



**Appraisal  
Institute®**

*Professionals Providing  
Real Estate Solutions*



**North Star  
Chapter**

NorthStarAI.org

February UPdate

1265 Josephine Rd., Roseville, MN ~ 651-633-0676 ~ Web site: www.northstarai.org

February, 2010

**SAVE THESE DATES**

~ April 26, 2010 ~

**Tour of the NEW  
TARGET Field**

Dan Boris and the Program Committee are finalizing plans for a Tour of Target Field

Registration details will be announced shortly. The plans will be similar to those of the TCF Tour - tours in the morning, Lunch and a speaker to follow. Please mark your calendars NOW! The opening of the stadium is the BIG EVENT of 2010. You'll have front row seats as you tour this incredible new venue!

2-3 Hrs. Appraisal Institute CE  
MN Appraisal & Real Estate  
Continuing Education & Assessor  
CEUs—will be Applied for.

~ May 26, 2010~

**12th Annual  
Real Estate  
"Trends" Seminar**

Dan Boris and the "Trends" Committee are also finalizing speakers for the 2010 "Trends" Seminar

Topics to be discussed:  
Short Sales  
BPOs and AMCs  
Condo Crashes  
Capital Markets  
Retail Market  
Senior Housing  
Wind Farms/Energy  
& More

Details available—March 15

8 Hrs. Appraisal Institute CE  
MN Appraisal & Real Estate  
Continuing Education & Assessor  
CEUs—will be Applied for.

**North Star Chapter of the Appraisal Institute  
Is planning a tour of  
TARGET FIELD**



**Save the DATE!!  
APRIL 26, 2010**



**- Titles -**

Many of us hold titles such as MAI, SRPA and SRA. Some of us can even add other designations and titles such as Chapter President, Vice President, Treasurer, etc.

**Philosopher, writer and one of the main founders of political science, Niccolò di Bernardo dei Machiavelli (1469-1527) stated:**

**“...it is not titles that honor men, but men that honor titles”**

Truer words have never been said. All of us (and I do mean each and every one of us), as members or associates of the most prestigious appraisal organization in the world have a duty and responsibility to make sure that we bring honor to the profession, North Star Chapter and Appraisal Institute.

We do that in many ways. First, we make sure that we know what we are talking about. Appraisal theory and techniques, real estate trends, latest legislative trends and the economy in general are some items that quickly come to mind.

Fortunately for all us, Kurt Ophus and Maribelle see to it that we have a year round aggressive calendar of educational offerings. Want to know the latest trends, Dan Boris and his committee have “on tap” another informative and wide reaching Real Estate Trends Seminar on May 26<sup>th</sup>.

Do you want to know about legislative trends? I suggest you contact Wendy Walker and the Legislative Committee or Rob Lunz, or other chapter members that serve on the Commerce Department Appraisal Advisory Board. Better yet, call Wendy and express your interest in being a part of the process not a “part processed”.

Want to add prestige to the profession, call up Ev Strand or Tony Lesicka. Through their initiative and help from others, we have seen articles in the St. Paul Pioneer Press, Finance and Commerce, etc. Have an article to publish, they can help.

Want to know more about the economy, show up at the Chapter meetings. Every January we have a joint meeting with IREM about the state of the local and regional economy. During the year, the board consistently tries to find timely topics of interest to the profession and the community.

Finally, I just want to express my gratitude to all for their assistance and support throughout my year as Chapter President. I am also grateful for the opportunity to get on a “soap box” and tell all of you that it was the “best of times”; “don’t be afraid” and finally “give up the serf mentality”.

Not surprisingly, I believe that if you follow the advice, you will add “honor to the title”.

***Bill Ruff, MAI, Chapter President, 2009***

*February 2010*

We're already entering the second decade of the 21<sup>st</sup> millennium. Stand back a bit and think about where the appraisal profession has gone since you became an appraiser. What direction do we want to forge for the future? Whatever your vision for the future, it can only occur if you become involved to bring it to fruition.

Appraisers are often independent operators, with little political clout. Unfortunately, we have become accustomed to being the small guy in the financial world. Regulations come fast and furious upon our profession. The Appraisal Institute is the strongest political voice for appraisers and your membership helps to keep that voice strong. Minnesota's bill requiring appraiser independence became effective August 1, 2009. HVCC can be viewed as either an open door to AMCs, or as a spotlight on problems within the residential field and the need to change regulations. The recent FHA requirement that fees to appraisers and to AMCs be separately identified on closing statements is a huge gain for residential appraisers.

