

**PART I - APPLICATION FOR APPRAISAL EDUCATION COURSE APPROVAL [PLEASE PRINT OR TYPE]**ALL COURSE APPROVAL INFORMATION MUST BE RECEIVED BY THE BOARD **NO LESS THAN 30 DAYS** PRIOR TO THE FIRST COURSE OFFERING.

AQB Approved Courses - \$10

Qualifying Education Courses - \$100

Continuing Education Courses - \$50

Provider Name:

Provider Address:

Coordinator:

Website:

Telephone # ( )

Fax #: ( )

E-Mail:

Credit Requested For **[CHECK ONE ONLY]**:☐ Qualifying Education \*see Part II☐ Continuing EducationCourse Format **[CHECK ONE ONLY]**:☐ Classroom☐ Internet☐ Other [Describe]

Is Course AQB Approved?

☐ Yes☐ No[Please note, all internet courses **must** have AQB approval prior to submitting to KS.]

Name of Course:

Instructor Name(s):

Number of Credit Hours Requested:

**COURSE REQUIREMENTS [REF. K.A.R. 117-6-2]**

1. For the purpose of course offerings, one hour is defined as sixty minutes, at least fifty minutes of which shall be devoted to actual classroom instruction and no more than ten minutes of which shall be devoted to recess.
2. All pre-license courses must be a minimum of fifteen hours in length and students must pass an examination.
3. Continuing education courses are not required to be tested and must be a minimum of two classroom hours.

THE KREAB MAY INVESTIGATE AND/OR MONITOR ANY APPROVED COURSE BY CONFERRING WITH THE COURSE PROVIDER, INSTRUCTORS, VISITATION WITH OR WITHOUT PRIOR NOTICE OR BY SURVEYS TO PARTICIPANTS.

**INSTRUCTIONS FOR SUBMITTING A COURSE TO THE BOARD****DO NOT STAPLE OR BIND THE APPLICATION PAGES OR ANY OF THE ATTACHED DOCUMENTATION.****DO NOT COPY THE APPLICATION OR DOCUMENTATION "BACK-TO-BACK."****IF POSSIBLE**, PLEASE PROVIDE ALL DOCUMENTATION ON CD.

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**AQB APPROVED COURSES – ATTACH THE FOLLOWING INFORMATION TO THE COMPLETED APPLICATION:**

- ✓ Copy of the AQB approval letter. Please note, all "on-line" courses must carry AQB approval.
- ✓ If on-line, a copy of the IDECC approval letter. Please note, IDECC approval must be granted to the provider of the course, whether you are the primary or secondary provider.
- ✓ Detailed course outline with an estimate of the time required to present each course subsection.
- ✓ Specific, measurable course objectives - what the participant will be able to do when the course is over.
- ✓ Course description - a short discourse to give someone a mental image of the course
- ✓ Instructor qualification sheet, instructor resume, and statement of coordinator concerning instructor.
- ✓ Proposed dates and times of course offerings (if classroom).
- ✓ The application fee.

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**NON-AQB APPROVED COURSES – ATTACH THE FOLLOWING INFORMATION TO THE COMPLETED APPLICATION.**

- ✓ Detailed course outline with an estimate of the time required to present each course subsection.
- ✓ Specific, measurable course objectives - what the participant will be able to do when the course is over.
- ✓ Method(s) of instruction - (teaching techniques) to be used in the course.
- ✓ A copy of all the handout material. The instructor shall provide students with the most current and accurate information.
- ✓ A copy of the textbook/student manual.
- ✓ If instructor will use a PowerPoint presentation, a printout of all PowerPoint slides.
- ✓ Instructor qualification sheet, instructor resume, and statement of coordinator concerning instructor.
- ✓ Procedure for maintaining attendance records.
- ✓ Proposed dates and times of course offerings (if classroom).
- ✓ The application fee.

DATE SIGNED

SIGNATURE OF COORDINATOR

**PART II – QUALIFYING EDUCATION MODULES [SKIP THIS SECTION IF THE COURSE IS FOR CONTINUING EDUCATION]**

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 PROVE OUT THE PROVIDER'S BREAKDOWN.

