

NEW MEXICO

Appraisal Licensing & Continuing Education



Guiding you to success.

2019

JANUARY-DECEMBER

Interested in an **APPRAISAL CAREER?**

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

If you are a real estate professional, you'll find your knowledge of real property appraisal a decided advantage. You'll possess new insights and skills—making you more valuable to clients—and also fulfill mandated continuing education requirements.

Kaplan Appraisal has a complete portfolio of courses to meet practically all of your requirements, at every stage of your appraisal career. Whether you're just starting your career as an appraiser or working toward your Certified Residential Real Property designation, we have courses to help you advance in your career.

Kaplan Appraisal offers licensing education for the **first three levels** of licensure:

Level 1

Trainee Appraisers are not required to have previous appraisal experience and may only perform appraisal duties under the direct supervision of a Certified Residential Appraiser. This is the first step in your career as an appraiser.

Level 2

Licensed Residential Appraisers are able to perform unsupervised appraisals of non-complex, one- to four-unit residential properties with a transaction value less than \$1 million and complex one- to four-unit residential properties with a transaction value less than \$250,000. This is the next step in the progression of your career as an appraiser.

Level 3

Certified Residential Appraisers are able to perform unsupervised appraisals of one- to four-unit residential properties without regard to transaction value or complexity. This is the most sought-after level of appraisal licensing for residential appraisers.

Level 4

Certified General Appraisers are able to appraise all types of properties. This license level is for appraisers who predominantly do commercial appraisals. The requirements include experience in non-residential assignments.

TABLE OF CONTENTS

Appraiser Licensing Education

Trainee Appraiser Guide.....	4
Trainee Appraiser Education	5
Licensed Residential Appraiser Guide	6
Licensed Residential Appraiser Education	7
Certified Residential Appraiser Guide	8
Certified Residential Appraiser Education.....	9
Appraiser Continuing Education.....	10
Licensing Class Schedules	14
Continuing Education Class Schedules	15

LOCATION

Albuquerque

8205 Spain Rd. NE, Suite 109

YOUR **STEP-BY-STEP** GUIDE

to becoming a Trainee Appraiser

STEP 1: Complete Education

Finish 75 hours of required education.

STEP 2: Take the Exam

Successful completion of a written examination on the New Mexico Real Estate Appraisers Act, administered by the board.

STEP 3: Apply for Your License

Submit a duly made application to the board office.

STEP 4: Complete Supervisor/Trainee Course

Before you can begin to log experience hours and upgrade to the Licensed Residential Appraiser level, trainees must complete a state-approved supervisor/trainee course.

Your Future in Real Estate
Starts with Kaplan

Apprentice Appraiser Education LEVEL 1

Essential Package

75 hours **\$1,049**

Become an Appraiser and save money with our Trainee Appraiser Essential Package.

- Basic Appraisal Principles (30 hours)
- Basic Appraisal Procedures (30 hours)
- 2018-2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Course (15 hours)

BUNDLE
& SAVE

\$158

Basic Appraisal Principles*†

30 hours **\$429**

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

Basic Appraisal Procedures*†

30 hours **\$429**

The second in a series of courses on appraisal basics, *Basic Appraisal Procedures* covers the procedures used to develop a real property appraisal. Through case studies and real world examples, you'll learn about the three valuation approaches necessary to reach an opinion of value. You'll also discover how to conduct a market analysis and prepare a property description. Sample test questions, review exams, and fill-in-the-blank glossary reviews will help raise your confidence going into the exam.

2018-2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Course*†

15 hours **\$349**

All real estate appraisers must comply with National USPAP regulations in accordance with the Financial Institutions Reform, Recovery, and Enforcement Act. Our nationally certified instructors help you interpret and clarify the USPAP performance standards.

This course does not meet the 7-hour National USPAP Update CE requirement. See page 10 for the required update course.

*See page 14 for course approval information, requirements, and schedule.