So what's on the horizon? Two current issues dominate this year. The first is registration of AMCs. The MN Department of Commerce is not willing to sponsor such a bill because it would increase their workload, with no dedicated funds to cover it. Therefore, we must work with the legislative process. Representative Al Juhnke has introduced a bill in the House. We are still seeking a Senate sponsor. If you have a personal connection with any Senator or Representative, please let me know. I am also looking for other appraisers to become active on the government affairs committee.

The second issue is the improper use of Broker Price Opinions, or BPOs. MN law says that these may be done by real estate brokers only "in the course of business", which is interpreted as to secure a listing. In reality, lenders are using BPOs in lieu of appraisals as security for second mortgages and for loan portfolio updates. As appraisers, it is difficult to stop the abuse of BPOs within the financial industry. This was discussed at the AI Regional Meeting in November. Some appraisers argued for the Appraisal Institute to create an extremely short form appraisal report that could be used by appraisers to compete with BPOs. Other appraisers argued that we should not be competing for the bottom of the market. The National AI Board voted not to promote the use of such a short form. Therefore, it is up to each appraiser whether you want to develop your own to compete with brokers providing this service. One major difference, of course, is that appraisers must adhere to USPAP, while brokers are free of this standard. A more important issue is, How do we stop the misuse of BPOs by lenders?

My personal goal is to encourage much more participation by all members of our chapter. Please consider becoming active on one of our committees. Three committees are especially seeking more members:

1. Tony Lesicka is chairing a new Research committee. He has been responsible for our articles in Finance & Commerce. Tony has many more ideas for PR articles and for research to benefit our profession. Contact him at 651-554-3483.
2. Government Affairs – We were successful in passing the Appraiser Independence bill by working with the Department of Commerce. This year's issues of AMCs and BPOs is not being supported by Commerce. Therefore, any legislative action is up to us – the more people become involved, the greater chance of success we have. Contact Wendy Walker at [wendy@walkerappraisals.com](mailto:wendy@walkerappraisals.com) or 612-825-9001.
3. Hospitality committee is wide open for people who want to inject some more sociability into our organization.

Continued on next page....

## Wendy Walker reports.....

### The Chapter is looking for members who would be interested in serving on Committees in 2010

As President of the Chapter in 2010, Wendy Walker is busy filling positions for the various committees that work so hard to keep the Chapter running. If you are interested in serving in any way on any Committee, Wendy would welcome your help and support. Please send her an e-mail at: [wendy@walkerappraisals.com](mailto:wendy@walkerappraisals.com)

#### Committee Chairs

MDRC/Admissions-General	Dwight Dahlen, MAI, SRA	
MDRC/Admissions - Residential	Debra Blindman-Frank, SRA	
Appraiser News Editor	Julie Bjorklund	
Associate Guidance General	Scott Neu, MAI Christy Mackaman	
Associate Guidance Residential		<b>Seeks volunteers</b>
By Laws	Julie Bjorklund	
Education Coordination	Kurt Ophus, MAI Bill Ruff, MAI	
Education - General	Jeff Johnson, MAI	
Education - Residential	Rich DuBay, SRA	
Finance	Michelle Koeller, MAI	
Government Relations	Wendy Walker, MAI	<b>Seeks volunteers</b>
Hospitality		<b>Seeks volunteers</b>
Nominating	Bill Ruff, MAI	
Program	Dan Boris, MAI	
Public Relations	Ev Strand, MAI	
Research	Tony Lesicka	<b>Seeks volunteers</b>
Web Site	Ryan Bessler	

#### EDUCATION – KEEP IT LOCAL

Considering taking a seminar online? Consider this first.

- The North Star Chapter receives **30%** of its annual budget from the education courses we offer locally.
- One-day seminars taken locally with an average of 35-40 students, returns **\$2,300.00** to the North Star Chapter.
- An on-line seminar returns \$15 to the North Star Chapter, per student, if the tuition for the seminar is over \$100 and \$0.00 to the Chapter if the tuition for the seminar is under \$100.

#### MLS AND APPRAISER TASK FORCE

The Northstar MLS has begun a task force with appraisers to explore what appraisers would like from them. It appears that MLS is interested in providing continuing education to appraisers and promoting their appraisal designations – RAA and GAA, which have minimal requirements.

