

**APPRAISER CERTIFICATION BOARD**

May 9, 2024

# **Agenda Item 1**

**PUBLIC COMMENT:**

**Written Comment submitted by Richard Ewell**



STATE OF NEVADA  
DEPARTMENT OF TAXATION  
Web Site: <https://tax.nv.gov>  
Call Center: (866) 962-3707

LAS VEGAS OFFICE  
700 E. Warm Springs Rd, Suite 200  
Las Vegas, Nevada 89119  
Phone (702) 486-2300  
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JOE LOMBARDO  
*Governor*  
GEORGE KELESIS  
*Chair, Nevada Tax Commission*  
SHELLIE HUGHES  
*Executive Director*

CARSON CITY OFFICE  
3850 Arrowhead Dr., 2<sup>nd</sup> Floor  
Carson City, Nevada 89706  
Phone: (775) 684-2000  
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4600 Kietzke Lane, Suite L235  
Reno, NV 89502  
Phone: (775) 687-9999  
Fax: (775) 688-1303

05/08/2024

Submission by Richard Ewell, for State of Nevada Appraiser Certification Board meeting public comments on May 14, 2024.

Good morning, Madam Chair and members of the Appraisal Certification Board. (Board)

My name is Richard Ewell, I am a current member of this board.

Speaking to my qualifications.

I have been fully certified to appraise real and personal property, for ad valorem tax assessment in the state of Nevada for over 20 years.

Since becoming a member of this board, I have attempted to review the list of approved educational, appraisal, focused, classes. For which state of Nevada and its county assessment staff receive credit for attending and passing final testing.

Since the number of approved educational classes numbers over 1,000, and date back as far as 1973 or earlier.

It is only logical to the common person most of these educational classes are duplicates, and / or, outdated practices or technologies,

Thus, do not make uniform, state and county staff's knowledge of appraisal in accord with the State of Nevada, NRS 361 and NAC 361, directing appraisal of real and personal property, for ad valorem tax assessment.

I would like to propose. This body form a subcommittee;

Of, the most senior members of this body to review all classes.

Submitted for approval, dating from January 01, 2020, to present.

Measuring weather or not they are:

- Submitted with a full syllabus, that can be reviewed, to substantiate, consideration, of approval for the course of education.?
- Is the class, a fair gauge of what this board wishes the ad valorem property tax appraiser within the State of Nevada to know, going into the next 5 years?
- Do these classes increase and extend the appraisal knowledge base of State and County staff appropriately?

Additionally due to the sheer number of classes of record, it is ridiculous to assume the majority of said classes meet, the above standard of review.

Therefore, any classes submitted, or approved prior to January 01, 2020, should be marked as "Inactive" in the boards database.

State and county staff carrying classes prior to the January 01, 2020, cutoff will be grandfathered.

To show those classes as taken, and received credit, as a matter of record on their transcripts.

This review and update is needed to harmonize with NAC 361.567 so classes previously taken and credited are not duplicated in the future.

Be safe and stay well,  
Best regards,

*Richard Ewell*

**UTILITY VALUATION ANALYST**

State of Nevada,  
Department of Taxation,  
Local Government Services,  
Centrally Assessed Property Section  
(775) 684-2037 – Office

**APPRAISER CERTIFICATION BOARD**

May 14, 2024

# **Agenda Item 3**

Meeting Minutes November 9, 2023

**APPRAISER CERTIFICATION BOARD**

**MEETING MINUTES**

Nevada Department of Taxation  
Carson City Large Conference Room  
1550 College Parkway  
Carson City, Nevada

&

Via Zoom

November 9, 2023  
9:30 a.m.

**Members Present:**

Jayne Jacobs, Chair  
Sorin Popa  
Jana Seddon  
Lorna Quisenberry  
Chris Sarman

**Members Absent:**

Richard Ewell

1. Public Comment  
There was no public comment.

2. Introductions of members and staff.

Chair Jacobs opened the meeting at 9:38 a.m. Member Ewell was absent; all other members were present.

3. **Review and Consideration for Approval of the September 7, 2023 Appraiser Certification Board Meeting Minutes (for possible action).**

Member Quisenberry moved to approve the minutes of September 7, 2023. Member Sarman seconded the motion. The Board approved the minutes as presented.

