

MINNESOTA

Appraisal Licensing & Continuing Education



Guiding you to success.

2020

MARCH-DECEMBER

STEP-BY-STEP GUIDE

STEP 1: Complete Education

Finish 75 hours of required education.

STEP 2: Take the Exam Prep Course (Recommended)

Register for the *How to Pass the Minnesota Trainee Real Property Appraiser Exam* course.

STEP 3: Take the Exam

Sign up for the Trainee Real Property Appraiser Exam. Contact Pearson VUE, the testing service, at 833.273.1946 or www.pearsonvue.com.

STEP 4: Complete Supervisor/Trainee Course

Complete the *Minnesota Supervisor/Trainee Appraiser Course* and find an appraisal supervisor.

STEP 5: Apply for Your License

Pass the Trainee Real Property Appraiser Exam and apply for your license with the state.

STEP 6: Continuing Education

We offer appraiser continuing education for license renewal. For more information concerning required hours, courses, etc., please visit: <https://mn.gov/commerce/licenses/appraiser>.

Your Future in Appraisal
Starts with Kaplan

Trainee Real Property Appraiser Premium Package with Mandatory Supervisor/Trainee Course

81 hours + Exam Prep **\$1,679**

Contains required education, including the Supervisor/Trainee Appraiser Course and exam prep.

Trainee Real Property Appraiser Premium Package

75 hours + Exam Prep **\$1,619**

Start your appraisal career with this complete licensing package.

- Basic Appraisal Principles (30 hours)
- Basic Appraisal Procedures (30 hours)
- 2020–2021 National Uniform Standards of Professional Appraisal Practice (USPAP) (15 hours)
- How to Pass the Minnesota Trainee Real Property Appraiser Exam

Essential Package

75 hours **\$1,539**

Includes required education only (excludes exam prep).

BUNDLE
& SAVE

\$132

Basic Appraisal Principles

30 hours **\$579**

Learn the essentials of real estate and appraisal, including real property concepts and characteristics, legal descriptions, forms of ownership, market value, economic principles, including social, economic, and environmental influences, and more.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of real estate continuing education.

Basic Appraisal Procedures

30 hours **\$579**

This course covers the procedures used to develop a real property appraisal. Through case studies and real world examples, you'll learn about the three valuation approaches necessary to reach an opinion of value and discover how to conduct a market analysis and prepare a property description.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 30 hours of real estate continuing education.

2020–2021 National Uniform Standards of Professional Appraisal Practice (USPAP)

15 hours **\$419**

All real estate appraisers must comply with National USPAP regulations. Our nationally certified instructors help you interpret and clarify the USPAP performance standards. This course does not meet the 7-hour National USPAP Update CE requirement. (See page 5 for required update course.)

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 15 hours of appraisal continuing education.

How to Pass the Minnesota Trainee Real Property Appraiser Exam

2 days **\$145**

Walk in on exam day with the confidence you need to pass the Minnesota Real Property Appraisal Exam.

Minnesota Supervisor/Trainee Appraiser Course

6 hours **\$89**

This course meets the national, AQB-required content for supervisor and trainee appraisers. It also meets the additional requirements adopted by Minnesota.

This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of real estate continuing education.

Minnesota 8-Hour Supervisor/Trainee Super Package

8 hours **LIVE CLASSROOM \$118**

- Minnesota Supervisor/Trainee Appraiser Course (6 hours)
- Applications and Case Studies for Supervisor and Trainee Appraisers (2 hours)

Appraisal Build-Your-Own 30-Hour CE Package

(Call-in offer only)

30 hours | **\$469** (USPAP materials included at no additional cost)

Combine the 7-hour National Uniform Standards of Professional Appraisal Practice Update (USPAP) Course with any combination of live or OnDemand CE courses to complete the mandated continuing education at one low price!

Appraisal Build-Your-Own 15-Hour CE Package

(Call-in offer only)

15 hours | **\$219***

Choose any combination of live or OnDemand CE courses to create your custom package that you design to meet your learning needs and fulfill your requirements.

