

# NEW MEXICO

## **Appraisal Licensing & Continuing Education**



*Guiding you to success.*

2020

JANUARY-DECEMBER

# Interested in an **APPRAISAL CAREER?**

While many appraisers enjoy the benefits of self-employment, positions with firms such as appraisal companies and financial institutions are just a couple of the many opportunities for employment and on-the-job training.

If you are a real estate professional, you'll find your knowledge of real property appraisal a decided advantage. You'll possess new insights and skills—making you more valuable to clients—and also fulfill mandated continuing education requirements.

Kaplan Appraisal has a portfolio of courses to meet all of your Level 1 appraisal requirements. If you're just starting your career as an appraiser, we have the courses you need to begin your career.

Kaplan Appraisal offers licensing education for the **first level** of licensure:

## Level 1

**Trainee Appraisers** are not required to have previous appraisal experience and may only perform appraisal duties under the direct supervision of a Certified Residential Appraiser. This is the first step in your career as an appraiser.

## Level 2

**Licensed Residential Appraisers** are able to perform unsupervised appraisals of non-complex, one- to four-unit residential properties with a transaction value less than \$1 million and complex one- to four-unit residential properties with a transaction value less than \$250,000. This is the next step in the progression of your career as an appraiser.

## Level 3

**Certified Residential Appraisers** are able to perform unsupervised appraisals of one- to four-unit residential properties without regard to transaction value or complexity. This is the most sought-after level of appraisal licensing for residential appraisers.

## Level 4

**Certified General Appraisers** are able to appraise all types of properties. This license level is for appraisers who predominantly do commercial appraisals. The requirements include experience in non-residential assignments.

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## LOCATION

### Albuquerque

8205 Spain Rd. NE, Suite 109



Veterans eligible for education benefits under Chapter 30, Chapter 33, Chapter 35, and Chapter 1606 are entitled to receive benefits on approved New Mexico live licensing courses at Kaplan Real Estate Education—Albuquerque Campus only.

Veterans eligible for Chapter 33 may receive benefits covering up to 100% of their tuition on approved New Mexico live licensing courses at Kaplan Real Estate Education—Albuquerque Campus only. Chapter 33 veterans will be able to attend class, for up to 90 days, while waiting for the VA to make tuition payments, provided the student submits their certificate of eligibility to Kaplan at the time of registration.

Students will be required to pay for the difference between the total amount of tuition and the amount of the VA education benefit disbursement.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

# YOUR **STEP-BY-STEP** GUIDE

to becoming a Trainee Appraiser

## **STEP 1:** Complete Education

Finish 75 hours of required education.

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## **STEP 2:** Take the Exam

Successful completion of a written examination on the New Mexico Real Estate Appraisers Act, administered by the board.

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## **STEP 3:** Apply for Your License

Submit a duly made application to the board office.

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## **STEP 4:** Complete Supervisor/Trainee Course

Before you can begin to log experience hours and upgrade to the Licensed Residential Appraiser level, trainees must complete a state-approved supervisor/trainee course.

### **Essential Package**

75 hours **\$1,049**

Become an Appraiser and save money with our Trainee Appraiser Essential Package.

- Basic Appraisal Principles (30 hours)
- Basic Appraisal Procedures (30 hours)
- 2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Course (15 hours)

BUNDLE  
& SAVE

**\$158**

### **Basic Appraisal Principles\*†**

30 hours **\$429**

Learn the essentials of real estate and appraisal, including real property concepts and characteristics, legal descriptions, forms of ownership, market value, economic principles, and more. You will also learn about important principles affecting property value, including social, economic, and environmental influences.

### **Basic Appraisal Procedures\*†**

30 hours **\$429**

The second in a series of courses on appraisal basics, *Basic Appraisal Procedures* 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. You'll also discover how to conduct a market analysis and prepare a property description. Sample test questions, review exams, and fill-in-the-blank glossary reviews will help raise your confidence going into the exam.

### **2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Course†**

15 hours **\$349**

All real estate appraisers must comply with National USPAP regulations in accordance with the Financial Institutions Reform, Recovery, and Enforcement Act. Our nationally certified instructors help you interpret and clarify the USPAP performance standards.