However, this is also a good opportunity to obtain better quality information from MLS. Topics discussed at the first meeting included developing a required course on appraisals for brokers and salespersons. This would include topics such as how to measure a house, how to accurately describe a house, why financing details matter, and an overall understanding of appraisal guidelines.

We also discussed the data requirements of appraisers and ways that more accurate data could be assured. If you have any specific ideas on this topic, please contact Wendy Walker.

**Wendy Walker, MAI, Chapter President, 2010**

## DEPARTMENT OF COMMERCE REAL ESTATE APPRAISAL ADVISORY BOARD

The Real Estate Appraisal Advisory Board has been meeting with Department of Commerce staff since 2008. This Board was originally created after appraiser licensing in 1989, met for a few years, and had been quiescent since Arne Carlson's administration. Six members of the North Star Chapter belong to this Board:

Rob Lunz, MAI (Chair)  
Rich DuBay, SRA  
Patrick Todd, SRA  
Elizabeth Brown, MAI  
Mark Hoffman, SRA  
Wendy Walker, MAI

Last year the Board worked with the Department of Commerce to pass the Appraiser Independence bill. This year we are trying to bring their attention to the issues of AMCs and improper use of BPOs. MN Statute 82B.06 states "the board shall make recommendations to the commissioner as the commissioner requests (emphasis added) on:

1. rules with respect to each category of licensed real estate appraiser, the type of educational experience, appraisal experience, and equivalent experience that will meet the requirements of this chapter;
2. examination specifications for each category of licensed real estate appraiser, to assist in providing or obtaining appropriate examination questions and answers, and procedures for grading examinations;
3. rules with respect to each category of licensed real estate appraiser, the continuing education requirements for the renewal of licensing that will meet the requirements provided in this chapter; periodic review of the standards for the development and communication of real estate appraisals provided in this chapter and rules explaining and interpreting the standards; and other matters necessary in carrying out the provisions of this chapter."

Many states have appraisal boards with broad enforcement powers. In MN, the Board is purely advisory. Recent changes in Commerce personnel have altered the working relationship between the Board and Commerce. Initially, Commerce was willing to hear proposals from the Board. Commerce now says that the Board should respond only to their requests. The Board is a voice for appraisers only if we are asked for an opinion. This is very limiting, but we continue efforts to bring current appraisal issues to their attention.

### **TRAINEES AND SUPERVISORS MUST BE REGISTERED WITH THE MINNESOTA DEPT. OF COMMERCE**

Last week we sent out an e-mail to all of the Associate Members of the North Star Chapter containing the following information:

**"As of August 1, 2009, the Minnesota Department of Commerce requires that both trainees and supervisors be registered with them."** This can be done online at [www.commerce.state.mn.us/Appraiser/Appraiser.html](http://www.commerce.state.mn.us/Appraiser/Appraiser.html)

There were several questions raised and we have some additional links that might be helpful to you:

**The complete text of the new law, including other important requirements:** (see sections 52-53)  
<https://www.revisor.mn.gov/laws/?id=178&year=2009&>

**Other links for your information to keep you updated on members and minutes from the MN Appraisal Advisory Board, Contact Information, etc. are:** The MN Appraisal Advisory Board:  
<http://www.state.mn.us/portal/mn/jsp/content.do?subchannel=-536881740&programid=536918622&sc2=-536895815&id=-536881351&agency=Commerce&sp2=y&sp3=y>

## *Need to take Courses for an MAI Designation?*

### ***Report Writing and Valuation Analysis - March 22-27***

This course provides instruction and practice in communicating a narrative appraisal. Lectures focus on relevant questions in each step of the valuation process and on the integration of the various parts of an appraisal report. Participants work through a case study, deriving conclusions and organizing them into a consistent, well-reasoned narrative. The examination consists of various parts of a Self-Contained Appraisal Report, which are prepared as homework assignments and submitted at the end of the course. By focusing on effective organization, style, grammar, and the elimination of wordiness and ambiguity, participants learn to develop good writing habits and communicate effectively in appraisal reports.

This course is an advanced continuing education course for certified appraisers. It is not a substitute for the prerequisite General Appraiser Report Writing & Case Studies course.

