	Date	



ACC/290T - PRINCIPLES OF ACCOUNTING I

Description

This course is an introduction to financial accounting with an emphasis on using financial data for decision making. The focus will be on the application of basic accounting concepts and principles in enterprise and small business transactions. Students will learn how to identify, measure and report economic events of an enterprise.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

The Basics of Accounting

- Identify the effects of transactions on the accounting equation.
- Recognize accounting terms and transactions.

Analyze and Record Transactions

- Use T-Accounts to show the effect of an accounting transaction.

The General Ledger

- Record transactions in the general journal.
- Post journal entries to general ledger accounts.

Accounting Adjustments

- Prepare adjusting entries.
- Prepare an income statement, balance sheet and statement of owners' equity.

Closing Entries and the Postclosing

- Prepare a postclosing trial balance.
- Interpret financial statements.

Prerequisites

None

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. More information about eligibility requirements, policies, and procedures can be found in the **catalog**. (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>)

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

ACC/290T - Available

23, Jun, 2020

		PRINCIPLES OF ACCOUNTING I
Type:	Instructor Led	
Dates:	Jun 23, 2020 to Jul 27, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ACC/290T - Available

07, Jul, 2020

		PRINCIPLES OF ACCOUNTING I	Got It!
Type:	Instructor Led		
Dates:	Jul 07, 2020 to Aug 10, 2020		
Campus:	Online Campus		
Building:	Online Non-Degree		
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00	
Section Fees:	Resource Fee	\$170.00	
Credits/Units:	3 Credit Hours		

ACC/290T - Available

28, Jul, 2020

		PRINCIPLES OF ACCOUNTING I
Type:	Instructor Led	

Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/290T - Available
11, Aug, 2020**

:	PRINCIPLES OF ACCOUNTING I	
Type:	Instructor Led	
Dates:	Aug 11, 2020 to Sep 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/290T - Available
01, Sep, 2020**

:	PRINCIPLES OF ACCOUNTING I	
Type:	Instructor Led	
Dates:	Sep 01, 2020 to Oct 05, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/290T - Available
15, Sep, 2020**

:	PRINCIPLES OF ACCOUNTING I	
Type:	Instructor Led	
Dates:	Sep 15, 2020 to Oct 19, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/290T - Available
06, Oct, 2020**

:	PRINCIPLES OF ACCOUNTING I	
Type:	Instructor Led	
Dates:	Oct 06, 2020 to Nov 09, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/290T - Available
20, Oct, 2020**

:	PRINCIPLES OF ACCOUNTING I	
Type:	Instructor Led	
Dates:	Oct 20, 2020 to Nov 23, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

10, Nov, 2020

: PRINCIPLES OF ACCOUNTING I
Type: Instructor Led
Dates: Nov 10, 2020 to Dec 14, 2020
Campus: Online Campus
Building: Online Non-Degree
Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

ACC/290T - Available
24, Nov, 2020

: PRINCIPLES OF ACCOUNTING I
Type: Instructor Led
Dates: Nov 24, 2020 to Jan 11, 2021
Campus: Online Campus
Building: Online Non-Degree
Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

ACC/290T - Available
15, Dec, 2020

: PRINCIPLES OF ACCOUNTING I
Type: Instructor Led
Dates: Dec 15, 2020 to Feb 01, 2021
Campus: Online Campus
Building: Online Non-Degree
Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

Got It

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

j) Principles of Accounting II



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Form with fields for Title (Property Appraiser Trainee), Title of Course (Principles of Accounting II Acc/291), Delivery Method (Internet checked), and Sponsoring Organization (Churchill County Assessor).

1. Course objective: Sales, A/R, and cash payments, purchases, A/P, and cash payments, cash, accruals and deferrals, and financial statements.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed 06/2012

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Checkboxes for subject classifications: Mass Appraisal Concepts and Applications, IAAO Standards, Residential Appraisal, Commercial/Industrial Appraisal, Unitary/Centrally Assessed Property Appraisal, Principles of Accounting (checked), Principles of Finance, Application of Nevada Statutes or Regulations, Appraisal and Assessment Standards of the Nevada Department of Taxation, Geographic Information Systems, Mapping Techniques, Laws Relating to Real Estate, Water, or Mining, Professional Ethics, Administrative Procedures, Other.

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Checkboxes for required materials: Detailed Course Outline or Syllabus (checked), Books or Course Materials.

Requester Signature (Redacted) Date 06/17/2012

For Department Use Only table with columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY. Includes Verified by and Title/Date fields.



ACC/291T - PRINCIPLES OF ACCOUNTING II

Description

This course takes an in-depth look at the key areas of the balance sheet mostly reviewed by management for decision making. Students will apply analytical methods used by management to assess the financial statements, and discuss management challenges and possible solutions for improvements. Areas of focus include receivables, plant assets, bonds, stocks, dividends and the statement of cash flows.

This undergraduate course is 5 weeks.

This course has a prerequisite. Please see details in the Prerequisite section below.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

Sales, A/R, and Cash Receipts

- Record sales transactions.
- Prepare a schedule of accounts receivable.

Purchases, A/P, and Cash Payments

- Prepare a schedule of accounts payable.

Cash

- Reconcile the monthly bank statement.
- Record adjusting entries required from the bank reconciliation.

Accruals and Deferrals

- Compute adjustments for accrued and prepaid expense items.
- Compute adjustments for accrued and deferred income items.

Financial Statements

- Prepare adjusting entries and the postclosing trial balance.
- Prepare the financial statements.

Prerequisites

A prerequisite is required for this course. The purpose of a prerequisite is to ensure students have the knowledge and/or skills needed to be successful in the course. Students are required to provide proof of prerequisite during the enrollment/registration process. To meet to a course prerequisite requirement, a student must have successfully completed the prerequisite course at University of Phoenix, provide proof via transcript of completing a comparable course (at least 75% match) or higher level course with at least a grade of C at another institution or have a University of Phoenix approved Student Appeal on file with the University.

This course requires the prerequisite below. Click on the prerequisite course to review the course topics and objectives.

ACC/290 - Principles of Accounting I (<https://continuing-ed.phoenix.edu/course?courseCode=acc/290>) or equivalent

During the checkout process you will be prompted to provide proof of the requirement(s). If you completed the prerequisite at another institution be prepared to upload an official/unofficial transcript. If you have questions about meeting the prerequisite requirements for this course please contact an enrollment representative at 866-354-1800.

