

The Commonwealth of Massachusetts  
**Division of Professional Licensure**  
Board of Registration of  
Real Estate Appraisers  
1000 Washington Street, Suite 710  
Boston, MA 02118-6100  
617-727-3055

(Revised 11.8.2011)

Dear Applicant:

In order to determine that the educational credits accrued by applicants for licensure and certification meet the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Registration of Real Estate Appraisers (Board), the Board will review courses in accordance with the following guidelines. Furthermore, the Board reserves the right to seek and obtain additional information in ruling on the acceptability of educational credit.

The Board will review materials provided by the course providers and evaluate the appropriateness of the subject matter, length of course and credit hours to be awarded, the examination given for the course, and the qualifications and preparation required of instructors. Based on this review, the Board will generate a list of approved courses for which credit toward licensure or certification will be allowed.

The Board reviews course materials, reference texts, examinations, course catalogues, school publications, and other information in evaluating the acceptability of a course.

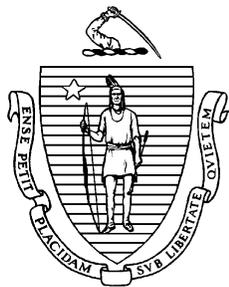
Each primary course's subject matter must cover at least one of the 12 topics listed on the enclosed Course Analysis Worksheet.

Primary education courses must be at least fifteen (15) hours in length and they must include a sufficient examination.

The Board's course approval is valid for two (2) years.

Thank you,

Massachusetts Board of Registration of Real Estate Appraisers



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**Real Estate Appraiser Primary Education Course Approval Application**

**Credit awarded for Primary Education may also be applied toward continuing education. Credit may only be awarded after successful completion of 100 percent of the course hours and the course examination. If remitting approval for a 15-hour or 7-hour USPAP Course, please complete the Real Estate Appraiser Uniform Standards of Professional Appraisal Practice (USPAP) Courses Application.**

**Application Fee: \$225.00**

**A provider may not use the name of the Board in connection with the offering until after an approval has been issued.**

Before completing the information below, please review the Board's rules and regulations, 264 CMR 9.00. Rules and regulations are available at the State House Book Store at 617-727-2834 or on our web site [www.mass.gov/dpl/boards/ra](http://www.mass.gov/dpl/boards/ra).

1. Payment must be made by check or money order payable to the Commonwealth of Massachusetts. Application fees are NON-REFUNDABLE. Each course must accompany a separate application. If multiple applications are submitted together, the checks MUST be separate and the materials must be appropriately organized together with its respective application.

2. Name of course Provider: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Telephone (for public disclosure) \_\_\_\_\_

5. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

6. Provide a brief description of the organization (attach additional sheets if needed).

\_\_\_\_\_

**Authorized Agent**

7. Person legally authorized to act on behalf on the provider named in item 2 of this application in all matters before the Massachusetts Board of Registration of Real Estate Appraisers including but not limited to matters of discipline, approval or denial of course approval, maintenance of student records, course approval renewals, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board (AQB) and the Board of Massachusetts Registration of Real Estate Appraisers is enforced. (This person must sign this application)

Name: \_\_\_\_\_

8. Authorized Agent Address:

\_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

9. Course Title: \_\_\_\_\_

10. Course length (hours): \_\_\_\_\_ Examination length (hours): \_\_\_\_\_

Check only one (1) course type:

11. Residential: \_\_\_\_\_ Non-Residential \_\_\_\_\_ USPAP \_\_\_\_\_

12. Check each applicable AQB required education topic that this course will cover. The Real Property Appraiser Qualification and Criteria of the AQB can be viewed at [www.appraisalfoundation.org](http://www.appraisalfoundation.org) . The 15-hour USPAP Course must be a stand-alone course. USPAP may be included with other courses but USPAP credit will not be awarded. If remitting approval for a 15-hour or 7-hour USPAP Course, please complete the Real Estate Appraiser Uniform Standards of Professional Appraisal Practice (USPAP) Courses Application.

