



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION

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See LTA 2011/013

April 3, 1979

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No. 79/69

TO COUNTY ASSESSORS:

GUIDELINES FOR THE APPROVAL OF
TRAINING FOR APPRAISER

It has been several years since we last supplied you with a copy of the guidelines we use when approving appraiser training courses and seminars. Here is an updated version that describes our current policies.

The guidelines describe our criteria for approving courses and explain how the number of hours of credit is determined. The procedures to follow when requesting approval and reporting completed training are explained. The guidelines also provide a list of standard courses that have already been approved for appraisers according to their level of experience.

We hope the guidelines will make it easier for you to make plans concerning the training of appraisers.

Sincerely,

Verne Walton
Verne Walton, Chief
Assessment Standards Division

VW:ce
Enclosure

APPROVAL OF
COURSES AND TRAINING PROGRAMS
(Pursuant to Section 671,
Revenue and Taxation Code)

STATE BOARD OF EQUALIZATION
DEPARTMENT OF PROPERTY TAXES
ASSESSMENT STANDARDS DIVISION

March 1979

I. OBJECTIVES

The objective of the mandatory training program is to assure the property owners and taxpayers of the State of California that all property tax appraisers employed by property tax agencies will achieve and maintain the technical skills necessary to render quality value judgments.

The objective of this paper is to explain our policies pertaining to the approval of courses, the assignment of hours, and recommended procedures. Assessors should use the statements of policy as guidelines when requesting approval of courses and reporting completed training.

II. RESPONSIBILITIES

Section 671 of the Revenue and Taxation Code requires that certificated appraisers receive 24 hours of training in each one-year period either conducted or approved by the State Board of Equalization. Appraisers who have achieved advanced certification must receive 12 hours of training each year. The Board's Assessment Standards Division is responsible for approving courses and assigning the number of hours of credit.

It is the responsibility of the individual appraiser, through his employer, to submit data to Assessment Standards Division which is pertinent to a proposed training course. A course description, outline, or agenda is necessary in order that we may evaluate the relevance of the course to the particular appraiser's needs and be consistent when assigning a number of hours to similar training.

III. APPROVAL AND DETERMINATION OF HOURS OF CREDIT FOR FORMAL COURSES

A. General

Approval will be granted only for a course that involves student participation (report writing, report presentation, or examination) and is under the direction of a competent instructor in formal classroom sessions. Preferably, a course should be 24 hours or more in duration. The decision for final approval or disapproval of training will vary with the individual appraiser depending on his (1) previous training, (2) past experience, and (3) duties and level of employment.

The Assessment Standards Division training staff will determine the number of hours of credit that will be granted for a course. Similar courses conducted at different times and locations will be credited with the same number of training hours. If a course is acceptable but the number of training hours is excessive, only the number of hours justified by the circumstances will be allowed.

Credit will be given only to students who "complete" a course. The instructor will make the decision as to whether a student's participation is sufficient to "complete" the course.

B. Appraisal Courses

To insure a high standard of competence among appraisers employed in the property tax field, appraisal training that may be reasonably expected to improve or maintain an individual appraiser's competence in the appraisal field will be approved. Appraisal courses satisfying this condition are defined as being those in which the central or underlying theme is the valuation of some type of class of property.

Appraisers attending approved appraisal courses will receive one hour of credit for each hour spent in the classroom.

C. Nonappraisal Courses Within the Real Estate Field

To encourage appraisers to become familiar with the various aspects of the real estate field, many courses that do not have the appraisal of property as the underlying theme are approved for training. The attached list of approved courses provides examples.

Credit will be allowed at the rate of 12 hours per semester unit. An appraiser attending a three-unit course, for example, would receive 36 hours of credit. Appraisers attending courses given at schools that are on the quarter system will receive 8 hours per unit.

D. Accounting and Auditing Courses

Basic accounting and basic auditing courses will be approved only for auditors who do not have a degree with a specialization in accounting and for the cross training of real property appraisers. Approval of advanced accounting courses will be considered for auditors only.

Credit will be allowed at the rate of 12 hours per semester unit and 8 hours per unit under the quarter system.

