

## **BACKGROUND**

Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) of 1989 was enacted by Congress mandating all states to license real estate appraisers who appraise real property in federally related transactions. In response to the federal mandate, the California Legislature enacted the Real Estate Appraisers' Licensing and Certification Law. The law charged the Bureau of Real Estate Appraisers (BREA) with licensing real estate appraisers in the State of California and enforcing national ethical and professional standards and qualifications that comply with the mandate. Effective January 1, 2010, California law required the registration of Appraisal Management Companies (AMC) with the BREA.

## **BUREAU OF REAL ESTATE APPRAISERS (BREA)**

### **Mission**

Safeguard public trust by promoting professionalism in the real estate appraisal industry through licensing, education, and enforcement.

### **Program**

BREA is a single program comprised of two core components, Licensing/AMC registration and Enforcement.

The Licensing Division implements the minimum requirements for licensure, according to criteria established by the federal government and California law, to ensure that only qualified persons are licensed to conduct appraisals in federally related transactions. Applicants must meet minimum education and experience requirements and successfully complete a nationally approved examination. The Licensing Division also registers AMC's.

The Enforcement Division investigates the background of applicants, licensees, and AMC registrants to ensure they meet standards for licensure. The Enforcement Division also investigates complaints filed against licensed appraisers and registered AMC's.

BREA is responsible for the accreditation of educational courses and providers for real estate appraisers.

## **PURPOSE OF THE HANDBOOK**

Providers wishing to offer courses for use by appraisers in satisfying educational requirements must obtain BREA accreditation as a provider, as well as accreditation for any courses they offer. This handbook contains information regarding the minimum requirements for such accreditation. BREA has made every effort to ensure the information is current and accurate as of May 1, 2018. However, as with any program, changes may occur and subsequent legislation may cause some of the information it contains to become out-of-date. The reader should consult current statutes, regulations and rules, which prevail over any information contained in this handbook.

Please read all directions carefully and completely. Do not attempt to complete the application forms until you have read and understood all of the instructions.

For your reference retain this handbook after you have applied. It contains information regarding criteria for course approval, what to do to revise your approved courses and record-keeping requirements.

## **ACCREDITATION BY BREA**

BREA accredits both course providers and the individual courses offered. BREA will issue a course provider approval number to the school upon documented proof of satisfaction of all requirements. Similarly, BREA reviews individual courses and issues a course approval number when all requirements are met.

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## Course Provider Accreditation

BREA must approve course providers to offer approved educational courses to real estate appraisers. To apply for BREA accreditation, course providers must submit a *Course Provider Accreditation* (REA 3013), along with all required fees and attachments. Accredited colleges or universities are not required to pay the course provider fees.

Course provider accreditation is issued for a period of up to four years and may be renewed.

BREA course providers must cooperate with BREA in the investigation or auditing of courses, instructors, students and education providers.

The following are the requirements and necessary information to become a BREA approved course provider:

### *Instructors*

Course providers are not required to have their instructors approved with BREA at this time; however, course providers must ensure that all instructors teaching BREA accredited courses meet at least one of the following criteria:

- Hold a bachelor's or higher degree in a field related to real estate appraising from a school listed as an institution of higher learning by the U.S. Office of Education, or from a comparable school of a foreign country;
- Hold a valid teaching credential or certificate, authorizing the holder to teach in the field of knowledge covered in the course offering;
- Five years full-time experience in the field being taught; or
- A combination of full-time experience and full-time college level education totaling at least five years.

Documentation, i.e. a full resume, license(s), certificate(s), degree(s), etc. that clearly indicate instructor's qualifications to teach are **required with the Course Accreditation and Description (REA 3014)**.

### *Uniform Standards of Professional Appraisal Practice (USPAP) Instructors*

USPAP instructors must be Appraiser Qualifications Board (AQB) Certified USPAP Instructors. USPAP courses taught by non-AQB Certified USPAP Instructors do not satisfy the basic and/or continuing education USPAP requirement. In addition, USPAP instructors wishing to teach USPAP online must also possess the Certified Distance Education Instructor (CDEI) designation from the International Distance Education Certification Center (IDECC).

