



## ARIZONA BOARD OF APPRAISAL

1400 West Washington, Suite 360  
Phoenix, Arizona 85007  
(602) 542-1558 Fax (602) 542-1598  
Email: [info@azboa.gov](mailto:info@azboa.gov)  
Website: [www.azboa.gov](http://www.azboa.gov)

### FINAL MINUTES EDUCATION COMMITTEE MEETING Thursday, January 17, 2013 9:30 AM

Call to Order and Roll Call

Meeting called to order by Mike Petrus, Education Committee Chair at 9:30 AM

Committee members present at roll call:

Joe Stroud  
Mike Petrus  
James Heaslet

Staff Attendance:

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

**The December 14, 2012 minutes were approved after James Heaslet joined the committee meeting.** At the December committee meeting, members Mike Petrus and Frank Ugenti were unable to attend. James Heaslet was appointed to sit on this committee to assist with obtaining a quorum. To approve the minutes of that meeting, Mr. Heaslet was once again asked to sit in this committee meeting. The minutes were approved by James Heaslet and Joe Stroud, with Mike Petrus abstaining from the vote. Mr. Heaslet then left the meeting.

#### **Presentation to the Board regarding auditing of Board courses**

Joe Stroud gave recent updates about the auditing of courses. Discussion ensued regarding who would be qualified to audit which courses. Joe Stroud commented that he wanted William Gray, an instructor for the Arizona School of Real Estate who also teaches auditors of AZ Dept. of R.E. courses to teach the first class. He would be willing to pay Mr. Gray himself, if this could not be paid through the Board's funds. Discussion concluded with further refinement on the presentation and acknowledgement that it would be presented to the full Board at the January meeting.

#### **Agenda item regarding instructor's approval on an annual basis**

Discussion ensued regarding the possible actions, if any, that the committee wanted to take and decided to take no action would be taken at this time.

After reviewing the files, Mike Petrus made a motion to recommend approval to the full Board of all remaining items on the agenda. The motion was seconded by Joe Stroud, and unanimously approved.

#### **Adjournment**

The meeting was adjourned.

Mike Petrus, Education Committee Chairperson

**APPRAISAL TESTING AND EDUCATION COMMITTEE**

**January 17, 2013**

**9:00 A.M.**

The committee may go into executive Session, which will not be open to the public, for the purposes of obtaining legal advice from the Board's attorney on any matters listed below or to consider confidential material pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431-03(A)(2), respectively.

**I. CALL TO ORDER AND ROLL CALL**

**II. OTHER BUSINESS**

- A. Approval of the December 14, 2012 minutes.

**III. DISCUSSION AND POSSIBLE ACTION**

- A. Developing a program and materials to audit Board approved courses. In compliance with Arizona Administrative Code, ARTICLE 5. Course approval R4-46-501(I)(12).
- B. Define process for Instructor approval and the possibility of having Instructors renew annually for approval.

**IV. DISCUSSION AND POSSIBLE ACTION REGARDING ADDING NEW INSTRUCTORS TO CURRENTLY APPROVED COURSES**

NONE

**V. CONTINUING EDUCATION – NEW COURSE(S) – NOT previously approved by the Board**

- A. Submitted by **dba Calypso Continuing Education**

**FHA Site Inspection**, Distance Education, 7 hours  
Francis Finigan

- B. Submitted by **OnCourse Learning Corporation dba Career Webschool**

**Appraisal Math & Statistics**, Distance Education, 7 hours  
A.M. Bud Black

**Cost Approach Overview**, Distance Education, 7 hours  
A.M. Bud Black

**Income Capitalization Overview**, Distance Education, 7 hours  
A.M. Bud Black

**Sales Comparison Approach**, Distance Education, 7 hours  
A.M. Bud Black

- C. Submitted by Greensight Value

**Appraising Green Homes: Construction Methods and Trends**, Distance Education, 7 hours  
Taylor Watkins

**Appraising Green Homes: Valuation Techniques**, Distance Education, 7 hours  
Taylor Watkins

**VI. CONTINUING EDUCATION – RENEWAL(S) – \* Instructor(s) added**

- A. Submitted by The Columbia Institute

**Appraising in a Depressed Market, No. 125, ABA# 1011-1036**, 8 hours  
Bernard Boarnet, George Harrison, Martin Molloy, Bryan Reynolds, Roy Morris, Diana Jacob, Chuck Johnson  
\* John Dingeman

- B. Submitted by ASFMRA

**2013 Spring Ag Forum, ABA# 0211-993**, 7 hours  
Charlie Havranek, Tom Rolston, Shawn Wood, Bill Moody, William Staudenmaier, Tom Van Hofwegen, Steve Pendleton, Scott Halver, Mark Finley, Myron Fortin  
\* Warren Prosser, Henry Provencio, Jim Rounds