\*This course has been approved by New Mexico's Division of Real Estate and Board of Real Estate Appraisers for appraisal prelicensing education and appraisal continuing education. Kaplan Real Estate Education was granted and holds The Appraisal Qualifications Board (AQB) Course Approval Program (CAP) approval for Basic Appraisal Principles. Kaplan Real Estate Education is an approved secondary provider for Basic Appraisal Procedures and for courses listed in Level 2 and 3 through Hondros Learning LLC, who holds the AQB CAP approval.

†These courses include a final exam. A passing grade on these exams is required to receive the completion certificate for both licensing and continuing education credit.

**SEE PAGE 10 FOR LEVEL 1 CLASS SCHEDULE.**

Your Future in Appraisal  
**Starts with Kaplan**

### Alternative Valuation Methods: How to be In-CREDIBLE

3.5 hours \$69

Alternate types of valuations are more common than ever with the appraisal shortage and changes in the regulatory requirements from the federal agencies. Dodd-Frank eliminated BPOs and AVMs as file documentation for residential lending in many loan packages. Discover when alternate valuations are being used, how to complete them, and how to remain compliant with appraisal reporting requirements. Understand how the Uniform Standards of Appraisal Practice (USPAP) view evaluations under the federal banking guidelines. You will discuss restricted reporting options and view sample report forms.

### Albuquerque Zoning: What Every Real Estate Broker Should Know

4 hours \$69

Zoning, exceptions, variances—what does it all mean? This course will provide you with a brief history of zoning and how it all began. Explore the zoning code, how it is applied, and the office that oversees the code. You will learn to identify zoning codes, determine what they mean, and interpret their bearing on your clients.

*Also approved for 4 hours of real estate CE.  
The course category is education.*

### Real Estate Green 101

4 hours \$69

*Green* is not a stagnant definition. Rather, it is an integration of concepts, policies, practices...a philosophy of interconnected ideas and choices...resulting in reduced environmental impact. Green building techniques have been used for centuries. The modern green building movement began in the 1970s as a result of both oil price increases and the rise of the environmental movement.

This course provides you with a basic understanding of green attributes and lifestyles. It establishes a baseline of information and investigation, creates common terminology and resources for green building, and explores associated tax incentives.

*Also approved for 4 hours of real estate CE.  
The course category is education.*

### The Twenty Most Cost-Effective Home Improvements

4 hours \$69

Here is your guide to 20 home improvements that maximize resale value. You'll learn where the money goes in a typical remodeling job, and how much is spent on kitchen and bathroom remodeling, plumbing, HVAC, roofing, and more. You'll get many ideas to help you communicate with clients and customers about value-added improvements.

*Also approved for 4 hours of real estate CE.  
The course category is education.*

### Solar PV Value? Questions to Ask

2 hours \$34

This course will review the different types of solar systems and how they function. There will also be a review of the various incentives available, an overview of costs, and how a system can affect home resale value. Leasing, financing, and the new Consumer Protection legislation will be discussed. The instructor will demonstrate different methods used to value a solar system and how they may affect the appraisal of a property.

*Also approved for 2 hours of real estate CE.  
The course category is education.*

### Legal Descriptions and Survey Maps

4 hours \$69

This course will teach the basics of map and survey reading. Learn the different methods of describing property, and where to find source information about real estate descriptions and locations. You will be better able to discuss survey types and requirements with your customers and clients. Learn how to read a metes and bounds legal description and how to interpret the Uniform Parcel Code (UPC ) codes.

*Also approved for 4 hours of real estate CE.  
The course category is core elective.*

### Surveys from A to Z

4 hours \$69

This class will teach you how to describe real property. You will be given examples of why a Survey is important and the regulations that oversee them. We will cover the different types of Surveys and their purpose. You will gain an understanding of preparing for a survey, how to read them, and how Title searches fit into the process.

*Also approved for 4 hours of real estate CE.  
The course category is core elective.*

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

7 hours \$149

During the morning session, we will discuss why and how USPAP changes are made. Also, we will discuss the impact of the 2020-2021 USPAP changes. The afternoon session will focus on the most common USPAP problems and issues. We will also base discussions around different appraisal myths and facts. You will be issued a USPAP workbook and a full copy of the 2020-2021 edition of USPAP.