To become an AQB Certified USPAP Instructor, individuals must attend an AQB USPAP Instructor Certification Course. Instructors wishing to become AQB Certified must apply directly with the AQB. BREA is not able to assist with specific questions regarding the application procedure or course. Please visit the Appraisal Foundation's website ([How to Become an Appraiser Qualifications Board Certified USPAP Instructor](#)) for more information on USPAP Instructor Certification.

### *Records Retention*

Course providers must maintain business records for a period of at least five years and provide any records to BREA within 30 days upon receipt of a written request. These records must include, at a minimum:

- Business and mailing address of course provider as on file with BREA;
- Written records of attendance and grades for each student; and
- The principal place of business or the mailing address at which each of the instructors of BREA accredited courses can be contacted.

In addition, course providers must maintain a student record for each participant for a period of at least five years from the completion of the course. Records must include, at a minimum:

- BREA approval number for the offered course;
- Name and address of each participant;
- Course title and hours of credit approved;
- Date(s) of course and date of course completion;
- Name and address of course provider;
- Identity of attendance verifier; and
- Course grade or other evidence of satisfactory completion.

### ***Address or Telephone Number Change***

As a courtesy, BREA provides the public with the name, address, telephone number and website address of approved course providers, colleges and universities. This list is available on our website ([www.brea.ca.gov](http://www.brea.ca.gov)) and in written form.

Course providers must submit written notification of any change in business or mailing address to BREA within 10 days of the change.

A written request submitted to BREA is required if a course provider discontinues offering courses or wishes to have their name removed from the course provider lists provided to the public.

### ***Advertising***

Any written information course providers provide to the public regarding their school or course offerings must:

- Clearly identify the provider as accredited by BREA, along with the provider's BREA approval number;
- Clearly identify the course(s) that BREA has accredited, along with the BREA course approval number or, in the alternative, a clear statement that not all courses offered by the course provider are BREA approved;
- A clearly legible telephone number and address for the course provider which may be utilized by those interested in determining if a specific course offered by the provider is BREA approved; and
- Clearly contain the dates of initial publication or distribution.

If an advertisement is for multiple course providers, the publication must clearly identify each course provider and each course listed on the advertisement must specifically indicate the course provider that holds the course approval.

Advertising shall NOT contain the following:

- State or imply any endorsement of the course provider or any course by BREA or the State of California other than the applicable BREA approvals;
- Include any false, misleading or deceptive information;
- Include any asterisk or other reference symbol to contradict or to change the ordinary meaning of the material in the body of the advertisement;
- Contain any offers or inducements precluded by law; or
- Indicate that a course is approved for BREA credit if offered by any other entity other than the provider that received BREA approval.

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***Enrollment Information***

Course providers shall provide students the following information upon enrollment:

- Course Outline;
- Refund Policy;
- Grading Policy; and
- Rules of classroom conduct.

***Completion Certificates***

Course providers shall provide a completion certificate to students within 15 days of successful completion of the course. Completion certificates must include, at a minimum:

- BREa course approval number;
- Name and address of the student;
- Name and address of the course provider;
- Course Title;
- Type of presentation (classroom or online);
- Date of successful completion of the course;
- Date of final examination (basic education courses only);
- A statement that the student was in attendance for 90 percent of the course hours (continuing education courses only);
- Name, title and signature of the person verifying completion of the course; and
- A statement under penalty of perjury by the person signing the certificate that the information contained is true and correct.

***USPAP Completion Certificates***

Course completion certificates for the *15-hour National USPAP Course* and the *7-hour National USPAP Course* must contain the name and AQB Certification number of the course instructor.

***Subcontractors, Agents and Franchisees***

Course providers are responsible for the actions of their subcontractors, agents and franchisees for activities related to their course provider accreditation and shall ensure that all persons and entities comply with all requirements. In addition, all contracts entered into by or on behalf of course providers for services shall contain a requirement that the service providers comply with all provisions of law related to their course provider accreditation.

All course completion certificates and advertising material for courses offered by subcontractors, agents or franchisees must indicate the name of the course provider approved by BREa to offer the course(s).

