

MINNESOTA

Appraisal Licensing & Continuing Education



Guiding you to success.

2019

MAY-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.

Real estate professionals find that an extensive knowledge of real property appraisal gives them a distinct advantage over the competition. You'll possess new insights and skills—making you more valuable to clients—and also fulfill mandated continuing education requirements.

Kaplan Real Estate Education 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 license, we have courses to help you advance in your career.

Kaplan 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 Appraiser. This is the first step in your career as an appraiser.

Level 2

Licensed 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.

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Our content and courses:

- Are designed to provide the skills you need to help you excel in your career
- Contain the most current and accurate information available
- Directly reflect what is tested on the exam to help you pass

LOCATIONS

Bloomington South Loop Office Center (formerly BLN Office Park)
2051 Killebrew Drive, Suite 110
Bloomington, MN

St. Paul 1295 Bandana Blvd N., Suite 245
(East Entrance)
St. Paul, MN

YOUR **LEVEL 1** STEP-BY-STEP GUIDE

STEP 1: Complete Education

Finish 75 hours of required education.

For additional college level education requirements see:
<https://mn.gov/commerce/licenses/appraiser>.

STEP 2: Take the Exam Prep Course (Recommended)

Register for the *How to Pass the Minnesota Trainee Real Property Appraiser Exam* course.

STEP 3: Take the Exam

Sign up for the Trainee Real Property Appraiser Exam. Contact Pearson VUE, the testing service, at 833.273.1946 or www.pearsonvue.com.

STEP 4: Complete Supervisor/Trainee Course

Complete the *Minnesota Supervisor/Trainee Appraiser Course* and find an appraisal supervisor.

STEP 5: Apply for Your License

Pass the Trainee Real Property Appraiser Exam and apply for your license with the state.

STEP 6: Continuing Education

We offer appraiser continuing education and can help you upgrade to the Licensed Residential Real Property Appraiser level.

Trainee Real Property Appraiser Premium Package with Mandatory Supervisor/Trainee Course

81 hours + Exam Prep **\$1,679**

Contains required education, including the Supervisor/Trainee Appraiser Course and exam prep.

Trainee Real Property Appraiser Premium Package

75 hours + Exam Prep **\$1,619**

Start your appraisal career with this complete licensing package.

- Basic Appraisal Principles (30 hours)
- Basic Appraisal Procedures (30 hours)
- 2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) (15 hours)
- How to Pass the Minnesota Trainee Real Property Appraiser Exam

Essential Package

75 hours **\$1,539**

Includes required education only (excludes exam prep).

BUNDLE
& SAVE

\$132

Basic Appraisal Principles

30 hours **\$579**

Learn the essentials of real estate and appraisal, including real property concepts and characteristics, legal descriptions, forms of ownership, market value, economic principles, including social, economic, and environmental influences, and more.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of real estate continuing education.

Basic Appraisal Procedures

30 hours **\$579**

This course 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 and discover how to conduct a market analysis and prepare a property description.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of real estate continuing education.

2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP)

15 hours **\$419**

All real estate appraisers must comply with National USPAP regulations. 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 11 for required update course.)

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of real estate continuing education.

How to Pass the Minnesota Trainee Real Property Appraiser Exam

2 days **\$145**

Walk in on exam day with the confidence you need to pass the Minnesota Real Property Appraisal Exam.

Minnesota Supervisor/Trainee Appraiser Course

6 hours **\$89**

This course meets the national, AQB-required content for supervisor and trainee appraisers. It also meets the additional requirements adopted by Minnesota.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of real estate continuing education.

YOUR **LEVEL 2** STEP-BY-STEP GUIDE

STEP 1: Complete Education

Must previously have met the Trainee Real Property Appraiser education requirements as you also begin to obtain experience hours (see step 2). Complete 75 additional hours of specified upgrade licensing education.

