



ARIZONA BOARD OF APPRAISAL

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DRAFT MINUTES EDUCATION COMMITTEE MEETING Monday, November 26, 2012 9:00 AM

Call to Order and Roll Call.

Meeting called to order by Mike Petrus, Committee Chairperson at 9:30 AM.

Committee members present at roll call:

Mike Petrus
Joe Stroud
Frank Ugenti

Staff Attendance:

Jeanne Galvin – Assistant Attorney General
Debra Rudd - Executive Director
Amanda Benally – Staff
Jessica Sapio - Staff

Discussion, consideration and possible action regarding the program and materials to audit Board approved courses in compliance with Arizona Administrative Code, Article 5, Course approval R4-46-501(I)(12).

Joe Stroud updated the Committee regarding the status of the education audit program. The groundwork has been started to recruit and train classroom auditors. Mr. Stroud spoke with Arizona Department of Real Estate (ADRE) and the instructor that ADRE used to help train their initial auditors. Mr. Stroud would like to utilize this instructor to get Board members trained at the January meeting in hopes of starting the audit program in February. Amanda Benally, Regulatory Compliance Officer let the Committee know that staff would need to look at the proper procedures through procurement before hiring an outside vendor for Board member training. Jeanne Galvin, Assistant Attorney General advised the Committee that prior to utilizing the instructor, the instructor would need to be approved by the Board and Board staff would need to contact procurement to make sure that the Board has the proper forms, a contract and that the Board has the budget for any instructor fees. Mike Petrus asked for staff to get the process started with procurement. Mr. Stroud let the Committee know that it would be a one-time training for the Board members and then a Board member or Board staff could conduct future trainings.

Discussion, consideration and possible action regarding John Beshk's request that Mesa Community College offer practicum courses that are acceptable for appraisal experience.

Joanna Conde informed the Committee that she was working with John Beshk of Mesa Community College to develop a curriculum to be taught in an academic setting that would include one instructor teaching appraisal basics to multiple students. At this time the Arizona Administrative Code does not allow for this kind of training environment and the rules would need to be changed to allow the instructor to train more than three students at a time. Mr. Beshk stated that the biggest problem that he has heard at the college is that students are unable to find a supervising appraiser. He feels that this program would be a good outlet for appraisers that want to get into the business. With more people leaving the appraisal business than coming into it, Mr. Beshk feels that teaching a student the basics of appraisal could help them be valuable to a supervisor and might make it easier for them to find a supervising appraiser. Ms. Conde stated that the program would teach the basics such as measuring a house, selecting comparable sales, regression analysis and other basic skills. Mike Petrus asked how the program would work with the new Appraiser Qualification Board's (AQB) criterion that is coming. Ms. Conde said that she spoke with AQB and that was something that they could work out, but that the AQB is looking for a practicum course in academic setting. Frank Ugenti stated that he was in favor of where this course is heading and would like to invite Ms. Conde and Mr. Beshk back to a future Board meeting when they have more information and could have a presentation for the full Board. Ms. Galvin stated that she would need to do some research to be sure that the Board has the jurisdiction for this

type of course. Mike Petrus recommended that this be put on a future agenda, hopefully in January, to allow Ms. Galvin time to do some research. The Committee went off the record to review the files. The Committee came back on the record and Mike Petrus made a motion to make the following recommendations to the full Board:

For discussion with the full Board:

Developing a program and materials to audit Board approved courses in compliance with Arizona Administrative Code, Article 5, Course Approval R4-46-501(l)(12).

To recommend to the Board for a future agenda:

John Beshk's request that the Board approve Mesa Community College to offer practicum courses that are acceptable for appraisal experience.