YOUR **STEP-BY-STEP** GUIDE

to becoming a Licensed Residential Appraiser

STEP 1: Complete Education

Complete 75 additional hours of specified upgrade licensing education. Must previously have met the Apprentice Appraiser education requirements. The applicant must present satisfactory documentation of successful completion of 30 semester credit hours of instruction from an accredited college or university.

STEP 2: Obtain Experience

Complete 1,000 hours of appraisal experience under the direction of a supervisor during a minimum period of 6 months. New trainee and supervisor appraisers must complete a state-approved supervisor/trainee course.

STEP 3: Take the Exam Prep Course (Optional)

Register for Appraisal Review Crammer course (optional). Make sure you pass the Licensed Residential Appraiser Exam the first time! This optional course will build your test-taking skills to ensure that you do.

STEP 4: Take the Exam

Sign up for the Licensed Residential Appraiser Exam. Contact Pearson VUE, the testing service that provides state licensure exams, at <http://home.pearsonvue.com>.

STEP 5: Apply for Your License

Apply for your license with the state and receive your letter of eligibility.

STEP 6: Maintain Your License

We are here to provide you with everything you need to maintain your license. We offer Appraiser CE and can also help you upgrade to the Certified Residential Appraiser level.

License upgrade courses can also be used for CE (except exam prep).

Licensed Appraiser Education

LEVEL 2

Premium Package

75 hours + Exam Prep **\$1,169**

Get licensed and save money with this complete package!

- Residential Market Analysis and Highest and Best Use (15 hours)
- Residential Site Valuation and Cost Approach (15 hours)
- Residential Sales Comparison & Income Approach (30 hours)
- Residential Report Writing and Case Studies (15 hours)
- Exam Prep: Appraisal Review Crammer

Essential Package

75 hours **\$1,119**

Includes required education only (excludes exam prep).

BUNDLE
& SAVE

\$276

Residential Site Valuation and Cost Approach*

15 hours **\$299**

Residential site valuation and cost approach to value theories and methodology finally become clear. This course covers it all, from basic concepts of land and value to data collection and analysis to depreciation to cost conclusions. In addition, methods of developing site value, calculating costs and depreciation, and summarizing final conclusions are practiced.

Residential Market Analysis and Highest and Best Use*

15 hours **\$299**

Uncover strategies to a credible market analysis and highest and best use conclusion. The first day spotlights how to collect, analyze, and draw conclusions from the market data. The second day focuses on the process of highest and best use, including how land use restrictions and economic considerations play a vital role in this analysis.

Residential Sales Comparison and Income Approach*

30 hours **\$429**

Advance your career by accepting those tough appraisal assignments and venturing into the investment appraisal market. In this course, you'll work through several case studies to gain working knowledge of advanced adjustment techniques, appraising properties with limited comparable sales, and appraising properties with stigma.

Residential Report Writing and Case Studies*

15 hours **\$299**

Discover the most effective writing and reasoning skills essential to developing credible appraisal reports. From basic report-writing fundamentals to communicating opinions and conclusions, this course covers it all. Learn the most common issues in appraisal reporting and understand what is necessary to be in compliance with USPAP. The URAR form is used throughout the course along with requirements of the Uniform Appraisal Dataset (UAD).

HIGHLY RECOMMENDED EXAM PREP (INCLUDED IN PREMIUM PACKAGE)

Exam Prep: Appraisal Review Crammer

\$119 (Included in Premium Package)

The *Appraisal Review Crammer* course prepares students to pass their Licensed Residential and Certified Residential exams through a review of practical applications, terminology, and formulas.

*See page 14 for course approval information, requirements, and schedule.

YOUR **STEP-BY-STEP** GUIDE

to becoming an Certified Residential Appraiser

STEP 1: Complete Education

Finish 50 additional hours of specified upgrade licensing education. Must previously have met the Trainee Appraiser and Licensed Residential Appraiser education requirements. You must complete college-level education experience under the certain requirements listed in Part 4 of the Appraisal Board rules.