STEP 2: Obtain Experience

As a prerequisite for licensing as a licensed real property appraiser, an applicant must present evidence satisfactory to the commissioner that the person has obtained 2,000 hours of experience in real property appraisal obtained in no fewer than 12 months.

STEP 3: Take the Exam Prep Course (Recommended)

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

STEP 4: Take the Exam

Sign up for the Licensed Residential Real Property Appraiser Exam. Contact Pearson VUE, the testing service that provides state licensure exams, at 833.273.1946 or www.pearsonvue.com.

STEP 5: Apply for Your License

Pass the Licensed Residential Real Property Appraiser Exam and apply for your license with the state.

STEP 6: Maintain Your License

Kaplan is 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 Real Property Appraiser level.

Level 2 and 3 licensing courses may be approved for Appraisal Continuing Education. See website for more details.

Premium Package

75 hours + Exam Prep **\$1,449**

Get licensed and save money with this complete package.

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

Essential Package

75 hours **\$1,399**

Includes required education only (excludes exam prep).

BUNDLE
& SAVE

\$322

Market Analysis and Highest & Best Use

15 hours **\$349**

This two-day course will show you how to uncover strategies to a credible market analysis and highest and best use conclusion. Through interesting discussion and case study examples you'll learn what information needs to be gathered, how to organize it, and how to perform the analyses.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of real estate continuing education.

Residential Site Valuation and Cost Approach

15 hours **\$349**

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.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of real estate continuing education.

Residential Sales Comparison & Income Approaches

30 hours **\$579**

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.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of real estate continuing education.

Residential Report Writing and Case Studies

15 hours **\$349**

Discover the most effective writing and reasoning skills essential to developing credible appraisal reports. 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).

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of real estate continuing education.

HIGHLY RECOMMENDED EXAM PREP (INCLUDED IN PREMIUM PACKAGE)

Exam Prep: Appraisal Review Crammer

\$145 (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.

Level 2 and 3 Appraisal Review Crammer is not approved for Appraisal Continuing Education.

YOUR **LEVEL 3** STEP-BY-STEP GUIDE

STEP 1: Complete Education

Must previously have met the Trainee Real Property Appraiser and Licensed Residential Real Property Appraiser education and license requirements. Finish 50 additional hours of specified upgrade licensing education, as you also begin to obtain experience hours (see step 2).

STEP 2: Obtain Experience

As a prerequisite for licensing as a certified residential real property appraiser, an applicant must present evidence satisfactory to the commissioner that the person has obtained 2,500 hours of experience in real property appraisal obtained in no fewer than 24 months.

STEP 3: Take the Exam Prep Course (Recommended)

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

STEP 4: Take the Exam

Sign up for the Certified Residential Real Property Appraiser Exam. Contact Pearson VUE, the testing service that provides state licensure exams, at 833.273.1946 or www.pearsonvue.com.

STEP 5: Apply for Your License

Pass the Certified Residential Real Property Appraiser Exam and apply for your license with the state.

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.

Level 2 and 3 licensing courses may be approved for Appraisal Continuing Education. See website for more details.

Premium Package

50 hours + Exam Prep **\$1,299**

Register for level 3 packages and save!

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

Essential Package

50 hours **\$1,179**

Includes required education only (excludes exam prep).

BUNDLE
& SAVE

\$203

Statistics, Modeling & Finance

15 hours **\$429**

This course provides both the theory and practice of statistics, real estate finance, and valuation modeling for today's Certified Residential appraiser. Learn the terminology and basic principles of statistics, including practical applications in statistical analysis. Plus, explore real estate markets, terms of financing, and how financing affects the value of real property.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of real estate continuing education.

Advanced Residential Applications and Case Studies

15 hours **\$429**

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. This course addresses complex properties and includes valuing unique and high-end dwellings using studies of cost development, locational considerations, functional obsolescence, and data.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of real estate continuing education.

Mastering Unique and Complex Property Appraisals

20 hours **\$499**

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. This course satisfies the elective course requirement from the AQB.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 20 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 20 hours of real estate continuing education.

