



STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION

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No. 79/58

March 22, 1979

TO COUNTY ASSESSORS:

ADVANCED CERTIFICATION OF APPRAISERS

Three years have passed since we first invited eligible appraisers to apply for advanced certification. Since that time, we have awarded the certificate to slightly more than 500 appraisers employed by county assessors and our Board. There are no doubt many more eligible appraisers who would appreciate recognition of their advanced journeyman status by receiving the certificate. The advanced certificate is not easy to acquire; those who receive it can be pleased with their achievement.

We hope that by reissuing the approval guidelines, members of your staff will be encouraged to apply on the basis of their completed course of studies or professional designations. Application forms are enclosed. We plan to administer the advanced appraiser certification examination sometime during the summer. A formal announcement of the date will be made later.

Sincerely,

Verne Walton, Chief  
Assessment Standards Division

VW:jg  
Enclosures

## ADVANCED APPRAISER CERTIFICATION

Appraisers who have held permanent appraiser certificates for at least three years are eligible for certification as advanced appraisers if they have met one additional requirement. An advanced appraiser must either complete a course of study prescribed by the Board of Equalization, hold a professional designation awarded by a recognized professional appraisal organization, or must pass an examination designed specifically for advanced certification by the Board of Equalization.

Through advanced certification, the Board of Equalization offers recognition to appraisers whose combination of training and experience leads them to journeyman status. Appraisers who are granted advanced certification have received a sufficient amount of relevant formal training, a sufficient amount of field experience under the watchful eye of superiors, and eventually a sufficient amount and variety of experiences independent of the aid of others. They can demonstrate the results of their training and experience when making independent appraisals of properties of varying degrees of difficulty and the types routinely found in urban and rural situations. They achieve advanced certification by demonstrating their knowledge and ability in a somewhat simulated situation. An appraiser who receives a valid professional designation from an appraisal organization has demonstrated knowledge and ability primarily through demonstration appraisals. The appraiser who completes a course of study that includes a number of examinations makes a similar demonstration. So does the appraiser who successfully passes the Board of Equalization's advanced certification examination.

As a result of our recognition of the appraiser's journeyman status, the annual training requirement drops from 24 hours to 12 hours. Training received in excess of 12 hours may be applied to any deficiencies during the next two years.

### Professional Designations

The following designations issued by professional appraisal organizations are recognized for purposes of advanced certification. In each case, successful candidates pass a difficult and comprehensive appraisal examination in addition to other requirements.

<u>Organization</u>	<u>Designation</u>
American Institute of Real Estate Appraisers	"MAI"
Society of Real Estate Appraisers	"SREA"--Senior Real Estate Analyst "SRPA"--Senior Real Property Appraiser
Society of Governmental Appraisers	Master Appraiser--Real Property Master Appraiser--Personal Property Senior Appraiser--Real Property Senior Appraiser--Personal Property
International Association of Assessing Officers	"CAE"--Certified Assessment Evaluator "CPE"--Certified Personalty Evaluator
American Society of Appraisers	"Senior ASA"

Applications for advanced certification must be accompanied by a copy of the designation certificate issued by the appraisal organization. Holders of a Senior ASA designation must also include a certifying statement from the organization that the holder "successfully passed ASA Real Property Examination, B series number 1906."

Prescribed Course of Study (Planned Series of Courses)

We have defined several broad topics that should be covered by any course of study designed to lead a beginning appraiser to journeyman status and advanced certification. The following should be covered in sufficient depth.

1. Value and appraisal concepts. Formal instruction in these basic concepts should be acquired by beginning appraisers as quickly as possible. The knowledge is expected of those who acquire basic-permanent certification and is the foundation upon which a candidate for advanced certification should build.
2. Techniques and procedures for applying the three approaches.
3. Courses that offer specific information that allow appraisers to appraise more complex types of property. The students should be able to apply the information in problem solving exercises.

Several series of appraisal courses have been identified that can be considered alternative courses of study. Beginning appraisers may pursue the course of study that is most available or best suits their needs. The number of courses and the emphasis on topics may vary among the alternative series, but all contain the same general information. Some substitutions may be made for individual courses in a prescribed series. Successful completion of an examination for each course in the series will be required. The examinations must be taken in conjunction with the course and may not be challenged. The following sources have been identified as providing a prescribed course of study.

A. State Board of Equalization (Conducted by SBE or County Assessors' Staffs)

(For Real Property Appraisers)

- Course 1 - Introduction to Appraising for Property Tax Purposes
- Course 2 - Replacement Cost Estimating Procedures
- Course 3 - Residential Unit Appraisal Procedures
- Course 5 - The Income Approach to Value

Plus two advanced SBE courses for which examinations are given. Students may select from courses 9, 12, 20, 21, 55, 57, and 63.

(For Auditor-Appraisers)

Course 1 - Introduction to Appraising for Property Tax Purposes  
Course 5 - The Income Approach to Value  
Course 8 - The Appraisal of Equipment and Inventory  
Course 18A - Auditing Procedures

Plus two advanced SBE courses for which examinations are given.  
Students may select from courses 9, 12, 20, 21, 55, 58A, and 58B.