***Course Provider Renewal***

Course provider approvals are valid for four years, and it is the responsibility of course providers to ensure that they are renewed prior to their expiration date if they wish to continue offering courses. If a course provider's accreditation expires, is withdrawn or closed, all active courses approved for the course provider will automatically expire. Course providers may renew by submitting the following:

- *Course Provider Accreditation* (REA 3013);
- Attendance policy;
- Instructor hiring policy;

- Refund and re-examination policy;
- Final examination policy;
- Records retention policy;
- Subcontracting policy;
- Sample of course completion certificates; and
- Required fees.

### ***Denial or Revocation of Course Provider Accreditation***

BREA will not accredit course providers who do not meet minimum requirements.

BREA will withdraw the accreditation of a course provider if BREA determines that the provider no longer meets or has violated the requirements for course provider accreditation. If a course provider's accreditation expires, is withdrawn or closed, all active courses approved for the course provider will automatically expire. The process for denial or withdrawal is as follows:

- BREA will notify the course provider in writing, setting forth the reasons for denial or withdrawal of accreditation.
- Within 30 days of receipt of the notification, the course provider may submit a written request for a hearing.
- The Bureau Chief or designee will hold a hearing within 90 days of receipt of the written request for a hearing, unless another date is agreed upon in writing by both parties.
- The Bureau Chief or designee will issue a written decision within 30 days of the hearing.

NOTE: The burden of proof that the course provider complies with the requirements is on the party seeking accreditation.

Individuals completing courses in which registration was completed prior to the date of withdrawal of the course provider accreditation will receive BREA credit.

In addition, individuals completing courses offered by providers who were denied accreditation may apply for credit of the course by submitting a *Petition of Equivalency Credit* (REA 3005) with all required attachments and fees. Submittal of this form, however, does not ensure BREA credit for the course.

### **Course Accreditation**

Educational course offerings are divided into two categories: basic education and continuing education.

- Basic education courses are those which are taken to satisfy the minimum education requirements for an appraiser license.
- Continuing education courses are those taken by a licensed appraiser to renew their license.

To have a course accredited by BREA, an accredited BREA course provider must submit a *Course Accreditation and Description* (REA 3014) along with all required fees and attachments including documentation, i.e. a full resume, license(s), certificate(s), degree(s), etc. that clearly indicate instructor's qualifications to teach. Accredited colleges or universities are not required to pay the course provider fees.

BREA will add the course and approved modules to our database which will eliminate the need for students to submit this information with their applications.

### ***Course Approval***

BREA will send a letter to the course provider upon approval of a course. This letter will indicate the BREA approval number, the basic education module(s), and the number of basic education and continuing education hours the course was granted. Prospective students may ask for the information in this letter. Retain this letter for your records and reference.

Acceptance of course approval by BREA constitutes agreement to abide by all regulations listed in this handbook and in Article 9, California Code of Regulations, Title 10, Chapter 6.5. BREA approval of courses is valid:

- For a maximum period of four years from the date of approval;
- Until a material change is made to the course; or

- Until you are otherwise notified by BREa.

A material change means a significant deviation in one or more aspects from the course offering, school ownership, management or operating policies as approved by BREa, including but not limited to a change in curriculum, course length, form or substance of the final examination, workbooks, texts or syllabi. However, a change designed exclusively to reflect recent changes in statutes, regulations, or laws is not considered a material change in the course.

### **Course Renewal**

Course approvals are valid for four years, and it is the responsibility of course providers to ensure that courses are renewed prior to course expiration dates if they wish to continue offering the courses. Course providers may renew courses by submitting the following:

- *Course Accreditation and Description* (REA 3014);
- *BREa Topic Matrix Addendum* (basic education only);
- Course Syllabus and/or Course Outline; and
- Renewal Fees

### ***Terms of Accreditation***

Course accreditation is for a term of four years or until a material change is made to the course, after which the course provider must apply for renewal by submitting all applicable forms and required fees. In addition, course providers must maintain an active status with BREa. If a course provider's accreditation expires, is withdrawn or closed, all active courses approved for the course provider will automatically expire.

It is the course providers' responsibility to ensure that course and course provider accreditation are renewed prior to the expiration date.

### **CHANGES EFFECTIVE 2018**

On February 1, 2018, the Appraisal Qualifications Board (AQB) of the Appraisal Foundation adopted changes to the Real Property Appraiser Qualification Criteria that became effective May 1, 2018. California is adopting the changes to education criteria as of May 1, 2018.