HIGHLY RECOMMENDED EXAM PREP (INCLUDED IN PREMIUM PACKAGE)

Exam Prep: Appraisal Review Crammer **\$145**

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.

Level 2 and 3 Appraisal Review Crammer is not approved for Appraisal Continuing Education.

Appraisal Complete CE Package 1

30 hours | \$469

- USPAP Update (7 hours)
- Credible Cost Approach (8 hours)
- How to Measure Real Property (3.75 hours)
- The Most Important Apps and Tech Items You Need Today (3.75 hours)
- The Tiny House: Is it a Phase or Craze? (3.75 hours)
- Alternate Valuation Methods: How to be In-CREDIBLE! (3.75 hours)

Appraisal Complete CE Package 2

30 hours | \$469

- USPAP Update (7 hours)
- Credible Cost Approach (8 hours)
- Appraising Distinctive Residential Properties (7.5 hours)
- How to Measure Real Property (3.75 hours)
- Alternate Valuation Methods: How To Be In-CREDIBLE! (3.75 hours)

Appraisal Build-Your-Own 30-Hour CE Package

(Call-in offer only)

30 hours | \$469 (USPAP materials included at no additional cost)

Combine the 7-hour National Uniform Standards of Professional Appraisal Practice Update (USPAP) Course with any combination of live or OnDemand CE courses to complete the mandated continuing education at one low price!

Appraisal Build-Your-Own 15-Hour CE Package

(Call-in offer only)

15 hours | \$219*

Choose any combination of live or OnDemand CE courses to create your custom package that you design to meet your learning needs and fulfill your requirements.

*Additional USPAP materials fee may apply.

REQUIRED

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

7 hours LIVE CLASSROOM \$217

Learn how the changes for the 2018–2019 USPAP affect daily appraisal practice.

The impact of the 2018-2019 USPAP changes will be highlighted utilizing relevant examples and discussion questions. Your experienced instructor illustrates how to apply the changes in daily appraisal practice, including discussion regarding common USPAP problems and issues appraisers experience.

This course fulfills the continuing education requirement that licensed and certified appraisers must complete a 7-hour update course on the Uniform Standards of Professional Appraisal Standards every two years.

Topics Include:

- Why and how USPAP changes are made
- Common USPAP problems and issues
- Rationale for and impact of the 2018–2019 changes
- Discussion of appraisal issues as related to USPAP

This course has been approved by the Minnesota Commissioner of Commerce for 7 hours of appraisal continuing education. This course has been approved by the Minnesota Commissioner of Commerce for 7 hours of real estate continuing education.

Credible Cost Approach

8 hours LIVE CLASSROOM \$118

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.

Topics Include:

- USPAP implications
- Market approach
- Breakdown method
- Interaction between approaches
- Land residual method
- Modified age-life method
- Using the FNMA 1004 report
- Allocation method
- Component cost derivations
- Other site improvements
- Extraction method
- Aggregated paired sales method
- Land value methods
- Age-life depreciation method
- Remaining economic life equation

This course has been approved by the Minnesota Commissioner of Commerce for 8 hours of appraisal continuing education. This course has been approved by the Minnesota Commissioner of Commerce for 8 hours of real estate continuing education.

Your Path to Success
Starts with Kaplan

Alternate Valuation Methods: How To Be In-CREDIBLE!3.75 hours **LIVE CLASSROOM \$59**

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 also discuss restricted reporting options and view sample report forms.

Topics Include:

- Identifying alternate valuations
- Federal agency appraisal and evaluation guidelines
- USPAP Advisory Opinion 13 relating to evaluations
- Sample forms and report options

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

The Most Important Apps and Tech Items You Need Today3.75 hours **LIVE CLASSROOM \$59**

Learn how to make technology work for you in this informative class...beneficial for any appraisal professional.

From online basics to the most cutting-edge applications, this course offers tech tips for nearly every stage of the appraisal process. This course offers a valuable education for the tech-averse, as well as the most digitally inclined.