- |   |   |
|---|---|
| <input type="checkbox"/> Advanced Residential Applications and Case Studies     | <input type="checkbox"/> Statistics, Modeling and Finance                           |
| <input type="checkbox"/> Basic Appraisal Principals                             | <input type="checkbox"/> General Appraiser Market Analysis and Highest and Best Use |
| <input type="checkbox"/> Basic Appraisal Procedures                             | <input type="checkbox"/> General Appraiser Sales Comparison Approach                |
| <input type="checkbox"/> Residential Market Analysis and Highest and Best Use   | <input type="checkbox"/> General Appraiser Site Valuation and Cost Approach         |
| <input type="checkbox"/> Residential Appraiser Site valuation and Cost Approach | <input type="checkbox"/> General Appraiser Income Approach                          |
| <input type="checkbox"/> Residential Sales Comparison and Income Approach       | <input type="checkbox"/> General Appraiser report Writing and Case Studies          |
| <input type="checkbox"/> Residential Report Writing and Case Studies            | <input type="checkbox"/> Elective   |

13. Is the course owned by the provider herein making application for approval \_\_\_YES \_\_\_NO  
If NO, provide a letter from the owner authorizing use of the course by the provider herein making application for approval

14. Name of Textbook: \_\_\_\_\_ OR  
\_\_\_\_\_ None Used

15. All of the following materials must be submitted together with this application.

- All texts and materials used in teaching the course including materials for the instructor's use.
- Course description and subject matter outline. The outline MUST include the time spent on each segment of the course.
- A copy of the examination and answer key.
- The method used in taking attendance.
- The organization's instructor qualifications policy and guidelines used in selecting instructors for appraisal education. These guidelines must, at a minimum, the Instructor Qualifications and Requirements herein.
- If the course listed herein is not owned by the provider making this application you must provide a letter from the owner authorizing use of the course by the provider herein making application for approval.
- A completed Course Analysis Worksheet

**Failure to include all the documents together with the completed application will result in denial of course approval. Course approval takes 30 to 60 days at a minimum.**

16. I, \_\_\_\_\_, legally authorized agent for the provider named herein, state under the pains and penalties of perjury that all of the information contained in the application and accompanying documents are true and correct. I further attest that **ALL** of the instructors used in the offering of the course named herein are qualified under the criteria established by the Appraiser Qualifications Board (AQB) and the Board of Massachusetts Registration of Real Estate Appraisers and included as part of this application.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

My commission expires on: \_\_\_\_\_

**COURSE ANALYSIS WORKSHEET**  
**Shaded areas to be completed by the Board**

This form must be completed and submitted together with your course submission. The form will be used to evaluate your course under the guidelines of the 2008 criteria. Complete all the areas that are ***not*** highlighted. The highlighted areas are to be completed by the Board. A course will not be renewed without this completed form. You must also submit, together with this form, and application: Course description; timed course outline; learning objective; instructional materials and texts; examination and answer key; and instructor qualifications.

The form is segmented according to the requisite education outline topics and sub-topics (see The Real Property Appraisal Qualification Criteria, [www.appraisalfoundation.org](http://www.appraisalfoundation.org) ). Complete the information requested for each sub-topic under each outline topic. All the sub-topics of each of the outline topics must be covered in order to receive any credit for that specific topic.

<b>Course Name:</b>				
<b>Current Approval Number</b> (for existing courses):				
New Number:				
Reviewer:		Review Date:		
<b>Outline Topic: USPAP -</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Preamble and Ethics Rules				
Standard 1				
Standard 2				
Standards 3 to 10				
Statements and Advisory Opinions				
<b>Exam length – this topic only</b>				
<b>Total USPAP Hours</b>				

Outline Topic: <b>BASIC APPRAISAL PRINCIPALS - BAPRN</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Real Property Concepts and Characteristics				
Legal Consideration				
Influences on Real Estate Values				
Types of Value				
Economic Principles				

Overview of Real Estate Markets and Analysis				
Ethics and How They Apply in Appraisal Theory and Practice				
<b>Exam length – this topic only</b>				
<b>Total BAPRN Hours</b>				

<b>Outline Topic: BASIC APPRAISAL PROCEDURES - BAPRO</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Overview of Approaches to Value				
Valuation Procedures				
Property Description				
Residential Applications				
<b>Exam length – this topic only</b>				
<b>Total BAPRO Hours</b>				

<b>Outline Topic: Residential Market Analysis and Highest and Best Use RMAH</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Residential Market and Analysis				
Highest and Best Use				
<b>Exam length – this topic only</b>				
<b>Total RMAH Hours</b>				
<b>Outline Topic: Residential Appraiser Site Valuation and Cost Approach RASVCA:</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Site Valuation				
Coast Approach				
<b>Exam length – this topic only</b>				
<b>Total RASVCA Hours</b>				

<b>Outline Topic: Residential Sales Comparison and Income Approaches RSCIA</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Valuation Principals and Procedures – Sales Comparison Approach				
Valuation Principals and Procedures – Income Approach				
Finance and Cash Equivalency				
Financial Calculator Introduction				
Identification, Derivation and Measurement of Adjustment				

Gross Rent Multipliers				
Partial Interests				
Reconciliation				
Residential Applications				
<b>Exam length – this topic only</b>				
<b>Total RSCIA Hours</b>				