☐ 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]  
Highest and Best Use [Test Constraints; Application of Highest and Best Use; Special Considerations; Market Analysis; Case Studies]

☐ Module 5 - Residential Appraiser Site Valuation and Cost Approach (15 hours)

Site Valuation [Methods; Case Studies]  
Cost Approach [Concepts & Definitions; Replacement/Reproduction Cost New; Accrued Depreciation; Methods of Estimating Accrued Depreciation; Case Studies]

☐ Module 6 - Residential Sales Comparison and Income Approaches (30 hours)

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

☐ Module 7 - Residential Report Writing and Case Studies (15 hours)

Writing and Reasoning Skills  
Common Writing Problems  
Form Reports  
Report Options and USPAP Compliance  
Case Studies

☐ Module 8 - Statistics, Modeling and Finance (15 hours)

Statistics  
Valuation Models (AVM's and Mass Appraisal)  
Real Estate Finance

<input type="checkbox"/> Module 9 - Advanced Residential Applications and Case Studies (15 hours)
Complex Property, Ownership & Market Conditions Deriving and Supporting Adjustments Residential Market Analysis Advanced Case Studies
<input type="checkbox"/> Module 10 - General Appraiser Market Analysis and Highest and Best Use (30 hours)
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]
<input type="checkbox"/> Module 11 - General Appraiser Sales Comparison Approach (30 hours)
Value Principles Procedures Identification and Measurement of Adjustments Reconciliation Case Studies
<input type="checkbox"/> Module 12 - General Appraiser Site Valuation and Cost Approach (30 hours)
Site Valuation [Methods; Case Studies] Cost Approach [Concepts & Definitions; Replacement/Reproduction Cost New; Accrued Depreciation; Methods of Estimating Accrued Depreciation; Case Studies] Case Studies
<input type="checkbox"/> Module 13 - General Appraiser Income Approach (60 hours)
Overview Compound Interest Lease Analysis Income Analysis Vacancy & Collection Loss Estimating Operating Expenses & Reserves Reconstructed Income & Expense Statement Stabilized Net Operating Income Estimate 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 Options & USPAP Compliance Case Studies
<input type="checkbox"/> Elective – Residential (20 hours)
<input type="checkbox"/> Elective – General (30 hours)

**PART III– INSTRUCTOR QUALIFICATION SHEET [PLEASE PRINT OR TYPE]**

NAME OF INSTRUCTOR:

NAME OF COURSE(S) INSTRUCTOR WILL TEACH:

☐For continuing education purposes and is a ☐ USPAP course, or a ☐ non-USPAP course.☐For qualifying education purposes and is a ☐ USPAP course, or a ☐ non-USPAP course.

To be approved, an instructor must demonstrate knowledge of the subject matter of the course they intend to teach [K.A.R. 117-6-3(b) and (c)] and the ability to teach effectively [K.A.R. 117-6-3(e)].

**KNOWLEDGE OF SUBJECT MATTER:** K.A.R. 117-6-3(a)(2)(I) requires that an instructor resume be attached to each application for course approval. Resumes must include, but are not limited to: Higher education (year, school, degrees or course of study); appraisal related education (course, provider, year), work history (if an appraiser, to include any specialization) and previous teaching experience.

For qualifying education courses, please complete the following and provide supporting documentation:

License or certification number:

Expiration Date:

State where issued:

Classification of license or certification:

For Uniform Standards of Professional Appraisal Practice (USPAP), please provide supporting information for each of the following:

Qualified by the Appraisal Foundation to teach the National USPAP Course:

A current certification issued by Kansas or another jurisdiction:

Certification number:

Expiration date:

State where issued:

Classification of certification:

**ABILITY TO TEACH EFFECTIVELY:** PLEASE CHECK WHICH OF THE FOLLOWING IS APPLICABLE. THIS MUST BE SUPPORTED BY THE INFORMATION PROVIDED ON THE INSTRUCTOR'S RESUME.

☐

Within the preceding 2 years, completion of a board-approved program for instructors that is designed to develop the ability to communicate

☐

Holding a current teach certificate issued by any state department of education or an equivalent agency

☐

Holding a four-year undergraduate degree in education

☐

Having experience in schools, seminars or an equivalent setting

_____	Signature of Instructor
Date Signed	

**PART IV – STATEMENT OF COORDINATOR CONCERNING INSTRUCTOR [PLEASE PRINT OR TYPE]**

Name of Instructor:	
Address:	

I expect to employ this instructor for the following courses:


I have examined the credentials of this instructor and am satisfied that the information provided by said instructor are true and correct.

Name of Provider:

_____	_____
Date Signed	Signature of Coordinator

Please return this form with all applicable documentation to:

Kansas Real Estate Appraisal Board  
Jayhawk Tower  
700 SW Jackson, Ste. 804  
Topeka, KS 66603

Questions regarding course and/or instructor approval may be made to the Board at (785) 296-6736 (phone) or via e-mail to [Raevyn.D.Johnson@ks.gov](mailto:Raevyn.D.Johnson@ks.gov) .