Topics Include:

- Marketing and blog basics
- Spreadsheets and accounting software
- Management software and cloud storage
- MLS software and other apps for pulling comps
- Tech items for use in the field
- Open-source apps
- Apps for photographs
- Digital recordkeeping

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

Tour d' Real Estate: What Homeowners Want7.5 hours **LIVE CLASSROOM \$98**

In this interesting and informative class, you'll learn about emerging buyer trends.

We have analyzed what's new, what buyers like, and what they are selecting concerning the use of space both indoor and outdoor, including upgrades addressing occupant health issues, popular space conversions, and what's in and what's out.

Topics Include:

- New construction trends
- Improvements, upgrades, renovation hot list
- Entertainment spaces

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Appraising Distinctive Residential Properties7.5 hours **LIVE CLASSROOM \$118**

In this course, we will look at some of the areas that provide challenges in reaching an opinion of value, and discuss the different directions available to the appraiser to problem solve.

This class looks at how to use all three appraisal methods to assist in developing adjustments and explores how techniques used in one method can support a conclusion in a different method.

Topics Include:

- USPAP rules
- Client and user considerations
- Challenges in appraising distinctive properties
- Case studies

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Introduction to Commercial Appraising7.5 hours **LIVE CLASSROOM \$118**

In this course, residential appraisers get a look into the world of the non-residential appraising.

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.

Topics Include:

- Sources for commercial sales
- Research techniques
- Complex highest and best use analyses
- Cap rate derivation
- Narrative report formats
- Real-life case studies and examples

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Mold and Radon: Cause & Effect7 hours **LIVE CLASSROOM \$98**

Attending this full-day course will give you a sound insight into why mold and radon occur in some houses and not in others.

You will also learn what steps to take to overcome what appears to be a major problem at minimal cost.

Whatever your view on mold or radon, you will come away from this class with a more balanced view of the issues and understand how to achieve physical control of these two concerns.

Our instructors are fully qualified to teach these subjects with skill and humor. *Mold and Radon: Cause & Effect* is an interesting way to cover these two subjects in a manner that will excite, educate, and entertain you.

Topics Include:

- MN Energy Hour
- What are mold and radon
- How to control mold and radon
- How code addresses the problem
- Cost-effective solutions

This course has been approved by the Minnesota Commissioner of Commerce for 7 hours of appraisal continuing education.

Minnesota 8-Hour Supervisor/Trainee Super Package

8 hours **LIVE CLASSROOM \$118**

- Minnesota Supervisor/Trainee Appraiser Course (6 hours)
- Applications and Case Studies for Supervisor and Trainee Appraisers (2 hours)

Minnesota Supervisor/Trainee Appraiser Course

6 hours **LIVE CLASSROOM \$89**

Effective January 1, 2015, any new trainee or supervisory appraiser needs to complete this course.

This course meets the national, AQB-required content and outline for supervisory and trainee appraisers.

Minnesota has adopted criteria that exceed the minimum AQB requirements, and this course addresses the specific criteria that have been adopted by Minnesota with regard to supervisory appraisers and trainee appraisers. Discussions revolve around the requirements, expectations, and responsibilities of both types of appraisers in order for trainees to gain experience credit. This course includes a final exam with a passing grade.

Topics Include:

- The AQB and its role in the profession
- 2015 AQB Real Property Appraiser Qualification Criteria
- Minnesota-specific requirements that exceed AQB minimums
- Significant assistance—what it is and how to report it

This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of real estate continuing education.

Applications and Case Studies for Supervisor and Trainee Appraisers

2 hours **LIVE CLASSROOM \$39**

Aside from the AQB requirements and any state rules, there are other considerations in becoming a supervisor or trainee appraiser.

Relative case studies will be reviewed to aid the supervisor and trainee in understanding these best practices.

Topics Include:

- Trainee and supervisory appraiser skill sets
- Limiting liability during training
- Compensating trainees and supervisors
- Applying the recommendations to case studies

This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of real estate continuing education.