### **Education Requirements**

College education requirements are a fundamental component of the changes. Applicants for a Residential license no longer need to complete any college-level education. Applicants for a Certified Residential license now have six (6) options to meet the college education requirements. Please review the Summary of Each License Level and College Level Education Options for the Certified Residential License.

These requirements became effective for individuals seeking a real property appraiser credential after May 1, 2018. ***The requirements also apply to existing real property appraisers seeking to upgrade a license.*** Appraisers wishing to upgrade their license will have to meet the new criteria.

### **Supervisory and Trainee**

- Both the Trainee Appraiser and Supervisory Appraiser are required to complete an AQB approved Supervisory/Trainee Appraisers course. The Trainee Appraiser must complete the course prior to obtaining a Trainee Appraiser License and the Supervisory Appraiser must complete the course prior to supervising a Trainee Appraiser. Existing credential holders can use this course regarding the roles and responsibilities of the Supervisor and Trainee for continuing education credit.
- Supervisory and Trainee affiliations established (meaning work has been logged) prior to January 1, 2015, are “grandfathered” and the courses are not required; however, BREa highly recommends both Supervisory and Trainee/Applicant take this course regarding the roles and responsibilities of the Supervisor and Trainee.
- A Supervisory Appraiser shall be state-certified and in “good standing” in the jurisdiction in which the Trainee Appraiser practices for a period of at least three (3) years. Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser’s legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to disciplinary action would be considered to be in “good standing” three (3) years *after* the successful completion/termination of the sanction imposed against the appraiser.
- A Supervisory Appraiser may not supervise more than (3) three Trainee Appraisers at one time. However, a Trainee Appraiser is permitted to have any number of Supervisory Appraisers.

### **Basic Education Requirements**

To qualify for an appraiser license, an applicant must complete a minimum number of acceptable hours and specific modules as required by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

There are four levels of appraiser licensing. The required hours of basic education for each license level are as follows:

LICENSE LEVEL	BASIC EDUCATION REQUIREMENTS
Trainee (AT)	150 hours, including a 15-Hour National USPAP Course. →Trainee applicants must <b>also</b> complete an approved Supervisory/Trainee Appraisers course prior to obtaining a Trainee Appraiser license. The Supervisory/Trainee Appraisers course is not eligible towards the 150 hours of qualifying education. All initial applicants must complete an approved California state and federal laws course prior to obtaining a license. This course is not eligible towards the 150 hours of qualifying education. NOTE: Course work for the Trainee license taken more than 5 years prior to the application date is not acceptable.
Residential (AL)	150 hours, including a 15-Hour National USPAP Course. All initial applicants must complete an approved California state and federal laws course prior to obtaining a license. This course is not eligible towards the 150 hours of qualifying education.
Certified Residential (AR)	200 hours, including a 15-Hour National USPAP Course <b>and</b> meeting the criteria of one of the College Level Education Options for Certified Residential listed in the next table labeled “College Level Education Options for Certified Residential.” All initial applicants must complete an approved California state and federal laws course prior to obtaining a license. This course is not eligible towards the 200 hours of qualifying education.
Certified General (AG)	300 hours, including a 15-Hour National USPAP Course <b>and</b> a Bachelor’s degree or higher from an accredited college. All initial applicants must complete an approved California state and federal laws course prior to obtaining a license. This course is not eligible towards the 300 hours of qualifying education.

College Level Education Options for Certified Residential	
<b>Option #1</b>	Bachelor's Degree from an accredited college or university in any field of study.
<b>Option #2</b>	Associate's Degree from an accredited college or university in a field of study related to: Business Administration, Accounting, Finance, Economics <b>or</b> Real Estate.
<b>Option #3</b>	Successful completion of 30 semester units of college-level courses from an accredited college or university that cover <b>each</b> of the following specific topic areas and are at least 3 units each: (1) English Composition, (2) Microeconomics, (3) Macroeconomics, (4) Finance, (5) Algebra, Geometry or Higher Math, (6) Statistics, (7) Computer Science, (8) Business Law or Real Estate Law, (9) Two elective courses in any of the above topics <b>or</b> in: Accounting, Geography, Agricultural Economics, Business Management or Real Estate.
<b>Option #4</b>	Successful completion of at least 30 semester units of College Level Examination Program (CLEP) examinations that cover each of the specific topic areas in Option #3 (see Equivalency table below).
<b>Option #5</b>	Any combination of Option #3 and Option #4 that includes all of the topics identified in Option #3.
<b>Option #6</b>	No college-level education required if an appraiser has held a Licensed Residential credential for a minimum of five (5) years <b>and</b> have no record of any adverse, final and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in the appraisal practice within the five (5) years immediately preceding the date of application for a Certified Residential credential.