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. Please check with an Enrollment Representative.

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

If you have a question contact us at 866-354-1800.

ACC/291T - Available 23, Jun, 2020

:	PRINCIPLES OF ACCOUNTING II	
Type:	Instructor Led	
Dates:	Jun 23, 2020 to Jul 27, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ACC/291T - Available 07, Jul, 2020

:	PRINCIPLES OF ACCOUNTING II	
Type:	Instructor Led	
Dates:	Jul 07, 2020 to Aug 10, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00

**ACC/291T - Available
28, Jul, 2020**

: PRINCIPLES OF ACCOUNTING II

Type: Instructor Led
Dates: Jul 28, 2020 to Aug 31, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ACC/291T - Available
11, Aug, 2020**

: PRINCIPLES OF ACCOUNTING II

Type: Instructor Led
Dates: Aug 11, 2020 to Sep 14, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ACC/291T - Available
01, Sep, 2020**

: PRINCIPLES OF ACCOUNTING II

Type: Instructor Led
Dates: Sep 01, 2020 to Oct 05, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ACC/291T - Available
15, Sep, 2020**

: PRINCIPLES OF ACCOUNTING II

Type: Instructor Led
Dates: Sep 15, 2020 to Oct 19, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ACC/291T - Available
06, Oct, 2020**

: PRINCIPLES OF ACCOUNTING II

Type: Instructor Led
Dates: Oct 06, 2020 to Nov 09, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ACC/291T - Available
20, Oct, 2020**

: PRINCIPLES OF ACCOUNTING II

Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/291T - Available
10, Nov, 2020**

:	PRINCIPLES OF ACCOUNTING II	
Type:	Instructor Led	
Dates:	Nov 10, 2020 to Dec 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/291T - Available
24, Nov, 2020**

:	PRINCIPLES OF ACCOUNTING II	
Type:	Instructor Led	
Dates:	Nov 24, 2020 to Jan 11, 2021	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ACC/291T - Available
15, Dec, 2020**

:	PRINCIPLES OF ACCOUNTING II	
Type:	Instructor Led	
Dates:	Dec 15, 2020 to Feb 01, 2021	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

Got It!

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

k) Principles of Microeconomics



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

<small>Name of Requestor</small> [Redacted]	<small>Title</small> Property Appraiser Trainee
<small>TITLE OF COURSE</small> Principles of Microeconomics ECO/365	
<small>DELIVERY METHOD - CHECK ONE</small> <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	<small>SPONSORING ORGANIZATION</small> Churchill County Assessor

1. Course objective:

The fundamentals of microeconomics, market dynamics and efficiency, Elasticity and consumer choice, the microeconomics of products markets, and Resource markets and trade.

2. What are the expected hours of instruction? 5 weeks

3. What is the expected completion date? Completed 03/2013

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input checked="" type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

SIGNATURE

[Redacted Signature] _____ Date 06/17/2020

Requestor Signature (Use Blue Ink)

Date

For Department Use Only

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY

Verified by:

Division of Local Government Services _____ Title _____ Date _____



ECO/365T - PRINCIPLES OF MICROECONOMICS

Description

This course provides students with the basic theories, concepts, terminology, and uses of microeconomics. Students learn practical applications for microeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

The Fundamentals of Microeconomics

- Describe the economic foundations that explain how people make decisions and interact.
- Illustrate how the models of supply and demand work.

Market Dynamics and Efficiency

- Demonstrate how supply and demand determine the price and quantity exchanged of goods and services.
- Examine market outcomes and the effectiveness of different economic policies using the concepts of consumer surplus and producer surplus.

Elasticity and Consumer Choice

- Calculate how quantity supplied and quantity demanded respond to changes in prices and income.
- Apply consumer choice theory to the decisions made by consumers to maximize their utility.

The Microeconomics of Product Markets

- Calculate the different costs associated with the production of goods and services.
- Determine the short-run and long-run profit-maximizing outcomes of various market structures.

The Microeconomics of Resource Markets and Trade

- Analyze resource markets to determine resource prices and optimal resource utilization.
- Integrate the concepts of supply, demand, and market efficiency to analyze international trade and trade policies.

Prerequisites

None

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. More information about eligibility requirements, policies, and procedures can be found in the **catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>).

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

ECO/365T - Available

23, Jun, 2020

	PRINCIPLES OF MICROECONOMICS	
Type:	Instructor Led	
Dates:	Jun 23, 2020 to Jul 27, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ECO/365T - Available

07, Jul, 2020

	PRINCIPLES OF MICROECONOMICS	Got It!
Type:	Instructor Led	
Dates:	Jul 07, 2020 to Aug 10, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ECO/365T - Available

28, Jul, 2020

PRINCIPLES OF MICROECONOMICS

Type:	Instructor Led
Dates:	Jul 28, 2020 to Aug 31, 2020
Campus:	Online Campus

Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/365T - Available
11, Aug, 2020**

:	PRINCIPLES OF MICROECONOMICS	
Type:	Instructor Led	
Dates:	Aug 11, 2020 to Sep 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/365T - Available
01, Sep, 2020**

:	PRINCIPLES OF MICROECONOMICS	
Type:	Instructor Led	
Dates:	Sep 01, 2020 to Oct 05, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/365T - Available
15, Sep, 2020**

:	PRINCIPLES OF MICROECONOMICS	
Type:	Instructor Led	
Dates:	Sep 15, 2020 to Oct 19, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/365T - Available
06, Oct, 2020**

:	PRINCIPLES OF MICROECONOMICS	
Type:	Instructor Led	
Dates:	Oct 06, 2020 to Nov 09, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/365T - Available
20, Oct, 2020**

:	PRINCIPLES OF MICROECONOMICS	
Type:	Instructor Led	
Dates:	Oct 20, 2020 to Nov 23, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO365T - Available
10, Nov, 2020**

: PRINCIPLES OF MICROECONOMICS

Type: Instructor Led
Dates: Nov 10, 2020 to Dec 14, 2020
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ECO365T - Available
24, Nov, 2020**

: PRINCIPLES OF MICROECONOMICS

Type: Instructor Led
Dates: Nov 24, 2020 to Jan 11, 2021
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

**ECO365T - Available
15, Dec, 2020**

: PRINCIPLES OF MICROECONOMICS

Type: Instructor Led
Dates: Dec 15, 2020 to Feb 01, 2021
Campus: Online Campus
Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00
Section Fees: Resource Fee \$170.00
Credits/Units: 3 Credit Hours

Got It!