**Note: Required MAI Designation Course**

Who should enroll: General or residential appraisers with experience writing narrative reports for commercial properties  
Instructor: Richard C. DuBay, SRPA, SRA

### ***Advanced Sales Comparison & Cost Approaches - May 17 - 22***

This course provides in-depth instruction in the sales comparison and cost approaches. Participants explore ways to identify and measure elements of comparison as well as methods to select and support adjustments including graphing, pairing, sorting, regression analysis, and qualitative analysis. After reviewing the standard methods of calculation, the course explores special applications and common errors in using or misapplications of the approaches.

All components of the cost approach are explored thoroughly, with particular attention paid to feasibility and current cost, including supporting entrepreneurial incentive and calculating lease-up costs. In addition, participants study advanced data confirmation techniques, learn how to make all three approaches consistent in the reconciliation process, and discover traps to avoid.

This course may be used to fulfill the 30-hour Elective topic requirement toward certification in states [where approved for QE credit](#). NOTE: This course is not a substitute for the prerequisite General Appraiser Sales Comparison Approach or General Appraiser Site Valuation & Cost Approach courses.

**Note: Required MAI Designation Course**

Who should enroll: General appraisers with a working knowledge of the three approaches to value  
Instructors: James Vernor, PhD, MAI and John Urubek, MAI, SRA

## *Need to upgrade your MN Appraisal License?*

### ***General Appraiser Sales Comparison Approach - April 19 - 22***

*General Appraiser Sales Comparison Approach* is an in-depth look at this valuation analysis method. It begins with detailed discussions of property comparability, techniques used to gather and verify data for a subject property, and use of this data in selecting appropriate comparable properties and neighborhoods for analysis in the approach. The course explores ways to sort and analyze data and effectively apply certain statistical analysis tools. Quantitative and qualitative analysis of comparable sales using units and elements of comparison is approached through extensive practice problems, case studies, and lecture.

**Who Should Enroll:** Those seeking General Appraiser Certification—this is required in the MN Core Curriculum.  
Instructor: James Vernor, PhD, MAI

**All courses and seminars are held at the Continuing Education & Conference Center - University of MN - St. Paul, MN**

**Register online at: [northstarai.org/education](http://northstarai.org/education)**

## ***7-Hour National USPAP Update Course & Business Practices & Ethics***

### **Suspension of Associate Members Who Don't Comply With Ethics, Standards Education**

The National Board of Directors of the Appraisal Institute approved, in accordance with Regulation No. 10, suspension of Associate members who are not in compliance with the Standards of Professional Appraisal Practice Course and Business Practices and Ethics Course requirements, beginning Oct. 1.

The Board's action reflects our organization's position that the standards and ethics education requirement remains crucial to elevating the practice of Appraisal Institute members and to helping protect the public. Members benefit by completing additional ethics education.

Associate members interested in fulfilling their standards and ethics education requirement may find courses by contacting their chapter or on the Appraisal Institute Web site ([www.appraisalinstitute.org/education](http://www.appraisalinstitute.org/education))

Former Associate members seeking readmission to the Appraisal Institute must provide proof that they have taken and passed the 15-hour Uniform Standards of Professional Appraisal Practice Course (or the seven-hour version, if eligible) and have taken the Business Practices and Ethics Course within the four years prior to readmission.

In a related action, the Board passed a 45-Day Notice proposal to suspend Associate members for up to six months if those members fail to complete the Standards and Ethics Education Requirement. Previously, Regulations No. 1 and 2 stated that Associate members who failed to complete the requirement were terminated immediately upon their deadline.

### **The Chapter will be offering the Business Practices and Ethics Course—July 15, 2010**

We will send out an e-mail to those of you who will be needing the course as a reminder as the date draws closer.

**We will also be offering the 7-Hour National USPAP Update Course  
April 8, 2010 and July 14, 2010**

## ***12th Annual Real Estate "Trends" Seminar—May 26, 2010***

**~ May 26, 2010~**

### ***12th Annual Real Estate "Trends" Seminar***

**Topics to be discussed:**

- Short Sales
- BPOs and AMCs
- Condo Crashes
- Capital Markets
- Retail Market
- Senior Housing
- Wind Farms/Energy
- & More

**Watch for details by March 15**

**You'll be able to register at: [www.northstarai.org/education](http://www.northstarai.org/education)**

## North Star Chapter Education News....2010

### - Important Date Change Information -

#### 45-Hour Demo Package (Alternative to Residential Demo for SRA Associates) Changed from offerings scheduled in August, 2010