Regression Analysis: Proving Beyond a Shadow of a Doubt

7.5 hours **LIVE CLASSROOM \$118**

Statistical methodology has rapidly become an appraiser's primary tool to support market analysis, adjustments, and valuation opinions!

This course provides a basic understanding of a statistical method known as regression analysis. Regression modeling is a tool used to interpret consumer motivations, develop adjustments for the sales comparison approach, and reconcile the value of a property. This extra support for analyses and adjustments will aid appraisers in creating well-supported reports. It is recommended that students bring an HP12C calculator to class.

Topics Include:

- Regression analysis: what is it?
- Using regression analysis in the market analysis process
- Hand-in-hand analysis: quantitative and qualitative
- Using regression analysis to identify and support adjustments
- Valuation opinions supported through regression analysis

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

The Weird, Wild, and Wonderful World of Real Estate

7.5 hours **LIVE CLASSROOM \$98**

Join us for a journey through some of the weird, wild, and wonderful real estate trends in the industry today.

We will examine your clients' interests reflected in emerging trends, including design and product selection.

Topics Include:

- Weird shelters in the market today
- Unusual building products and potential hazards
- Unique recycled and reused products
- Wild factors affecting real estate
- Wonderful energy efficiency advancements
- Alternative energy sources
- Air and water quality to improve occupant's health
- Creative solutions to satisfy your clients' requests and needs
- How real estate professionals can help clients with special considerations

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.
This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Reinvent Yourself Today

Houses: From the Ground Up7.5 hours **ONDEMAND \$59**

In this course, you'll learn the language of houses and how they are built—plain and simple.

Our dynamic instructors take you from the classroom right into the structural workings of a house. This highly visual instruction helps you gain the answers to the questions about the product you sell. From the foundation to the rooftop you will explore everything in-between.

Topics Include:

- House terminology made simple
- Foundation types
- Framing types and surfaces
- Window styles
- Garage, exterior and interior doors
- Roof construction, styles, and materials
- Electrical, heating, plumbing and air conditioning

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

*Check out our website for
new course offerings!*

www.KapRE.com/Appraisal2019

"The instructor was very knowledgeable and gave excellent examples of scenarios we would run into as appraisers."

–Jean N.

Houses: Why Bad Things Happen to Good Houses7.5 hours **ONDEMAND \$59**

We will take you on a building physics adventure explaining in easy to understand terms how houses work and more importantly why perfectly good houses sometimes go bad.

No more dealing with individualized parts of the house, this class provides the whole picture. Taught by a respected instructor through OnDemand video lectures, this is a class not to be overlooked. Get the answers to help your clients make decisions and the information to help you compete in the current market.

Topics Include:

- Overview of building physics
- New construction materials
- Owner usage created problems
- Replacement windows
- Heat/cooling consumption
- Insulation and siding
- Air quality and cleansing technology
- Communication strategies

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Real Estate Math3 hours **ONDEMAND \$39**

Does real estate math make you anxious and uneasy or do you need a refresher?

You will review the calculations to determine a commission under different circumstances. Additionally, you will understand how to determine the seller's net from sale and price based on a specified seller's net. You'll review the calculations necessary to establish the amount a property has appreciated or depreciated. Building on this calculation, you will then review how to ascertain the rate of return on a property and verify formulas necessary for property managers.

Loan calculations will be reviewed and you'll develop greater understanding of loan-to-value ratio and equity, discount points and origination fees, amortization and qualifying a buyer, area calculations, legal descriptions, and much more.

Topics Include:

- Commission and Net to Seller
- Value and Rate of Return, Depreciation, and Closing Math
- Loan, Measurement, and Property Tax Math

This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

How to Measure Real Property

ONDEMAND* \$19 | LIVE CLASSROOM** \$59

Real estate licensees, appraisers, assessors, builders, and contractors have specific methods they use to measure and describe residential real estate that often differ.