STEP 2: Obtain Experience

To fulfill the mandated 1,500 hours of experience, complete an additional 500 hours of experience under the direction of a supervisor. The entire 1,500 hours of experience must be acquired in no fewer than 12 months.

STEP 3: Take the Exam Prep Course (Optional)

Register for *Appraisal Review Crammer* course (optional). Make sure you pass the Certified Residential Appraiser Exam the first time! This optional course will build your test-taking skills to ensure that you do.

STEP 4: Take the Exam

Sign up for the Certified Residential Appraiser Exam. Contact Pearson VUE, the testing service that provides state licensure exams, at <http://home.pearsonvue.com>.

STEP 5: Apply for Your License

Apply for your license with the state and receive your letter of exam eligibility.

STEP 6: Maintain Your License

We are here to provide you with everything you need to maintain your license. We offer a variety of Appraisal Continuing Education courses.

License upgrade course can also be used for CE (except exam prep).

Certified Residential Appraiser Education

LEVEL 3

Premium Package

50 hours + Exam Prep **\$969**

Get certified and save money with this complete package!

- Statistics, Modeling, and Finance (15 hours)
- Advanced Residential Applications & Case Studies (15 hours)
- Mastering Unique and Complex Property Appraisal (20 hours)
- Exam Prep: Appraisal Review Crammer

Essential Package

50 hours **\$919**

Includes required education only (excludes exam prep).

BUNDLE
& SAVE

\$97

Statistics, Modeling, & Finance*†

15 hours **\$299**

This course provides both the theory and practice of statistics, real estate finance, and valuation modeling for today's Certified Residential appraiser. The first half of the course outlines terminology and basic principles of statistics, including practical applications in statistical analysis. The second half presents an explanation of real estate markets, terms of financing, and real-world examples of how financing affects the value of real property.

Advanced Residential Applications & Case Studies*†

15 hours **\$299**

This course is designed to elevate the appraiser's knowledge of challenging residential appraisal assignments and to develop the expertise to recognize and address those situations at the Certified Residential level. Topic areas focus on complex properties that include valuing unique and high-end residential dwellings. This course addresses these challenges through studies, including cost development, locational considerations, functional obsolescence, and data.

Mastering Unique & Complex Property Appraisals*†

20 hours **\$349**

This course raises the appraiser's level of awareness of the scope of work involved with assignments other than the everyday single-family residential appraisal. Property types discussed include: mixed-use, unusual, income-producing, and one-of-a kind.

HIGHLY RECOMMENDED EXAM PREP

Exam Prep: Appraisal Review Crammer

\$119

The *Appraisal Review Crammer* course prepares students to pass their Licensed Residential and Certified Residential exams through a review of practical applications, terminology, and formulas. The course content reflects current AQB curriculum guidelines and offers practical strategies, tips, and practice exams to build test-taking skills. Through mastery of hundreds of questions, case studies, and the instructor's comprehensive knowledge review, the student will leave this course fully prepared for the exam.

*† See page 14 for course approval information, requirements, and schedule.

Alternative Valuation Methods: How to be In-CREDIBLE

3.5 hours **\$69**

Alternate types of valuations are more common than ever with the appraisal shortage and changes in the regulatory requirements from the federal agencies. Dodd-Frank eliminated BPOs and AVMs as file documentation for residential lending in many loan packages. Discover when alternate valuations are being used, how to complete them, and how to remain compliant with appraisal reporting requirements. Understand how the Uniform Standards of Appraisal Practice (USPAP) view evaluations under the federal banking guidelines. You will discuss restricted reporting options and view sample report forms.

Introduction to Commercial Appraising

7 hours **\$119**

This course is designed to provide a look into the world of the non-residential appraisal for residential appraisers. The appraisal process is very basic, but the processes, data sources, appraiser peer actions, and reporting in commercial appraising is very different from residential appraisers. This course will provide the residential appraiser a look into these differences including analyzing leases, the engagement process, highest and best use, capitalization rate derivation, and requirements of the Americans with Disabilities Act that impact the appraisal of commercial properties. Commercial case studies will step you through the approaches to value to see how these compare with residential appraisals.