**\*\*Advanced Residential Applications, Part 1 - March 11-12  
Advanced Residential Report Writing, Part 2 - March 13, 15, 16, 17, 2010  
Instructor: Rich DuBay, SRPA, SRA**

***These courses are offered as a package or \*\* Advanced Residential Applications, Part 1, may be taken alone to meet the requirement to upgrade to the Certified Residential License. The package will also meet qualifying education requirements for the AQB's Certified Residential classification.***

At the recently held Real Estate Finance Course, many students who were taking the course to upgrade their licenses asked if we would consider offering the Advanced Residential Applications, Part I and Advanced Residential Report Writing, Part 2 courses earlier so that they could finish the up-grade process and be taking this course work during a slow time. They would also like to do FHA Appraisals and be back on the various banks lists of appraisers who are requiring that their appraisals be done by Certified Residential Appraisers. There were enough students who then agreed to take the course if we moved the dates to March.

Both of these courses could be used to fulfill the requirements to upgrade to Certified Residential and also to fulfill the alternative to the Residential Demo if you are a Residential Associate - but we ask that you read the following information carefully!

- If you wish to become a State Certified Residential Appraiser, *Advanced Residential Applications and Case Studies/Part 1* is approved by the Appraiser Qualifications Board for 15 content hours in advanced residential applications and case studies. *Advanced Residential Report Writing/Part 2* is approved for 30 hours in the appraisal subject matter elective category. Review the courses for which you have received credit to determine whether these courses are necessary for you to meet your education requirements.
- To use this course package as an alternative to the Residential Demonstration Report, you must register for Part 1 and Part 2 as back-to-back offerings at the same location. It is not permissible to take Part 2 for the Residential Demonstration Report alternative at a later time, nor is it permissible to register for Part 2 unless it is taken immediately after Part 1 at the same location.

### Please Help Us Promote the 75 Hour Licensing Courses for "Trainee" Package

The two courses, *Basic Appraisal Principles* and *Basic Appraisal Procedures* combined with the *National Uniform Standards of Professional Appraisal Practice*, will meet the MN requirement of 75 Hours for Classification #1—"Trainee" .

<b><i>Basic Appraisal Principles (30 Pre-Licensing Hours)</i></b>	<b>March 9-12, 2010</b>
<b><i>Basic Appraisal Procedures (30 Pre-Licensing Hours)</i></b>	<b>March 16-19, 2010</b>
<b><i>15 Hour National USPAP - Course 410 (15 Hrs)</i></b>	<b>March 31 - April 1, 2010</b>

These courses meet the education requirements of 75 hours for the Trainee classification in Minnesota prior to taking the licensing exam. They may be taken individually or as a package. Complete descriptions, schedules and fees available by visiting the website at: [www.northstarai.org](http://www.northstarai.org) or by calling 651-633-0676.

### Important Date Change Information Changed from same offerings scheduled in August



**Advanced Residential Applications, Part 1 - March 11-12  
Advanced Residential Report Writing, Part 2 - March 13, 15, 16, 17**

**These courses can be used to upgrade to Certified Residential**

# North Star Chapter Education News....2010



## ~ Courses for 2010 ~

A "Trainee" appraiser is required to attend 75 Hrs. of licensing education in MN. The 3 courses below\*\* will meet this requirement. (Then the appraiser must pass the state-sponsoring licensing exam and apply to the MN Dept. of Commerce for a license). These three courses also meet the Institute's qualifying requirements.

**March 9-12**                   \*\*Basic Appraisal Principles - 30 Hours Pre-Licensing/QE Credit (30 Hrs.CE w/Exam)  
Instructor: Craig Harrington, SRA

**March 16-19**               \*\*Basic Appraisal Procedures - 30 Hours Pre-Licensing/QE Credit  
Instructor: Craig Harrington, SRA

**March 31-April 1**       \*\*15- Hour National USPAP Course - 15 Hrs Pre-Licensing/QE/CE  
Instructor: Alan Hummel, SRA

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**45 Hour Demonstration Package—Alternative to the Residential Demo for SRA Associates—(Students who are taking these courses to meet the requirements for the alternative to Residential Demonstration Report are required to take both courses back-to-back). Advanced Residential Applications, Part 1 - may be taken alone to meet the MN requirement to upgrade to the Certified Residential License.**

