



**Appraisal  
Institute®**  
*Professionals Providing  
Real Estate Solutions*



**North Star  
Chapter**

NorthStarAI.org

Update - Education

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

Summer - 2012

## North Star Chapter Summer & Fall Educational Offerings

- July 12**                    **Appraising the Appraisal: Appraisal Review - Residential - NEW Seminar**  
7 Hours Appraisal CE approved and Real Estate CE applied for  
Instructor: Alan Hummel, SRA
- July 17**                    **7 - Hour National USPAP Update Course - 2012-2013**  
7 Hours Appraisal and Real Estate CE approved  
Instructor: Craig Harrington, SRA  
Please remember to check your license renewal dates. This course fulfills the Minnesota requirement for 7 Hours of Instruction on USPAP required for appraisers each licensing cycle (*Minnesota Statutes 82B.19*)
- July 18**                    **Business Practices and Ethics**  
4 Hours Appraisal CE approved—MN 4 Hours Real Estate CE  
7 Hours Appraisal Institute CE  
Instructor: Rich DuBay, SRPA, SRA
- July 24 - 28**              **Advanced Market Analysis & Highest & Best Use (Advanced Education Course)**  
33 Hours QE/CE with Exam, 30 Hours CE - no Exam  
Instructor: Vincent Dowling, MAI, SRA
- August 15**                **The Lending World in Crisis: What Clients Need their Appraiser to Know Today**  
7 Hours Appraisal CE approved and Real Estate CE applied for  
Instructor: Alan Hummel, SRA
- August 21– 22**           **Sales Comparison Valuation of Small, Mixed - Use Properties**  
16 Hours PL/QE/CE with Exam - 15 Hrs. CE - no Exam  
Instructor: Vincent Dowling, MAI, SRA
- September 18**           **Watertown, SD - Appraising the Appraisal: Appraisal Review - Residential**  
7 Hours Appraisal CE approved and Real Estate CE applied for  
Instructor: Craig Harrington, SRA
- Nov. 5-8**                   **General Appraiser Market Analysis & Highest and Best Use**  
30 Hours PL/QE/CE with Exam - 28 Hrs. CE - no Exam  
Instructor: Kerry Jorgensen, MAI
- Dec. 3-6**                   **General Appraiser Report Writing & Case Studies**  
30 Hours PL/QE/CE with Exam - 28 Hrs. CE - no Exam  
Instructor: Rich DuBay, SRPA, SRA
- Next Chapter Meeting**
- October - TBD**           **North Star Chapter Meeting**
- November 29**           **North Star Chapter Meeting - Golden Valley Country Club**

Register online for all of these events: [www.northstarai.org](http://www.northstarai.org)

### July 12, 2012 - Appraising the Appraisal: Appraisal Review - Residential

**Instructor: Alan Hummel, SRA - 7 Hours of Appraisal/Real Estate CE**

Appraisal review requires a different skill set than traditional appraisal work. In this seminar, career professionals will gain invaluable insights into client expectations regarding the content and quality demanded by review assignments.

Designed specifically for residential appraisers who also review appraisals, the seminar presents methods for performing review assignments efficiently and effectively. Real estate professionals involved in appraisal management or who work in quality control and compliance for financial institutions may find this program beneficial.

While exploring techniques and methodologies used by professional reviewers, you will distinguish features of the ideal appraisal report, identify eight general categories and examine 14 specific warning signs of a problem appraisal, plus dig into 7 examples of complex review appraisal assignments. This seminar will help you spot the most common reporting deficiencies—while avoiding those deficiencies in your own appraisal reports.

It is not-to-miss education for all residential appraisers and reviewers—even for those who have attended the “general” version.

The book *Appraising the Appraisal: The Art of Appraisal Review (2010)* is required for this seminar. If you do not have the 2010 version of the book, please choose the “Register + Book” option when registering for this seminar.

**Tuition:** \$200.00 Members; \$235.00 Non-Members without the book,  
\$245.00 Members; \$280.00 Non-Members with the book

7 Hours MN Appraisal CE approved, 7 Hrs. Real Estate CE and Assessor CEUs applied for

**We will also be offering this seminar in Watertown, SD—September 18, 2012**

Details are being finalized and we will let you know as soon as the Registration is enabled.

Watertown Event Center

Instructor: Craig Harrington, SRA

### July 17, 2012- 7 Hour National USPAP Update Course

**Instructor: Craig Harrington, SRA - 7 Hours of Appraisal/Real Estate CE Approved**

This one-day update course, copyrighted by The Appraisal Foundation, focuses on recent changes to USPAP requirements for ethical behavior and competent performance by appraisers. The course, which clarifies several commonly misunderstood aspects of USPAP, will aid appraisers in all areas of appraisal practice seeking updated competency in USPAP, including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

NOTE: An appraiser must successfully complete the 7-hour USPAP Update Course every two years to meet the USPAP continuing education requirement.