The Twenty Most Cost-Effective Home Improvements

4 hours **\$69**

Here is your guide to 20 home improvements that maximize resale value. You'll learn where the money goes in a typical remodeling job, and how much is spent on kitchen and bathroom remodeling, plumbing, HVAC, roofing, and more. You'll get many ideas to help you communicate with clients and customers about value-added improvements.

*Also approved for 4 hours of real estate CE.
The course category is education.*

Solar PV Value? Questions to Ask

2 hours **\$34**

This course will review the different types of solar systems and how they function. There will also be a review of the various incentives available, an overview of costs, and how a system can affect home resale value. Leasing, financing, and the new Consumer Protection legislation will be discussed. The instructor will demonstrate different methods used to value a solar system and how they may affect the appraisal of a property.

*Also approved for 2 hours of real estate CE.
The course category is education.*

Legal Descriptions and Survey Maps

4 hours **\$69**

This course will teach the basics of map and survey reading. Learn the different methods of describing property, and where to find source information about real estate descriptions and locations. You will be better able to discuss survey types and requirements with your customers and clients. Learn how to read a metes and bounds legal description and how to interpret the Uniform Parcel Code (UPC) codes.

*Also approved for 4 hours of real estate CE.
The course category is core elective.*

Surveys from A to Z

4 hours **\$69**

This class will teach you how to describe real property. You will be given examples of why a Survey is important and the regulations that oversee them. We will cover the different types of Surveys and their purpose. You will gain an understanding of preparing for a survey, how to read them, and how Title searches fit into the process.

*Also approved for 4 hours of real estate CE.
The course category is core elective.*

2018-2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course

7 hours **\$149**

During the morning session, we will discuss why and how USPAP changes are made. Also, we will discuss the impact of the 2018-2019 USPAP changes. The afternoon session will focus on the most common USPAP problems and issues. We will also base discussions around different appraisal myths and facts. You will be issued a USPAP workbook and a full copy of the 2018-2019 edition of USPAP.

Appraising Today's Energy-Efficient Homes

7 hours **\$119**

You'll learn about the challenges of appraising energy-efficient homes and how to appraise those types of properties. Next, you will learn about different types of energy-efficient homes and what makes them energy-efficient. At the conclusion of the course, you will be able to explain the two types of energy audits and discuss energy assessments. Finally, the course will wrap up with a discussion of the Residential Green and Energy Efficient Addendum.

Find the New Cheese: Introduction to Non-Lender Appraising

3.5 hours **\$69**

With the Dodd-Frank Act of 2010 and Appraisal Management Companies controlling much of the residential appraisal side of the industry, many appraisers are expanding their client base. This course introduces you to new types of clients, including homeowners, real estate agents, lawyers, accountants, tax consultants, and small investors. Learn how things differ in the development and reporting process for non-lending clients, including reporting, engagement, payments, and terms of payment.

Identity Crisis: Determining Architectural Style

3.5 hours **\$69**

Appraisal forms ask for architectural design of the subject and comparable properties. Many multiple listing services (MLS) have a field for architectural style as well. Contemporary and traditional are often used in MLS listings and appraisal reports. FNMA does not allow descriptors like average, two stories, or typical, and they modified these sections in the UAD format in 2013. Both appraisers and real estate agents struggle with the design of newer homes and reviewer revisions to the designs used in their reports. You will be provided with descriptions, pictures, and floor plans that will aid in identification of the architectural design of the houses in neighborhoods you work in regularly.

Easements and Access for the Non-Lawyer

4 hours **\$69**

An easement is a certain right to use the real property of another without possessing it. It fulfills the needs of one property at the expense of another. If you would like to understand the meaning and implications of an easement, this course can help explain the laws in terms everyone can understand.