**Mar. 11-12**                   Advanced Residential Applications, Part 1 - 15 Hrs PL with Exam

**Mar. 13,15,16,17**       Advanced Residential Report Writing, Part 2 - 30 Hours PL with Exam  
Instructor: Rich DuBay, SRPA, SRA

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**March 22-27**               Report Writing & Valuation Analysis - 40 Hrs. PL/QE/CE with Exam (Course 540)  
Instructor: Richard C. DuBay, SRPA, SRA

**April 8**                      7 Hour National USPAP Update Course - 7 Hours Appraisal and Real Estate CE  
Instructor: Craig Harrington, SRA

**April 19-22**               General Appraiser Sales Comparison Approach - 30 Hrs Pre-Licensing/QE/CE w/Exam  
Instructor: James Vernor, PhD, MAI

**May 3-4**                     Appraiser as an Expert Witness - 15 Hours Appraisal CE with 1 Hour Exam  
Instructors: Steve Matonis, MAI and Roscoe Shiplett, MAI

**May 5-6**                    Litigation Appraising - 15 Hrs. Appraisal with 1 Hour Exam  
Instructors: Steve Matonis, MAI and Roscoe Shiplett, MAI

**July 14**                     7 Hour National USPAP Update Course - 7 Hours Appraisal & Real Estate CE  
Instructor: Alan Hummel, SRA

**July 15**                     Business Practices and Ethics - 7 Hours Appraisal & Real Estate CE  
Instructor: Alan Hummel, SRA

**Fall - TBD**                 General Report Writing and Case Studies - 30 Hours PL/QE with Exam  
Instructor: Rich DuBay, SRPA, SRA



## ~ Seminars for 2010 ~

**May 26**                     12th Annual TRENDS Seminar - 8 Hours - General/Residential

Details available by March 15th - Incredible "Trends" topics planned for 2010!!

**April 1**                     The Discounted Cash Flow Model: Concepts, Issues, Applications - 7 Hrs. CE

**April 2**                     Commercial Appraisal Engagement & Review Seminar for Bankers & Appraisers—7 Hrs. CE

**June 23**                    Using Spreadsheet Programs in Real Estate Appraisals—The Basics - 7 Hrs. CE

**June 24**                    Valuation by Comparison - Residential Analysis and Logic - 7 Hrs. CE

## 2010 Application and New Resources Now Available for General Comprehensive Exam

Applications for the 2010 General Comprehensive Exam are now being accepted. Associate Members who are now eligible to take the exam as well as those who are planning to finish their required education in 2010 should note the following dates and deadlines.

Eligible General Associate Members may now apply for the following exam dates in 2010:

April 26-27, 2010 (Deadline to apply: March 1, 2010)

July 29-30, 2010 (Deadline to apply: June 3, 2010)

Oct. 6-7, 2010 (Deadline to apply: Aug. 11, 2010)

To be eligible to take the General Comprehensive Exam, the General Associate Member must have fulfilled the MAI college degree requirement as well as all MAI education requirements. All required exams must be graded and passed before applying for the General Comprehensive Exam. In addition, the Associate Member's Standards of Professional Practice cycle must be current.

Associate Members can view their remaining designation requirements at any time by logging in to the [My Appraisal Institute section](#) and clicking "My Associate Status Report" in the left sidebar. The 2010 education schedule is currently posted on the Web site, and new offerings will be added over the next couple of months.

To register for courses, please direct members to visit the [Designation Education page](#) of the Web site and click the course(s) they need to register online. When planning your education schedule, please remember to allow 60 days for grading time for *Report Writing and Valuation Analysis* and 30 days for all other exams.

For complete information on the exam, please download the [General Comprehensive Exam Guidebook](#). To access all other important forms and guides, including the 2010 application form, please bookmark the [Designation Requirement Tools page](#) in your Web browser and encourage Associate Members to do the same.

**Please note:** all of the above requirements to take the exam must be met prior to submitting an application.

The General Comprehensive Exam is offered at more than 200 [PearsonVue Testing Centers](#) across the country. You can learn more about these testing centers and view locations on their Web site at [www.pearsonvue.com](http://www.pearsonvue.com). While the testing centers do offer more options for Associate Members to take the exam in a location close to their home, **please be advised that space at these locations is limited.** Associate Members must apply for the exam and receive a registration code from the Appraisal Institute national office before they can reserve a seat in a test center. Associate Members are encouraged to apply for the exam and reserve their seat at a test center as soon as they become eligible for the offering they are interested in taking. Due to the structure of the testing centers, no late applications may be accepted. If you have any other questions on designation requirements, feel free to contact an Admissions staff member at 312-335-4111 or [admissions@appraisalinstitute.org](mailto:admissions@appraisalinstitute.org).

