



West Virginia Real Estate Appraiser Licensing & Certification Board  
 405 Capitol Street, Suite 906  
 Charleston, WV 25301  
 Phone: 304.558.3919  
 E-Mail: wvappraiserboard@wv.gov

**Miscellaneous Request for Qualifying/Continuing Education  
 Classroom and Distance Courses**

**Must be received to the board office at least ten (10) business days prior to offering.**

**Type of Change Requested:**

- Additional Dates
- Add an instructor (Please complete pages 2-4 for each instructor)
- Provider Name Change
- Address Change
- Phone Number/ Fax Number Change
- Email Address Change
- Change Authorized Person to act for Provider
- Additional Approval Letter

**Provider Information:**

Organization Name:	Person authorized to act for provider:
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Address:	City:	State:	Zip:
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Email address:	Phone No:	Fax No:
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Course Title:

Dates to be offered:

Course Location:

**Provider's New Information:**

Organization Name:	Person authorized to act for provider:
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Address:	City:	State:	Zip:
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Email address:	Phone No:	Fax No:
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**OFFICE USE ONLY:**

Date Received:

Approved: \_\_\_\_yes \_\_\_\_no

**Instructor Information: Required for Each Instructor.**

Instructor Name: \_\_\_\_\_ Address: \_\_\_\_\_

Licensed Residential  Certified Residential  Certified General  Other \_\_\_\_\_

If applicable, USPAP certified instructor ID Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***Instructor must meet at least one of the following criteria. Check all that applies:***

- Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught*
- Hold a license or certification in West Virginia or in any other state at the level to be taught and have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught*
- Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught and pass an examination at the level to be taught*
- Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught and pass an examination at the level to be taught*
- Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught, and pass an examination at the level to be taught*
- Be a full-time faculty member at a college or university teaching a credit course in appraising*
- To teach a Uniform Standards of Professional Appraisal Practice (USPAP) course, the instructor must have successfully completed the 15-Hour national USPAP instructor training course and examination adopted by the Appraisal Qualifications Board of The Appraisal Foundation, or its equivalent, successfully complete the 7-hour national USPAP update course and examination, or its equivalent, every two years in order to maintain his or her USPAP teaching credential, and be a state certified appraiser in good standing.*

**Qualifying Education Modules**

**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 equal the number of hours requested.**

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)
<input type="checkbox"/> 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)
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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 Opinions & USPAP Compliance Case Studies
<input type="checkbox"/> Elective – Residential (20 hours)
<input type="checkbox"/> Elective – General (30 hours)
<b>Affirmation</b>

The applicant hereby acknowledges that the following requirements will be complied with:

- Once submitted, the course title, instructor(s), date(s), and location(s) stated on the application and its attachments cannot be altered or changed.
- The Board must be notified in writing of any course changes including instructor(s), date(s), location(s) and course content. **If the course content should change at any time, a new application must be submitted.**
- If the course is to be offered again, the Board will be notified 30 days prior to the offering of the course. Failure to do so will result with course approval being denied.
- Each participant who meets the attendance requirement will be issued a completion certificate at the end of the course or seminar.
- The course provider is required to maintain complete and accurate records of the course and attendees for FIVE years. This shall include the following:
  - Name of the course, instructor(s), and a description of the course
  - Number of hours approved for qualifying and/or continuing education
  - Name, address and signature of person who will verify the attendance of each person enrolled
  - Name and address of each person enrolled in each course
  - Clock hours when each certificate holder was in attendance
  - Verification that each certificate holder receiving qualifying and/or continuing education credit was an active participant

► **A roster must be submitted to the Board within thirty days after the course is taken, Include name, license number, address, name of course, approved hours, date of completion, location, and instructor name and, if an exam is given, test score and indication of pass or fail.**

► **Upon completion of a course, a certificate of completion must be provided to participants indicating: name of course provider; title of course or seminar, name of participant, date of the course or seminar, number of credit hours; signature of person authorized to sign the certificate; and, if an exam is given, you must indicate whether the participant passed or failed the course.**

In signing this application, the applicant hereby consents to the inspection or monitoring of this course.

I certify that all statements contained herein are true and that nothing has been withheld which would influence a complete evaluation of this offering. I understand that any false statement on this form or in any attached materials may subject me to loss of course approval.

\_\_\_\_\_  
Name of Applicant Acting for Provider (Please Print)

\_\_\_\_\_  
Applicant's Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature