

### **539-2-.03 Courses.**

(1) The Board intends that all approved courses be educational in nature. Schools should not specifically orient approved courses to the passing of state examinations or other examinations. The courses should introduce students to the language of the profession and basic theory underlying the duties and responsibilities of a real estate appraiser. Approved courses shall require practice in the skills being taught and provide a significant number of exercises for practice of those skills. All courses should make students aware of the need for further study and the perfection of practical skills.

(2) The curriculum of courses approved under this Rule should include at a minimum the following:

(a) for courses approved to meet the education requirement for a State Trainee or State Registered real property appraiser:

1. 30 hours in Basic Appraisal Principles covering topics such as real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, an overview of real estate markets and analysis, the provisions of the Appraisal Act and its Rules and Regulations, and ethics and how they apply in appraisal theory and practice;
2. 30 hours in Basic Appraisal Procedures covering topics such as the provisions of Georgia's Residential Mortgage Fraud law and methods for identifying possible fraud in transactions and properly reporting alleged fraud, an overview of approaches to value, valuation procedures, property description, and residential applications;
3. 15 hours in Residential Report Writing and Case Studies covering topics such as writing and reasoning skills, common writing problems, form reports, report options, USPAP compliance, and case studies or 15 hours in General Appraisal Report Writing and Case Studies covering topics such as writing and reasoning skills, common writing problems, and report options;
4. the current version of the 15-Hour National (USPAP) course (or its AQB-approved equivalent);
5. such other subject matter as the Board may require or approve.

(b) for courses approved to meet the education requirement for state licensed real property appraiser:

1. 30 hours in Basic Appraisal Principles covering topics such as real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, an overview of real estate markets and analysis, the provisions of the Appraisal Act and its Rules and Regulations, and ethics and how they apply in appraisal theory and practice;
2. 30 hours in Basic Appraisal Procedures covering topics such as the provisions of Georgia's Residential Mortgage Fraud law and methods for identifying possible fraud in transactions and properly reporting alleged fraud, an overview of approaches to value, valuation procedures, property description, and residential applications;
3. 15 hours in Residential Market Analysis And Highest And Best Use covering topics such as market fundamentals and characteristics, supply analysis, demand analysis, use of market analysis, and the application of highest and best use;
4. 15 hours in Residential Appraisal Site Valuation And Cost Approach covering topics such as site valuation methods, cost approach concepts and definitions, replacement/reproduction cost new, and methods of estimating accrued depreciation;

5. 30 hours in Residential Sales Comparison And Income Approaches covering topics such as sales comparison valuation principles & procedures, income valuation principles & procedures, finance and cash equivalency, financial calculators, derivation and measurement of adjustments, gross rent multipliers, partial interests, and reconciliation;
6. 15 hours in Residential Report Writing and Case Studies covering topics such as writing and reasoning skills, common writing problems, form reports, report options, USPAP compliance, and case studies;
7. 15 hours in the Uniform Standards of Professional Appraisal Practice (USPAP);  
(NOTE: If an applicant plans to use this course for a certified classification, the Appraisal Subcommittee of the federal government contends that federal law requires that the course be one not subject to the Board's review and approval. Instead, it must be one the Appraisal Qualifications Board of The Appraisal Foundation has identified by the name "15-hour National USPAP Course, or its equivalent." The Appraisal Foundation, the private entity that mandates the use of that course, seeks to generate profits from it. That course and its equivalent courses were developed under criteria unknown to the Board. The phrase "its equivalent" apparently means only a course that The Appraisal Foundation says is "equivalent" to its course. Appraisers may not receive credit for the "15-hour National USPAP Course, or its equivalent" unless (a) the school offers The Appraisal Foundation's course on USPAP and pays The Appraisal Foundation special fees for the number of students enrolled in its course, (b) secures the permission of an entity that has achieved The Appraisal Foundation's "equivalent" status to offer its course, or (c) secures The Appraisal Foundation's "equivalent" status for a course the school develops. Regardless of which of the three types of USPAP course that a school uses, every student it enrolls must receive a copy of Uniform Standards of Professional Appraisal Practice for which The Appraisal Foundation has received payment or a royalty. Regardless of the educational quality of the course, a course on USPAP developed by Board approved schools may not replace the "15-hour National USPAP Course, or its equivalent" unless the school obtains The Appraisal Foundation's equivalency authorization and pays The Appraisal Foundation any fees it may require for (a) the approval and (b) offering the course or materials to students; and
8. such other subject matter as the Board may require or approve.  
(c) for courses approved to meet the education requirement for state certified residential real property appraiser:
  1. 30 hours in Basic Appraisal Principles covering topics such as real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, an overview of real estate markets and analysis, the provisions of the Appraisal Act and its Rules and Regulations, and ethics and how they apply in appraisal theory and practice;
  2. 30 hours in Basic Appraisal Procedures covering topics such as the provisions of Georgia's Residential Mortgage Fraud law and methods for identifying possible fraud in transactions and properly reporting alleged fraud, an overview of approaches to value, valuation procedures, property description, and residential applications;
  3. 15 hours in Residential Market Analysis And Highest And Best Use covering topics such as market fundamentals and characteristics, supply analysis, demand analysis, use of market analysis, and the application of highest and best use;
  4. 15 hours in Residential Appraisal Site Valuation And Cost Approach covering topics

