



Career Launch

“A Field Training Option for Appraiser Experience Credit”

The Trans-American Institute of Professional Studies has developed an experience program entitled “**Career Launch**” to assist Appraiser Trainees with initial appraisal experience credit. The program is designed to meet the AQB Criteria for experience and utilizes classroom education (examinations if warranted), case studies, and individual mentoring. The Nebraska Real Property Appraiser Board (NRPAB) has approved the program for experience credit. Several other states also recognize our program. If you need assistance with approval in your state we will work with your state board to obtain approval.

The program is designed to be flexible and facilitates learning at the trainee’s own pace. It is important for our students to understand that all appraisal assignments completed through the program must be USPAP compliant before they are accepted for experience credit. The amount of experience credit received is based on the complexity of the assignment. All of the work completed for the program will be documented through the school on a personal experience log.

The Trans-American Institute has developed a training program for our Mentor/Supervisors. All Mentors must successfully complete our training course before they can work as a Mentor with the program. Mentors must have a minimum of ten years field experience, be in good standing in all states where they hold a credential and have demonstrated a thorough understanding of the Uniform Standards of Professional Appraisal Practice.

The cost for the residential program is based on Packages. All new applicants to the program must spend two full days in the classroom as part of the first Package. The classroom time is spent reviewing fundamental appraisal concepts, USPAP, Residential Appraisal Report Writing and learning the appraisal software.

All applicants must submit a detailed list of the education they have completed prior to acceptance to the program. An entrance exam may also be required. A phone or in person interview is also part of the application process. The Trans-American Institute of Professional Studies reserves the right to recommend further education for acceptance into the program.

We will be working closely together throughout the process. Based on the new AQB criteria, not over 50% of your experience can be gained through the program. You will make the decision if you want to continue after the initial series. The majority of our trainees complete one package and then work with a certified appraiser in their own market. The work completed through our program will help you identify the right supervisor and also give you the correct start in the appraisal profession.

The goal of the program is to help trainees learn appropriate development and report writing techniques and a good working knowledge of the Uniform Standards of Professional Appraisal Practice. For many trainees, this is the foundation they will need to be accepted as an Appraiser Trainee by a certified appraiser in the field.

The program is also open to licensed and certified appraisers who want to ensure USPAP compliance in their own practices. We also offer programs in agricultural and commercial properties to assist the practicing appraiser who wants to achieve the Certified General Credential. For information on these programs, please call our office.

We limit each session to six students for each approved Mentor. You are considered registered once your application is approved and payment is received in our office for the first Package. A confirmation of your enrollment will be mailed or emailed. If a session closes due to maximum enrollment, we will coordinate another set of dates.

All applications will be processed in the order received. For further information please send an email to:

TransAmStudies@aol.com or call: 308 237-4160



School Structure - Mentor Program

Package One- Unit 1:

DAY 1 – IN THE CLASSROOM

Textbook: Residential Appraisal Report Writing
©Trans-American Institute of Professional Studies, Inc.

Textbook: USPAP – Current Edition
Appraisal Principles and Procedures Textbooks
The Appraisal of Real Estate – 12th Edition

Review USPAP

Review basic report writing concepts and techniques

Review the approaches to value

Spend time learning the software program

DAY 2 – CASE STUDY

Review plans and specifications

Discuss what information needs to be gathered

General
Specific

Provide the necessary information and go on a site inspection

Go through the URAR form

Discuss necessary addenda

SCHOOL STRUCTURE - MENTOR PROGRAM

The Assignment

All trainees then return home and write the reports. You may email or mail the report back for review. Comments are made and sent back for revision. This process is repeated until the trainee has developed and written a USPAP compliant appraisal report.

When the report meets USPAP requirements, the Mentor will complete a Standard 3 review. The trainee receives a copy of the review report. The original report and the review are kept in the trainee file at the school. The appropriate documentation is also kept on the experience log which is retained in the permanent trainee file.

Common Questions:

What is the Time Commitment?

Many trainees ask about working while in the program. Yes, you can work at the same time. We try to be very flexible around your work schedule except for the actual classroom dates. It usually takes about 60 days to complete the first Package. Technology and email help a lot.

What Appraisal Software Should I Use?

We use WinTOTAL residential software. If you have another program already, we can work through the process by utilizing reports that are printed to PDF to be emailed. If you have not purchased your software, we can offer you a substantial discount through the school.

Why Is It So Expensive!

The time commitment by your Mentors is extensive. We use AQB Certified USPAP Instructors or Instructors who have at least ten years of appraisal practice experience. We want to help you get started correctly. The cost is minimal based on what is gained. Once you are enrolled in the program, we correspond with you regularly via phone and email.

Do I Need More Education?

A major part of the program is counseling services to help you evaluate the education you have taken and what else you may need based on where you want to specialize in appraisal practice. The Trans-American Institute of Professional Studies has complete programs of education for appraisal licensing and certification.

Appraisal Assignments

Package 1
Cost \$1,250.00

First Session:

Unit 1-Plans and Specifications - Kearney

Unit 2-Plans and Specifications (your market)

Unit 3-House Appraisal Assignment – Your market

Package 2
Cost \$1,250.00

Second Session:

Unit 4-Complex Property

Unit 5-House Appraisal

Unit 6- High Value Range House

Package 3
Cost \$1,250.00

Third Session:

Unit 7 – Vacant Land (Highest and Best Use)

Unit 8 – Single Family Rental (GRM's)

Unit 9 – 2-4 Family Property

All three Packages (Pre-Paid): \$3,500.00

MENTOR PROGRAM ENROLLMENT FORM

To register please complete an enrollment form and mail it with your check or credit card information to:

TRANS-AMERICAN INSTITUTE OF PROFESSIONAL STUDIES, INC.

P.O. Box 97

KEARNEY, NE 68848-0097

If you have any questions regarding the mentor program, please call:

(308) 237-4160

Fax: (308) 236-6717

E-mail: Lynne@TransAmStudies.com

Name _____

Address _____

Phone _____

Alt Phone _____

Fax _____

E-mail _____

Level of Licensing _____

Mentor Session _____

Location & Dates _____

Signature _____

Credit Card Type _____

Credit Card Number _____

Please print carefully!

Expiration Date _____

- Amount Enclosed:**
- 1 Residential Package - \$1,250.00
 - 3 Residential Packages - \$3,500.00
 - 1 Commercial or Agricultural Package - \$1,250.00

**Confirmation of enrollment will be faxed or emailed
Payment must be received in advance in order to guarantee registration.**