**Additional USPAP materials fee may apply.*

REQUIRED

2020–2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course

7 hours **LIVE CLASSROOM \$217**

Learn how the changes for the 2020–2021 USPAP affect daily appraisal practice.

The impact of the 2020–2021 USPAP changes will be highlighted utilizing relevant examples and discussion questions. Your experienced instructor illustrates how to apply the changes in daily appraisal practice, including discussion regarding common USPAP problems and issues appraisers experience.

This course fulfills the continuing education requirement that licensed and certified appraisers must complete a 7-hour update course on the Uniform Standards of Professional Appraisal Standards every two years.

Topics Include:

- Why and how USPAP changes are made
- Rationale for and impact of the 2020–2021 changes
- Common USPAP problems and issues
- Discussion of appraisal issues as related to USPAP

This course has been approved by the Minnesota Commissioner of Commerce for 7 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 7 hours of real estate continuing education.

Minnesota Supervisor/Trainee Appraiser Course

6 hours **LIVE CLASSROOM \$89**

Effective January 1, 2015, any new trainee or supervisory appraiser needs to complete this course.

This course meets the national, AQB-required content and outline for supervisory and trainee appraisers.

Minnesota has adopted criteria that exceed the minimum AQB requirements, and this course addresses the specific criteria that have been adopted by Minnesota with regard to supervisory appraisers and trainee appraisers. Discussions revolve around the requirements, expectations, and responsibilities of both types of appraisers in order for trainees to gain experience credit. This course includes a final exam with a passing grade.

Topics Include:

- The AQB and its role in the profession
- 2015 AQB Real Property Appraiser Qualification Criteria
- Minnesota-specific requirements that exceed AQB minimums
- Significant assistance—what it is and how to report it

This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for appraisal prelicense education.
This course has been approved by the Minnesota Commissioner of Commerce for 6 hours of real estate continuing education.

Applications and Case Studies for Supervisor and Trainee Appraisers

2 hours **LIVE CLASSROOM \$39**

Aside from the AQB requirements and any state rules, there are other considerations in becoming a supervisor or trainee appraiser.

Relative case studies will be reviewed to aid the supervisor and trainee in understanding these best practices.

Topics Include:

- Trainee and supervisory appraiser skill sets
- Limiting liability during training
- Compensating trainees and supervisors
- Applying the recommendations to case studies

This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of appraisal continuing education.
This course has been approved by the Minnesota Commissioner of Commerce for 2 hours of real estate continuing education.

NEW! Constructing Fact from Fiction: New Construction Today7.5 hours **LIVE CLASSROOM \$108**

Learn about the opportunities, cost, features, advantages, and challenges of new construction today.

In this class you'll learn what's changed most in the last few years as new construction has made a 'come back', land prices have increased steadily, building materials sky-rocketed, while labor shortage is at an all time high.

These questions will be answered:

- What factors need to be assessed before building?
- How much will upgrades cost versus what clients see in model homes?
- What are the "soft" costs that may be hidden?

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Tour d' Real Estate: What Homeowners Want7.5 hours **LIVE CLASSROOM \$108**

In this interesting and informative class, you'll learn about emerging buyer trends.

We have analyzed what's new, what buyers like, and what they are selecting concerning the use of space both indoor and outdoor, including upgrades addressing occupant health issues, popular space conversions, and what's in and what's out.

Topics Include:

- New construction trends
- Improvements, upgrades, renovation hot list
- Entertainment spaces

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

The Weird, Wild, and Wonderful World of Real Estate7.5 hours **LIVE CLASSROOM \$108**

Join us for a journey through some of the weird, wild, and wonderful real estate trends in the industry today.

We will examine your clients' interests reflected in emerging trends, including design and product selection.

Topics Include:

- Weird shelters in the market today
- Unusual building products and potential hazards
- Unique recycled and reused products
- Wild factors affecting real estate
- Wonderful energy efficiency advancements
- Creative solutions to satisfy your clients' requests and needs

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Houses: From the Ground Up7.5 hours **ONDEMAND \$59**

In this course, you'll learn the language of houses and how they are built—plain and simple.