Approximately 180 hours will be required to complete the SBE course of study. Only 150 hours will be required for auditor-appraisers if course 18A is waived.

IAAO Course 1 may be substituted for SBE Course 1. IAAO Course 2 may be substituted for SBE Course 5. Other substitutions may be permitted, but a candidate should check with the Board in advance.

B. American Institute of Real Estate Appraisers

Appraisal 1A - Basic Principles, Methods, and Techniques  
Appraisal 1B - Capitalization Theory and Techniques  
Appraisal II - Urban Properties

Approximately 216 hours are required to complete this prescribed series of the AIREA course of study.

C. Society of Real Estate Appraisers

Course 101 - An Introduction to Appraising Real Property  
Course 201 - Principles of Income Property Appraising  
Course 301 - Special Applications of Appraisal Analysis

Approximately 216 hours are required to complete the SREA course of study.

D. International Association of Assessing Officers

Course 1 - Introduction to the Fundamentals of Real Property Appraisal  
Course 2 - Appraisal of Income Producing Property

Plus four IAAO courses selected from the following: 3, 201, 202, 203, 207, and 212.

It will take approximately 180 hours to complete the IAAO series of courses.

Advanced certification will be granted to appraisers and auditor-appraisers who have completed Los Angeles County's extensive trainee program plus two formal advanced courses.

All course offerings are likely to change over time. Other sources are also likely to surface. Our requirements will change along with changes in the available courses of study.

Many appraisers have already taken some or all of the required courses listed as comprising an acceptable course of study. Past training will be recognized for purposes of advanced certification if it adds up to a series that resembles one of the prescribed courses of study. The courses must have been completed after July 1, 1967 (the date certification and mandatory training began). We will not consider past training that is not already reflected in our training records. The courses must have included a final examination in which the candidate was successful. SBE Courses 20 and 63 taken before January 1975 did not include an examination. SBE Course 55 taken prior to July 1974 also did not include an examination and will not be recognized. Sessions of SBE Course 12 taken prior to October 1975 also will not be recognized.

The Board's staff will undoubtedly have to make decisions about the acceptability of some courses from other sources as substitutes. Real Estate Appraisal I conducted as part of the Real Estate Certificate Program by numerous community colleges may be an appropriate substitute for the prescribed introductory courses. SBE Course 1 was offered for the first time in 1975.

An appraiser who wishes to receive advanced certification on the basis of his past training should list on his application the titles, dates, and sources of all formal courses that appear to qualify for recognition. The Board's staff will evaluate the request and if they find the series of courses constitutes a course of study as prescribed, advanced certification will be awarded.

#### The Advanced Certification Examination

Appraisers who have not been awarded a professional designation or who have not completed a prescribed course of study may take the examination. The examination is designed to test the candidates ability to apply his knowledge of value and appraisal concepts to solve appraisal problems. All candidates will be called upon to answer numerous multiple choice questions of a general nature. In addition, the candidates must select and solve specific and complex problems. A separate examination is provided for auditor-appraisers.

**APPLICATION FOR ADVANCED APPRAISER CERTIFICATION**

B

(Pursuant to Section 671(b), Revenue and Taxation Code)

EMPLOYER \_\_\_\_\_ CERTIFICATE NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ DATE PERMANENT CERTIFICATE ISSUED \_\_\_\_\_

An advanced appraiser certificate will be issued upon application by the State Board of Equalization after an applicant has held an appraiser's certificate for at least three years and:

- A. Has successfully completed a course of study  
OR
- B. Holds a valid professional designation from a recognized professional organization  
OR
- C. Has passed an advanced level examination

Applications may be made on the basis of one or more of the three alternatives.

**(A) COMPLETED COURSE OF STUDY**

List all formal appraisal courses that you have successfully completed – via examination – since July 1, 1967. The courses will be evaluated to see if they conform to those identified as acceptable for purposes of advanced certification. Courses that contribute to a course of study are listed in January 13, 1976, guidelines – letter to assessors. If additional space is needed, use reverse side of this form.

<u>SOURCE</u>	<u>COURSE NO.</u>	<u>NAME OF COURSE</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**(B) PROFESSIONAL DESIGNATION**

- |   |  |
|---|--|
| 1. American Institute of Real Estate Appraisers<br>_____ Member, American Institute (MAI)   | 4. International Association of Assessing Officers<br>_____ Certified Assessment Evaluator (CAE)<br>_____ Certified Personal Evaluator (CPE) |
| 2. Society of Real Estate Appraisers<br>_____ Senior Real Estate Analyst (SREA)<br>_____ Senior Real Property Appraiser (SRPA)  | 5. American Society of Appraisers<br>_____ Senior (ASA)*   |
| 3. Society of Governmental Appraisers<br>_____ Senior Appraiser – Real Property<br>_____ Senior Appraiser – Personal Property<br>_____ Master Appraiser – Real Property<br>_____ Master Appraiser – Personal Property |  |

Application must include evidence of designation.

\* Senior (ASA) must include verification that applicant passed Real Property Examination, B series number 1906.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_