

**Next Class Begins Sept. 29!!**

# APPRAISAL CERTIFICATION COURSES

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Appraisal Trainee, Certified Residential Real Estate Appraiser,  
and AQB & LREAB Approved USPAP  
2011 Course Catalog

**LAUNCH YOUR APPRAISAL CAREER WITH OUR EXPERTS!**

If you want the edge over Competitors in Listings . . . If you want expanded business earnings opportunities . . . **If you want to be a Certified Appraiser . . .** You owe it to yourself to get started in the Appraisal Course . . . today!

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These Courses are APPROVED for  
**APPRAISER CERTIFICATION CREDIT**  
and **Appraiser Continuing Education Credit**  
by the

**Louisiana Real Estate Appraisers Board and the AQB**

Donaldson Real Estate School is Certified by the LREC and LREABSC; Chris Donaldson, Director, School Code 0024, Vendor Code 8140

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Visit our Website for Up to Date Schedules, Test Information, Maps to Classrooms... and More  
**[www.DonaldsonEducation.com](http://www.DonaldsonEducation.com)**

***DONALDSON***  
EDUCATIONAL SERVICES

**Launch Your Appraisal Career  
with the Experts at DONALDSON !**

An appraiser is one who develops and reports an opinion of value on a specific type of property. Appraisers may opt to specialize in various disciplines such as:

- Real Property appraisal, which is the valuation of real estate. Real Property appraisers can choose specialties to practice within such as residential, commercial and agricultural.
- Personal Property appraisal, which encompasses all types of personal property such as fine and decorative arts, antiques, gems and jewelry, and machinery and equipment.
- Business Valuation which is the valuing of businesses including all tangible and intangible assets ranging from the value of the equipment to the value of the business name or logo.
- Mass Appraisal which encompasses techniques that are used when valuing multiple types of real property or personal property using generally recognized formulas.

**EDUCATION IS THE KEY**

To be an Appraiser in Louisiana, a person must be Licensed or Certified by the La. Real Estate Appraisers State Board of Certification. You must first complete 75 hours of Appraisal Education to apply for an Appraisal Trainee License. You must have an Appraisal Trainee License to do any Appraisals in Louisiana. To become a Certified Residential Appraiser and be able to do appraisals on your own (not work for anyone else) one is required to complete 200 Hours (the first 75 hours for licensing applies) of Appraisal Education (***Our Appraisal 200 Level Courses***) and pass the Appraisal Examination. You then become a Residential Appraisal Certification Candidate. Finally, you must apply to the Louisiana Real Estate Appraisers Board of Certification for your experience review and get your ***Residential Appraisal Certification***.

There is a college requirement in order to become a Certified Residential Appraiser. If you have a bachelor degree or an associate degree in any program, you meet the requirement. In lieu of an associate degree, you can meet this requirement with only 21 hours of college credit in selected courses. For more information, please call our office and we will be glad to help make sure you understand and can meet this requirement. **As an important note, you DO NOT need a college degree in order to become a Trainee!**

If you wish at some future time to receive your ***General Certification***, you would then take our ***Appraisal 300 Level Courses***. You will be given credit for the 200 Hours you have already taken and be required to take an additional 100 Hours.

**THE RESIDENTIAL APPRAISAL COURSE**

**DONALDSON** has designed the ***Appraisal 100 Course*** curriculum to help you meet the educational requirement for obtaining your Residential Appraisal Certification.

The Course covers the essentials of Appraisal Practice, Ethics, Principles, Procedures, and the USPAP Standards you have to know to pass the Appraisal Exam and begin work as an Appraiser Trainee in Louisiana.

***Registration / Information***

***Greater New Orleans Area***

***(504) 456-1785***

***Statewide Toll Free***

***1-800-257-2741***

***Visit Our Website***

***www.DonaldsonEducation.com***

***How to Obtain Your Certification***

A new Louisiana Residential Appraiser is required to attend 200 hours of Certification education, pass the Residential Appraisal Exam, get their experience requirements, and apply with the Louisiana Real Estate Appraisers Board for your Certificate.