College Level Examination Program (CLEP) Equivalency Table		
CLEP® Exams	CLEP® Semester Units Granted	Applicable College Courses
College Algebra	3	Algebra, Geometry, Statistics, or higher mathematics
College Composition	6	English Composition
College Composition Modular	3	English Composition
College Mathematics	6	Algebra, Geometry, Statistics, or higher mathematics
Principles of Macroeconomics	3	Macroeconomics or Finance
Principles of Microeconomics	3	Macroeconomics or Finance
Introductory Business Law	3	Business Law or Real Estate Law
Computer Science	3	Information Systems

Approved courses for basic education may also be used for continuing education. Therefore, courses that were used in qualifying for an upgrade license may also be used to satisfy continuing education requirements if taken within the continuing education cycle.

NOTE: The time allotted for the final examination of a basic education course may not be counted towards continuing education hours.



Basic education courses must:

- Include a closed book final examination per established AQB appraiser qualification criteria. Questions which appear in the final examination cannot be reviewed with students before, during or after the course;
- Be a minimum of 15 hours in length, not including time allotted for the final examination; and
- Adequately cover at least one of the required modules indicated in the following table:

### **Basic Education Module Requirements**

The following table shows the AQB basic education modules required for each license level:

Minimum Hour	Basic Education Modules	License Level		
		Trainee & Residential	Certified Residential	Certified General
30	Basic Appraisal Principles	X	X	X
30	Basic Appraisal Procedures	X	X	X
15	15-Hour National USPAP Course	X	X	X
15	Residential Market Analysis and Highest and Best Use	X	X	
15	Residential Appraiser Site Valuation and Cost Approach	X	X	
30	Residential Sales Comparison and Income Approach	X	X	
15	Residential Report Writing & Case Studies	X	X	
15	Advanced Residential Applications and Case Studies		X	
15	Statistics Modeling and Finance		X	X
30	General Appraiser Market Analysis and Highest and Best Use			X
30	General Appraiser Sales Comparison Approach			X
30	General Appraiser Site Valuation and Cost Approach			X
30	General Appraiser Report Writing and Case Studies			X
60	General Appraiser Income Approach			X
	Appraisal Subject Matter Electives. May include hours over the minimum requirement in the above modules or in modules not required		20 hours	30 hours

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***Core Curriculum Requirements***

Applicants must complete education according to a required core curriculum for each license level. Each required core curriculum is comprised of a series of required modules. A module is a subject matter area that consists of several subtopics and not necessarily the name of the course. A course may consist of one or two complete modules or portions of several different modules. Therefore, course providers must decide how they wish to develop their courses. The modules required for each license level are summarized on the following pages.

Students will only receive hour credit toward their appraisal license requirements for time spent on instruction of a subtopic within a module.

A course syllabus, a timed course outline and a BREA *Topic Matrix Addendum* must be submitted for each course indicating the modules and module subtopics covered in the course. A minimum of one subtopic within a module is required in order for a student to receive credit for the module.

**Basic Education Modules and Subtopics**

The following are the subtopics for each module. Not all module subtopics are required for credit toward completion of a module. Courses may contain one module or parts of one or more modules.