The appraiser can take the 15-hour USPAP course, but it will only count for hours toward his or her state's continuing education requirement; the 15-hour program will not meet the USPAP continuing education requirement.

**Course price does not include a copy of the 2012-2013 USPAP, which is required for course credit. Attendees must bring their own copy of the 2012-2013 USPAP to class. You can order e-reader, e-kindle, PDF or a bound copy. To purchase a copy from The Appraisal Foundation, go to this link:**

<https://netforum.avectra.com/eweb/StartPage.aspx?Site=taf&WebCode=HomePage>

**Note: The student may also order the “Download” version and bring it to class on a laptop computer!**

**Tuition:** \$175.00 Appraisal Institute Members, \$195.00 Non-Members

**Register online: [www.northstarai.org/education](http://www.northstarai.org/education) (or call 651-633-0676)**

## July 18, 2012 - Business Practices & Ethics - NEW CHANGE

**Instructor: Rich DuBay, SRPA, SRA - 7 Hours Appraisal CE  
CHANGE - 4 Hrs. MN Appraisal & 4 Hrs. MN Real Estate CE**

This course addresses topics that were not included in the older version such as International Standards, diversity, and Regulation No. 5. The examples and case studies address real-life, up-to-date matters such as mortgage fraud and advocacy. The course contains relevant and much-needed information for members.

All Members of the Appraisal Institute have a Standard of Professional Practice (SPP) cycle. Within each cycle, the member must meet both components of the SPP requirement. If the member has previously taken the *15 Hour USPAP Course* – they do not need to retake the course - the *7-Hour USPAP* may be taken instead. The member must also take the Appraisal Institute's *Business Practices and Ethics Course*.

**NOTE: Beginning 6/27/2011, the AQB approved this course for 4 hours of CE. This is due to some content being specific to the Appraisal Institute. Appraisal Institute members will receive 7 hours of A.I. credit.**

Tuition: \$185.00 Appraisal Institute Members, \$225.00 Non-Members

## July 24-28, 2012 - Advanced Market Analysis and Highest and Best Use

**Advanced Course for the MAI Designation**

**Instructor: Vincent Dowling, MAI, SRA - 33 Hours PL/QE/CE with Exam - 30 Hours CE - No exam**

***Please review the FAQs for important information regarding registration and cancellation deadlines; mandatory diagnostic test; online session; course equivalencies. [Click here.](#)***

Combining the analytical processes of market analysis, highest and best use, and income valuation, this course is intended for those who have taken and passed the *General Appraiser Market Analysis and Highest & Best Use* course and have a thorough understanding of the mathematical and financial principles necessary to perform appraisals of income-producing properties.

Building on the Level B marketability studies that were applied in *General Appraiser Market Analysis and Highest & Best Use*, you will perform Level C marketability studies using fundamental demand analysis and study several real estate markets in a fictional city. The economic base of the community is explored, and it is used as the subject and example for both physical and economic forces that affect all communities and consequently all real estate.

The remainder of the course consists of four case studies (apartment and condominium conversion, retail, industrial, and land with potential for mixed-use development) that are intended to demonstrate both the power of fundamental market analysis and its application to highest and best use decisions.

The 35-hour (33 Hours in MN) *Advanced Market Analysis and Highest & Best Use* course implements a blended learning approach, which includes a pre-class, two-hour online session combined with 30 hours of traditional classroom education and wraps up with a three-hour exam on the fifth morning.

Tuition: \$675.00 Appraisal Institute Members, \$775.00 Non-Members

## August 15, 2012 - "The Lending World in Crisis: What Clients Need Their Appraisers to Know Today"

**Date Change - Please note (this seminar moved from August 9 to August 15)**

**Instructor: Alan Hummel, SRA  
7 Hours of Appraisal/Real Estate CE**

This revised seminar, previously released in 2005, titled *What Clients Want Their Appraiser's to Know*, has been updated to reflect dramatic changes in the real estate market. According to clients, commercial appraisers are making the same error – providing little or no critical analysis – which in these times is even more critical now. Legislation will give appraisers more independence than ever before, but if the work product does not improve, many appraisers will find their appraisal volumes declining. Keep your clients satisfied and your assignments growing by attending this important educational program!