*Also approved for 4 hours of real estate CE.
The course category is core elective.*

Credible Cost Approach

7 hours **\$119**

This class is designed to dispel the usual excuses as to why the cost approach is seldom completed by some appraisers. It starts by viewing the approach as outlined by the FNMA form. Then it builds on the concept and provides methodology by which the amounts that are usually "guesstimates" can become logically calculated estimates. By using these techniques, the approach can provide logical and supported estimates of value for virtually any single family home. This can be very helpful, especially in small markets where sufficient closed sales are often difficult or impossible to find without crossing the expected guidelines regarding distance, style, or other criteria—thus making the market approach less viable.



ONLINE CONTINUING EDUCATION

Take your courses at home with our OnDemand continuing education!

These OnDemand video lectures give you the ability to access professional instruction anytime and anywhere you have an Internet connection!

14-Hour OnDemand Appraiser CE Package

14 hours **\$119**

This 14-hour package is delivered in our stunning OnDemand video lecture format.

With our OnDemand video lectures, you have the ability to access professional instruction anytime and anywhere you have an Internet connection! Filled with studio and “onsite” video learning objectives, this OnDemand course engages, enlightens, and entertains!

This package includes the following courses:

- Good, Better, Best: When Price, Quality, and Value All Matter OnDemand Course (7 Hours)
- The Twenty Most Cost-Effective Home Improvements OnDemand Course (4 Hours)
- How to Measure Real Property OnDemand Course (3 Hours)

NEW! Good, Better, Best: When Price, Quality, and Value All Matter

7 hours **\$64**

Finally, a course that tells you everything you need to know about legitimate value in today's rigorous appraisal world. Learn what does and does not have monetary value in an appraiser's eyes, getting a snapshot of the essential tools and assessment methods used to establish the ultimate value of a property. Learn about the real differences in construction quality, and what has monetary value in addition to aesthetic value.

NEW! Appraisal Inspection: It's Black and White and Shades of Gray

7 hours **\$64**

The appraiser's ability to gather facts essential to the property has a direct correlation to the integrity of valuation results. This class sets the record straight and details the inspection from many points in the process, such as preparing for the inspection, neighborhood observations, expectations while at the property, comparable observations, and so much more.

New Mexico Appraisal Continuing Education Requirements

As a licensed New Mexico Appraiser, you must complete 28 hours of state-approved continuing education each biannual renewal period. Of these 28 required hours, each licensee must complete the 7-Hour National USPAP Update Course.

Environmental Issues in Your Real Estate Practice

6 hours **Online** \$34

Houses: From the Ground Up

8 hours **OnDemand** \$68

Also approved for 8 hours of real estate CE. The course category is education.

Houses: Why Bad Things Happen to Good Houses

8 hours **OnDemand** \$58

Also approved for 6 hours of real estate CE. The course category is education.

How to Measure Real Property

3 hours **OnDemand** \$34

Also approved for 3 hours of real estate CE. The course category is education.

Judge and Jury: What Would You Do?

3.5 hours **OnDemand** \$34

Making Adjustments in an Appreciating Market: 12 Proven Strategies

7 hours **OnDemand** \$64

Property Red Flags: A User's Guide to Real Estate Licenses

6 hours **Online** \$34

Also approved for 4 hours of real estate CE. The course category is core elective.

The Truth About Mold

6 hours **Online** \$34

Also approved for 4 hours of real estate CE. The course category is education.