In this fascinating course, we will explain the critical standards and definitions, and pinpoint common costly mistakes made in measuring property.

Topics Include:

- Property measurement language and definitions
- Geometry for big kids: size, shape, formulas and math
- Nuances of styles and designs
- What to measure and how to measure it

*This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of appraisal continuing education.

*This course has been approved by the Minnesota Commissioner of Commerce for 2.75 hours of real estate continuing education.

**This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.

**This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

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

7.5 hours | ONDEMAND \$99 | LIVE CLASSROOM \$118

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 more.

The instructor clearly articulates what an appraiser does and doesn't do during the inspection of a property when developing an appraisal. Together, the instructor and students will sort through how assignment conditions affect the appraiser's inspection. Through instructor-led discussions, case studies, videos, and pictures, the students will leave this course with a complete understanding of real estate appraisal inspections.

Topics Include:

- Understanding appraiser obligations and client expectations
- Five common measuring mistakes
- Legal access: a crucial consideration during the inspection
- Identifying a property's use during inspection
- Understanding appraisal conditioning during the inspection

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

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

7.5 hours | ONDEMAND \$59 | LIVE CLASSROOM \$98

Finally, a course that tells you everything you need to know about legitimate value that matters in today's rigorous appraisal world.

Learn about the differences in construction quality, and what has monetary value in addition to aesthetic value. Our experienced instructor will take you through the back alleys of valuing products and features of homes with the lens of an appraiser, contractor/builder, and real estate professional in mind.

Topics Include:

- What the new quality numbers mean to your clients
- Communicating quality distinctions to clients to improve knowledge and selection
- Differentiating characteristics
- Products and materials that create value

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Judge and Jury: What Would You Do?*

3.75 hours | ONDEMAND \$39 | LIVE CLASSROOM \$59

Some complaints could have been avoided if the appraiser had followed these simple steps.

This course will outline the most common complaints filed against appraisers and detail the very simple steps appraisers should follow to avoid finding themselves in hot water with state or other regulatory bodies. Students will learn how to avoid errors in the appraisal process and what supportive material must be retained in work files to be compliant for state or other investigations.

Topics Include:

- Complaints about appraisers and who files them
- How the investigation process works
- Complaint statistics
- The most serious USPAP violations
- Common areas found to be noncompliant
- Case studies

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

*Note: The author of this course is an AQB Certified USPAP Instructor and a Certified Residential Appraiser in Colorado. She is also an approved work product reviewer for the State of Colorado. As a work product reviewer, confidentiality is required under USPAP as a peer reviewer and state confidentiality. Examples and case studies provided in the text have been modified to ensure confidentiality but maintained to provide students with a look into the process. Several appraisers who were under investigation were surveyed about the process. They agreed to respond, knowing their responses would remain anonymous. These appraisers are willing to share their experiences to help other appraisers avoid similar fates.

Your Future in Appraisal
Starts with Kaplan

The Tiny House: Is it a Phase or Craze?

3.75 hours | **ONDEMAND \$29** | **LIVE CLASSROOM \$49**

Witness this emerging market segment as you learn about the new world of tiny house living.

In *The Tiny House: Is it a Phase or Craze?*, you'll learn the origin of the tiny house, different types of tiny houses, the structural elements, costs and considerations, valuation of property, and when a tiny house is considered real property.

Topics Include:

- Emerging values increase demand for tiny houses
- Real estate solutions addressing new needs of clients
- Valuation and financing the tiny house
- Explosive markets of tiny house communities across the U.S.
- What a tiny house is and is not
- Basic structural elements
- Momentum of demand
- Concerns and obstacles

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.
 This course has been approved by the Minnesota Department of Labor and Industry for 3.75 hours for contractor continuing education.
 This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

The Twenty Most Cost-Effective Home Improvements

3.75 hours | **ONDEMAND \$29** | **LIVE CLASSROOM \$49**

Homeowners are constantly asking, "What home improvements should I do to add value to my house?"

