



## ARIZONA BOARD OF APPRAISAL

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### MINUTES EDUCATION COMMITTEE MEETING Friday, December 14, 2012 10:30 AM

#### **Call to Order and Roll Call.**

Meeting called to order by Joe Stroud at 10:30 AM.

#### **Committee members present at roll call:**

James Heaslet  
Joe Stroud (Telephonic)

#### Staff Attendance:

Jessica Sapio – Staff  
Juanita Coghil - Staff

Joe Stroud informed the Committee that he had forwarded an updated version of the audit program to Jessica Sapio and Debra Rudd, the night before, and that he felt that the updated version should cover all of the voiced concerns from the recent Board meetings. Mr. Stroud would like to present this updated version of the audit program to the full Board at the February meeting.

The Committee discussed the Arizona School of Real Estate & Business' decision to use an instructor not preapproved by the Board to teach two courses. The instructor the school chose to use had been approved by the Board to teach other courses for Arizona School of Real Estate & Business.

Marti Barnewolt, VP of Operations/Curriculum Director, of the Arizona School of Real Estate and Business was present. Ms. Barnewolt stated that Mr. Howard Johnson was the instructor that the school had to use after the approved instructors were unable to teach the two aforementioned courses. Ms. Barnewolt stated that Mr. Johnson's resume clearly supports that he is qualified to teach these courses, and that Mr. Johnson has taught the entire school curriculum in years past, but that the school did not have Mr. Johnson's paperwork filed with the Board on his behalf. Joe Stroud noted that the school is responsible for ensuring that instructors are approved to teach courses and that it appeared that the instructor taught the course under the impression that the school had submitted the required documents for approval.

Mr. Stroud made a motion to give the students credit for the courses and to issue a letter of concern to the school regarding the administrative breakdown and requesting that the school review their procedures to avoid this mistake in the future. James Heaslet seconded the motion. The Committee voted unanimously in favor of the motion. Ms. Barnewolt assured the Committee that they had already reviewed the school's procedures and that they have made the necessary corrections to avoid this mistake in the future. Ms. Barnewolt verified with the Committee that the instructor and the students would not be impacted by the school's mistake.

The Committee went off the record to review the files. The Committee reconvened and Joe Stroud made a motion to recommend the following to the full Board:

**To approve the following Continuing Education – not previously approved by the Board:**

1. **Submitted by Appraisal Institute**
  - a. **Business Practices & Ethics**, 4 hours, Stephanie Coleman
  - b. **Complex Litigation Appraisal Case Studies**, 7 hours, Shawn Wilson
  - c. **Online The Discounted Cash Flow Model: Concepts, Issues, & Applications, Distance Education**, 5 hours, Ken Lushet
  - d. **Residential Commercial Valuation of Solar**, 15 hours, Sandy Adomatis
2. **Submitted McKissock, LP**

**Analysis in Action**, 7 hours, Dan Bradley, Wally Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock, Larry McMillen, Steve Vehmeier, John Willey, Susanne Barkalow, Paul Lorenzen, Dan Tosh, Rob Abelson, Greg Harding, Alex Gilbert, Rob McClelland, Diana Jacob

**To approve the following Continuing Education – renewals with changes to instructors:**

1. **Submitted by Arizona School of Real Estate & Business**
  - a. **C5908 2012-2013 National USPAP Update**, #ABA 0103-262, 7 hours  
Ronald Schilling, Howard Johnson, Roy Morris, Thomas Morrison
  - b. **C6139 Survival Guide to Home Inspection**, #ABA 0903-299, 3 hours  
Eric Bohlander, Neil Dauler-Phinney, Randy Helfman, Daniel Kloberdanz, William Kozub, Mark Kramholtz, Thomas Noble, Marlene Olsen, Paul Parouse, David Rider, Barry Seip, Debbie Shields, Richard Turkian, Craig Yelverton, Earl Cass, Thomas Denny, James Duke, William Fisher, William Gray, David Maza, Don Miner, Roy Morris, Paul Rhodes, Ronald Schilling, David Ziegler
  - c. **Loan Fraud and Other Factors Impacting Residential Real Estate**, #ABA 0407-627, 3 hours, William Iannelli, Mark Kramholtz, William Gray, Don Miner, Roy E. Morris, Thomas Noble, Sherry Olsen, Dave Rider, Ron Schilling, Dave Wood, Jon Willis
  - d. **1968 Appraisal Valuation & Current Economic Trends**, #ABA 0302-164, 4 hours, John Dingeman, Gretchen Koralewski, Thomas Morrison, Ann Susko, Tracey Captain, Earl Cass, Jacques Fournier, William Gray, Kathleen Holmes, Howard Johnson, Don Miner, Roy Morris, Ronald Schilling, Aaron Warren, Richard Turkian, David Ziegler
  - e. **3247 Commercial Contract Writing**, #ABA 0306-515, 3 hours  
Randy Helfman, Nicholas Miner, Stan Strom, Craig Yelverton, Earl Cass, Joseph Chandler, Shelly Cramer, Bill Gray, Andrew Jaffee, Dan Klorberdanz, William Kozub, Mark Kramoltz, Greg McGill, Christopher McNichol, Don Miner, Roy Morris, Jeff Pitcher, David Rider, David Wood, Jonathan Willis
  - f. **3906 Home Inspection and the Real Estate Industry**, #ABA 0203-272, 3 hours, Eric Bohlander, William Iannelli, Paul Parouse, Marlene Olsen, Thomas Denny, James Duke, William Fisher, Bill Gray, David Maza, Don Miner, Roy Morris, Paul Rhodes, Ron Schilling, Larry Schoenberger, David Ziegler