BASIC APPRAISAL PRINCIPLES (30 hours required at all levels)					
A	Real Property Concepts & Characteristics →Basic Real Property Concepts →Real Property Characteristics →Legal Description	C	Influences on Real Estate Values →Governmental →Economic →Social →Environmental, Geographic & Physical	F	Economic Principles →Classical Economic Principles →Application and Illustrations of the Economic Principles
B	Legal Consideration →Forms of Ownership →Public and Private Controls →Real Estate Contracts →Leases	D	Types of Value →Market Value →Other Value Types	G	Overview of Real Estate Markets and Analysis →Market Fundamentals, Characteristics, and Definitions →Supply Analysis →Demand Analysis →Use of Market Analysis
		E	Ethics and How They Apply in Appraisal Theory and Practice	H	Valuation bias, fair housing, and/or equal opportunity
BASIC APPRAISAL PROCEDURES (30 hours required at all levels)					
A	Overview to Approaches to Value	C	Property Description →Geographical Characteristics of the Land/Site →Geologic Characteristics of the Land/Site →Location and Neighborhood Characteristics →Land/Site Considerations for Highest and Best Use →Improvements – architectural Styles and Types of Construction		
B	Valuation Procedures →Defining the Problem →Collecting and Selecting Data →Analyzing →Reconciling and Final Value Opinion →Communicating the Appraisal	D	Residential Applications		
15-HOUR NATIONAL USPAP COURSE or Its Equivalent (required at all levels)					
RESIDENTIAL MARKET ANALYSIS & HIGHEST & BEST USE (15 Hours required at AT, AL & AR Levels)					
A	Residential Markets and Analysis →Market Fundamentals, Characteristics and Definitions →Supply Analysis →Demand Analysis →Use of Market Analysis	B	Highest and Best Use →Test Constraints →Application of Highest and Best Use →Special Considerations →Market Analysis →Case Studies		
RESIDENTIAL SITE VALUATION & COST APPROACH (15 Hours required at AT, AL & AR Levels)					
A	Site Valuation →Methods →Case Studies	B	Cost Approach →Concepts and Definitions →Replacement/Reproduction Cost New		→Accrued Depreciation →Methods of Estimating Accrued Depreciation →Case Studies

**RESIDENTIAL SALES COMPARISON & INCOME APPROACHES****(30 Hours required at AT, AL & AR Levels)**

A	Valuation Principles & Procedures – Sales Comparison Approach	E	Identification, Derivation and Measurement of Adjustments
B	Valuation Principles & Procedures – Income Approach	F	Gross Rent Multipliers
C	Finance and Cash Equivalency	G	Partial Interests
D	Financial Calculator Introduction	H	Reconciliation
		I	Case Studies and Applications

**RESIDENTIAL REPORT WRITING & CASE STUDIES****(15 Hours required at AT, AL & AR Levels)**

A	Writing and Reasoning Skills	C	Form Reports	E	Case Studies
B	Common Writing Problems	D	Report options and USPAP Compliance		

**STATISTICS, MODELING & FINANCE****(15 Hours required at AR & AG Levels)**

A	Statistics	B	Valuation Models (AVM's and Mass Appraisal)	C	Real Estate Finance
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**ADVANCED RESIDENTIAL APPLICATIONS & CASE STUDIES****(15 Hours at AR Level)**

A	Complex Property, Ownership and Market Conditions	C	Residential Market Analysis
B	Deriving and Supporting Adjustments	D	Advanced Case Studies

**GENERAL APPRAISER MARKET ANALYSIS & HIGHEST & BEST USE****(30 Hours required at AG Level)**

A	Real Estate Markets Analysis →Market Fundamentals, Characteristics and Definitions →Supply Analysis →Demand Analysis →Use of Market Analysis	B	Highest and Best Use →Test Constraints →Application of Highest and Best Use →Special Considerations →Market Analysis →Case Studies
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**GENERAL APPRAISER SALES COMPARISON APPROACH****(30 Hours required at AG Level)**

A	Value Principles	B	Procedures	C	Reconciliation	D	Identification and Measurement of Adjustments	E	Case Studies
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**GENERAL APPRAISER SITE VALUATION & COST APPROACH****(30 Hours required at AG Level)**

A	Site Valuation →Methods →Case Studies	B	Cost Approach →Concepts and Definitions →Replacement/Reproduction Cost New	→Accrued Depreciation →Methods of Estimating Accrued Depreciation →Case Studies
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**GENERAL APPRAISER INCOME APPROACH****(60 Hours required at AG Level)**

A	Overview	E	Vacancy and Collection Loss	I	Direct Capitalization
B	Compound Interest	F	Estimating Operating Expenses and Reserves	J	Discounted Cash Flow
C	Lease Analysis	G	Reconstructed Income and Expense Statement	K	Yield Capitalization
D	Income Analysis	H	Stabilized Net Operating Income Estimate	L	Partial Interests
				M	Case Studies

**GENERAL APPRAISER REPORT WRITING & CASE STUDIES****(30 Hours required at AG Level)**

A	Writing & Reasoning Skills	B	Common Writing Problems	C	Report Options & USPAP Compliance	D	Case Studies
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***USPAP Course***

A USPAP course taken for basic education must be the *15-hour National USPAP Course* or its equivalent instructed by an *AQB Certified USPAP Instructor*.

