



# 2018-19 National USPAP Course Syllabus

**Course Hours:** 15

**Instructional Mode:** Distance Education

## Learning Resources

- *2018-19 Equivalent 15-Hr National USPAP Course Student Manual*
- *Uniform Standards of Professional Appraisal Practice, 2018-2019 Edition*

## Contact Information

**Help Ticket:** [www.alliedschools.com/support.shtml](http://www.alliedschools.com/support.shtml)

**Instructional Support Toll Free:** 888-751-2303

**Student Services Toll Free:** 888-925-4282

**International:** 949-707-5044

**Fax:** 800-898-9188

**Hours:** Monday - Friday, 7:00 a.m. to 6:00 p.m. PST

## Course Description

This 15-Hour Equivalent USPAP Course is an approved course for satisfying the Appraiser Qualifications Board's real property qualifying education requirements. The contents of USPAP is fully explored, utilizing numerous, compelling case examples that enable the student to understand the application of USPAP in real world scenarios, along with assessment opportunities to challenge the student throughout the course. Upon completion of this course, students will have a solid understanding of how USPAP applies to appraisal practice and an appraiser's development and reporting obligations within the USPAP appraisal process.

## Course Outline

<b>Module</b>	<b>Minutes</b>
1: Course Introduction	15
2: Introduction to USPAP	60
3: USPAP Definitions	70
4: When USPAP Applies and Compliance Obligations	75
5: Section 1 Practice Test	5
6: ETHICS RULE	75
7: RECORD KEEPING RULE and COMPETENCY RULE	55
8: SCOPE OF WORK RULE and JURISDICTIONAL EXCEPTION RULE	90
9: Section 2 Practice Test	5
10: STANDARD 1: Real Property Appraisal, Development	75
11: STANDARD 2: Real Property Appraisal, Reporting	75
12: STANDARD 3 and 4: Real Property Appraisal Review, Development, and Appraisal Review, Reporting	70
13: Section 3 Practice Test	5
14: STANDARDS 5-10	120
15: USPAP Advisory Opinions	50
16: Section 4 Practice Test	5
Final Exam	50
<b>Total</b>	<b>900</b>



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## Learning Objectives

After completing this course, you will be able to:

- Recognize significant historical events that influenced appraisal practice.
- Recall the responsibilities of the appraisal boards and subcommittee under The Appraisal Foundation.
- Describe the purpose and contents of USPAP and additional guidance documents.
- Recognize the framework of the appraisal process in the context of USPAP.
- Define key USPAP terms and other appraisal-related terms.
- Evaluate case examples and apply appropriate actions that are compliant with USPAP.
- Describe the expectations for appraisers and when compliance with USPAP is required.
- Describe USPAP compliance obligations for appraisal practice and other services.
- Evaluate USPAP requirements of the Conduct section of the ETHICS RULE.
- Evaluate USPAP requirements of the Management section of the ETHICS RULE.
- Evaluate the USPAP requirements of the Confidentiality section of the ETHICS RULE.
- Evaluate the purpose and requirements of the RECORD KEEPING RULE.
- Evaluate the purpose and requirements of the COMPETENCY RULE.
- Identify and describe the three primary obligations for appraisers in an appraisal or appraisal review assignment.
- Determine when the JURISDICTIONAL EXCEPTION RULE is applicable.
- Describe the obligations of an appraiser that are addressed in Standards Rules 1-1 through 1-2.
- Describe the obligations of an appraiser that are addressed in Standards Rules 1-3 through 1-6.
- Describe the obligations of an appraiser that are addressed in Standards Rules 2-1 through 2-2(a) and (b)(vii).
- Describe the obligations of an appraiser that are addressed in Standards Rules 2-2(viii) through 2-4.
- Describe the obligations of an appraiser acting as a reviewer that are addressed in STANDARD 3.
- Describe the obligations of an appraiser acting as a reviewer that are addressed in STANDARD 4.
- Describe the obligations of an appraiser in the development and reporting of a mass appraisal, which are addressed in STANDARD 5 and STANDARD 6, respectively.
- Describe the obligations of an appraiser in the development and reporting of a personal property appraisal as stated in STANDARDS 7 and 8.
- Describe the obligations of an appraiser in the development and reporting of a business enterprise or intangible asset appraisal as stated in STANDARDS 9 and 10.
- Recall guidance and advice presented in USPAP Advisory Opinions 1-12.
- Recall guidance and advice presented in USPAP Advisory Opinions 13-37.

## Grading/Evaluation Policy

Performance is measured by successful completion of online lesson exercises, quizzes, and examinations. To successfully complete this course, students must complete: 16 modules including all reading, quizzes, and a Final Exam. A minimum passing score of 100% is required for all quizzes. Modules with scores below 100% must be retaken until the score meets 100%. The final exam must be passed with a minimum score of 74%. If you do not pass the final exam, you are allowed to retake it.



## *2018-19 National USPAP Course* **Syllabus**

### **Student Integrity and Academic Honesty Policy**

Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution's computer systems or files without proper authorization.