### Appraising Today's Energy-Efficient Homes

7 hours \$119

You'll learn about the challenges of appraising energy-efficient homes and how to appraise those types of properties. Next, you will learn about different types of energy-efficient homes and what makes them energy-efficient. At the conclusion of the course, you will be able to explain the two types of energy audits and discuss energy assessments. Finally, the course will wrap up with a discussion of the Residential Green and Energy Efficient Addendum.

### Identity Crisis: Determining Architectural Style

3.5 hours \$69

Appraisal forms ask for architectural design of the subject and comparable properties. Many multiple listing services (MLS) have a field for architectural style as well. Contemporary and traditional are often used in MLS listings and appraisal reports. FNMA does not allow descriptors like average, two stories, or typical, and they modified these sections in the UAD format in 2013. Both appraisers and real estate agents struggle with the design of newer homes and reviewer revisions to the designs used in their reports. You will be provided with descriptions, pictures, and floor plans that will aid in identification of the architectural design of the houses in neighborhoods you work in regularly.

### Easements and Access for the Non-Lawyer

4 hours \$69

An easement is a certain right to use the real property of another without possessing it. It fulfills the needs of one property at the expense of another. If you would like to understand the meaning and implications of an easement, this course can help explain the laws in terms everyone can understand.

*Also approved for 4 hours of real estate CE.  
The course category is core elective.*

### Credible Cost Approach

7 hours \$119

This class is designed to dispel the usual excuses as to why the cost approach is seldom completed by some appraisers. It starts by viewing the approach as outlined by the FNMA form. Then it builds on the concept and provides methodology by which the amounts that are usually "guesstimates" can become logically calculated estimates. By using these techniques, the approach can provide logical and supported estimates of value for virtually any single family home. This can be very helpful, especially in small markets where sufficient closed sales are often difficult or impossible to find without crossing the expected guidelines regarding distance, style, or other criteria—thus making the market approach less viable.

## ONLINE CONTINUING EDUCATION

Take your courses at home with our OnDemand continuing education!

These OnDemand video lectures give you the ability to access professional instruction anytime and anywhere you have an Internet connection!

### 14-Hour OnDemand Appraiser CE Package

14 hours **\$119**

This 14-hour package is delivered in our stunning OnDemand video lecture format.

With our OnDemand video lectures, you have the ability to access professional instruction anytime and anywhere you have an Internet connection! Filled with studio and “onsite” video learning objectives, this OnDemand course engages, enlightens, and entertains!

This package includes the following courses:

- Good, Better, Best: When Price, Quality, and Value All Matter OnDemand Course (7 Hours)
- The Twenty Most Cost-Effective Home Improvements OnDemand Course (4 Hours)
- How to Measure Real Property OnDemand Course (3 Hours)

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

7 hours **\$64**

Finally, a course that tells you everything you need to know about legitimate value in today's rigorous appraisal world. Learn what does and does not have monetary value in an appraiser's eyes, getting a snapshot of the essential tools and assessment methods used to establish the ultimate value of a property. Learn about the real differences in construction quality, and what has monetary value in addition to aesthetic value.

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

7 hours **\$64**

The appraiser's ability to gather facts essential to the property has a direct correlation to the integrity of valuation results. 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 so much more.

### New Mexico Appraisal Continuing Education Requirements

As a licensed New Mexico Appraiser, you must complete 28 hours of state-approved continuing education each biannual renewal period. Of these 28 required hours, each licensee must complete the 7-Hour National USPAP Update Course.

### Environmental Issues in Your Real Estate Practice

6 hours **Online \$34**

### Houses: From the Ground Up

8 hours **OnDemand \$68**

*Also approved for 8 hours of real estate CE. The course category is education.*

### Houses: Why Bad Things Happen to Good Houses

8 hours **OnDemand \$58**

*Also approved for 6 hours of real estate CE. The course category is education.*

### How to Measure Real Property

3 hours **OnDemand \$34**

*Also approved for 3 hours of real estate CE. The course category is education.*

### Judge and Jury: What Would You Do?

3.5 hours **OnDemand \$34**

### Making Adjustments in an Appreciating Market: 12 Proven Strategies

7 hours **OnDemand \$64**

### Red Flags: Property Inspection Guide

6 hours **Online \$34**

*Also approved for 4 hours of real estate CE. The course category is core elective.*