E. Other Courses

Approval will be considered for courses that do not fall into the aforementioned categories if they are relevant to an appraiser's assigned or prospective duties. If the appraiser has supervisory responsibilities or a specialized working assignment, certain non-appraisal courses may be of greater benefit to his performance. For example: A supervising appraiser may receive credit for participating in a basic supervision course. An appraiser whose duties include coordination with electronic data processing programmers may receive credit for a data processing course.

Approval of these courses will be on an individual appraiser basis. The maximum number of hours allowed will be 24 hours per course.

✓ F. Advanced Degree Programs

Individual courses in a program that leads to an advanced degree or certificate in management, business administration or public administration may be approved if the appraiser's job duties include these activities. As with other nonappraisal courses, however, our evaluation for training credit will strongly consider the benefits with regards to the individual's need for training to improve his present and prospective job duties. Approval will be given only to training that may be reasonably expected to improve an appraiser's performance of his duties. The extent to which management activities dominate his job duties will influence our evaluation. Each course in a program will be evaluated separately. Requests for approval of such training must be accompanied by a statement describing how the course is expected to improve the appraiser's performance of his duties or how it will benefit future duties. If the individual's duties preclude him entirely from making value judgments, the assessor should ask the State Board of Equalization to inactivate his certificate. The training requirement would then be waived. If he later returns to appraiser status, the State Board of Equalization would reactivate the certificate.

IV. APPROVAL AND DETERMINATION OF HOURS OF CREDIT FOR OTHER TYPES OF TRAINING

A. Seminars

Seminars and workshops sponsored by various appraisal organizations may qualify for training credit provided they follow the criteria listed.

1. The program objectives should be aimed at achieving improvement of job performance and helping appraisers in self-improvement.
2. The program should involve student participation.
3. Approval should be obtained in advance.
4. Generally, the sponsoring agency will be responsible for taking roll and submitting the names of appraisers in attendance to us by county of employment. Students will be given credit only if they attend the entire program.

Approval of a program does not insure that all participants will receive credit. Final approval will vary with the individual appraiser depending on his previous training, past experience, and level of employment. Participating as a panel member on a program will not qualify for training credit.

Hours allowable for training will be determined for each seminar after reviewing the proposed program and receipt of the

approval request. Only those portions of a program aimed at improvement of appraisers' job performance will be approved. Allowable hours will not include registration, social, and luncheon periods.

The Society of Real Estate Appraisers has formalized a number of one and two-day seminars. We have assigned a standard number of hours for each program. Advanced approval will not be required for these programs which are listed on a separate page.

Training credit will be granted to participants of assessor's chief appraiser meetings and assessor association subcommittee meetings under certain conditions.

We assume that training will result from the presentation of proposed solutions to problems and the discussion of those problems and solutions. Any portion of the program allocated to developing and setting policy will not qualify for credit. The host county is responsible for obtaining approval in advance and for submitting the roster of those who attend.

The agenda and/or outline of the proposed program should be submitted for approval and assignment of hours at least three weeks in advance of the meeting. Hours assigned to each meeting may vary depending upon the program. The conference chairman will be responsible for submitting a roster of those present and the hours that each attended.

C. Programmed Instructions

A programmed instruction course may be approved if given in a formal group study session with an instructor or group leader. The sessions should be structured to allow the students the opportunity to exchange thoughts and clarify ideas.

Hours allowed will be considered on an individual course basis and after reviewing course material

D. Correspondence Courses

Correspondence courses are not applicable towards the annual training requirement. Approved training requires classroom exposure and does not include time spent on homework assignments.

E. Challenging Examinations

No training hours will be allowed for the challenging of a course by examination nor will hours be allowed for the time expended on that examination.

F. On-The-Job Training

We consider on-the-job or field training experience as a normal and expected follow up to any classroom training. Credit will not be allowed for these portions of a training program.

V. TRAINING APPROVAL PROCEDURES

To request approval of a course, a property tax appraiser through his employer should complete in duplicate the form, "Request for Course Approval," and submit it to the State Board of Equalization, Assessment Standards Division at least one month prior to enrollment in the course. The Board will supply the necessary forms. See attached example of completed form (Exhibit 1). One copy will be returned to the employer noting approval or disapproval and the number of hours.