Tuition: \$200.00 Appraisal Institute Member; \$235.00 Non-Member

### August 21 - 22, 2012 - "Sales Comparison of Small, Mixed-Use Properties"

This course may be used to partially fulfill the "Elective" topic requirement for PL/QE to upgrade a MN License to Certified Residential or Certified General

**Instructor: Vincent Dowling, MAI, SRA—16 Hours PL/QE/CE with Exam, 15 Hrs. CE - no Exam**

The course provides residential appraisers with the tools needed to appraise properties with multiple sources of value. The course walks participants through the process of collecting data, selecting the most comparable data, analyzing the data, communicating the analysis, and defending the value opinion using the sales comparison approach. Participants will learn how to find market support for adjustments and adjust for differences in complex elements of comparison such as parking, land use, and seller financing. After discussion of a case study that offers practice in applying the analytical techniques introduced in the course, the class reviews reconciliation, communication skills, and consistency among the approaches. Relevant standards issues are considered throughout the course

Who should enroll: Residential and Commercial appraisers with an interest in this property type, real estate professionals, users of appraisal services.

*Tuition: \$345.00 Appraisal Institute Members, \$395.00 Non-Members*

### September 18, 2012 - Appraising the Appraisal: Appraisal Review - Residential Watertown, SD

Details are being finalized and we will let you know as soon as the Registration is enabled.

Watertown Event Center

Instructor: Craig Harrington, SRA

### November 5-8, 2012 - General Appraiser Market Analysis & Highest & Best Use

**Instructor: Kerry Jorgensen, MAI - 30 Hours PL/QE/CE - 28 Hours CE with no exam**

This AQB-approved course will help you apply meaningful market analysis in valuation assignments. It presents the basic concepts and terminology of market analysis and marketability studies, then shows how marketability studies provide vital information for the highest and best use decision. Throughout the course, the emphasis is on conducting a reliable analysis of demand. You'll gain practice in applying methods for inferred, or trend, analysis to three property types—a suburban residential subdivision, an existing multifamily property, and an office building. Using the tools introduced in the course will help you increase the reliability of your highest and best use analyses and support the conclusions you reach in the three approaches to value.

The course also provides a transitional discussion to prepare you for marketability studies using fundamental demand analysis, which is covered in the Appraisal Institute's *Advanced Market Analysis and Highest & Best Use* course.

Audience: Beginning appraisers seeking general appraiser state certification and experienced appraisers who wish to develop and enhance their market analysis skills, property tax assessors, housing and land use specialists within government agencies, lenders and investors, and review appraisers.

*Tuition: \$525.00 Appraisal Institute Members, \$675.00 Non-Members*

**Register online: [www.northstarai.org/education](http://www.northstarai.org/education) (or call 651-633-0676)**

## **December 3 - 6, 2012 - General Appraiser Report Writing & Case Studies**

**Instructor: Rich DuBay, SRPA, SRA - 30 Hours of PL/QE/CE with Exam, 28 Hours CE - no Exam**

*General Appraiser Report Writing & Case Studies* provides instruction in effectively communicating a sound analysis of selected parts of a valuation. The course addresses USPAP requirements and the three types of writing most often used in appraisal reports: descriptive, numerical, and analytical. Lectures on writing principles, discussions of various sections of the appraisal report, and in-class writing exercises and presentations provide guidance and practice in effective communication of a valuation analysis.

Specific assignments include writing a thesis statement, summarizing data, creating effective tables, writing a conclusion, communicating highest and best use, communicating an analysis, writing a letter of transmittal, and writing a reconciliation and opinion of value. During this four-day course, participants will use data provided in case studies as the basis for writing assignments that will help them recognize and produce effective reports.

A two-hour multiple-choice examination that focuses on components of good writing concludes the course. Laptops and an HP C-12 Calculator are required.

**Note. This course can also be used for MAI education requirements.**

*Tuition: \$525.00 Appraisal Institute Members, \$625.00 Non-Members*

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## **When will MN accept online Education?**

Many of you have eagerly been anticipating the return of Online Appraisal credit being accepted by the MN Dept of Commerce. Just a brief explanation of what is continuing to happen....

Following the AQB directives –

- IDECC (**INTERNATIONAL DISTANCE EDUCATION CERTIFICATION CENTER**) must now approve the courses/seminars before they will be considered in Minnesota for Online Education. One of the requirements is that the sit time for online education has to be equal to the credit hours per course or seminar and a timing mechanism must be in place and operating.
- Another requirement is that tests will now be required throughout and at the end of an online seminar. Most of you will remember that there were very few exams required for A.I. online seminars – so that means that many of the seminars are being rewritten or re-done.
- Another requirement is that all Online course exams will need to be proctored at a Library or other safe location with someone in attendance to verify that the test site is secure. Many options are being considered to meet this requirement.
- Also, Minnesota and Florida require additional items to be included above and beyond what IDECC requires. These additional requests need to be met.
- The Appraisal Institute has a new server and they are trying to transfer all files to this new server. This is turning out to take more time than the A.I. realized.