In this information packed course, we will discuss what home improvements give the best immediate return on investment and which ones will add value over time.

Topics Include:

- Trends in remodeling
- Setting spending priorities
- Maintenance and repairs
- Kitchen and bathroom remodeling
- Avoiding hidden mechanical costs
- Roofing and siding
- Window upgrades that save energy
- Environmental concerns
- Cost vs. value analysis

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.
 This course has been approved by the Minnesota Department of Labor and Industry for 3.75 hours for contractor continuing education.
 This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

LEVEL 1: TRAINEE REAL PROPERTY APPRAISER

CLASS	DATE	TIME	LOCATION
Basic Appraisal Principles	Jul 15-18	8:30 am-5:00 pm	Bloomington
	Sep 21-22 & 28-29	8:30 am-5:00 pm	St. Paul
Basic Appraisal Procedures	Jul 22-25	8:30 am-5:00 pm	Bloomington
	Oct 5-6 & 12-13	8:30 am-5:00 pm	St. Paul
2018-2019 National Uniform Standards of Professional Appraisal Practice	Jul 29-30	8:30 am-5:00 pm	Bloomington
	Oct 26-27	8:30 am-5:00 pm	St. Paul
How to Pass the Minnesota Trainee Real Property Appraiser Exam	Jul 31-Aug 1	8:30 am-5:00 pm	Bloomington
	Nov 2-3	8:30 am-5:00 pm	St. Paul
Minnesota Supervisor/Trainee Appraiser Course	May 10	8:30 am-3:30 pm	St. Paul
	Aug 13	8:30 am-3:30 pm	St. Paul
	Nov 8	8:30 am-3:30 pm	St. Paul

LEVEL 2: LICENSED RESIDENTIAL REAL PROPERTY APPRAISER

CLASS	DATE	TIME	LOCATION
Market Analysis and Highest & Best Use	May 20-21	8:30 am-5:00 pm	St. Paul
Residential Site Valuation and Cost Approach	Jun 26-27	8:30 am-5:00 pm	St. Paul
Residential Sales Comparison & Income Approaches	Jun 3-6	8:30 am-5:00 pm	St. Paul
Residential Report Writing and Case Studies	Jun 17-18	8:30 am-5:00 pm	St. Paul
Appraisal Review Crammer	Jul 2-3	8:30 am-5:00 pm	St. Paul

LEVEL 3: CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER

CLASS	DATE	TIME	LOCATION
Advanced Residential Applications and Case Studies	May 22-23	8:30 am-5:00 pm	St. Paul
Mastering Unique and Complex Property Appraisals	May 28-30	8:30 am-5:00 pm, 8:30 am-1:30 pm (5/30)	St. Paul
Statistics, Modeling & Finance	Jun 10-11	8:30 am-5:00 pm	St. Paul
Appraisal Review Crammer	Jul 2-3	8:30 am-5:00 pm	St. Paul