These guidelines include a list of standard courses that have been approved. For courses that do not appear on this list, we will require additional information such as course description, outline, agenda, etc., along with the request for approval. If the course appears on our list of previously approved courses, approval should be sought only if there is doubt as to its appropriateness for the individual.

Training conducted by an assessor's staff must be submitted for approval at least one month prior to presentation. We require that data pertaining to the course such as course outline, agenda, case studies, examinations, and instructor's qualifications be included with the request for approval. The Board's staff may choose to audit new or substantially revised courses. For subsequent unchanged sessions presented by the same instructors, we will require only an advance notice.

Proof of course completion with a PASS/FAIL grade or letter grade must be submitted in order to receive training credit. A letter from the instructor or a copy of the student's grade card will suffice and should be attached to the "Report of Completed Training Course" form. Submit one form per training course. See attached example (Exhibit 2). Reports of completed training should be submitted in duplicate at the conclusion of the course or session. We must receive these reports prior to August 15 of the succeeding fiscal year in order to be included in our annual record of training. The duplicate is returned to the assessor as notice of our receipt.

VI. REPEATING A COURSE

Credit will be allowed for repeating an approved course if the student was not successful in his first attempt. Credit will be granted for repeating the course one time only.

A refresher course is acceptable if the student can show he has exhausted all available training that will benefit him in performing his duties and if five years have elapsed from previous enrollment in the desired refresher course. Approval should be requested in advance. Under no circumstances will monotonous repetition of elementary courses satisfy the training requirement.

The appraiser that receives a grade of incomplete (I) for attending an approved college course will receive no training credit until the course is completed. An incomplete grade is given only to a student whose work is definitely passing up to the last four weeks of

the semester and who, due to illness or other extenuating circumstances, is unable to complete the remaining assignments of the course.

VII. TEACHING AN APPROVED COURSE

An appraiser may receive credit towards the annual training requirement for teaching a course provided the teaching assignment is not a part of his routine duties. Credit will not be given to instructors for repetition of a particular course. A maximum of 24 hours will be allowed during one fiscal year.

VIII. TRAINING FOR TEMPORARY CERTIFICATED APPRAISERS

Assuming there is no significant delay in receiving permanent certification, appraisers may receive credit for completion of approved training taken any time after temporary certification is granted. There is no mandatory training requirement for appraisers during the fiscal year in which they become permanently certified, so these hours (up to a maximum of 72) may be carried forward to meet future training deficiencies. Credit will not be given for training taken while employed as a noncertificated appraiser aide. The training may, however, be included later in the appraiser's record of training.

IX. CARRYOVER OF TRAINING HOURS

Any excess in training time over the 24-hour minimum accumulated in any one year can be carried over to meet future training deficiencies with a limit of three years in which the carryover time can be used. For example, an appraiser can receive 96 hours of training, apply 24 hours for the current fiscal year, and carry over 72 hours to apply against deficiencies incurred in training within the next three fiscal years.

X. SOURCES OF TRAINING

The following sources of training have proved to be acceptable over the years:

1. Formal appraisal courses presented by nationally recognized appraisal societies and associations (such as the AIREA, IAAO, SREA, SGA, etc.). We have included a list of approved courses and a standard number of hours of credit for each.
2. Certain seminars or workshops presented by the same appraisal societies.
3. Appraisal and real estate related courses offered by University of California extension (real estate certificate program), state colleges and universities, and community colleges (real estate certificate program).

4. Locally conducted assessor's training programs. These include State Board of Equalization courses that have been approved for local presentations and courses designed to meet the needs of a specific assessor's staff.

EXHIBIT 1
REQUEST FOR COURSE APPROVAL
(Pursuant to Section 671, R & T Code)

Course Title Advanced Real Estate Appraisal

Course Sponsor Sacramento City College

Location Sacramento

Enrollment Dates: Begins Sept. 16, 1979 Ends Feb. 4, 1980

Total Class Hours 51 No. Credits or Units 3 (Semester)

Course Objectives Appraisal of multi-family dwellings, apartment houses, commercial and special purpose properties. The use of residual techniques, capitalization rates, and leasehold interests will be included.