<b>Outline Topic: Residential Report Writing and Case Studies RRW</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Writing and Reasoning Skills				
Common Writing Problems				
Form Reports				
Report Options and USPAP Compliance				
Case Studies				
<b>Exam length – this topic only</b>				
<b>Total RRW Hours</b>				

<b>Outline Topic: Statistics, Modeling and Finance SMF</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Statistics				
Valuation Models (AMV's and Mass Appraisal)				
Real Estate Finance				
<b>Exam length – this topic only</b>				
<b>Total SMF Hours</b>				

**Outline Topic: Advance Residential Applications and Case Studies - ARACS**

<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Complex Property, Ownership and Market Conditions				
Deriving and Supporting Adjustments				
Residential Market Analysis				
Advance Case Studies				
<b>Exam length – this topic only</b>				
<b>Total ARACS Hours</b>				

**Topic: General Appraiser Market Analysis and Highest and Best Use GAMA**

<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Real Estate Market Analysis				
Highest and Best Use				
<b>Exam length – this topic only</b>				
<b>Total GAMA Hours</b>				

<b>Outline Topic: General Appraiser Sales Comparison Approach GASCA</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Value Principals				
Procedures				
Identification and Measurement Adjustments				
Reconciliation				
Case Studies				
<b>Exam length – this topic only</b>				
<b>Total GASCA Hours</b>				

<b>Outline Topic: General Appraiser Site Valuation and Cost Approach GASVCA</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Site Valuation				
Cost Approach				
<b>Exam length – this topic only</b>				
<b>Total GASVCA Hours</b>				

<b>Outline Topic: General Appraiser Income Approach GAIA</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</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				
<b>Exam length – this topic only</b>				
<b>Total GAIA Hours</b>				

<b>Outline Topic General Appraiser Report Writing and Case Studies GARW</b>				
<b>Sub-topics</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
Writing and Reasoning Skills				
Common Writing Problems				
Report Options and USPAP Compliance				
Case Studies				
<b>Exam length – this topic only</b>				
<b>Total GARW Hours</b>				
<b>Name of person completing this form:</b>				

<b>Outline Topic Elective - Elec</b>				
<b>Topic</b>	<b>Hours</b>	<b>Material Reference (Chapter and page numbers)</b>	<b>Exam Reference (Exam item numbers)</b>	<b>Hours Awarded</b>
<b>Exam length – this topic only</b>				
<b>Total Elec Hours</b>				

\_\_\_\_\_  
Signature of Provider Authorized Agent

## **APPRAISER INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS**

Real estate appraiser instructors must:

- (1) Each course must be taught by a qualified instructor. In order to be qualified, an instructor must have:
  - (a) two (2) years of experience directly related to the subject matter being taught; or
  - (b) a baccalaureate or higher degree in a field directly related to the subject matter being taught; or
  - (c) one (1) year prior experience teaching the subject matter to be taught; and
  - (d) completed a course audit or co-taught the course to be taught; or
  - (e) a combination of education and experience equivalent to (a), (b) or (c) above.
- (2) USPAP courses may only be taught by an AQB certified instructor.
- (3) A provider must keep on file all documents that demonstrate the competence and qualifications of the instructors and make them available to the Board for inspection upon request.

Exemption (not applicable to 15-hour National USPAP): Full- time college or university instructors teaching real estate appraisal theory or techniques courses in a real estate related degree program in which full college credit is awarded are exempt from the instructor qualification requirements listed herein.

SAMPLE PRIMARY COURSE COMPLETION CERTIFICATE

**Bolded text is required information**

**Name of Provider**

**Address of Provider**

**Name of Licensee or Licensee Applicant**

**Address of Licensee or Licensee Applicant**

Congratulations, you have **successfully completed (NAME OF COURSE), (COURSE APPROVAL NUMBER)** offered by the provider named above at **(LOCATION AT WHICH THE COURSE WAS OFFERED)** on **(BEGIN AND END DATES MM/DD/YY)**.

You achieved a score of **(SCORE)** on the examination offered upon the conclusion of the course.  
Examination Date: **(DATE OF EXAM)**.

The above named course offered by the above named Provider is approved for **(NUMBER OF HOURS APPROVED BY THE BOARD OF REGISTRATION OF REAL ESTATE APPRAISERS FOR EACH EDUCATION TOPIC FOR WHICH THE COURSE IS APPROVED)**. You have been awarded a total of **(TOTAL NUMBER OF COURSE HOURS APPROVED BY THE BOARD)** of Primary Education credit.

**Signature of Provider/Authorized Agent**

Printed name of instructor