4. **Review and Consideration of Continuing Education Credit Hours (for possible action).**

- a) **Clark County – Clark County Appraisal Class, Hours on Certificate**

Member Seddon motioned to approve; Member Sarman seconded the motion. The Board approved the class as presented.

- b) **Nevada Chapter Appraisal Institute-2024 Las Vegas Market Symposium, Hours on Certificate**

Jana Seddon motioned to approve; Member Sarman seconded the motion. The Board approved the class as presented.

- c) **Nevada Chapter Appraisal Institute- 2023 Northern Nevada Real Estate Overview, Hours on Certificate**

Member Seddon motioned to approve; Member Sarman seconded the motion. The Board approved the class as presented.

- d) **Various sessions in the 2023 IAAO Annual Conference, 20.5 Hours**

Member Sarman motioned to approve all classes except for the Assessment Jurisdiction of the 21<sup>st</sup> Century in Ireland and Ontario, Canada. Member Seddon seconded the motion. The Board approved all classes as presented with the exclusion of the Assessment Jurisdiction of the 21<sup>st</sup> Century.

5. Discussion regarding the review for testing (for discussion only).

Member Seddon stated that Jeffrey Mitchell and Mark Stafford have been discussing testing and Mr. Mitchell would allow Mr. Stafford to view the Department's Appraiser Certification tests. Neither Mr. Mitchell nor Mr. Stafford were present at the meeting. Chair Jacobs agreed that the tests need review.

6. Briefing to and from Appraiser Certification Board and Department Staff (for discussion only).

Hector Sepulveda, with the Department, informed the Board the next testing will be in the beginning of the year or around the spring conference.

7. **Schedule Date and Review Agenda Topics for the Next Appraiser Certification Board Meeting (for possible action).**

Christina Griffith, with the Department, advised the Board that the next meeting was tentatively scheduled for February 8<sup>th</sup>, 2024.

Member Seddon commented that the Department's appointed members are with Centrally Assessed and expressed concern that the Nevada Tax Commission would like more diversity.

Member Sarman suggested adding a discussion about the appointed members from the Department on the next Agenda.

8. Public Comment

There was no public comment.

9. **Adjournment.**

Meeting adjourned at 10:04 a.m.

**APPRAISER CERTIFICATION BOARD**

May 14, 2024

# **Agenda Item 4**

1. Review and Consideration for Approval of Continuing Education Credit Hours Reviewed and Submitted by the Department of Taxation



Nevada Department of Taxation  
 Property Tax Appraiser Continuing Education  
 New Course Application

Return this form to:  
 Division of Local Government Services  
 3850 Arrowhead Dr., 2nd Floor  
 Carson City, Nevada 89706

**Please Print or Type:**

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

TITLE OF COURSE	
VENDOR/PROVIDER	

**1. Course Summary:**

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**2. What are the hours of instruction?** \_\_\_\_\_

**3. What is the completion date?** \_\_\_\_\_

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

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**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**S** \_\_\_\_\_  
 Requestor Signature Date

<b>For Department Use Only</b>			
NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE
<b>Verified by:</b>			
_____ <small>Division of Local Government Services</small>	_____ <small>Title</small>	_____ <small>Date</small>	



## ■ Managerial Accounting - UFC1

Course Started - 11/1/18

### Overview

This course focuses on identifying, gathering, and interpreting information that will be used for evaluating and managing the performance of a business. Students will also study cost measurement for producing goods and services and how to analyze and control these costs.

### Learning

Attention: This version of UFC1 Managerial Accounting has been retired. Please reach out to your mentor for more information.

[GO TO COURSE MATERIAL](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME	[REDACTED]	TITLE	[REDACTED]
TITLE OF COURSE	ECONOMICS 201 - PRINCIPLES OF MACROECONOMICS		
VENDOR/PROVIDER	EASTERN MICHIGAN UNIVERSITY		

**1. Course Summary:**

BASIC PRINCIPLES OF ECONOMICS, MACROECONOMIC CONCEPTS OF NATIONAL INCOME, FISCAL MONETARY POLICY AND PROBLEMS OF UNEMPLOYMENT, INFLATION & ECON GROWTH.