**We have talked to Chicago about this again. (The Chapter office is receiving many calls asking "when will MN accept online Education?" with the August 31 renewal deadline approaching).**

**The answer: It is not going to be done for awhile.** The A.I. is gathering, installing and following all guidelines of IDECC and then the State of Minnesota. It is a long process and the A.I. is working as quickly as they can to see that A.I. courses and seminars are fully approved. They did say that beginning in September the Appraisal Institute will be applying for online approval for several of the PreLicensing/QE courses.

**We will let you all know when Online A.I. Education will be offered in Minnesota. In the meantime, we ask that you check with any provider of Online Education to make sure that the course or seminar you are interested in taking is approved in Minnesota**

# **Congratulations/Welcome Chapter Members...**

**The North Star Chapter would like to give Special Congratulations to newly Designated Members since June of 2011**

<b>DARREN BROWEN, MAI</b>	<b>MINNEAPOLIS, MN</b>
<b>ANN HEIMBACH, MAI</b>	<b>DULUTH, MN</b>
<b>BOB LEAR, SRA</b>	<b>EDEN PRAIRIE, MN</b>
<b>TONY LESICKA, MAI</b>	<b>HUDSON, WI</b>
<b>CHRISTY MACKAMAN, MAI</b>	<b>MINNEAPOLIS, MN</b>
<b>KELSEY MALECHA, MAI</b>	<b>BLOOMINGTON, MN</b>
<b>BYRON MILLER, SRA</b>	<b>MINNEAPOLIS, MN</b>
<b>BRAD MOORE, MAI</b>	<b>MINNEAPOLIS, MN</b>
<b>JIM PAULSON, SRA</b>	<b>ROCHESTER, MN</b>
<b>MATT SCHROEDER, MAI</b>	<b>PLYMOUTH, MN</b>
<b>MITCHELL SIMONSON, MAI</b>	<b>MINNEAPOLIS, MN</b>
<b>GORDON TUCHENHAGEN, MAI</b>	<b>MINNEAPOLIS, MN</b>

**And WELCOME TO: General Associate Members:**

<b>Paul Crawford</b>	<b>Minneapolis, MN</b>
<b>Randy Deones</b>	<b>Burnsville, MN</b>
<b>James Engesether</b>	<b>Minneapolis, MN</b>
<b>Curtis Hansen</b>	<b>Chaska, MN</b>
<b>Laura Lamone</b>	<b>St. Paul, MN</b>
<b>Kelly Lindstrom</b>	<b>Woodbury, MN</b>
<b>Frederick Preator</b>	<b>Sioux Falls, SD</b>
<b>John Purkis</b>	<b>Blaine, MN</b>
<b>Sheila Ressler</b>	<b>Mandan, ND</b>
<b>Corey Schmidt</b>	<b>Lakeville, MN</b>
<b>Philip Svartolen</b>	<b>Freeman, SD</b>
<b>Dylan Swanson</b>	<b>Plymouth, MN</b>
<b>Joe Tisdell</b>	<b>Lakeville, MN</b>

**Residential Associate Members:**

<b>Carol Adelman</b>	<b>St. Paul, MN</b>
<b>Michael Becker</b>	<b>Rochester, MN</b>
<b>Jason Hanson</b>	<b>Dickinson, ND</b>
<b>Kevin Kennedy</b>	<b>Sioux Falls, SD</b>
<b>Natalie Mink</b>	<b>New Brighton, MN</b>
<b>Dominic Talarico</b>	<b>Mounds View, MN</b>
<b>Melanie Walsh</b>	<b>Minneapolis, MN</b>

**Student Affiliate Member:**

<b>Beth Kendall</b>	<b>St. Louis Park, MN</b>
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## Important Education Information - continued

### Procedures in place for the Advanced Courses for the MAI Designation

#### General Associate Members pursuing MAI membership and advanced education credit **PLEASE READ!**

Prior to registering for your first advanced education course, you are required to pass a free, online diagnostic test that will assess your skill level in Excel and ensure that you will gain the most out of your learning experience.