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

1) Principles of Macroeconomics



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

Name of Requester [Redacted]	Title Property Appraiser Trainee
TITLE OF COURSE Principles of Macroeconomics Eco/372	
DELIVERY METHOD - CHECK ONE <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Internet <input type="checkbox"/> Home Study	SPONSORING ORGANIZATION Churchill County Assessor

1. Course objective:

Output, income, and economic growth, business cycles, unemployment, and inflation, public growth, finance, and aggregate supply and demand, money and the Federal Reserve, and Fiscal and Monetary Policy.

2. What are the expected hours of instruction?

5 weeks

3. What is the expected completion date?

Completed 01/2013

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial/Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input checked="" type="checkbox"/> Principles of Accounting | <input type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

Requester Signature (Use Blue Ink) _____ Date 06/17/2020

For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY
Verified by:				
Division of Local Government Services		Title	Date	



ECO/372T - PRINCIPLES OF MACROECONOMICS

Description

This course provides students with the basic theories, concepts, terminology, and uses of macroeconomics. Students learn practical applications for macroeconomics in their personal and professional lives through assimilation of fundamental concepts and analysis of actual economic events.

This undergraduate course is 5 weeks.

PLEASE NOTE:

Attendance and participation are mandatory in all university courses, and specific requirements may differ by course. If attendance requirements are not met, a student may be removed from the course. Please review the Course Attendance Policy in the **Catalog** (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>) for more information.

Course Objectives

Output, Income, and Economic Growth

- Describe the measurement and limitations of the gross domestic product.
- Calculate growth rates and the time needed for an economy to double in size.

Business Cycles, Unemployment, and Inflation

- Identify the different phases of the business cycle, types of workers in the labor force, and components of the Consumer Price Index.
- Calculate unemployment and inflation rates.

Public Finance, and Aggregate Supply and Demand

- Examine what money is and how the Federal Reserve controls the quantity of money.
- Analyze the cause and cost of inflation.

Money and the Federal Reserve

- Examine what money is and how the Federal Reserve controls the quantity of money.
- Assess how changes in money supply and demand affect the interest rate.

Fiscal and Monetary Policy

- Evaluate how the government conducts fiscal policy to influence aggregate demand, real GDP, unemployment, and inflation.
- Evaluate how the Federal Reserve conducts monetary policy to influence aggregate demand, real GDP, unemployment, and inflation.

Prerequisites

None

Disclaimers

The University of Phoenix reserves the right to modify courses.

While widely available, not all programs are available in all locations or in both online and on-campus formats. More information about eligibility requirements, policies, and procedures can be found in the **catalog**. (<http://www.phoenix.edu/programs/degree-programs/academic-catalog.html>)

Transferability of credit is at the discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits earned at University of Phoenix will be accepted by another institution of the student's choice.

ECO/372T - Available

23, Jun, 2020

	PRINCIPLES OF MACROECONOMICS	
Type:	Instructor Led	
Dates:	Jun 23, 2020 to Jul 27, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ECO/372T - Available

07, Jul, 2020

	PRINCIPLES OF MACROECONOMICS	Got It!
Type:	Instructor Led	
Dates:	Jul 07, 2020 to Aug 10, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

ECO/372T - Available

28, Jul, 2020

	PRINCIPLES OF MACROECONOMICS
Type:	Instructor Led

Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/372T - Available
11, Aug, 2020**

:	PRINCIPLES OF MACROECONOMICS	
Type:	Instructor Led	
Dates:	Aug 11, 2020 to Sep 14, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/372T - Available
01, Sep, 2020**

:	PRINCIPLES OF MACROECONOMICS	
Type:	Instructor Led	
Dates:	Sep 01, 2020 to Oct 05, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
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**ECO/372T - Available
15, Sep, 2020**

:	PRINCIPLES OF MACROECONOMICS	
Type:	Instructor Led	
Dates:	Sep 15, 2020 to Oct 19, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/372T - Available
06, Oct, 2020**

:	PRINCIPLES OF MACROECONOMICS	
Type:	Instructor Led	
Dates:	Oct 06, 2020 to Nov 09, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

**ECO/372T - Available
20, Oct, 2020**

:	PRINCIPLES OF MACROECONOMICS	
Type:	Instructor Led	
Dates:	Oct 20, 2020 to Nov 23, 2020	
Campus:	Online Campus	
Building:	Online Non-Degree	
Course Fee(s):	Undergraduate Tuition credit (3 units)	\$1,194.00
Section Fees:	Resource Fee	\$170.00
Credits/Units:	3 Credit Hours	

10, Nov, 2020

: PRINCIPLES OF MACROECONOMICS

Type: Instructor Led

Dates: Nov 10, 2020 to Dec 14, 2020

Campus: Online Campus

Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00

Section Fees: Resource Fee \$170.00

Credits/Units: 3 Credit Hours

ECO/372T - Available

24, Nov, 2020

: PRINCIPLES OF MACROECONOMICS

Type: Instructor Led

Dates: Nov 24, 2020 to Jan 11, 2021

Campus: Online Campus

Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00

Section Fees: Resource Fee \$170.00

Credits/Units: 3 Credit Hours

ECO/372T - Available

15, Dec, 2020

: PRINCIPLES OF MACROECONOMICS

Type: Instructor Led

Dates: Dec 15, 2020 to Feb 01, 2021

Campus: Online Campus

Building: Online Non-Degree

Course Fee(s): Undergraduate Tuition credit (3 units) \$1,194.00

Section Fees: Resource Fee \$170.00

Credits/Units: 3 Credit Hours

Get It!

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

m) Principles of Macroeconomics



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

<small>Name of Requester</small> [Redacted]	<small>Title</small> Sr. Auditor
<small>TITLE OF COURSE</small> Principles Macroeconomics, EC 001	
<small>DELIVERY METHOD - CHECK ONE</small> <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study	<small>SPONSORING ORGANIZATION</small> Tufts University

1. Course objective:

Introduction to fundamental - economic growth / fiscal + monetary policy
see course description attached.