Instructor(s) (Name & Qualifications) J. Smith

Fee Appraiser - Broker - Evening College instructor for 4 years

Name & Title of Appraiser(s) Requesting Approval Jane Doe

Real Property Appraiser II

Reasons for Attending the Course To expand knowledge and technical skills necessary to appraise complex properties. Being transferred to commercial crew.

Number of Training Hours Requested 51

Note: Please attach any additional information that will assist us in approving or disapproving the course (agenda, lesson plan, examination, etc.).

STATE BOARD OF EQUALIZATION
D.A.S. USE ONLY

Approved Date Completed _____ Posted

Disapproved Hours Granted _____

Remarks _____

Reviewed By _____ Date _____

INSTRUCTIONS: COMPLETE IN DUPLICATE AND RETURN TO ASSESSMENT STANDARDS DIVISION, P. O. Box 1799, SACRAMENTO.

EMPLOYER CODE

1 Alameda	34 Sacramento
2 Alpine	35 San Benito
3 Amador	36 San Bernardino
4 Butte	37 San Diego
5 Calaveras	38 San Francisco
6 Colusa	39 San Joaquin
7 Contra Costa	40 San Luis Obispo
8 Del Norte	41 San Mateo
9 El Dorado	42 Santa Barbara
10 Fresno	43 Santa Clara
11 Glenn	44 Santa Cruz
12 Humboldt	45 Shasta
13 Imperial	46 Sierra
14 Inyo	47 Siskiyou
15 Kern	48 Solano
16 Kings	49 Sonoma
17 Lake	50 Stanislaus
18 Lassen	51 Sutter
19 Los Angeles	52 Tehama
20 Madera	53 Trinity
21 Marin	54 Tulare
22 Mariposa	55 Tuolumne
23 Mendocino	56 Ventura
24 Merced	57 Yolo
25 Modoc	58 Yuba
26 Mono	59 SBE - Division of Assessment Standards
27 Monterey	60 SBE - Division of Intercounty Equalization
28 Napa	61 SBE - Valuation Division
29 Nevada	62 SBE - Office of Appraisal Appeals
30 Orange	63 SBE - Property Tax Administration
31 Placer	64 City of Alameda
32 Plumas	65 City of Pasadena
33 Riverside	

LIST OF
APPROVED COURSES AND HOURS

The following courses are approved for training. The hours shown will generally be the hours credited. The exceptions will be in college courses that are on a quarter basis rather than a semester basis and when a student does not attend all of the class meetings. It will be the responsibility of the student through his employer to report actual number of hours in attendance. The symbols T-J-S refer to the employment levels for which the course is recommended. Courses indicated as acceptable for cross training will be approved for all levels.

T = Trainee - generally less than two years' experience
 J = Journeyman
 S = Senior/Supervisor

AIREA

<u>Course</u>		<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS</u>
Appraisal	1-A Fundamentals	x	x	T-J	72
"	1-B Capitalization				
	Theory & Techniques	x	x	T-J-S	72
"	II Urban Properties		x	J-S	72
"	III Rural Properties		x	J-S	60
"	IV Condemnation		x	J-S	54
"	VI Investment Analysis		x	J-S	48
"	VII Industrial Properties		x	J-S	40
"	VIII Residential Properties		x	T-J	38
"	IX Appraisal Adminis- tration and Review		x	J-S	40

SREA

<u>Course</u>		<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS</u>
101	An Introduction to Appraising Real Property	x	x	T-J	72
201	Principles of Income Property Appraising	x	x	J-S	72
301	Special Application of Appraisal Analysis		x	J-S	72

IAAO

<u>Course</u>	<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS</u>
1 Fundamentals of Real Property Appraisal	x	x	T	30
2 Income Approach to Valuation	x	x	J-S	30
3 Development and Analysis of Narrative Appraisal Reports		x	J-S	30
4 Assessment Administration	x	x	S	30
5 Personal Property Valuation	x	x	T	30
	(Approval of others must be requested)			
6 Fundamentals of Mapping	(Approval must be requested)			
201 Appraisal of Land		x	T-J	30
202 Intermediate Income approach to Valuation		x	J-S	30
203 Advanced Income: Mortgage-Equity Technique		x	J-S	30
207 Industrial Property Appraisal	x	x	J-S	30
212 Statistics of Appraisal	x	x	T-J-S	30
301 Fundamentals of Mass Appraisal		x	J-S	30