Your test is administered by PSI Examination Services and covers the following material:

- Influences on Real Estate Value (4-5%)*
- Legal Considerations (5-6%)*
- Types of Value (5-6%)*
- Economic Principles (4-6%)*
- Real Estate Markets and Analysis (7-9%)*
- Valuation Process (6-8%)*
- Property Description (6-8%)*
- Highest and Best Use Analysis (6-8%)*
- Appraisal Statistical Concepts (4-6%)*
- Sales Comparison Approach (11-14%)*
- Site Value (4-6%)*
- Cost Approach (5-7%)*
- Income Approach (7-11%)*
- Valuation of Partial Interests (4-6%)*
- Appraisal Standards and Ethics (6-10%)*

**The Appraisal Licensing Process:**

**As easy as 1-2-3**

**Step 1: Register for Courses 101, 102, and 103**

Refer to the Appraisal Course Schedule elsewhere in this brochure for a list of courses and dates.

**Step 2: Submit Application for Appraiser to the LREASBC**

Submit your Appraisal Application to the La. Real Estate Appraisers Board. We have the Application for you when you start class and will explain it to you.

**Step 3: Find an Appraiser to Work with**

In order to work as an Appraiser Trainee in Louisiana, you will need a Certified Appraiser to supervise your work. Once you have achieved 250 experience points, you may submit this experience to the Board in order to become Certified. Remember, along the way you must obtain the additional course hours (125) to be Certified as well and make sure you meet the college requirement.

## **A Brief Description of Our Appraisal Courses:**

### **Basic Appraisal Principles (Course 101)**

The basic appraisal course provides an overview of real property concepts and characteristics, legal considerations, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal. Through theory, case studies, and examples this course offers practical application of appraisal principles.

### **Basic Appraisal Procedures (Course 102)**

This course provides an overview of real estate appraisal approaches to value, valuation procedures, property description, residential and commercial applications, construction and home inspection, and appraisal math.

### **15 Hour USPAP Certification (Course 103)**

The 15-hour National USPAP Course is a comprehensive course that covers the fundamentals and applicability of Uniform Standards of Professional Appraisal Practice (USPAP). This course has been developed by The Appraisal Foundation and approved by the Louisiana Real Estate Appraisers State Board of Certification as **the required course for 15 Hours of Pre-Licensing Credit**. This is the USPAP material that students will have to learn to pass the USPAP Section of the Appraisal Examination.

### **Market Analysis & Highest & Best Use (Course 201)**

Identifying and analyzing market forces affecting buyers' and sellers' behavior is key to understanding and reporting values. This course is designed to give students the tools needed to properly collect and analyze market data. In addition, the theory of highest and best use is reviewed.

### **Residential Site Valuation & Cost Approach (Course 202)**

This course will give students valuable insight and a working knowledge of various theories and methodologies for arriving at residential site values and applying the cost approach in everyday appraisal.

### **Residential Sales Comparison & Income Approaches (Course 203)**

Gain a basic understanding and knowledge of the residential sales comparison and income approaches. The course textbook includes the valuation principles and procedures applicable to both approaches. With the aid of case studies, students will develop and apply the techniques for market analysis, including the application and use of matched pairs and capitalization rates and gross rent multipliers.

### **Residential Report Writing (Course 204)**

This course focuses on the variety of form reports in use by residential appraisers today: the URAR, 2055-drive-by format, and others. Students will gain valuable insights into how to fill out these forms properly, in compliance with USPAP and other guidelines. Sources will be given for comparable sales, flood mapping, census tract maps, and other information necessary for form completion.

## **Appraisal 300 Series General Certification**

**This course is designed for students who want to get the General Certification. Please Call our Office for a Brochure.**

## ***Registration / Information***

*Greater New Orleans Area*

**456-1785**

*Statewide Toll Free*

**1-800-257-2741**

*Visit Our Website*

**[www.DonaldsonEducation.com](http://www.DonaldsonEducation.com)**

***\*More AQB Approved Appraisal  
Courses Coming Soon, Please Refer  
Back to Us When you are Ready to  
Continue your Education!***

**Donaldson Real Estate School is Certified  
by the Louisiana Real Estate Commission  
and by the  
Louisiana Real Estate Appraisers Board**

**Chris Donaldson is the Director of the School.  
School Code is 0024 \*\*\* Vendor Number 8140**

# USPAP - It's the Law

All Real Estate Appraisers must comply with USPAP regulations in accordance with the Financial Institutions Reform, Recovery and Enforcement Act of 1989. State Appraiser Certification and Licensing Boards; Federal, State, and Local Agencies; Appraisal Services; and Appraisal Trade Associations require compliance with USPAP. This Brochure contains information about the 15-Hour Pre-License USPAP Course.