2. What are the expected hours of instruction? 36 hours / 2 hrs. / wk, 18 weeks

3. What is the expected completion date? Spring, 1983

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications
<input type="checkbox"/> IAAO Standards
<input type="checkbox"/> Residential Appraisal
<input type="checkbox"/> Commercial /Industrial Appraisal
<input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal
<input checked="" type="checkbox"/> Principles of Accounting
<input checked="" type="checkbox"/> Principles of Finance
<input type="checkbox"/> Application of Nevada Statutes or Regulations | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation
<input type="checkbox"/> Geographic Information Systems, Mapping Techniques
<input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining
<input type="checkbox"/> Professional Ethics
<input type="checkbox"/> Administrative Procedures
<input checked="" type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

transcript ✓

[Redacted Signature]

Requestor Signature (Use Blue Ink)

Date 7-13-20

For Department Use Only

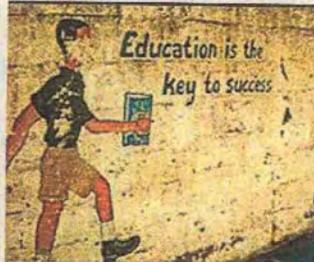
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY

Verified by:

Division of Local Government Services

Title

Date



Courses

[Course Descriptions](#)

[Course Offerings](#)

Courses

Course Descriptions

Undergraduates [EC 3 - 99]

3 Financial Accounting. (Effective FALL 2010 & BEYOND). Theory of accounts, analysis, and recording of transactions; classifications of accounts; determination of revenue; interpretation and preparation of income statements and balance sheets. Cannot be counted toward an Economics major.

5 Principles of Economics (Formerly Economics 1 and 2). An introduction to the fundamentals of microeconomic and macroeconomic analysis. Topics covered in microeconomics include 1) how markets determine composition and pricing of outputs and inputs, and 2) the behavior of individual consumers and businesses in response to market forces. Topics covered in macroeconomics include 1) the determinants of economic growth, and 2) the effects of fiscal and monetary policy on unemployment, inflation, and capacity utilization. Economics 5 and 8 may not both be taken for credit.

6 Business Law. Legal issues pertaining to business associations and operations. Topics may include business organizations, the law of contracts and agency, the Uniform Commercial Code, antitrust laws, and direct government regulation. Cannot be counted toward any Economics major.

7 Principles of Financial Accounting. Principles of finance from the perspective of the corporation. Topics include an overview of capital and money markets, short- and long-term sources of finance, issues in selecting equity vs. debt, capital budgeting, costs vs. risks of various instruments, and appropriate uses of particular types of finance. Prerequisites: Economics 5, or Economics 3, or consent. (This course is only offered during Summer Session).

8 Principles of Economics with Environmental Applications (EFFECTIVE Spring 2013 and beyond). An introduction to the fundamentals of microeconomic and macroeconomic analysis. Covers the same concepts and tools as Economics 5 with a focus on environmental issues, examples and applications. Satisfies all major or minor requirements satisfied by Economics 5. Economics 5 and 8 may not both be taken for credit.

11 Intermediate Microeconomic Theory. The theory of price determination and resource allocation in a private enterprise economy, analysis of consumer and producer choices, influences of market structure, and the interrelationship of product prices and factor incomes. Required of all economics majors who have not completed Economics 17 or 203. Prerequisites: Economics 5 or Economics 8; and Mathematics 32 or above.

12 Intermediate Macroeconomic Theory. Analysis of the determinants of national income, basic concepts and accounting, aggregate consumption and investment behavior, and implications for public policy. Required of all economics majors who have not completed Economics 18 or 205. In no case may a student receive credit for both Economics 18 and 12. Prerequisites: Economics 5 or Economics 8; and Mathematics 32 or above.

13 Statistics. An introduction to some basic statistical techniques that are used in economic analysis. Major topics include probability, discrete random variables, continuous random variables, sampling distributions, estimation, and hypothesis testing. The course will conclude with some theory and applications of the linear regression model. Required of all economics majors. Prerequisites: Economics 5 or Economics 8; and Mathematics 32 or above.

15 Basic Econometrics. Introduction to common techniques and applications of econometrics. Students will gain an intuitive understanding of basic econometric techniques and will learn to apply those techniques to new problems. Data analysis with an econometrics software package and an empirical project using econometric methods. Economics 15 and 107 may not both be taken for credit. Prerequisite: Economics 13, or Economics 201, or Mathematics 166, or ES 56, or EE 24, or EE 104.

16 Foundations of Quantitative Economics.

Application of mathematical methods common to both micro- and macroeconomics. Applications include: systems of equations and comparative statics, e.g., supply and demand equations and models of strategic interaction; consumer constrained utility maximization; firm profit maximization and cost minimization; dynamic equilibria (difference and differential equations) and dynamic optimization techniques. Prerequisites: Economics 11; and Mathematics 34 or above.

18 Quantitative Intermediate Macroeconomic Theory. Analysis of the determinants of national income, basic concepts and accounting, aggregate consumption and investment behavior, and implications for public policy, with mathematical illustrations. Required for all quantitative economics majors who have not completed Economics 205. In no case may a student receive credit for both Economics 18 and 12. Prerequisites: Economics 16.

19 Review of Quantitative Macroeconomic Theory. Review of Economics 18 for Quantitative Economics majors who have taken Economics 12. Two units. Prerequisites: Economics 16.

24 Game Theory. Introduction to game theory and how it is used to understand strategic interactions among individuals, firms, governments, and countries. Topics include credible threats, signaling, principle-agent problems, auctions, arbitration, voting, implications of asymmetric and incomplete information and collusion. Not open to students who have taken or are currently taking Economics 119 or its equivalent. Prerequisites: Economics 5 or Economics 8.

Course Descriptions for:

- Undergraduates
- Undergraduates & Graduates
- Graduates

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

n) Principles of Microeconomics



Nevada Department of Taxation Property Tax Appraiser Continuing Education New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Name of Requestor [Redacted]		Title Sr. Auditor
5 TITLE OF COURSE Principles Microeconomics, EC 002		
DELIVERY METHOD - CHECK ONE <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study		SPONSORING ORGANIZATION Tufts University

1. Course objective:

Introduction to Fundamentals - markets, consumers.
See course description attached.