- such as site valuation methods, cost approach concepts and definitions, replacement/reproduction cost new, and methods of estimating accrued depreciation;
5. 30 hours in Residential Sales Comparison And Income Approaches covering topics such as sales comparison valuation principles & procedures, income valuation principles & procedures, finance and cash equivalency, financial calculators, derivation and measurement of adjustments, gross rent multipliers, partial interests, and reconciliation;
  6. 15 hours in Residential Report Writing and Case Studies covering topics such as writing and reasoning skills, common writing problems, form reports, report options and USPAP compliance, and case studies;
  7. 15 hours in Statistics, Modeling And Finance covering topics such as statistics, valuation, models, and real estate finance;
  8. 15 hours in Advanced Residential Applications And Case Studies covering topics such as complex property, ownership and market conditions, deriving and supporting adjustments, residential market analysis, and advanced case studies;
  9. 20 hours of additional courses in appraisal subject matter;
  10. 15 hours in the Uniform Standards of Professional Appraisal Practice (USPAP);  
(NOTE: If an applicant plans to use this course for a certified classification, the Appraisal Subcommittee of the federal government contends that federal law requires that the course be one not subject to the Board's review and approval. Instead, it must be one the Appraisal Qualifications Board of The Appraisal Foundation has identified by the name "15-hour National USPAP Course, or its equivalent." The Appraisal Foundation, the private entity that mandates the use of that course, seeks to generate profits from it. That course and its equivalent courses were developed under criteria unknown to the Board. The phrase "its equivalent" apparently means only a course that The Appraisal Foundation says is "equivalent" to its course. Appraisers may not receive credit for the "15-hour National USPAP Course, or its equivalent" unless (a) the school offers The Appraisal Foundation's course on USPAP and pays The Appraisal Foundation special fees for the number of students enrolled in its course, (b) secures the permission of an entity that has achieved The Appraisal Foundation's "equivalent" status to offer its course, or (c) secures The Appraisal Foundation's "equivalent" status for a course the school develops. Regardless of which of the three types of USPAP course that a school uses, every student it enrolls must receive a copy of Uniform Standards of Professional Appraisal Practice for which The Appraisal Foundation has received payment or a royalty. Regardless of the educational quality of the course, a course on USPAP developed by Board approved schools may not replace the "15-hour National USPAP Course, or its equivalent" unless the school obtains The Appraisal Foundation's equivalency authorization and pays The Appraisal Foundation any fees it may require for (a) the approval and (b) offering the course or materials to students; and
  11. such other subject matter as the Board may require or approve.  
(d) for courses approved to meet the education requirement for state certified general real property appraiser:
    1. 30 hours in Basic Appraisal Principles covering topics such as real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, an overview of real estate markets and analysis, the provisions of the Appraisal Act and its Rules and Regulations, and ethics and how they apply in appraisal theory and practice;