CONTINUING EDUCATION CLASS SCHEDULES

DATE	CLASS	TIME	LOCATION
MAY			
9	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	St. Paul
10	Minnesota Supervisor/Trainee Appraiser Course	8:30 am–3:30 pm	St. Paul
10	Applications and Case Studies for Supervisor and Trainee Appraisers	4:00 pm–6:00 pm	St. Paul
14	Credible Cost Approach	8:00 am–5:00 pm	Bloomington
14	The Tiny House: Is it a Phase or Craze?	6:15 pm–10:00 pm	St. Paul
15	Alternate Valuation Methods: How To Be In–CREDIBLE!	8:30 am–12:15 pm	Bloomington
15	How to Measure Real Property	1:15 pm–5:00 pm	Bloomington
20–21	Market Analysis and Highest & Best Use	8:30 am–5:00 pm	St. Paul
22–23	Advanced Residential Applications & Case Studies	8:30 am–5:00 pm	St. Paul
23	Tour d' Real Estate: What Homeowners Want	8:30 am–5:00 pm	Bloomington
28–30	Mastering Unique & Complex Appraisals	8:30 am–5:00 pm 8:30 am–1:30 pm (5/30)	St. Paul
JUNE			
3	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	Bloomington
3–6	Residential Sales Comparison & Income Approaches	8:30 am–5:00 pm	St. Paul
4	Tour d' Real Estate: What Homeowners Want	8:30 am–5:00 pm	Bloomington
7	The Weird, Wild, and Wonderful World of Real Estate	8:30 am–5:00 pm	St. Paul
10–11	Statistics, Modeling & Finance	8:30 am–5:00 pm	St. Paul
13	The Most Important Apps and Tech Items You Need Today	8:30 am–12:15 pm	St. Paul
13	The Tiny House: Is it a Phase or Craze?	1:15 pm–5:00 pm	St. Paul
17–18	Residential Report Writing and Case Studies	8:30 am–5:00 pm	St. Paul
19	The Twenty Most Cost–Effective Home Improvements	8:30 am–12:15 pm	Bloomington
19	Judge and Jury: What Would you Do?	1:15 pm–5:00 pm	Bloomington
21	Good, Better, Best: When Quality, Price, and Value All Matter	8:30 am–5:00 pm	St. Paul
26–27	Residential Site Valuation and Cost Approach	8:30 am–5:00 pm	St. Paul
27	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	Bloomington
28	Introduction to Commercial Appraising	8:30 am–5:00 pm	St. Paul

CONTINUING EDUCATION CLASS SCHEDULES

DATE	CLASS	TIME	LOCATION
JULY			
1	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	St. Paul
8	Credible Cost Approach	8:00 am–5:00 pm	St. Paul
10	Alternate Valuation Methods: How To Be In–CREDIBLE!	8:30 am–12:15 pm	St. Paul
10	How to Measure Real Property	1:15 pm–5:00 pm	St. Paul
16	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	Bloomington
18	Mold and Radon: Cause & Effect	8:00 am–4:00 pm	Bloomington
25	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	St. Paul
26	Appraisal Inspection: It's Black and White and Shades of Gray	8:30 am–5:00 pm	St. Paul
31	Good, Better, Best: When Quality, Price, and Value All Matter	8:30 am–5:00 pm	St. Paul
AUGUST			
7	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	St. Paul
8	Credible Cost Approach	8:00 am–5:00 pm	St. Paul
12	Introduction to Commercial Appraising	8:30 am–5:00 pm	St. Paul
13	Minnesota Supervisor/Trainee Appraiser Course	8:30 am–3:30 pm	St. Paul
13	Applications and Case Studies for Supervisor and Trainee Appraisers	4:00 pm–6:00 pm	St. Paul
14	Judge and Jury: What Would you Do?	8:30 am–12:15 pm	St. Paul
14	The Twenty Most Cost–Effective Home Improvements	1:15 pm–5:00 pm	St. Paul
19	Appraisal Inspection: It's Black and White and Shades of Gray	8:30 am–5:00 pm	St. Paul
22	The Tiny House: Is it a Phase or Craze?	8:30 am–12:15 pm	Bloomington
22	The Most Important Apps and Tech Items You Need Today	1:15 pm–5:00 pm	Bloomington
26	Appraising Distinctive Residential Properties	8:30 am–5:00 pm	Bloomington
27	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	Bloomington
29	The Weird, Wild, and Wonderful World of Real Estate	8:30 am–5:00 pm	Bloomington
NOVEMBER			
8	Minnesota Supervisor/Trainee Appraiser Course	8:30 am–3:30 pm	St. Paul
8	Applications and Case Studies for Supervisor and Trainee Appraisers	4:00 pm–6:00 pm	St. Paul
12	Credible Cost Approach	8:00 am–5:00 pm	Bloomington
13	2018–2019 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am–4:30 pm	Bloomington
DECEMBER			
9	Alternate Valuation Methods: How To Be In–CREDIBLE!	8:30 am–12:15 pm	Bloomington

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