Diagnostic Test Prerequisite. This test demonstrates a participant's skill level in working with spreadsheets. Once you have passed the test, you will be able to register for any of the four advanced courses at any time. **We recently had several students who wanted to register for the Advanced Income Capitalization course only to realize they had missed the 14 day window prior to the course and were unable to take the course because they hadn't taken the Diagnostic Test.**

**WE ARE ENCOURAGING ANY OF YOU WHO WOULD LIKE TO TAKE THESE ADVANCED COURSES TO TAKE THE DIAGNOSTIC TEST NOW!** Once taken, this component is behind you and you can register for any of the four courses.

- *Advanced Income Capitalization - NEW* - is a required MAI designation exam. It takes the place of the 40-hour *Advanced Income Capitalization (510)* exam.
- *Advanced Market Analysis and Highest & Best Use* - After June 1, 2011 general Associate members who have not previously received equivalency credit will be required to pass the new *Advanced Market Analysis and Highest & Best Use* exam.
- *Advanced Concepts & Case Studies NEW* - is a required MAI designation exam. It takes the place of the 40-hour *Advanced Sales Comparison and Cost Approaches (530)* and 40-hour *Advanced Applications (550)* exams.
- *Quantitative Analysis* – This course will be a required part of the MAI Advanced Education for general Associate members who join after January 1, 2012.

The diagnostic test must be completed successfully 14 days before the classroom component begins. For frequently asked questions go to: [http://www.appraisalinstitute.org/education/diagnostic\\_FAQs.aspx](http://www.appraisalinstitute.org/education/diagnostic_FAQs.aspx)

Online Session. The first part of the course is taken online, and it will be available 28 days before the traditional classroom sessions begin. The online session should take two hours to complete. It is mandatory that this session be completed. The first two hours introduce you to and prepare you for the traditional classroom sessions that follow.

The online session must be completed 7 days before the start date of the classroom sessions. If it is not completed, you will not receive credit for or pass the course.

#### **Sample Schedule** for the Advanced Courses

Online session available 28 days before classroom session begins  
Diagnostic test "Pass" grade 14 days before classroom session begins  
Registration for the course ends 14 days before classroom session begins  
Online session ends 7 days before classroom session begins  
Classroom sessions begin; Classroom sessions end; Exam

**PLEASE – take the Diagnostic test now and get it out of the way!**



**Online Education:** Learn at your own pace anytime, anywhere. Top-notch Appraisal Institute courses and seminars come straight to your desktop with online education! Learn from any computer anywhere, whenever you have time. It's easy, convenient and a great way to get the education you want. [Check out the current course listing now!](#)

## National News

SAVE THE DATE!

### 2012 Appraisal Institute Annual Meeting



**REGISTRATION NOW OPEN!**

**August 1- August 3, 2012**

**Loews Coronado Bay Hotel**

**San Diego, CA**

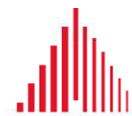
**Register online:**

**Full Schedule of Events**

and

**Information Updated Regularly at:**

**<http://www.cvent.com/events/2012-ai-annual-meeting/event-summary-a6b41c9f21f741ccb26ddf035d06d918.aspx>**



**Appraisal  
Institute®**

*Professionals Providing  
Real Estate Solutions*

## PR - EFFORT

The goal of our specific PR effort headed by Ev Strand, MAI, will be to educate our consumers to the fact that the MAI, SRPA and SRA designations are the best trained commercial and residential valuation analysts/experts in the market. Our PR effort will promote our designations primarily by

- 1) having our professionals included in the many private and public discussions that happen on a continual basis in our region,
- 2) through the publication of real estate valuation articles and
- 3) through advertisements in the *MN Real Estate Journal*.

The ad below is an example of the monthly advertisement in the *MN Real Estate Journal*. The design of the ad will remain the same, but each month there will be a different message. The idea is to continually have readers see, "MAI, SRPA and SRA" Designations and the association with the Appraisal Institute with a brief message such as, "Your most educated and trained real estate appraisers".

Watch for it!



The advertisement is a vertical rectangular graphic. The left side is a solid red background with a white curved border on the top and right. The right side is a light blue-grey background. In the top right corner, there is the Appraisal Institute logo, which consists of a stylized bar chart with vertical lines of varying heights, followed by the text "Appraisal Institute®" and "Professionals Providing Real Estate Solutions" in a smaller font. The main text on the red background is in white, bold, sans-serif font. It reads: "AVOID APPRAISAL PROBLEMS!" followed by "Look for the MAI, SRPA and SRA Designations" and "Your most educated and trained real estate appraisers" in quotes.

**AVOID APPRAISAL PROBLEMS!**

*Look for the  
MAI, SRPA and SRA Designations*

"Your most educated and  
trained real estate appraisers"

**Appraisal  
Institute®**  
*Professionals Providing  
Real Estate Solutions*