2. What are the expected hours of instruction? 36 hours / 2 hrs./wk, 18 weeks

3. What is the expected completion date? Fall, 1982

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Mass Appraisal Concepts and Applications
- IAAO Standards
- Residential Appraisal
- Commercial /Industrial Appraisal
- Unitary/Centrally Assessed Property Appraisal
- Principles of Accounting
- Principles of Finance
- Application of Nevada Statutes or Regulations
- Appraisal and Assessment Standards of the Nevada Department of Taxation
- Geographic Information Systems, Mapping Techniques
- Laws Relating to Real Estate, Water, or Mining
- Professional Ethics
- Administrative Procedures
- Other

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
- Books or Course Materials

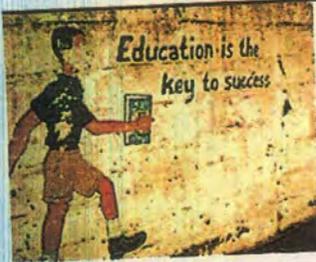
transcript ✓

SIGNATURE

[Redacted Signature]

Date 7-13-20

For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY
Verified by:				
Division of Local Government Services		Title	Date	



Courses

Course Descriptions

Course Offerings

Courses

Course Descriptions

Undergraduates
[EC 3 - 99]

Course Descriptions for:

- Undergraduates
- Undergraduates & Graduates
- Graduates

3 Financial Accounting. (Effective FALL 2010 & BEYOND). Theory of accounts, analysis, and recording of transactions; classifications of accounts; determination of revenue; interpretation and preparation of income statements and balance sheets. Cannot be counted toward an Economics major.

5 Principles of Economics (Formerly Economics 1 and 2). An introduction to the fundamentals of microeconomic and macroeconomic analysis. Topics covered in microeconomics include 1) how markets determine composition and pricing of outputs and inputs, and 2) the behavior of individual consumers and businesses in response to market forces. Topics covered in macroeconomics include 1) the determinants of economic growth, and 2) the effects of fiscal and monetary policy on unemployment, inflation, and capacity utilization. Economics 5 and 8 may not both be taken for credit.

6 Business Law. Legal issues pertaining to business associations and operations. Topics may include business organizations, the law of contracts and agency, the Uniform Commercial Code, antitrust laws, and direct government regulation. Cannot be counted toward any Economics major.

7 Principles of Financial Accounting. Principles of finance from the perspective of the corporation. Topics include an overview of capital and money markets, short- and long-term sources of finance, issues in selecting equity vs. debt, capital budgeting, costs vs. risks of various instruments, and appropriate uses of particular types of finance. Prerequisites: Economics 5, or Economics 3, or consent. (This course is only offered during Summer Session).

8 Principles of Economics with Environmental Applications (EFFECTIVE Spring 2013 and beyond). An introduction to the fundamentals of microeconomic and macroeconomic analysis. Covers the same concepts and tools as Economics 5 with a focus on environmental issues, examples and applications. Satisfies all major or minor requirements satisfied by Economics 5. Economics 5 and 8 may not both be taken for credit.

11 Intermediate Microeconomic Theory. The theory of price determination and resource allocation in a private enterprise economy, analysis of consumer and producer choices, influences of market structure, and the interrelationship of product prices and factor incomes. Required of all economics majors who have not completed Economics 17 or 203. Prerequisites: Economics 5 or Economics 8; and Mathematics 32 or above.

12 Intermediate Macroeconomic Theory. Analysis of the determinants of national income, basic concepts and accounting, aggregate consumption and investment behavior, and implications for public policy. Required of all economics majors who have not completed Economics 18 or 205. In no case may a student receive credit for both Economics 18 and 12. Prerequisites: Economics 5 or Economics 8; and Mathematics 32 or above.

13 Statistics. An introduction to some basic statistical techniques that are used in economic analysis. Major topics include probability, discrete random variables, continuous random variables, sampling distributions, estimation, and hypothesis testing. The course will conclude with some theory and applications of the linear regression model. Required of all economics majors. Prerequisites: Economics 5 or Economics 8; and Mathematics 32 or above.

15 Basic Econometrics. Introduction to common techniques and applications of econometrics. Students will gain an intuitive understanding of basic econometric techniques and will learn to apply those techniques to new problems. Data analysis with an econometrics software package and an empirical project using econometric methods. Economics 15 and 107 may not both be taken for credit. Prerequisite: Economics 13, or Economics 201, or Mathematics 166, or ES 56, or EE 24, or EE 104.

16 Foundations of Quantitative Economics. Application of mathematical methods common to both micro- and macroeconomics. Applications include: systems of equations and comparative statics, e.g., supply and demand equations and models of strategic interaction; consumer constrained utility maximization; firm profit maximization and cost minimization; dynamic equilibria (difference and differential equations) and dynamic optimization techniques. Prerequisites: Economics 11; and Mathematics 34 or above.

18 Quantitative Intermediate Macroeconomic Theory. Analysis of the determinants of national income, basic concepts and accounting, aggregate consumption and investment behavior, and implications for public policy, with mathematical illustrations. Required for all quantitative economics majors who have not completed Economics 205. In no case may a student receive credit for both Economics 18 and 12. Prerequisites: Economics 16.

19 Review of Quantitative Macroeconomic Theory. Review of Economics 18 for Quantitative Economics majors who have taken Economics 12. Two units. Prerequisites: Economics 16.

24 Game Theory. Introduction to game theory and how it is used to understand strategic interactions among individuals, firms, governments, and countries. Topics include credible threats, signaling, principle-agent problems, auctions, arbitration, voting, implications of asymmetric and incomplete information and collusion. Not open to students who have taken or are currently taking Economics 119 or its equivalent. Prerequisites: Economics 5 or Economics 8.

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

o) Intermediate Microeconomics



**Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application**

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval **BEFORE** taking the course.)