**VII. BY CONSENT AGENDA**

- A. Continuing Education – renewals with no changes

**Submitted by Appraisal Institute**

**Litigation Appraising: Specialized Topics and Applications, ABA# 0202-144**, 16 hours  
Stephen Roach

**7-Hour National USPAP Course, ABA# 1211-1053**, 7 hours  
Kenneth Russell

**Online Reviewing Residential Applications & Using Fannie Mae Form, ABA# D0208-743**,  
**Distance Education**, 7 hours  
Mark Rattermann

**The Appraiser as an Expert Witness Preparation & Testimony, ABA# 0402-204**, 16 hours  
Joseph Magdziarz

**Submitted by Arizona Appraisers State Conference, LLC**

**2012-2013 National USPAP Update, ABA# 0112-1063**, 7 hours  
Joanna Conde'

**Submitted by McKissock, LP**

**Appraisal Applications of Regression Analysis, ABA# D0212-1066**, Distance Education, 7  
hours  
Dan Bradley

**Appraising & Analyzing Industrial & Flex Buildings for Mortgage Underwriting, ABA# D0411-  
1017**, Distance Education, 7 hours  
Bruce Coin

**Construction Details & Trends, ABA# D0605-436**, Distance Education, 7 hours  
Alan Simmons

**Deriving & Supporting Adjustments, ABA# 0411-1015**, 7 hours  
Dan Bradley, Waly Czekalski, Ken Guilfoyle, Chuck Huntoon, Tracy Martin, Richard McKissock,

Larry McMillen, Steve Vehmeier, John Willey, Susanne Barkalow, Paul Lorenzen, Dan Tosh, Rob McClelland, Rob Abelson, Alex Gilbert, Greg Harding

**Mortgage Fraud & Protect Yourself, ABA# D1207-724, Distance Education, 7 hours**  
Dan Bradley

**REO & Foreclosures, ABA# D0508-787, Distance Education, 5 hours**  
Dan Bradley

**Residential Appraisal Review – Live Webinar, ABA# D0212-1067, Distance Education, 7 hours**  
Dan Bradley, K. Tracy Martin, Suzanne Barkalow

**Residential Report Writing & More Than Forms, ABA# D0411-1018, Distance Education, 7 hours**  
Dan Bradley

**The Cost Approach, ABA# D1206-602, Distance Education, 7 hours**  
Alan Simmons

**B. Qualifying Education – renewals with no changes**

**Submitted by Appraisal Institute**

**Advanced Residential Applications and Case Studies, Part 1, ABA# 0306-505-09, 15 hours**  
Joseph Magdziarz

**Advanced Residential Report Writing, Part 2, ABA# 0308-757-10, 30 hours**  
Joseph Magdziarz

**Alternative Uses & Cost Valuations of Small, Mixed-Use Properties, ABA# 0308-758-10, 16 hours**  
Vince Dowling

**Basic Appraisal Principles, ABA# 0404-348-01, 30 hours**  
Vickie Gill

**General Appraiser Market Analysis & Highest & Best Use, ABA# 0110-902-11, 30 hours**  
Joseph Magdziarz

**General Appraiser Report Writing & Case Studies, ABA# 0407-620-15, 30 hours**  
Richard DuBay

**General Appraiser Sales Comparison Approach, ABA# 0207-606-13, 30 hours**  
Mark Rattermann

**Income Valuation of Small, Mixed-Use Properties, ABA# 0308-759-10, 16 hours**  
Vince Dowling

**15-Hour National USPAP Course, ABA# 1211-1051-03, 15 hours**  
Thomas Kirby

**Online General Appraiser Sales Comparison Approach, ABA# D1209-893-13, Distance Education,**  
30 hours  
Kenneth Folz

**Residential Market Analysis & Highest & Best Use, ABA# 0404-349-04, 15 hours**  
Vickie Gill

**Sales Comparison Valuation of Small, Mixed-Use Properties, ABA# 0308-760-10, 16 hours**  
Vince Dowling

**Submitted by Dynasty School**

**Advanced Residential Applications & Case Studies, ABA# D1211-1052-09, Distance Education, 16 hours**  
Robert Abelson

**Real Estate Finance, ABA# D1110-979-10, Distance Education, 30 hours**  
Robert Abelson

**Submitted by McKissock LP**

**Appraisal Subject Matter Electives, ABA# D0907-691-10, Distance Education, 20 hours**  
Alan Simmons

**Basic Appraisal Procedures, ABA# D0507-649-02, Distance Education, 30 hours**  
Dan Bradley

**Residential Appraiser Site Valuation & Cost Approach, ABA# D0906-572-05, Distance Education, 15 hours**  
Dan Bradley

**Statistics, Modeling & Finance, ABA# D1007-700-08, Distance Education, 15 hours**  
Alan Simmons