## **About the 15-Hour USPAP Certification Course for Pre-Licensing Credit – Course 103**

**\*\*\*\*\*Now Offered Online! Take this course from the comfort of your home or office.....\*\*\*\*\***

The 15-hour National USPAP Course is a comprehensive course that covers the fundamentals and applicability of Uniform Standards of Professional Appraisal Practice (USPAP). This course has been developed by The Appraisal Foundation and approved by the Louisiana Real Estate Appraisers State Board of Certification as **the required course for 15 Hours of Pre-Licensing Credit**. This is the USPAP material that students will have to learn to pass the USPAP Section of the Appraisal Examination. This is an online supplement to your in-class training.

In compliance with the Appraisal Qualifications Board (AQB) and the Louisiana Real Estate Appraisers Board any person wanting to obtain an Appraisal License must complete 15-Hours of National USPAP or its' equivalent. Full education requirements for an Appraisal Trainee, Real Estate, Certified Residential and Certified General Appraiser license can be found here <http://www.lreasbc.state.la.us/licensing.htm>

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*The 2010 15 Hour USPAP Course Schedule is available online through Donaldson, and is a part of your initial 75 hour Trainee program. Registration is available during class or you may register by phone by calling our office at the numbers listed below.*

### ***Registration / Information***

Greater New Orleans Area

**(504) 456 - 1785**

Statewide Toll Free

**1-800-257-2741**

**[www.DonaldsonEducation.com](http://www.DonaldsonEducation.com)**

**75 HOUR RESIDENTIAL  
APPRAISAL PRE-LICENSE  
COURSE**

**Includes:**

*Course 101 – Appraisal Principles*  
*Course 102 – Appraisal Procedures*

**Register for both courses at the  
same time and save \$\$\$**

**Appraisal Pre-License Course**  
**Schedule**

(Please mark next to starting class)

**Metairie Campus**

2601 North Hullen St.  
Metairie, LA 70002

**(Tuition: \$795)**

**All Books Included**

\_\_\_\_ Course #APM1-2

**Meeting Days: Thursday – Sunday**  
**2 Week Class**

**Start Date: September 29**

**Time: 8am – 5pm**

**Baton Rouge Campus**

4324 Sherwood Forest  
Suite 150

**(Tuition: \$795)**

**All Books Included**

**USPAP Certification Course**

**Course 103**

**Course Schedule**

**This course is offered online only. You will be  
provided full information on how to begin  
once you start your Course 101, or you may  
visit our website at**

**[www.donaldsoneducation.com](http://www.donaldsoneducation.com) for immediate  
registration.**

**How to Enroll**

**To enroll by phone:**

Please call (504) 456-1785 in the Greater New Orleans Area,  
or Statewide toll free 1-800-257-2741. Please have your  
Check or Credit Card Ready.

**To enroll by fax:**

Please fill out this enrollment form and fax it to:  
(504) 456-1789 or Statewide Toll-Free 1-877-456-1789.

**To enroll by mail:**

Fill out this enrollment form along with your check, money  
order, or credit card information and mail to:

Donaldson Real Estate School  
P. O. Box 8767  
Metairie, La. 70011

**To enroll in person:**

Please bring this form to:  
Donaldson Real Estate School  
2601 N. Hullen St.  
Metairie, LA 70002

**To enroll online:**

<http://www.donaldsoneducation.com>

**Enrollment Information**

Enrollment fee is not due until the end of the first class or you  
may pay in advance and get your books.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

**Method of Payment**

Cash  Check  Check by Computer  
 Visa  M/C  Discover  AmEx

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Verification Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Credit Card Billing Address (if different from above)

=====  
**If paying by Check by Computer (Note: If enclosing  
check, you do not need to fill out this section.)**

\_\_\_\_\_  
Name on Check

\_\_\_\_\_  
ABA Routing Number

\_\_\_\_\_  
Account Number

**2 Ways to Pay**

I wish to pay for the entire pre-license course in advance.

I will pay at the first class.

**I plan to attend Course # \_\_\_\_\_**

**Starting on \_\_\_\_\_**