[Redacted]	Title <u>Sr. Auditor</u>
Course Name <u>Intermediate Microeconomics EC 009</u>	
DELIVERY METHOD - CHECK ONE <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study	SPONSORING ORGANIZATION <u>Tufts University</u>

1. Course objective: see attached
-
2. What are the expected hours of instruction? 36 hrs. / 18 ~~hrs~~ wks @ 2 hrs./wk.
3. What is the expected completion date? Fall 1984

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications
<input type="checkbox"/> IAAO Standards
<input type="checkbox"/> Residential Appraisal
<input type="checkbox"/> Commercial /Industrial Appraisal
<input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal
<input checked="" type="checkbox"/> Principles of Accounting
<input checked="" type="checkbox"/> Principles of Finance
<input type="checkbox"/> Application of Nevada Statutes or Regulations | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation
<input type="checkbox"/> Geographic Information Systems, Mapping Techniques
<input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining
<input type="checkbox"/> Professional Ethics
<input type="checkbox"/> Administrative Procedures
<input checked="" type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
 Books or Course Materials

Transcript ✓

[Redacted Signature]

Date 7-13-20

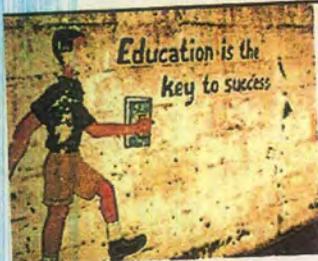
For Department Use Only				
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY
Verified by: _____				
Division of Local Government Services		Title _____	Date _____	



School of Arts and Sciences

Department of Economics

Home | About | People | Courses | Undergraduate | Graduate | Student Opportunities | Events | News | Resources



Courses

Course Descriptions

Course Offerings

Courses

Course Descriptions

Undergraduates [EC 3 - 99]

3 Financial Accounting. (Effective FALL 2010 & BEYOND). Theory of accounts, analysis, and recording of transactions; classifications of accounts; determination of revenue; interpretation and preparation of income statements and balance sheets. Cannot be counted toward an Economics major.

5 Principles of Economics (Formerly Economics 1 and 2). An introduction to the fundamentals of microeconomic and macroeconomic analysis. Topics covered in microeconomics include 1) how markets determine composition and pricing of outputs and inputs, and 2) the behavior of individual consumers and businesses in response to market forces. Topics covered in macroeconomics include 1) the determinants of economic growth, and 2) the effects of fiscal and monetary policy on unemployment, inflation, and capacity utilization. Economics 5 and 8 may not both be taken for credit.

6 Business Law. Legal issues pertaining to business associations and operations. Topics may include business organizations, the law of contracts and agency, the Uniform Commercial Code, antitrust laws, and direct government regulation. Cannot be counted toward any Economics major.

7 Principles of Financial Accounting. Principles of finance from the perspective of the corporation. Topics include an overview of capital and money markets, short- and long-term sources of finance, issues in selecting equity vs. debt, capital budgeting, costs vs. risks of various instruments, and appropriate uses of particular types of finance. Prerequisites: Economics 5, or Economics 3, or consent. (This course is only offered during Summer Session).

8 Principles of Economics with Environmental Applications (EFFECTIVE Spring 2013 and beyond). An introduction to the fundamentals of microeconomic and macroeconomic analysis. Covers the same concepts and tools as Economics 5 with a focus on environmental issues, examples and applications. Satisfies all major or minor requirements satisfied by Economics 5. Economics 5 and 8 may not both be taken for credit.

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Course Descriptions for:

- Undergraduates
- Undergraduates & Graduates
- Graduates

APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

p) Intermediate Macroeconomics



Nevada Department of Taxation Property Tax Appraiser Continuing Education New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

[Redacted]		Title	Sr. Auditor
12 Intermediate Macroeconomics		EC 010	
DELIVERY METHOD - CHECK ONE <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Internet <input type="checkbox"/> Home Study		SPONSORING ORGANIZATION Tufts University	

1. Course objective: see attached

2. What are the expected hours of instruction? 36 hrs. / 2 hrs. /wk, 18 weeks

3. What is the expected completion date? Spring 1984

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- | | |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications | <input type="checkbox"/> Appraisal and Assessment Standards of the Nevada Department of Taxation |
| <input type="checkbox"/> IAAO Standards | <input type="checkbox"/> Geographic Information Systems, Mapping Techniques |
| <input type="checkbox"/> Residential Appraisal | <input type="checkbox"/> Laws Relating to Real Estate, Water, or Mining |
| <input type="checkbox"/> Commercial /Industrial Appraisal | <input type="checkbox"/> Professional Ethics |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal | <input type="checkbox"/> Administrative Procedures |
| <input checked="" type="checkbox"/> Principles of Accounting | <input checked="" type="checkbox"/> Other |
| <input checked="" type="checkbox"/> Principles of Finance | |
| <input type="checkbox"/> Application of Nevada Statutes or Regulations | |

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
- Books or Course Materials

Transcript ✓

SIGNATURE

[Redacted Signature]

7-13-20

Requestor Signature (Use Blue Ink)

Date

For Department Use Only

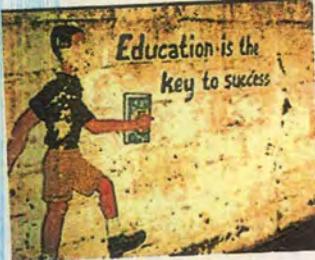
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO:	TOTAL CE'S FOR THIS MILESTONE	REASON FOR DENIAL OF CREDIT, IF ANY

Verified by:

Division of Local Government Services

Title

Date



Courses

Course Descriptions

Course Offerings

Courses

Course Descriptions

Undergraduates [EC 3 - 99]

Course Descriptions for:

- Undergraduates
- Undergraduates & Graduates
- Graduates

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APPRAISER CERTIFICATION BOARD

September 16, 2020

Agenda Item VII

q) Financial Accounting I



Nevada Department of Taxation
Property Tax Appraiser Continuing Education
New Course Application

Return this form to:
Division of Local Government Services
1550 College Parkway
Carson City, Nevada 89706

Please Print or Type:

COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved by the Department must apply to the Department for such approval BEFORE taking the course.)

Form fields for Name, Title (Sr. Auditor), Course Title (Financial Accounting I, Acct 1100), Delivery Method (Classroom), and Sponsoring Organization (Chattahoochee Technical College).

1. Course objective:

Introduces basic financial accounting concepts
See attached

2. What are the expected hours of instruction? 36 hrs / 2 hrs / wk, 18 wks.

3. What is the expected completion date? Spring, 2012

SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY

- Mass Appraisal Concepts and Applications
IAAO Standards
Residential Appraisal
Commercial/Industrial Appraisal
Unitary/Centrally Assessed Property Appraisal
Principles of Accounting
Principles of Finance
Application of Nevada Statutes or Regulations
Appraisal and Assessment Standards of the Nevada Department of Taxation
Geographic Information Systems, Mapping Techniques
Laws Relating to Real Estate, Water, or Mining
Professional Ethics
Administrative Procedures
Other

If other, please describe why the course is applicable to appraisal for property tax purposes.

REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION:

- Detailed Course Outline or Syllabus
Books or Course Materials

Transcript

SIGNATURE

Date 7-13-20

For Department Use Only

Table with 5 columns: NUMBER OF CREDIT HOURS GRANTED, NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT, MILESTONE APPLIED TO, TOTAL CE'S FOR THIS MILESTONE, REASON FOR DENIAL OF CREDIT, IF ANY.

Verified by:

Division of Local Government Services

Title

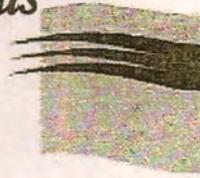
Date

27-900362940

ACCT 1100 Course Syllabus

Spring 2012

(subject to change at discretion of instructor)



Chattahoochee
TECHNICAL COLLEGE
A Unit of the Technical College System of Georgia

Instructor: Brian Bates

Email Address: bbates@chattahoocheetech.edu

Office Phone: (678)454-1809

Office Hours: MTWR 2:00 – 3:30 *WOODSTOCK*

Course CRN: 40142

Course Number: ACCT 1100

Course Name: Financial Accounting I *cover 13 chapters*

Credit Hours: 4

Contact Hours: 75

Prerequisite(s): Program Admission

Campus/Room: Canton Campus; Room A121

Day/Time: Tuesdays 9:00a – 11:25a; Hybrid

Tools/Supplies: Student needs a device capable of calculating simple math functions such as a calculator, adding machine or computer software. In addition for courses presented in the hybrid or online format, student need tools/supplies as required for online classes per Chattahoochee Technical College Catalog including access to a personal computer with Microsoft Office Software capable of running course documents as needed for student to successfully complete the course requirements including internet access and the ability to save, complete and submit required course assignments as required for successful completion of this course .

Required Text: ISBN # 978-0-76383-496-8: College Accounting 5th edition, Dansby, Kaliski, Lawrence, Published by Paradigm

Course Description:

Introduces the basic financial accounting concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include: accounting vocabulary and concepts, the accounting cycle for a personal service business, the

accounting cycle for a merchandising business, inventory, cash control and receivables. Laboratory work demonstrates theory presented in

Competency Areas and Expected Student Outcomes:

Accounting and the Role of Accounting in Business

Identify types of Businesses
Discuss the role of accounting in business
Discuss the importance of ethics in Accounting and Business
Identify real-world opportunities for Accounting Professionals

Cash and Internal Controls

Define cash
Apply cash and internal controls
Explain a cash transaction's effect on the cash account
Record business transactions involving cash in cash related journals
Prove the accuracy of the cash account
Organize a petty cash fund
Administer a checking account
Prepare a bank reconciliation

Accounting for a Service Business

Describe the accounting process
Define accounting terms in the accounting process
Define the accounting elements
Classify business transactions using the accounting equation.
Relate the effect of business transactions to the accounting equation
Record business transactions in the journal
Record journal entries to the ledger accounts
Prove the accuracy of the ledger
Prepare a worksheet
Prepare financial statements
Prepare adjusting entries
Prepare closing entries

Accounting for a Merchandising Business

Establish an Accounting cycle for a Merchandising Business
Compute cash discounts
Compute sales tax owed by business entity.
Prepare sales tax returns used in business for reporting and remittance of sales tax.
Record business transactions in special journals
Record business transactions in subsidiary ledgers
Prepare schedules of accounting receivables and payables

Determine the need for adjusting entries
Compute adjustments
Record adjusting entries
Prepare a worksheet
Prepare financial statements
Interpret financial statements
Record closings entries

Inventory Control

Characterize the system of inventory used in accounting for a merchandising business.
Identify the two principal inventory systems used in business
Compile the cost of inventory using the FIFO, LIFO, weighted average, specific identification, and lower cost of market methods in inventory valuation
Determine ending inventory using the gross profit and simplified retail methods

Methods of Accounting for Receivables

Record losses from uncollectible accounts using the direct write-off method.
Record losses from uncollectible accounts using the allowance method based on sales and on accounts receivable
Record the write-off of an account under the direct write-off method
Record the recovery of an account previously written off when the direct allowance method was used
Break down the nature and use of notes receivable and calculate related interest
Prepare a notes receivable register
Record transactions involving notes receivable and prepare notes receivable register
Record accrued interest receivable at year's end
Record transactions relating to the discounting of notes receivable
Describe the financial statement presentation of both the allowance for uncollectible accounts and the loss from uncollectible accounts

Course Evaluation:

Per College Catalog - Any courses which are prerequisite for more advanced courses will require a grade of C or higher to enroll in the subsequent courses.

Grading Scale:

Grades are issued at the end of each quarter. All grades earned will be reflected on and remain on the official academic transcript. The following grading scale is used:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

Grading Criteria:

Final Grades for this course will be calculated as follows:

Assignments 40%

- Comprehensive Review Problem I 10%
- Comprehensive Review Problem II 10%
- Quizzes/Other Assignments 20%

Assessments 50%

- Chapters 1 & 2 Exam 10%
- Chapters 3 & 4 Exam 10%
- Chapters 5 & 6 Exam 10%
- Chapters 7 & 8 Exam 10%
- Chapters 9 & 10 Exam 10%

Final 10%

- Chapters 13, 14 & 15 Exam 10%

Class Assignments:

Class assignments may include but are not limited to the following:

Discussion Boards

Essays

End of chapter exercises and problems

Quizzes

Comprehensive review problems

Course Assessments/Final:

Instructor will make the class aware of assessments/final due dates. You must complete all assessments/final without any assistance from a third party. You may not use your textbook, notes, chapter resources or any type of resource other than the knowledge you possess on the assessment/final day. If it is determined you have violated this policy, you will receive a zero for the assessment/final.

Attendance Policy:

It is the student's responsibility to attend classes on a good-faith basis that demonstrates the student's desire to be a genuine partner in the educational process. Instructors will keep an accurate record of attendance. Students anticipating an absence or tardiness should contact the instructor in advance or provide notification as soon as possible. Instructors may establish attendance and make-up policies which are provided to the student through the course syllabus. It is the responsibility of the student to know the policy and adhere to it. Final grades may be affected by excessive absence and tardiness

Withdraw Policy and Procedure:

Through the end of the ninth week of the semester (March 19, 2012), students may withdraw from any or all courses from their schedule. Students are responsible for withdrawing themselves from any or all

of the classes through BannerWeb. No withdrawals will be processed after the 'W' period ends (March 19, 2012). Students who do not withdraw from classes will be assigned grades earned.