**To approve the following Qualifying Education – renewals with changes to instructors:**

1. **Submitted by Arizona School of Real Estate & Business**
  - a. **AP-03 2012-2013 National USPAP, #ABA 0502-214-03, 15 hours**  
Ronald Schilling, Howard Johnson, Roy Morris, Thomas Morrison
  - b. **AP-10A The Comprehensive Roadmap to Supervising Entry-Level Appraisers, #ABA 0208-733-10, 20 hours, James Duke, Gretchen Koralewski, Thomas Morrison, Marlene Olsen, Tracy Captain, Earl Cass, Neil Dauler-Phinney, Thomas Denny, William Fisher, Jacques Fournier, William Gray, Randy Helfman, William Iannelli, William Dozub, Mark Kramholtz, Dave Maza, Don Miner, Roy E. Morris, Sherry Olsen, Dave Rider, Kevin Rude, Ron Schilling, Adam Staley, Rick Turkian, Aaron Warren, Fletcher Wilcox, Dave Ziegler**
  - c. **AP-10B Mastering Unique & Complex Property Appraisal, #ABA 0208-734-10, 20 hours, Kathleen Holmes, Aaron Warren, Ann Susko, Tracey Captain, Earl Cass, Jacques Fournier, William Gray, Howard Johnson, Gretchen Koralewski, Don Miner, Roy Morris, Ronald Schilling, David Ziegler**

**To approve the following new instructors to currently approved courses:**

1. **Submitted by McKissock, LP**
  - a. **2012-2013 National USPAP Update Equivalent, #ABA 0210-913,**  
Diana Jacob
  - b. **Disciplinary Cases-What Not to Do, #ABA 0812-1135, Diana Jacob**
  - c. **Deriving and Supporting Adjustments, #ABA 0411-1015, Diana Jacob**
  - d. **FHA for Today's Appraiser, #ABA 1012-1133, James Greg Harding,**  
Diana Jacob
  - e. **Introduction to Regression for Appraisers, #ABA 0711/1029, Diana Jacob**
  - f. **Introduction to Complex Appraisal Assignments, #ABA 0712-1121,**  
Diana Jacob
  - g. **Introduction to Expert Witness Testimony, #ABA 1207-723, Diana Jacob,**  
Larry McMillen
2. **Submitted by Arizona School of Real Estate & Business**
  - a. **AP-09 Advanced Residential Applications and Case Studies,**  
#ABA 0906-569-01, Howard Johnson
  - b. **AP-01 Basic Appraisal Principles, #ABA 0906-569-01, Howard Johnson**

**To approve the following Continuing Education renewals with no changes by Consent Agenda:**

1. **Submitted by Career WebSchool:**

- a. **Residential Appraiser Site Valuation and Cost Approach, #ABA D1106-591**  
Distance Education, A.M. Black
  - b. **Residential Market Analysis and Highest and Best Use, #ABA D1106-592**  
Distance Education, A.M. Black
2. **Submitted by Hogan School of Real Estate**
- a. **Appraisal of 2-4 Family & Multifamily Properties, #ABA 1211-1048, 7 hours,**  
James Hogan
  - b. **Foreclosure Basics for Appraisers, #ABA D1211-1049 Distance Education,**  
7 hours, James Hogan
  - c. **2012-2013 USPAP Update, #ABA 1211-1054, 7 hours, Roy E. Morris III**

**To approve the following Qualifying Education renewals with no changes by Consent Agenda:**

1. **Submitted by Career WebSchool:**
- a. **Residential Appraiser Site Valuation and Cost Approach,**  
#ABA D1106-589-05 Distant Education, A.M. Black
  - b. **Residential Market Analysis and Highest and Best Use,**  
#ABA D1106-590-04 Distance Education, A.M. Black

**To review and present to the Board at its February meeting, the updated audit material as presented by Joe Stroud.**

**To issue a letter of concern to the Arizona School of Real Estate & Business for failure to obtain approval of an instructor prior to allowing the instructor to teach a course and to request that the school review their procedures and make necessary corrections to avoid this mistake in the future.**

**Adjournment**

The meeting was adjourned.

  
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Joe Stroud, Board Member