



## ARIZONA BOARD OF APPRAISAL

15 S. 15<sup>th</sup> Ave., Suite 103A  
Phoenix, Arizona 85007  
(602) 542-1558 Fax (602) 542-1598  
Email: info@azboa.gov  
Website: www.azboa.gov

### REQUIREMENTS FOR SUBMITTING AN APPLICATION FOR COURSE APPROVAL APPLICATION

All entries must be typewritten or printed in ink. All new course applications must be submitted electronically and a hard copy must be submitted to the Board's office. If you do not answer **EVERY** question, and include all required attachments, your application will be considered incomplete and will delay the course approval.

Payment must be in the form of a certified check, cashier's check or money order payable to the Arizona Board of Appraisal. Do not send cash, personal check or business check. Cash will be accepted in exact amount if presented in person at the Board office.

#### **Initial Course Approval:**

**Submit electronically (email or CD) as well as a hard copy to the Boards office.**

1. Fees
  - a. \$400.00 Qualifying Education
  - b. \$200.00 Continuing Education
2. Course approval application. Include all required documentation.
3. Instructor approval application for each instructor. Include all required documentation as listed on the Instructors application.
4. School and/or Course Supplier's application if the course supplier does not currently have a course approved by the Board.
5. Detailed course **timed** outline.
6. The text or other written materials.
7. Topic Matrix. **Required for qualifying education courses only.** Complete and submit only the page(s) that are applicable to the course.

#### **Renewal of Course Approval:**

**Submit electronically (email or CD) as well as a hard copy to the Boards office.**

1. Fees
  - a. \$100.00 Qualifying AND Continuing Education
2. Course approval application. Include all required documentation.
3. Instructor approval application for both **current and new** instructor(s). Include all required documentation as listed on the Instructors application.
4. Detailed course **timed** outline.
5. Topic Matrix. **Required for qualifying education courses only.** Complete and submit only the page(s) that are applicable to the course.

#### **Add/Change Instructor Only :**

**Submit electronically (email or CD) as well as a hard copy to the Boards office.**

1. Fees
  - a. \$50.00 Change of Instructor(s) With No Other Changes
2. Course Approval application.
3. Instructor Approval application for each instructor. Include all required documentation as listed on the Instructors application.

**ADDITIONAL INFORMATION:**

1. Qualifying education courses must be at least fifteen (15) contact hours with an exam for licensing or certification. Continuing education must be at least three (3) contact hours.
2. All courses approved for qualifying education are also approved for continuing education.
3. The 15-hour National USPAP Course, or its equivalent, approved through the AQB Course Approval Program, cannot be through distance education.
4. The 7-hour National USPAP Update Course, or its equivalent, approved through the AQB Course Approval Program, cannot be through distance education.
5. The American Council on Education through its ACE/Credit Program IS NOT an approved entity for review of distance learning education course mechanisms.
6. It is the responsibility of the course provider to maintain and submit approval/renewal of the course design and delivery mechanism. If an approved AQB and/or IDECC course expires prior to the Boards expiration date, the course will be removed from the Boards Education list.
7. Course supplier must maintain a record of attendance for a minimum of five years which indicates:
  - (a) Name of participant
  - (b) Hours the participant attended the course/seminar
  - (c) Title and description of the course/seminar attendedThese records may be inspected by the Board or its representative.
8. Classes may be monitored at any time by the executive director or the executive director's representative. No fee may be charged to anyone acting in this capacity.
9. A course may be instructed by only the Board-approved instructor(s) for the course.



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In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format.

**APPLICATION FOR COURSE APPROVAL**

All entries must be typewritten or printed in ink. If you do not answer **EVERY** question, and include all required attachments, your Application will be considered incomplete and will delay the course approval.

**Check  Applicable Boxes**

- INITIAL** Course Review
  - \$400 Fee for **QUALIFYING** Education
  - \$200 Fee for **CONTINUING** Education
- RENEWAL** of Course Approval
  - \$100 Renewal Fee for **QUALIFYING** Education
  - \$100 Renewal Fee for **CONTINUING** Education
- CHANGE/ADD INSTRUCTOR(S)** to a Currently Active Approved Course
  - \$50 Fee to CHANGE INSTRUCTOR(S) With No Other Changes

**Payment Information (fees are nonrefundable):**

- Certified check # \_\_\_\_\_  Cashier's check # \_\_\_\_\_  Money Order # \_\_\_\_\_
- Payable to the Arizona Board of Appraisal. Do not send personal checks or business checks. Cash in the exact amount will be accepted if paid in person at the Board office.*

- 1. Course Provider \_\_\_\_\_
- 2. Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 3. Contact Person \_\_\_\_\_ Phone \_\_\_\_\_
- 4. Email \_\_\_\_\_ Fax \_\_\_\_\_
- 5. Website \_\_\_\_\_

**NOTE: Items 1 through 5 are posted on the Board's website as contact information for public information.**

- 6. Course Title \_\_\_\_\_
- 7. Course Approval Code (for renewal only) ABA # \_\_\_\_\_
- 8. Course Hours (not including exam hours) \_\_\_\_\_ Exam Hours (exam hours only) \_\_\_\_\_ Total Hours \_\_\_\_\_
- 9. Name of **New** Instructor(s): \_\_\_\_\_  
\_\_\_\_\_
- 10. Name of **Currently Approved** Instructor(s): \_\_\_\_\_  
\_\_\_\_\_
- 11. Location of Offering \_\_\_\_\_

12. Course approved through the AQB Course Approval Program?  No  Yes (if yes, attach proof)

13. Method of Presentation:  Traditional Classroom  Correspondence  Internet  
 Video tape  Remote TV  Computer

14. Attach proof of approval of the course design and delivery mechanism from one of the following sources:

The Appraiser Qualifications Board (AQB).  
Effective Date: \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

The International Distance Education Certification Center (IDECC).  
Effective Date: \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

An accredited college, community college, or university that offers distance education programs in other disciplines and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for distance education courses.

A qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporates interactivity.

15. Ownership of Course Materials:  Yes  No (If no, list owner and contact information)

Owner: \_\_\_\_\_  
\_\_\_\_\_

16. Check all items submitted with this course application:

Detailed timed outline  Text or other written materials  Topic matrix (required with qualifying education)  
 Instructors Application (with attachments)

17. **NEW IMPORTANT:** Submit electronically (email or CD) as well as a hard copy to the Boards office.

I declare that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## TOPIC MATRIX

Required for:

**ALL Qualifying Education Course Submissions (Initial and Renewal)**

**COMPLETE AND SUBMIT ONLY THE APPLICABLE PAGE(S) WITH APPLICATION.**

**NOTE: Subtopics listed under each core education requirement are not mandatory for meeting the Required Core Curriculum.**

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>BASIC APPRAISAL PRINCIPLES</b>			
Real Property Concepts and Characteristics Basic Real Property Concepts Real Property Characteristics Legal Description			
Legal Consideration Forms of Ownership Public and Private Controls Real Estate Contracts Leases			
Influences on Real Estate Values Governmental Economic Social Environmental, Geographic and Physical			
Types of Value Market Value Other Value Types			
Economic Principles Classical Economic Principles Application and Illustrations of the Economic Principles			
Overview of Real Estate Markets and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis			
Ethics and How They Apply in Appraisal Theory and Practice			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>BASIC APPRAISAL PROCEDURES</b>			
Overview of Approaches to Value			
Valuation Procedures Defining the Problem Collecting and Selecting Data Analyzing Reconciling and Final Value Opinions Communicating the Appraisal			
Property Description Geographic Characteristics of the Land/Site Geologic Characteristics of the Land/Site Location and Neighborhood Characteristics Land/Site Considerations for Highest and Best Use Improvements▯Architectural Styles and Types of Construction			
Residential Applications			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>THE 15-HOUR NATIONAL USPAP COURSE OR ITS EQUIVALENT</b>			
Preamble and Ethics			
Standard 1			
Standard 2			
Standards 3 to 10			
Statements and Advisory Opinions			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>RESIDENTIAL MARKET ANALYSIS AND HIGHEST AND BEST USE</b>			
Residential Market and Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis			
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>RESIDENTIAL APPRAISER SITE VALUATION AND COST APPROACH</b>			
Site Valuation Methods Case Studies			
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>RESIDENTIAL SALES COMPARISON AND INCOME APPROACH</b>			
Valuation Principles & Procedures—Sales Comparison Approach			
Valuation Principles & Procedures—Income Approach			
Finance and Cash Equivalency			
Financial Calculator Introduction			
Identification, Derivation and Measurement of Adjustments			
Gross Rent Multipliers			
Partial Interests			
Reconciliation			
Case Studies and Applications			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>RESIDENTIAL REPORT WRITING AND CASE STUDIES</b>			
Writing and Reasoning Skills			
Common Writing Problems			
Form Reports			
Report Options and USPAP Compliance			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>STATISTICS, MODELING AND FINANCE</b>			
Statistics			
Valuation Models (AVMs and Mass Appraisal)			
Real Estate Finance			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>ADVANCED RESIDENTIAL APPLICATIONS AND CASE STUDIES</b>			
Complex Property, Ownership and Market Conditions			
Deriving and Supporting Adjustments			
Residential Market Analysis			
Advanced Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>GENERAL APPRAISER MARKET ANALYSIS AND HIGHEST AND BEST USE</b>			
Real Estate Market Analysis Market Fundamentals, Characteristics and Definitions Supply Analysis Demand Analysis Use of Market Analysis			
Highest and Best Use Test Constraints Application of Highest and Best Use Special Considerations Market Analysis Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>GENERAL APPRAISER SALES COMPARISON APPROACH</b>			
Value Principles			
Procedures			
Identification and Measurement Adjustments			
Reconciliation			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>GENERAL APPRAISER SITE VALUATION AND COST APPROACH</b>			
Site Valuation Methods Case Studies			
Cost Approach Concepts and Definitions Replacement/Reproduction Cost New Accrued Depreciation Methods of Estimating Accrued Depreciation Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>GENERAL APPRAISER INCOME APPROACH</b>			
Overview			
Compound Interest			
Lease Analysis			
Income Analysis			
Vacancy and Collection Loss			
Estimating Operating Expenses and Reserves			
Reconstructed Income and Expense Statement			
Stabilized Net Operating Income Estimate			
Direct Capitalization			
Discounted Cash Flow			
Yield Capitalization			
Partial Interest			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>GENERAL APPRAISER REPORT WRITING AND CASE STUDIES</b>			
Writing and Reasoning Skills			
Common Writing Problems			
Report Options and USPAP Compliance			
Case Studies			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			

TOPIC	HOURS	MATERIALS CROSS- REFERENCE	EXAM CROSS- REFERENCE
<b>APPRAISAL SUBJECT MATTER ELECTIVE</b>			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL HOURS			