

COURSE APPROVAL APPLICATION

Instructions

Use this form to request approval of an Appraisal Education Course OR to request approval of a new instructor for an existing course.

Course applications must be submitted to KREAB at least **30 days** prior to the first course offering. Include all required documentation listed below. AQB and IDECC approval is required for all asynchronous courses.

Submit completed course application along with all required documentation and payment via email to kreab@ks.gov or by mail to: **Kansas Real Estate Appraisal Board, 700 SW Jackson St STE 804, Topeka KS 66603**. Make checks payable to KREAB.

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 of which shall be devoted to actual classroom instructions and no more than ten minutes of which shall be devoted to recess.
2. Except for the eight hour Valuation Bias and Fair Housing Laws and Regulations course, all pre-license (qualifying education) courses must be a minimum fifteen hours in length and students must pass an examination.
3. Continuing education courses must be a minimum of two classroom hours. No exam is required.

Required Documentation Attach the appropriate documentation based on the type of course you are requesting approval for.

For AQB Approved courses, attach the following:

- AQB Approval Letter
- IDECC Approval Letter (*required for online/asynchronous courses*)
- Course Description
- Detailed Course Outline (*timed*)
- Specific, Measurable Course Objectives
- Instructor Qualification Sheet, Instructor Resume, Coordinator Statement
- Proposed dates and times of course offerings (*classroom/synchronous*)
- Course Application Fee (*\$10 per course*)

For Non-AQB Approved courses, attach the following:

- Course Description
- Method(s) of Instruction
- Detailed Course Outline (*timed*)
- Specific, Measurable Course Objectives
- Copies of all course materials (*handouts, textbook, student manual, all PowerPoint slides if applicable*)
- Instructor Qualification Sheet, Instructor Resume, Coordinator Statement
- Proposed dates and times of course offerings (*classroom/synchronous*)
- Course Application Fee (*\$100 per Qualifying Ed Course, \$50 per Continuing Ed course*)

If submitting by mail, all documents must be single sided. Do not staple or bind the application pages or attached documentation.

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PART II-Qualifying Education Modules **SKIP THIS SECTION IF THIS IS A CE COURSE**

Check the box next to the specific module(s) your course relates to. Each Qualifying Education Course must be broken to show how it satisfies the subject matter requirements of the applicable module(s). The detailed course outline with estimated time required to present each course subsection must support the Provider's breakdown.

Module 1 - Basic Appraisal Principles (30 hours)

- A. **Real Property Concepts and Characteristics** [1. Basic Real Property Concepts; 2. Real Property Characteristics; 3. Legal Description]
- B. **Legal Consideration** [1. Forms of Ownership; 2. Public & Private Controls; 3. Real Estate Contracts; 4. Leases]
- C. **Influences on Real Estate Values** [1. Governmental; 2. Economic; 3. Social; 4. Environmental, Geographic & Physical]
- D. **Types of Value** [1. Market Value; 2. Other Value Types]
- E. **Economic Principles** [1. Classical Economic Principles; 2. Application & Illustrations of the Economic Principles]
- F. **Overview of Real Estate Markets and Analysis** [1. Market Fundamentals, Characteristics & Definitions; 2. Supply Analysis; 3. Demand Analysis; 4. Use of Market Analysis]
- G. **Ethics and How They Apply in Appraisal Theory and Practice**
- H. **Valuation Bias and Fair Housing Laws and Regulations**

Module 2 - Basic Appraisal Procedures (30 hours)

- A. **Overview of Approaches to Value**
- B. **Valuation Procedures** [1. Defining the Problem; 2. Collecting & Selecting Data; 3. Analyzing; 4. Reconciling & Final Value Opinion; 5. Communicating the Appraisal]
- C. **Property Description** [1. Geographic Characteristics of the Land/Site; 2. Geologic Characteristics of the Land/Site; 3. Location & Neighborhood Characteristics; 4. Land/Site Considerations for Highest and Best Use; 5. Improvements – Architectural Styles & Types of Construction; 6. Special Energy-Efficient Characteristics of the Improvements]
- D. **Residential Applications**

Module 3 – Valuation Bias and Fair Housing Laws and Regulations (8 hours)

- A. **Understanding Real Estate Bias** [1. Historical Context; 2. Contemporary Context]
- B. **Federal Fair Housing and Antidiscrimination Laws and Regulations** [1. Laws and Regulations; 2. Key Legal Concepts]
- C. **Valuation Bias** [1. Components of Valuation Bias; 2. Recognizing and Avoiding Valuation Bias]
- D. **Case Studies** [1. Current Valuation Bias Topics; 2. Best Practices for Avoiding Valuation Bias]

Module 4- USPAP(15 hours)

Module 5 – Residential Market Analysis and Highest and Best Use (15 hours)

- A. **Residential Markets and Analysis** [1. Market Fundamentals, Characteristics & Definitions; 2. Supply Analysis; 3. Demand Analysis; 4. Use of Market Analysis]
- B. **Highest and Best Use** [1. Test Constraints; 2. Application of Highest and Best Use; 3. Special Considerations; 4. Market Analysis; 5. Case Studies]

Module 6 - Residential Appraiser Site Valuation and Cost Approach (15 hours)

- A. **Site Valuation** [1. Methods; 2. Case Studies]
- B. **Cost Approach** [1. Concepts & Definitions; 2. Replacement/Reproduction Cost New; 3. Accrued Depreciation; 4. Methods of Estimating Accrued Depreciation; 5. Case Studies]

Module 7 - Residential Sales Comparison and Income Approaches (30 hours)