To approve the following continuing education – not previously approved by the Board:

1. Submitted by Appraisal Institute
 - a. **Practical Regression Using Microsoft Excel**, 14 hours
*John Urubeck
 - b. **Uniform Appraisal Dataset After Effects: Efficiency vs. Obligation**, 7 hours
*Dawn Moliter-Gennrich
2. Submitted by Arizona School of Real Estate & Business
1253 How Appraisers Develop Capitalization Rates, 4 hours
*Earland Cass, Jacques Fournier, Kathleen Holmes, Gretchen Koralewski, Don Miner, Roy Morris, Thomas Morrison, Ronald Schilling, Richard Turkian, Aaron Warren, David Ziegler
3. Submitted by Calypso
Environmental Hazards Impact On Value, Distance Education, 7 hours
*Francis Finnigan
4. Submitted by Dynasty School
 - a. **Challenging Assignments for Residential Appraisers**, Distance Education, 7 hours
*Robert Abelson
 - b. **Covering All the Bases in Residential Reporting**, Distance Education, 7 hours
*Robert Abelson
 - c. **Foreclosure Basics for Appraisers**, Distance Education, 7 hours
*Robert Abelson
5. Submitted by McKissock LP
 - a. **Disciplinary Cases – What NOT to do (live webinar)**, Distance Education, 7 hours
*Dan Bradley, K. Tracy Martin, Charles Huntoon
 - b. **Land & Site Valuation (live webinar)**, Distance Education, 5 hours
*Dan Bradley, K. Tracy Martin, Charles Huntoon

To approve the following course instructor education credits:

Howard Johnson - National USPAP Update, #ABA0103-262

Gretchen Koralweski - Residential Sales Comparison and Income Approaches, #ABA 0607-652-06

For staff to request proof of instructorship for the following course instructor education credits:

Howard Johnson - Advanced Residential Applications and Case Studies, #ABA 0707-673-09

Howard Johnson - Basic Appraisal Principals, #0906-569-01

To approve the following consent agenda for continuing education previously approved by the Board with no changes:

1. Submitted by American Society of Farm Managers and Rural Appraisers
A114 2012-2013 National USPAP Update, #ABA 0305-400, 7 hours
*Lee Ann Moss

2. Submitted Arizona School of Real Estate & Business
R.E. Forclosures-Legal & Practical Concerns, #ABA 1207-717, 3 hours
*Bryan Albue, Shelly Cramer, Diane Drain, Bill Gray, Randy Helfman, William Lanelli, Andrew Jaffe, Dan Kloberdanz, William Kozub, Christopher McNichol, Jim Miller, Tom Noble, Paul Parouse, Sherry Olsen, Dave Rider, Barry Seip, Gary Smith, Fletcher Wilcox
3. Submitted by McKissock Appraisal School
 - a. **2-4 Family Finesse**, #ABA D0706-551 Distance Education, 7 hours
*Alan Simmons
 - b. **Appraising FHA Today**, Distance Education #ABA D1211-1058, 4 hours
*Dan Bradley, K. Tracy Martin
 - c. **Appraising in a Post-HVCC World – Live Webinar**, #ABA D1211-1058 Distance Education, 4 hours, *Dan Bradley, K. Tracy Martin
 - d. **Appraising Manufactured Homes**, #ABA D0211-996 Distance Education, 7 hours
*Alan Simmons
 - e. **Environmental Issues for Appraisers**, #ABA D0608-799 Distance Education, 5 hours
*Alan Simmons
 - f. **Introduction to Regression Analysis for Appraisers**, Distance Education, 4 hours
*Dan Bradley, K. Tracy Martin, Susanne Barkalow
 - g. **Introduction to Residential Green Building for Appraisers**, Distance Education, 4 hours
*Dan Bradley, K. Tracy Martin
 - h. **Relocation Appraising: New ERC Summary Appraisal Report**, #ABA 0211-997, 7 hours
*Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, John Willey, Dan Tosh
 - i. **REO and Short Sale Appraisal, Guidelines**, Distance Education #ABA D1211-1056, 4 hours
*Dan Bradley, K. Tracy Martin
 - j. **Residential Appraisal Review**, #ABA D0311-1009 Distance Education, 7 hours
*Alan Simmons
 - k. **The Changing World of FHA, Appraising (Live Webinar)**, Distance Education, 7 hours
*Dan Bradley, K. Tracy Martin

To approve the following consent agenda for qualifying education previously approved by the Board with no changes:

Submitted by McKissock Appraisal School

General Appraiser Income Approach, #ABA D0111-988-14 Distance Education, 60 hrs

*Dan Bradley

Joe Stroud seconded the motion made by Mike Petrus. The Committee voted unanimously in favor of the motion.

Adjournment

The meeting was adjourned.

B. Michael Petrus, Committee Chairperson