### The Truth About Mold

6 hours **Online \$34**

*Also approved for 4 hours of real estate CE. The course category is education.*

### The Twenty Most Cost-Effective Home Improvements

4 hours **OnDemand \$34**

| LEVEL 1: APPRENTICE APPRAISER  |                          |                 |             |
|--|--------------------------|-----------------|-------------|
| CLASS  | DATE                     | TIME            | LOCATION    |
| Basic Appraisal Principles (30 hours)  | Mar 27-30, Aug 7-10      | 8:00 am-4:30 pm | Albuquerque |
| Basic Appraisal Procedures (30 hours)  | Apr 17-20, Aug 21-24     | 8:00 am-4:30 pm | Albuquerque |
| 2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Course | Apr 24 & 25, Aug 28 & 29 | 8:00 am-4:30 pm | Albuquerque |

*Dates, times, and locations are subject to change.*

## ALL LIVE LICENSING CLASSES

Albuquerque | 8205 Spain Rd. NE, Suite 109

| NEW MEXICO CONTINUING EDUCATION   |        |                  |             |  |
|---|--------|------------------|-------------|--|
| CLASS   | DATE   | TIME             | LOCATION    |  |
| Real Estate Green 101   | Jan 10 | 9:00 am-1:00 pm  | Albuquerque |  |
| Easements and Access for the Non-Lawyer   | Jan 16 | 9:00 am-1:00 pm  | Albuquerque |  |
| Alternate Valuation Methods: How to be In-CREDIBLE  | Feb 11 | 8:30 am-12:00 pm | Albuquerque |  |
| Identity Crisis: Determining Architectural Style  | Feb 11 | 1:00 pm-4:30 pm  | Albuquerque |  |
| 2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course | Feb 12 | 8:00 am-4:00 pm  | Albuquerque |  |
| The Twenty Most Cost-Effective Home Improvements  | Feb 13 | 9:00 am-1:00 pm  | Albuquerque |  |
| Solar PV: Questions to Ask  | Feb 13 | 2:00 pm-4:00 pm  | Albuquerque |  |
| Surveys from A to Z   | Feb 20 | 9:00 am-1:00 pm  | Albuquerque |  |
| Legal Descriptions and Survey Maps  | Mar 13 | 1:00 pm-5:00 pm  | Albuquerque |  |
| Credible Cost Approach  | Mar 26 | 8:00 am-4:00 pm  | Albuquerque |  |
| 2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course | Mar 31 | 8:00 am-4:00 pm  | Albuquerque |  |
| Albuquerque Zoning: What Every Agent Should Know  | Apr 9  | 1:00 pm-5:00 pm  | Albuquerque |  |
| Real Estate Green 101   | Apr 13 | 9:00 am-1:00 pm  | Live Online |  |
| 2020-2021 National Uniform Standards of Professional Appraisal Practice (USPAP) Update Course | Apr 15 | 8:00 am-4:00 pm  | Albuquerque |  |
| Appraising Today's Energy-Efficient Homes   | Apr 16 | 8:00 am-4:00 pm  | Albuquerque |  |

*Dates, times, and locations are subject to change.*

## DATES & TIMES

Dates, times, and locations are subject to change. To ensure you get the **most accurate** and **up-to-date** class dates and times, check online or call student support.

Visit [www.KapRE.com/NMAppraisal](http://www.KapRE.com/NMAppraisal) or call **866.523.7277** for the most recent information.

“Kaplan’s offerings, outstanding instructors, and price make them a **one-stop** for my licensing and continuing education needs.”

—Wendell E.

# *Did you know*

**Kaplan offers a complete  
New Mexico Real Estate  
Licensing Solution?**

Learn more at  
**[KapRE.com/NMrealestate](http://KapRE.com/NMrealestate)**

## **ENROLL TODAY**

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**[www.KapRE.com/NMAppraisal](http://www.KapRE.com/NMAppraisal)  
or call **866.523.7277****

**KAPLAN**<sup>®</sup> REAL ESTATE  
EDUCATION

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