- A. **Valuation Principles & Procedures – Sales Comparison Approach**
- B. **Valuation Principles & Procedures – Income Approach**
- C. **Finance and Cash Equivalency** [1. Identification of Seller Concessions and Their Impact on Value]
- D. **Financial Calculator Introduction**
- E. **Identification, Derivation and Measurement of Adjustments**
- F. **Gross Rent Multipliers**
- G. **Partial Interests**
- H. **Reconciliation**
- I. **Case Studies and Applications**

Module 8 - Residential Report Writing and Case Studies (15 hours)
<ul style="list-style-type: none"> A. Writing and Reasoning Skills B. Common Writing Problems C. Form Reports D. Report Options and USPAP Compliance E. Case Studies
Module 9 - Statistics, Modeling and Finance (15 hours)
<ul style="list-style-type: none"> A. Statistics B. Valuation Models (AVM's and Mass Appraisal) C. Real Estate Finance
Module 10 - Advanced Residential Applications and Case Studies (15 hours)
<ul style="list-style-type: none"> A. Complex Property, Ownership & Market Conditions B. Deriving and Supporting Adjustments C. Residential Market Analysis D. Advanced Case Studies [1. Seller Concessions; 2. Special Energy-Efficient Items (i.e. Green Buildings)]
Module 11 - General Appraiser Market Analysis and Highest and Best Use (30 hours)
<ul style="list-style-type: none"> A. Real Estate Markets and Analysis [1. Market Fundamentals, Characteristics & Definitions; 2. Supply Analysis; Demand Analysis; 3. Use of Market Analysis] B. Highest and Best Use [1. Test Constraints; 2. Application of Highest & Best Use; 3. Special Considerations; 4. Market Analysis; 5. Case Studies]
Module 12 - General Appraiser Sales Comparison Approach (30 hours)
<ul style="list-style-type: none"> A. Value Principles B. Procedures C. Identification and Measurement of Adjustments D. Reconciliation E. Case Studies
Module 13 - General Appraiser Site Valuation and Cost Approach (30 hours)
<ul style="list-style-type: none"> A. Site Valuation [1. Methods; 2. Case Studies] B. Cost Approach [1. Concepts & Definitions; 2. Replacement/Reproduction Cost New; 3. Accrued Depreciation; 4. Methods of Estimating Accrued Depreciation; 5. Case Studies] C. Case Studies
Module 14 - General Appraiser Income Approach (60 hours)
<ul style="list-style-type: none"> A. Overview B. Compound Interest C. Lease Analysis D. Income Analysis E. Vacancy & Collection Loss F. Estimating Operating Expenses & Reserves G. Reconstructed Income & Expense Statement H. Stabilized Net Operating Income Estimate I. Direct Capitalization J. Discounted Cash Flow K. Yield Capitalization L. Partial Interests M. Case Studies
Module 15 - General Appraiser Report Writing and Case Studies (30 hours)
<ul style="list-style-type: none"> A. Writing & Reasoning Skills B. Common Writing Problems C. Report Options & USPAP Compliance D. Case Studies
Elective-Residential (12 hours)
Elective-General (22 hours)

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This form is fillable

PART III- Instructor Qualification Sheet ATTACH SEPARATE SHEET FOR EACH INSTRUCTOR

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 demonstrate the ability to teach effectively [K.A.R. 117-6-3(e)].

KNOWLEDGE OF SUBJECT MATTER: K.A.R. 117-6-3(A)(2)(1) requires an instructor resume to be attached to each application for course approval. Resumes must include: Higher Education (year, school, degrees/course of study); appraisal related education (course title, provider, year); work history (if an appraiser, include any specialization); previous teaching experience.

INSTRUCTOR NAME

COURSE TITLE

QUALIFYING EDUCATION COURSE INSTRUCTOR INFORMATION

Attach supporting documentation for licenses/Certs listed below. SKIP THIS SECTION FOR CE COURSES

License/Cert No.	Expiration Date
State of Issuance	Classification

USPAP COURSE INFORMATION complete this section for USPAP courses.

Are you an AQB Certified USPAP Instructor? **Yes** **No**

USPAP Instructor ID # _____

CURRENT CERTIFICATION(S) (issued by Kansas or another jurisdiction, list all)

License/Cert No.	Expiration Date
State of Issuance	Classification

ABILITY TO TEACH EFFECTIVELY Select all that apply. Instructor resume must support selections.

Within the last 2 years, I have completed a board approved program for instructors that is designed to develop the ability to communicate.

I hold a current teaching certificate issued by a State Department of Education or an equivalent agency.

I hold a four-year undergraduate degree in Education.

I have experience teaching in schools, seminars or an equivalent setting.

INSTRUCTOR SIGNATURE

Signature

Date

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PART IV-Coordinator Statement

I expect to employ the instructor(s) named in the Instructor List in Part I of this application for the _____ course.

Course Title

I have reviewed each Instructor Qualification Sheet and examined the credentials of the instructor(s). I am satisfied that the information provided by each instructor is true and correct.

Provider Name

Provider Number

Coordinator Signature

Date

PAYMENT AUTHORIZATION FORM

This form is fillable

CARD PAYMENT INFORMATION

APPLICANT/LICENSEE NAME:		EMAIL ADDRESS FOR RECEIPT:	
Card Information			
Payment Type			
Visa	MasterCard	Discover	
Card Number			
Expiration Date			
		CVC	
Billing Information			
Street Address			
City	State	Zipcode	

KREAB does not store payment information. This form will be shredded after processing.