COLLEGE
APPRAISAL COURSES

<u>Course</u>	<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS*</u>
Beginning R. E. Appraisal or I	x	x	T-J	
Intermediate R. E. Appraisal		x	T-J-S	
Advanced R. E. Appraisal or II		x	J-S	
R. E. Appraisal Residential	x	x	T-J	
R. E. Appraisal Commercial		x	J-S	
Appraisal of R. E.	x	x	T-J	
Principles of Appraisal	x	x	T	
R. E. Farm Evaluation		x	J	
Farmland Evaluation		x	J	
Farm & Rural Resource Appraisal		x	J	

* Credit will be allowed at the rate of one hour per hour spent in class.

COLLEGE
REAL ESTATE RELATED COURSE

<u>Course</u>	<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS*</u>
R. E. Principles	x	x	T-J-S	
R. E. Economics	x	x	T-J-S	
Legal Aspects of R. E.	x	x	T-J-S	
R. E. Law	x	x	T-J-S	
R. E. Finance	x	x	T-J-S	
Agricultural Finance		x	J-S	
Property Management		x	J-S	
R. E. Taxation		x	J-S	
R. E. Exchanges		x	J-S	
Seminar in Soils		x	J-S	
Tax Aspects of R. E.		x	J-S	
Tax Planning for R. E. Transactions		x	J-S	
R. E. Tax Planning		x	J-S	
Residential Design & Structure		x	T-J	
Introduction to Forestry		x	J-S	
R. E. Investments		x	J-S	
R. E. Investments Analysis		x	J-S	
Residential Renovation		x	T-J	
Land Use		x	J-S	
Mathematics of R. E. Investment		x	J-S	
Forestry - Basic Programming		x	J-S	
Escrow Procedures		x	T-J-S	

COLLEGE
AUDITING & ACCOUNTING COURSES

<u>Course</u>	<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS*</u>
Cost Accounting	x		T-J-S	
Tax Accounting	x		T-J-S	
Administrative Accounting	x		T-J	
Intermediate Accounting	x		T-J	
Auditing II	x		T-J-S	
Basic Accounting		x	J-S	

* Credit will be allowed at the rate of 12 hours per semester unit and 8 hours per unit under the quarter system.

SOCIETY OF REAL ESTATE APPRAISERS
STANDARD SEMINARS

<u>Course</u> (one-day programs)	<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS</u>
Appraising Apartments		x	ALL	7
Appraising Mobil Homes				
Appraising Condominiums				
Basic Introduction to Income Capitalization				
Basic Money Market and Economic Analysis				
Cost Analysis				
Improvement and Depreciation Analysis				
Math and Finance for Appraisers				
Introduction to Statistics				

<u>Course</u> (two-day programs)	<u>AUD</u>	<u>RPA</u>	<u>LEVEL</u>	<u>HOURS</u>
Narrative Report Writing				14
Introduction to Investment Feasibility Analysis				
Marketability and Market Analysis				
Mortgage-Equity Analysis				
Valuation of Leases and Leasehold Interests				
Tax Considerations in Real Estate Transactions				
Inner City Neighborhood Analysis and Residential Valuation				
Application of Market Extractions				
Energy Considerations in Real Estate Appraising				

APPRAISER CERTIFICATION

125.0030 Training. The following sources of training have proved to be acceptable over the years:

1. Formal appraisal courses presented by nationally recognized appraisal societies and associations (such as the AIREA, IAAO, SREA, SGA, etc.). We have included a list of approved courses and a standard number of hours of credit for each.
2. Certain seminars or workshops presented by the same appraisal societies.
3. Appraisal and real estate related courses offered by University of California extension (real estate certificate program), state colleges and universities, and community colleges (real estate certificate program).
4. Locally conducted assessor's training programs. These include State Board of Equalization courses that have been approved for local presentations and courses designed to meet the needs of a specific assessor's staff.

The State Board of Equalization's Assessment Standards Division is responsible for approving courses and assigning the numbers of hours of credits therefor. LTA 4/3/79 (No. 79/69).