## Now Available: FREE Associate Guidance Seminar in Webinar Format

The Associate Guidance Seminar is now available as a series of **free** Webinars on the Web site. The Associate Guidance Webinar Series is based on the classroom version of the Associate Guidance Seminar that many chapters have offered in the past. By offering these presentations in a Webinar format, the Appraisal Institute is able to reach a much wider audience of Associate Members in a very cost-effective manner. Associate Members on the designation path can benefit by viewing these Webinars at any time.

Similar to the classroom version, the Associate Guidance Webinar Series is broken down into three, 30- to 60-minute sections:

[Associate Guidance Webinar Series: Experience Screening](#) is presented by Jan Young, MAI, SRA, senior manager of Experience Screening. She gives Associate Members information on the Experience Screening requirements and process.

[Associate Guidance Webinar Series: Demo Report](#) is presented by Demonstration Appraisal Reporting Grading Panel Vice Chair, Stephen Wagner, MAI, SRA. The presentation gives information on the different options and alternatives to meet the demo requirement and tips on getting started.

[Associate Guidance Webinar Series: Comp Exam](#) is presented by Comprehensive Exam Panel Vice Chair, Jim Hartman, MAI. It gives general Associate Members information on how the exam is administered, sample questions and suggestions on preparation.

To view these Webinars and access additional information on the designation requirements, please see the [Designation Requirement Tools](#) page of the Web site. If you have any questions on these Webinars or the designation requirements, please contact an Admissions staff person at 312-335-4111 or [admissions@appraisalinstitute.org](mailto:admissions@appraisalinstitute.org)

# Continuing Education for Associate Members

## Breaking News from the Appraisal Institute

The National Board of the Appraisal Institute voted to require Associate members to complete 70 hours of continuing education every five years. The change, which was among six proposals on the 45-Day Notice, becomes effective July 1 for those who are Associate members as of that date.

As part of the 70 hours, Associate members will be required to complete the Uniform Standards of Professional Practice Course, the Business Practices and Ethics Course and an advanced education course. Associate members currently are required to take and pass the Standards Course and to take the Ethics Course within the first year of membership and then in every five-year cycle. (There are some alternatives to these requirements for Associate members who have taken and, where appropriate, passed three courses.)

The new continuing education requirements are intended to raise the level of education of all Associate members and to raise the quality of appraisal services. Most state certified appraisers already are required to complete a minimum of 70 hours of continuing education every five years.

Individuals who become Associate members on or after July 1 will be placed on five-year continuing education requirement cycles beginning the July 1 following their admission to Associate membership.

Associate members who fail to complete their continuing education requirements within their five-year cycles will be suspended for up to six months or until they complete the requirements, whichever is earlier. The membership of Associate members who fail to complete their continuing education requirements by the end of the suspension period will be terminated.

Beginning in 2015, Associate members who complete their five-year continuing education cycles will be required to state in their written appraisal reports whether they have completed the new requirements.

For more detailed information, see page 26 of the 45-Day Notice dated Dec. 18, 2009, which can be found in the members-only section of the Appraisal Institute's Web site at:

[www.appraisalinstitute.org/myappraisalinstitute/downloads/45daynotice\\_121809.pdf](http://www.appraisalinstitute.org/myappraisalinstitute/downloads/45daynotice_121809.pdf).

## The Appraisal Institute is asking that we remind our Members of options to pay dues...

Dues invoices for 2010 are out. To make a payment, [log in to the AI Web site - www.appraisalinstitute.org](http://www.appraisalinstitute.org) to pay online via credit card or check, grab a debit or credit card and call 888-7JOINAI (888-756-4624), or submit payment through the mail no later than March 31 to avoid late fees.

Send payments to: Appraisal Institute Remittance Center, 97498 Eagle Way, Chicago, IL 60678-7498

Remember that a four-installment payment plan is available for 2010 membership dues. Standard payment plan dates are January 1, March 1, May 1 and July 1. An additional \$20 processing fee is added to the total dues if using the payment plan. Automatically processed payment plan statements can be viewed online – statements will no longer be mailed.

## Appraisal Institute Online Education



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