The Twenty Most Cost-Effective Home Improvements

4 hours **OnDemand** \$34

LEVEL 1: APPRENTICE APPRAISER

CLASS	DATE	TIME	LOCATION
Basic Appraisal Principles (30 hours)	Feb 8-11, June 7-10, Oct 18-21	8:00 am–4:30 pm	Albuquerque
Basic Appraisal Procedures (30 hours)	Feb 22-25, Jun 21-24, Nov 1-4	8:00 am–4:30 pm	Albuquerque
2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Course	Mar 1 & 2, Jun 28 & 29, Nov 8 & 9	8:00 am–4:30 pm	Albuquerque

LEVEL 2: LICENSED APPRAISER

CLASS	DATE	TIME	LOCATION
Residential Site Valuation & Cost Approach (15 Hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Residential Market Analysis and Highest and Best Use (15 hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Residential Sales Comparison and Income Approach (30 hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Residential Report Writing and Case Studies (15 hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Exam Prep: Appraisal Review Crammer	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque

LEVEL 3: CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

CLASS	DATE	TIME	LOCATION
Statistics, Modeling & Finance (15 hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Advanced Residential Applications & Case Studies (15 hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Mastering Unique & Complex Property Appraisals (20 hours)	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque
Exam Prep: Appraisal Review Crammer	Call for Class Schedule	8:00 am–4:30 pm	Albuquerque

Dates, times, and locations are subject to change.

**This course has been approved by New Mexico's Division of Real Estate and Board of Real Estate Appraisers for appraisal precicensing education and appraisal continuing education. Kaplan Real Estate Education was granted and holds The Appraisal Qualifications Board (AQB) Course Approval Program (CAP) approval for Basic Appraisal Principles. Kaplan Real Estate Education is an approved secondary provider for Basic Appraisal Procedures and for courses listed in Level 2 and 3 through Hondros Learning LLC, who holds the AQB CAP approval.*

†These courses include a final exam. A passing grade on these exams is required to receive the completion certificate for both licensing and continuing education credit.

ALL LIVE LICENSING CLASSES
Albuquerque | 8205 Spain Rd. NE, Suite 109

NEW MEXICO CONTINUING EDUCATION				
CLASS	DATE	TIME	LOCATION	
2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	Jan 24	8:00 am–4:00 pm	Albuquerque	
Introduction to Commercial Appraising	Jan 25	8:00 am–4:00 pm	Albuquerque	
Identity Crisis: Determining Architectural Style	Jan 26	9:00 am–12:30 pm	Albuquerque	
Appraising Today's Energy-Efficient Homes	Feb 7	8:00 am–4:00 pm	Albuquerque	
Legal Descriptions and Survey Maps	Feb 13	1:00 pm–5:00 pm	Albuquerque	
The Twenty Most Cost Effective Home Improvements	Feb 15	9:00 am–1:00 pm	Albuquerque	
Solar PV Value? Questions to Ask.	Feb 15	2:00 pm–4:00 pm	Albuquerque	
Surveys from A to Z	Feb 19	1:00 pm–5:00 pm	Albuquerque	
2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	Feb 21	8:00 am–4:00 pm	Albuquerque	
Credible Cost Approach	Feb 26	8:00 am–4:00 pm	Albuquerque	
Easements and Access for the Non-Lawyer	Mar 15	9:00 am–1:00 pm	Albuquerque	
2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	Mar 27	8:00 am–4:00 pm	Albuquerque	
Alternate Valuation Methods: How to be In-CREDIBLE	Apr 17	8:30 am–12:00 pm	Albuquerque	
Find the New Cheese: Introduction to Non-Lender Appraising	Apr 17	1:00 pm–4:30 pm	Albuquerque	
2018-2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	Apr 18	8:00 am–4:00 pm	Albuquerque	

Dates, times, and locations are subject to change.

ONDEMAND CE CLASSES

See our website for a complete listing of OnDemand CE courses.

www.KapRE.com/NMAppraisal

Did you know

**Kaplan offers a complete
New Mexico Real Estate
Licensing Solution?**

Learn more at
KapRE.com/NMrealestate

ENROLL TODAY

**www.KapRE.com/NMAppraisal
or call **866.523.7277****

KAPLAN[®] REAL ESTATE
EDUCATION

332 Front Street South, Suite 501
La Crosse, WI 54601