Our dynamic instructors take you from the classroom right into the structural workings of a house. This highly visual instruction helps you gain the answers to the questions about the product you sell. From the foundation to the rooftop you will explore everything in-between.

Topics Include:

- Foundation types
- Window styles
- Garage, exterior and interior doors
- Roof construction, styles, and materials
- Electrical, heating, plumbing and air conditioning

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Houses: Why Bad Things Happen to Good Houses7.5 hours **ONDEMAND \$59**

We will take you on a building physics adventure explaining in easy to understand terms how houses work and more importantly why perfectly good houses sometimes go bad.

No more dealing with individualized parts of the house, this class provides the whole picture. Taught by a respected instructor through OnDemand video lectures, this is a class not to be overlooked. Get the answers to help your clients make decisions and the information to help you compete in the current market.

Topics Include:

- Owner usage created problems
- Replacement windows
- Heat/cooling consumption
- Insulation and siding
- Air quality and cleansing technology

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Real Estate Math3 hours **ONDEMAND \$39**

Does real estate math make you anxious and uneasy or do you need a refresher?

You will review the calculations to determine a commission under different circumstances. Additionally, you will understand how to determine the seller's net from sale and price based on a specified seller's net. You'll review the calculations necessary to establish the amount a property has appreciated or depreciated. Building on this calculation, you will then review how to ascertain the rate of return on a property and verify formulas necessary for property managers.

Topics Include:

- Commission and Net to Seller
- Value and Rate of Return, Depreciation, and Closing Math
- Loan, Measurement, and Property Tax Math

This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

How to Measure Real Property

ONDEMAND* \$19

Real estate licensees, appraisers, assessors, builders, and contractors have specific methods they use to measure and describe residential real estate that often differ.

In this fascinating course, we will explain the critical standards and definitions, and pinpoint common costly mistakes made in measuring property.

Topics Include:

- Property measurement language and definitions
- Geometry for big kids: size, shape, formulas and math
- Nuances of styles and designs
- What to measure and how to measure it

*This course has been approved by the Minnesota Commissioner of Commerce for 3 hours of appraisal continuing education.

*This course has been approved by the Minnesota Commissioner of Commerce for 2.75 hours of real estate continuing education.

Appraisal Inspection: It's Black and White and Shades of Gray

7.5 hours | ONDEMAND \$99

This class sets the record straight and details the inspection from many points in the process, such as preparing for the inspection, neighborhood observations, expectations while at the property, comparable observations, and more.

The instructor clearly articulates what an appraiser does and doesn't do during the inspection of a property when developing an appraisal. Together, the instructor and students will sort through how assignment conditions affect the appraiser's inspection. Through instructor-led discussions, case studies, videos, and pictures, the students will leave this course with a complete understanding of real estate appraisal inspections.

Topics Include:

- Understanding appraiser obligations and client expectations
- Five common measuring mistakes
- Legal access: a crucial consideration during the inspection
- Identifying a property's use during inspection
- Understanding appraisal conditioning during the inspection

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

Good, Better, Best: When Quality, Price and Value All Matter

7.5 hours | ONDEMAND \$59

Finally, a course that tells you everything you need to know about legitimate value that matters in today's rigorous appraisal world.

Learn about the differences in construction quality, and what has monetary value in addition to aesthetic value. Our experienced instructor will take you through the back alleys of valuing products and features of homes with the lens of an appraiser, contractor/builder, and real estate professional in mind.

Topics Include:

- What the new quality numbers mean to your clients
- Communicating quality distinctions to clients to improve knowledge and selection
- Differentiating characteristics
- Products and materials that create value

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 7.5 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 7.5 hours of real estate continuing education.

The Tiny House: Is it a Phase or Craze?

3.75 hours | ONDEMAND \$29

Witness this emerging market segment as you learn about the new world of tiny house living.

In *The Tiny House: Is it a Phase or Craze?*, you'll learn the origin of the tiny house, different types of tiny houses, the structural elements, costs and considerations, valuation of property, and when a tiny house is considered real property.