Any student receiving federal student aid (Pell, SEOG, etc.) who completely withdraws from all classes during a given period of enrollment and completes less than 60% of the term (based on the instructor's determination of last date of attendance) may be required to return funds to Chattahoochee Technical College and/or the US Department of Education.

Student Email Account:

All students registered at Chattahoochee Technical College will have a new student e-mail address. Your e-mail address will be assigned upon first registration and will be active within 24 hours. Regardless of former e-mail address, all Chattahoochee Technical College students will now have an address of "username@Students.ChattahoocheeTech.edu." Additional student email account information can be found on the college website under Student Life – Student Email. **I will only respond to emails sent through ANGEL or your student email account.**

Academic Integrity:

Chattahoochee Technical College expects students, faculty, and staff to conduct themselves with honesty and academic integrity. The college promotes and expects all members of the college community to conduct themselves professionally and with intellectual integrity. The college considers academic integrity an integral part of the learning environment. Any infraction of this policy is detrimental to the students' education and the integrity of the college. Cases of academic dishonesty that are strictly forbidden include:

- Plagiarizing any assignment or part of an assignment. Plagiarizing means to use someone else's ideas or words as one's own, without giving appropriate credit using quotation marks if necessary, and citing the source(s).
- Copying and submitting another's work as one's own.
- Using unauthorized notes or equipment (programmable calculator, pda, cell phone, etc.) during an examination.
- Stealing an examination or using a stolen examination for any purpose.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
- Having someone else take a quiz or exam in one's place, taking an exam for someone else, or assisting someone in any way during a quiz or exam, or using any unauthorized electronic device or other unauthorized method of support during a quiz or exam.
- Falsifying or fabricating information, such as data for a lab report.
- Falsifying a patient's medical record or a student's clinical record, or any other student record, including a record of attendance.
- Using another person's file or copying another student's computer program.
- Other forms of cheating or dishonesty are forbidden, even if not listed here specifically.

Instructors may use any one or more of the following disciplinary measures for addressing instances of dishonesty:

- Award a grade of zero for the assignment;
- Assign a failing grade for the course;
- Recommend the dismissal of the student from the program, or college.

Library/Information Resource Services

The purpose of the Chattahoochee Technical College Library is to provide information resources and library services to meet the institutional mission of preparing students to enter the workforce. Library staff provides materials to assist students in pursuing their educational, career, and personal goals. The library is committed to the support of academic programs for the broad range of students in the technical college.

Libraries are located on all campuses. The library provides information, guidance, and instruction to all faculty, staff, and students for a wide range of resource materials. Automated catalogs, circulation, electronic indexes, e-books, and reference services offer the user state-of-the-art access to research and recreational materials. Information on student access to online resources can be found at www.ChattahoocheeTech.edu/library.

The library is a member of the Georgia Online Database (GOLD) and Lyrasis (formerly the Southeastern Library Information Network or SOLINET). GOLD and Lyrasis provide access to materials in libraries throughout Georgia, the east, and the southeast for inter-library loans. The library also maintains cooperative agreements with Kennesaw State University, Southern Polytechnic State University, Reinhardt College, and all other Technical College System of Georgia (TCSG) libraries. These agreements allow Chattahoochee Technical College faculty and students to borrow materials from these campus libraries upon presentation of a current Chattahoochee Technical College photo ID.

Open Computer Labs

Computers for general use by students are provided on all campuses either in a separate lab or in conjunction with the Library or Success Centers. Students will need a current, validated student ID card to use the labs.

Success Centers

Success Centers are available at all campuses. Tutoring is available in English, math and reading, and may be arranged for other subjects depending upon availability of tutors. Schedules are posted by campus. The College provides an on-line learning center where all students may access tutorials and many other resources to help them with their learning.

Classroom Policies and Procedures:

Be respectful of others in the course and discussion forums

There are no make-ups. If you do not complete Assignment, Assessments & Final within the time allotted, you will receive a zero.

Late Assignments, Assessments, Final will not be accepted.

No texting.

Course Syllabus

Class Schedule:

Week #	
1	Chapter 1 The Nature of Accounting
2	Chapter 2 Recording Business Transactions
3	Chapter 3 Starting the Accounting Cycle for a Service Business
4	Chapter 4 Statements, and Adjusting Entries
5	Chapter 5 Closing Entries and the Post-Closing Trial Balance
6	Chapter 6 Internal Control and Accounting for Cash
7	Comprehensive Review Problem I
8	Chapter 7 Accounting for Merchandising Business: Purchases & Cash Payments
9	Chapter 8 Accounting for Merchandising Business: Sales & Cash Receipts
10	Chapter 9 Work Sheet & Adjustments for a Merchandising Business
11	Chapter 10 Financial Statements & Closing Entries for a Merchandising Business
12	Comprehensive Review Problem II
13	Chapter 13 Accounting for Notes & Interest
14	Chapter 14 Accounting for Bad Debts
15	Chapter 15 Accounting for Merchandise Inventory

user name =
27_900362940
New pw =
Caroline

ANGEL Information:

Step 1 – Login to ANGEL using - <http://chattahoocheetech.angellearning.com> or the link from the college's website.

Step 2 – Enter username and password. 27_ (9 digit student ID number) for both with initial login. You will be asked to change your password. If you have previously used ANGEL, your user name and password should be the same.

Step 3 – Click the course link.

*Additional information on ANGEL available on the college's website.

Technical College Guarantee (Warranty Statement):

The Technical College System of Georgia guarantees that graduates of state technical colleges or participating local technical colleges have demonstrated competence in those competencies as defined by the Industry Technical Committee and included in the approved state curriculum standards. "Should any student within two years of graduation not be able to perform one or more of the competencies contained in the industry validated standard or program guide, including failure to pass a state required licensing examination, the Department agrees to provide specific retraining at any state technical college offering the program to the former student at no cost to the employer or graduate for tuition or instructional fee." Georgia's technical colleges take pride in being the first to offer this guarantee to our