**CONTINUING EDUCATION REQUIREMENTS**

To renew an appraiser license, a licensee must complete the number of hours of continuing education as required by AQB. The AQB requires each licensee to complete an average of 14 hours of continuing education for each year of licensure.

Continuing education courses or seminars must be a minimum of 2 hours in length and are not required to have a final examination. If a course includes a final examination, the examination hours are ineligible for continuing education credit. Courses must cover appraisal-related topics such as:

- Ad valorem taxation;
- Arbitration, dispute resolution;
- Courses related to the practice of real estate appraisal or consulting;
- Development cost estimating;
- Ethics and standards of professional practice (USPAP);
- Land use planning, zoning;
- Management, Leasing, Timesharing;
- Property development, partial interest;
- Real estate law, easements, and legal interest;
- Real estate litigation, damages, condemnation;
- Real estate financing and investment;
- Real estate appraisal-related computer applications;
- Real estate securities and syndication;
- Developing opinions of real property value in appraisals that also include personal property and or business value;
- Seller concessions and impact in value; and/or
- Energy efficient items and “green building” appraisals
- Valuation bias, fair housing, and /or equal opportunity.

***USPAP Course***

Licensees must complete the *7-Hour National USPAP Update Course* or its equivalent instructed by an *AQB Certified USPAP Instructor* every two years. Evidence of course completion must be submitted with each renewal application.

***Federal and State Laws and Regulations***

The four-hour course entitled *Federal and State Laws and Regulations*, is required during each continuing education cycle (every four years).

**METHOD OF INSTRUCTION****Classroom Education**

Classroom education courses and seminars are physically attended by the students. They are presented “live” by an instructor who meets BRE requirements, and are presented in a classroom setting. These courses may be approved for students at any level provided they meet the requirements previously mentioned in this handbook.

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***Online Education***

Online education courses include those offered via internet, video, computer study, or any method of instruction that has a geographical separation of the student and the instructor. BREa regulations do not allow the approval of online education courses unless the courses meet all BREa requirements in addition to all of the following:

***Basic Education***

The course is either offered by a college or university which is accredited by a regional or national accreditation association or by an accrediting body that is recognized by the U.S. Office of Education which offers online education courses in other disciplines, or has had the delivery methodology approved by the International Distance Education Certification Center (IDECC):

- The individual successfully completes a final examination which must be proctored by an official appointed by the presenting entity or by the sponsoring organization, consistent with the requirements of the course accreditation;
- The course meets the requirements for AQB appraisal-related courses; and
- The course is a minimum of 15 hours.

***Continuing Education***

The course is either offered by a college or university which is accredited by a regional or national accreditation association or by an accrediting body that is recognized by the U.S. Office of Education which offers online education courses in other disciplines, or has had the delivery methodology approved by the International Distance Education Certification Center (IDECC):

- The course meets the requirements for AQB appraisal-related courses; and
- Must include either embedded quizzes or a final examination which must be proctored by an official appointed by the presenting entity or by the sponsoring organization, consistent with the requirements of the course accreditation.

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**REFERENCE GUIDE****The Appraisal Foundation**

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Washington, DC 20005-3517  
Telephone: (202) 347-7722  
Fax: (202) 347-7727  
[www.appraisalfoundation.org](http://www.appraisalfoundation.org)

**Appraiser Qualifications Board (AQB)**

1155 15<sup>th</sup> Street, NW, Suite 1111  
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**Appraisal Standards Board**

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**Bureau of Real Estate**

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[www.bre.ca.gov](http://www.bre.ca.gov)

**International Distance Education Certification Center (IDECC)**

Post Office Box 230159  
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**Bureau of Real Estate Appraisers (BREAs)**

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