Topics Include:

- Emerging values increase demand for tiny houses
- Real estate solutions addressing new needs of clients
- Valuation and financing the tiny house
- Explosive markets of tiny house communities across the U.S.
- What a tiny house is and is not
- Basic structural elements
- Momentum of demand
- Concerns and obstacles

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of appraisal continuing education.

This course has been approved by the Minnesota Department of Labor and Industry for 3.75 hours for contractor continuing education.

This course has been approved by the Minnesota Commissioner of Commerce for 3.75 hours of real estate continuing education.

"The instructor was very knowledgeable and gave excellent examples of scenarios we would run into as appraisers."

–Jean N.

TRAINEE REAL PROPERTY APPRAISER			
CLASS	DATE	TIME	LOCATION
Basic Appraisal Principles	Mar 30-Apr 2	8:30 am-5:00 pm	St. Paul
	Oct 5-8	8:30 am-5:00 pm	Bloomington
Basic Appraisal Procedures	Apr 6-9	8:30 am-5:00 pm	St. Paul
	Oct 12-15	8:30 am-5:00 pm	Bloomington
2020-2021 National Uniform Standards of Professional Appraisal Practice	Apr 17-18	8:30 am-5:00 pm	St. Paul
	Oct 23-24	8:30 am-5:00 pm	Bloomington
How to Pass the Minnesota Trainee Real Property Appraiser Exam	Apr 21-22	8:30 am-5:00 pm	St. Paul
	Oct 27-28	8:30 am-5:00 pm	Bloomington
Minnesota Supervisor/Trainee Appraiser Course	May 6	8:30 am-3:30 pm	St. Paul
	November 5	8:30 am-3:30 pm	Bloomington

LOCATIONS

Bloomington South Loop Office Center (formerly BLN Office Park)
2051 Killebrew Drive, Suite 110
Bloomington, MN

St. Paul 1295 Bandana Blvd N., Suite 245
(East Entrance)
St. Paul, MN

DATE	CLASS	TIME	LOCATION
MARCH			
6	2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am-4:30 pm	Bloomington
25	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Bloomington
31	The Tiny House: Is it a Phase or Craze?	8:30 am-12:15 pm	St. Paul
31	The Twenty Most Cost-Effective Home Improvements,	1:15 pm-5:00 pm	St. Paul
APRIL			
21	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	St. Paul
28	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Hutchinson
30	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Rochester
MAY			
1	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Bemidji
5	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Chaska
6	Minnesota Supervisor/Trainee Appraiser Course	8:00 am-3:30 pm	St. Paul
6	Applications and Case Studies for Supervisor and Trainee Appraisers	4:00 pm-6:00 pm	St. Paul
7	Tour d' Real Estate: What Homeowners Want	8:30 am-5:00 pm	Bloomington
7	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Winona
7	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Grand Rapids
11	The Weird, Wild, and Wonderful World of Real Estate	8:30 am-5:00 pm	Bloomington
12	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Thief River Falls
12	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Marshall
14	The Twenty Most Cost-Effective Home Improvements	6:15 pm-10:00 pm	St. Paul
14	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Mankato
15	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Maple Grove
19	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Duluth
19	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Fergus Falls
21	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Eagan
21	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Hinckley
21	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	St. Cloud
27	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Owatonna
29	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Baxter
JUNE			
3	Constructing Fact from Fiction: New Construction Today	8:30 am-5:00 pm	Bloomington
5	2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am-4:30 pm	St. Paul
25	The Tiny House: Is it a Phase or Craze?	1:15 pm-5:00 pm	St. Paul
JULY			
17	2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am-4:30 pm	St. Paul
AUGUST			
7	2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course	8:30 am-4:30 pm	Bloomington
NOVEMBER			
5	Minnesota Supervisor/Trainee Appraiser Course	8:00 am-3:30 pm	Bloomington
5	Applications and Case Studies for Supervisor and Trainee Appraisers	4:00 pm-6:00 pm	Bloomington

Check out our website for
new course offerings
and locations!

www.KapRE.com/Appraisal2019

ENROLL TODAY

www.KapRE.com/Appraisal2019

or call **877.962.9006**

KAPLAN[®] REAL ESTATE
EDUCATION

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