2. 30 hours in Basic Appraisal Procedures covering topics such as the provisions of Georgia's Residential Mortgage Fraud law and methods for identifying possible fraud in transactions and properly reporting alleged fraud, an overview of approaches to value, valuation procedures, property description, and residential applications;
3. 30 hours in General Appraisal Market Analysis And Highest And Best Use covering topics such as market fundamentals and characteristics, supply analysis, demand analysis, use of market analysis, and the application of highest and best use;
4. 30 hours in General Appraisal Site Valuation And Cost Approach covering topics such as site valuation methods, cost approach concepts and definitions, replacement/reproduction cost new, and methods of estimating accrued depreciation;
5. 30 hours in General Appraisal Sales Comparison Approach covering topics such as sales comparison valuation principles & procedures, derivation and measurement of adjustments, and reconciliation;
6. 60 hours in General Appraisal Income Approach covering topics such as compound interest, lease analysis, income analysis, vacancy and collection loss, estimating operating expenses and reserves, reconstructed income and expense statement, stabilized net operating income estimate, direct capitalization, discounted cash flow, yield capitalization, and partial interests;
7. 30 hours in General Appraisal Report Writing and Case Studies covering topics such as writing and reasoning skills, common writing problems, and report options;
8. 15 hours in Statistics, Modeling And Finance statistics, valuation, and models;
9. 30 hours of additional courses in appraisal subject matter;
10. 15 hours in the Uniform Standards of Professional Appraisal Practice (USPAP);  
(NOTE: If an applicant plans to use this course for a certified classification, the Appraisal Subcommittee of the federal government contends that federal law requires that the course be one not subject to the Board's review and approval. Instead, it must be one the Appraisal Qualifications Board of The Appraisal Foundation has identified by the name "15-hour National USPAP Course, or its equivalent." The Appraisal Foundation, the private entity that mandates the use of that course, seeks to generate profits from it. That course and its equivalent courses were developed under criteria unknown to the Board. The phrase "its equivalent" apparently means only a course that The Appraisal Foundation says is "equivalent" to its course. Appraisers may not receive credit for the "15-hour National USPAP Course, or its equivalent" unless (a) the school offers The Appraisal Foundation's course on USPAP and pays The Appraisal Foundation special fees for the number of students enrolled in its course, (b) secures the permission of an entity that has achieved The Appraisal Foundation's "equivalent" status to offer its course, or (c) secures The Appraisal Foundation's "equivalent" status for a course the school develops. Regardless of which of the three types of USPAP course that a school uses, every student it enrolls must receive a copy of Uniform Standards of Professional Appraisal Practice for which The Appraisal Foundation has received payment or a royalty. Regardless of the educational quality of the course, a course on USPAP developed by Board approved schools may not replace the "15-hour National USPAP Course, or its equivalent" unless the school obtains The Appraisal Foundation's equivalency authorization and pays The Appraisal Foundation any fees it may require for (a) the approval and (b) offering the course or materials to students; and
11. such other subject matter as the Board may require or approve.

(3) Course fees, entrance standards, and standards for successful completion shall not be based on the student's race, color, sex, religion, national origin, familial status, or handicap.

(4) An "instruction hour" means a period of time of at least fifty minutes of instruction or other learning activity. The Board will grant credit toward a classroom hour requirement for pre-classification education only if the course offering is at least fifteen hours in length and the applicant successfully completes an examination pertinent to the course. The Board will grant credit toward a classroom hour for continuing education only if the course offering is at least two hours in length. Unless it has prior approval of the Board, no school may schedule a student for more than seven and one-half (7½) hours per day of classroom instruction and testing. The school shall hold all classroom instruction between the hours of 8:00 a.m. and 10:00 p.m. with breaks totaling at least fifteen minutes every two hours. The schedule shall allow reasonable time for preparation for each classroom session.

(5) The school coordinator/director shall notify the Board when any individual class has fewer than six (6) or more than forty (40) students. The coordinator/director shall give this notice to the Board within twenty-four hours after the first session of the class.

(6) Each course shall begin and end with the playing of any audio or video tape message the Board may require.

(7) For all courses schools shall include with each instructional unit appropriate reading assignments for completion out of class. The school shall also require that students complete out of class extensive written exercises which the Board approves. Each written assignment a student submits for grading shall include the following:

I certify that I have personally completed this assignment.

(DATE) (STUDENT'S SIGNATURE)

The school shall refuse to grade any written assignment on which the student does not sign this statement.

(8) Schools may offer units of instruction on subjects other than those required by the Board only with prior written approval from the Board.

(9) While instructors may use such teaching methods as lecture, discussion, questions and answers, etc. in in-class sessions, instruction should also include role play, simulations, or other similar instructional techniques designed to assist students in mastering the skills required to act as a real estate appraiser.

(10) The school coordinator/director shall be responsible for consistent and regular evaluation of the school's instructors. The coordinator/director shall provide each student with an opportunity to make unsigned, written evaluations of instructors. Schools shall maintain summaries of these evaluation forms for a period of five years or until the instructor is no longer used by the school, whichever is earlier.

Authority O.C.G.A. Secs. 43-39A-3, 43-39A-8, 43-39A-9, 43-39A-11, 43-39A-13, 43-39A-18, 43-39A-22. **History.** Original Rule entitled "Courses" adopted. F. Sept. 25, 1990; eff. Oct. 15, 1990. **Amended:** F. Jan. 30, 1991; eff. Feb. 19, 1991. **Amended:** F. June 28, 1991; eff. July 18, 1991. **Amended:** F. Mar. 10, 1993; eff. Mar. 30, 1993. **Amended:** F. June 8, 1993; eff. June 28, 1993. **Amended:** F. Mar. 9, 1994; eff. Mar. 29, 1994. **Amended:** F. Sept. 21, 1994; eff. Oct. 11, 1994. **Amended:** F. Aug. 2, 1995; eff. Aug. 22, 1995. **Amended:** F. Oct. 6, 1998; eff. Oct. 26, 1998. **Amended:** F. May 2, 2005; eff. May 22, 2005. **Amended:** F. Mar. 15, 2006; eff. July 1, 2006, as specified by the Agency. **Amended:** F. Aug. 28, 2007; eff. Sept. 17, 2007.