



West Virginia Real Estate Appraiser Licensing & Certification Board
 405 Capitol Street, Suite 906
 Charleston, WV 25301
 Phone: 304.558.3919
 Email: wvappraiserboard@wv.gov

Classroom/Synchronous/Hybrid Course Application
 Qualifying/Continuing Education

Fee: \$60.00

All courses, providers, and instructors must be approved by the WVREALCB prior to any advertising or promotion. Provider may advertise a course submitted for approval prior to approval by including a plain, visible statement that the course has not yet been approved by the WVREALCB.

Application must be received in the board office at least thirty (30) days prior to initial offering.

A non-refundable application fee of \$60.00 per course must be submitted with each application. It is recommended that each application be submitted individually with separate checks. Multiple applications may be submitted in one envelope. For faster processing, limit physical paper to the application and provide the supplemental documents in a USB flash drive.

Mail check or money order, payable to WV Appraiser Board, and application to: **PO BOX 40267, CHARLESTON, WV 25364.**

NOTE: The Board office cannot accept payments of any kind. The PO box will not accept FedEx, UPS, or other delivery services.

- **Continuing Education** – Courses must be a minimum of three (3) hours. Course approval expires one (1) year after the approved date.
- **Qualifying Education** - Course approval expires three (3) years after the approved date.
- Failure to renew a course on or before the expiration date will result with automatic withdrawal.

SUBMIT APPLICATION, FEE, AND ALL REQUIRED ATTACHMENTS TO THE PO BOX ADDRESS TOGETHER.

Information Required to be attached to Application: (Check each applicable box.)

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| <input type="checkbox"/> Course Description | <input type="checkbox"/> Copy of all handout material. If exam is given the exam and answer key must be attached (flash drives or hard copies only accepted). |
| <input type="checkbox"/> Course syllabus and detailed timed outline | <input type="checkbox"/> Course textbook or student manual |
| <input type="checkbox"/> Copy of AQB approval letter, if applicable | <input type="checkbox"/> Bio or Resume and Instructor Information page for EACH instructor or presenter |
| <input type="checkbox"/> Sample of attendance certificate | <input type="checkbox"/> Specific, measurable course objectives for the participant. |
| <input type="checkbox"/> Procedure for maintaining attendance records | |
| <input type="checkbox"/> If applicable for the 15-Hour Qualifying USPAP Course, USPAP Instructor certification certificate | |
| <input type="checkbox"/> Method of instruction – (teaching techniques to be used in the course) | |
| <input type="checkbox"/> If applicable, copy of secondary course provider agreement from developer to provider granting permission to offer the course | |

Provider Information:

Organization Name: _____	Person authorized to act for provider: _____
Address: _____	City: _____ State: _____ Zip: _____
Email address: _____	Phone No: _____ Fax No: _____
Course Title: _____	Date(s) to be offered: _____
Course Location: _____	Price of course: _____
Delivery Mechanism: _____ Classroom _____ Synchronous _____ Hybrid _____ (In-person) (Simultaneous virtual interaction) (In-person and online interaction)	

- 1) **Qualifying Education Course:** Hours to be approved: _____
 If the qualifying course is also approved for Continuing Education: Hours to be approved: _____
- 2) **Continuing Education Course:** Hours to be approved: _____

OFFICE USE ONLY:
 Date Received:

Check No:

Deposit No:



Instructor Information:

Instructor Name: _____ Address: _____

 Licensed Residential Certified Residential Certified General Other _____

If applicable, USPAP certified instructor ID Number _____ Expiration Date: _____

Instructor must meet at least one of the following criteria. Check all that applies: Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught. Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years of teaching experience within the past the (10) years in the subject matter to be taught. Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught and pass an examination at the level to be taught. Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught and pass an examination at the level to be taught. Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught and pass an examination at the level to be taught. Be a full-time faculty member at a college or university teaching a credit course in appraising. To teach a Uniform Standards of Professional Appraisal Practice (USPAP) course, the instructor must have successfully completed the 15-Hour national USPAP instructor training course and examination adopted by the Appraisal Qualifications Board of The Appraisal Foundation, or its equivalent, successfully complete the 7-hour national USPAP update course and examination, or its equivalent, every two years in order to maintain his or her USPAP teaching credential, and be a state certified appraiser in good standing.**Qualifying Education Modules****Each qualifying education course must be broken down to show how they meet the subject matter requirements of the following modules. The detailed course outline with estimated time required to present each course subsection must equal the number of hours requested.** Module 1 – Basic Appraisal Principles (30 hours)

Real Property Concepts and Characteristics (Basic Real Property Concepts; Real Property Characteristics; Legal Description)

Legal Consideration (Forms of Ownership; Public & Private Controls; Real Estate Contracts; Leases)

Influences on Real Estate Values (Governmental; Economic; Social; Environmental, Geographic & Physical)

Types of Value (Market Value; Other Value Types)

Economic Principles (Classical Economic Principles; Application & Illustrations of the Economic Principles)

Overview of Real Estate Markets and Analysis (Market Fundamentals, Characteristics & Definitions; Supply Analysis; Demand

Analysis: Use of Market Analysis)

Ethics and How They Apply in Appraisal Theory and Practice

 Module 2 – Basic Appraisal Procedures (30 hours)

Overview of Approaches to Value

Valuation Procedures (Defining the Problem; Collecting & Selecting Data; Analyzing; Reconciling & Final Value Opinion;

Communicating the Appraisal)

Property Description (Geographic Characteristics of the Land/Site; Geologic Characteristics of the Land/Site; Location &

Neighborhood Characteristics; Land/Site Considerations for Highest and Best Use; Improvements – Architectural Styles & Types of Construction)

Residential Applications

 Module 3 – USPAP (15 hours) Module 4 - Residential Market Analysis and Highest and Best Use (15 hours)

Residential Markets and Analysis (Market Fundamentals, Characteristics & Definitions; Supply Analysis; Demand Analysis: Use of Market Analysis)

<p>Highest and Best Use (Test Constraints; Application of Highest and Best Use; Special Considerations; Market Analysis; Case Studies)</p> <p><input type="checkbox"/> Module 5 – Residential Appraiser Site Valuation and Cost Approach (15 hours)</p> <p>Site Valuation (Methods; Case Studies) Cost Approach (Concepts & Definitions; Replacement/Reproduction Cost New; Accrued Depreciation; Methods of Estimating Accrued Depreciation; Case Studies)</p> <p><input type="checkbox"/> Module 6 – Residential Sales Comparison and Income Approaches (30 hours)</p> <p>Valuation Principles & Procedures – Sales Comparison Approach Valuation Principles & Procedures – Income Approach Finance and Cash Equivalency Financial Calculator Introduction Identification, Derivation and Measurement of Adjustments Gross Rent Multipliers Partial Interests Reconciliation Case Studies and Applications</p> <p><input type="checkbox"/> Module 7 – Residential Report Writing and Case Studies (15 hours)</p> <p>Writing and Reasoning Skills Common Writing Problems Form Reports Report Options and USPAP Compliance Case Studies</p> <p><input type="checkbox"/> Module 8 – Statistics, Modeling and Finance (15 hours)</p> <p>Statistics Valuation Models (AVM’s and Mass Appraisal) Real Estate Finance</p> <p><input type="checkbox"/> Module 9 – Advanced Residential Applications and Case Studies (15 hours)</p> <p>Complex Property, Ownership & Market Conditions Deriving and Supporting Adjustments Residential Market Analysis Advanced Case Studies</p> <p><input type="checkbox"/> Module 10 – General Appraiser Market Analysis and Highest and Best Use (30 hours)</p> <p>Real Estate Markets and Analysis (Market Fundamentals, Characteristics & Definitions; Supply Analysis; Demand Analysis; Use of Market Analysis) Highest and Best Use (Test Constraints; Application of Highest & Best Use; Special Considerations; Market Analysis; Case Studies)</p> <p><input type="checkbox"/> Module 11 – General Appraiser Sales Comparison Approach (30 hours)</p> <p>Value Principles Procedures Identification and Measurement of Adjustments Reconciliation Case Studies</p> <p><input type="checkbox"/> Module 12 – General Appraiser Site Valuation and Cost Approach (30 hours)</p> <p>Site Valuation (Methods; Case Studies) Cost Approach (Concepts & Definitions; Replacement/Reproduction Cost new; Accrued Depreciation; Methods of Estimating Accrued Depreciation; Case Studies) Case Studies</p> <p><input type="checkbox"/> Module 13 – General Appraiser Income Approach (60 hours)</p> <p>Overview Compound Interest Lease Analysis Income Analysis Vacancy & Collection Loss Estimating Operating Expenses & Reserves Reconstructed Income & Expense Statement Stabilized Net Operating Income Estimate</p>
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Direct Capitalization Discounted Cash Flow Yield Capitalization Partial Interests Case Studies
<input type="checkbox"/> Module 14 – General Appraiser Report Writing and Case Studies (30 hours)
Writing & Reasoning Skills Common Writing Problems Report Opinions & USPAP Compliance Case Studies
<input type="checkbox"/> Elective – Residential (20 hours)
<input type="checkbox"/> Elective – General (30 hours)
Affirmation

The applicant hereby acknowledges that the following requirements will be complied with:

- The Board must be notified in writing of any course changes including instructor(s), date(s), location(s), and course content via email. **If the course content should change at any time, a new application must be submitted.**
- If the course is to be offered again, the Board will be notified at least 10 business days prior to the offering of the course. Failure to do so will result with course approval being denied.
- Each participant who meets the attendance requirement will be issued a completion certificate at the end of the course or seminar.
- The course provider is required to maintain complete and accurate records of the course and attendees for FIVE years. These records shall include the following:
 - Name of the course, instructor(s), and a description of the course.
 - Number of hours approved for qualifying and/or continuing education.
 - Name, address, and signature of person who will verify the attendance of each person enrolled.
 - Name and address of each person enrolled in each course.
 - Clock hours when each certificate holder was in attendance.
 - Verification that each certificate holder receiving qualifying and/or continuing education credit was an active participant.

▶ **A roster must be submitted to the Board within thirty days after the course is taken. Include name, license number, address, name of course, approved hours, date of completion, location, and instructor name and, if an exam is given, test score and indication of pass or fail.**

▶ **Upon completion of a course, a certificate of completion must be provided to participants indicating: name of course provider; title of course or seminar, name of participant, date of the course or seminar, number of credit hours; signature of person authorized to sign the certificate; and, if an exam is given, indication of whether the participant passed or failed the course.**

In signing this application, the applicant hereby consents to the inspection or monitoring of this course.

I certify that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to loss of course approval.

Name of Applicant Acting for Provider (Please Print)

Applicant's Title

Applicant's Signature

Date