**2. What are the hours of instruction?** 3 HRS / CREDIT ⇒ Per week

**3. What is the completion date?** WINTER 2000

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

MARKET CONDITIONS, INFLATION, TAXES

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material



Date 02/05/2024

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# Principles of Macroeconomics

# 2022-2023 Undergraduate Catalog

[Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

## ECON 201 Principles of Macroeconomics [GEQR or GEKS]

The first half of basic principles of economics. Emphasizes macroeconomic concepts of national income, fiscal and monetary policy, and problems of unemployment, inflation and economic growth.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation**

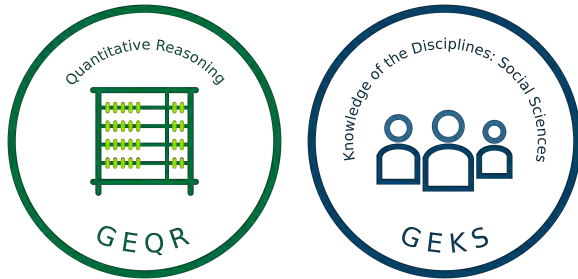
**Prerequisites** - [Level 3 Math Placement](#), [any "MATH" course \(098-499\) with a "C" or higher](#), or [any "STAT" course \(100-499\) with a "C" or higher](#)

**Other Restrictions** -

**Restriction by Major** -

**Restriction by Class** - Undergraduate standing

**Additional Information** - Students may receive credit in [ECON 100](#), ECON 201, and [ECON 202](#). Only ECON 100 or ECON 201/202 can be used to satisfy the requirements of any university Major/Minor, not both.



ECON 201 can be used to satisfy the Quantitative Reasoning (GEQR) or the Knowledge of the Disciplines Social Sciences (GEKS) requirement, not both. Students are reminded that [ECON 202](#) can also be used to satisfy the GEQR or GEKS requirements. Therefore, students who take the ECON 201-202 sequence can satisfy both categories.

**Rationale for Quantitative Reasoning** - Economics 201 allows students to satisfy the [Quantitative Reasoning \[GEQR\]](#) requirement of the [General Education](#) program. In this course, students first learn that many features of the economy are measured quantitatively. Students learn how to gather data, how to organize and present the data in tables, and how to understand and interpret them. Students then learn how to build four economic sector models to represent the economic behavior of people, businesses, the government, and the international sector. Students then assemble their sector models to create an aggregate model of the macroeconomy. They use their aggregate model to explain how the size of the economy is determined, and why it often grows but, at other times, shrinks. This is important because it determines the availability of jobs and the amount of income that people receive. These various economic models are developed using mathematical techniques, such as graphs and algebra. This mathematical approach requires clarity about the simplifying assumptions on which the models rest, and which limit their applicability. Finally, the aggregate model is applied to explore the basic macroeconomic problems of unemployment and inflation and to explore government economic policies designed to address these problems.

**Rationale for Knowledge of the Disciplines** - Economics is one of the fundamental social sciences because it systematically investigates social relationships, institutions, and interactions among people deciding how they and society should use scarce economic resources. Economics 201 satisfies the [Social Sciences \(GEKS\)](#) requirement of the General Education Program because students in the course acquire a basic knowledge of the subject of economics as social science, and approaches used by economists in their study of economic questions and institutions. This course analyzes concepts of and tools used to study scarcity, the role of both markets and government as mechanisms for allocating national and international resources, and the role of government policy in achieving goals of maximum employment, low inflation, and economic growth.

**Keywords:** [economics](#), [Knowledge of the Disciplines - Social Sciences \(GEKS\)](#), [Quantitative Reasoning \(GEQR\)](#)

**Equivalent Courses:** ECON 500

**Updates:** Approved for GEQR 4/2019, effective Fall 2019; Prerequisites updated 12/2018, effective Summer 2019; Note added 9/2015; Approved for GEKS 10/2007, effective Fall 2007

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME	[REDACTED]	TITLE	[REDACTED]
TITLE OF COURSE	ECON 202 - PRINCIPLES OF ECONOMICS		
VENDOR/PROVIDER	EASTERN MICHIGAN UNIVERSITY		

**1. Course Summary:**

INTRODUCTION TO BASIC PRINCIPLES OF ECONOMICS, MICROECONOMICS, CONCEPT OF DEMAND, SUPPLY AND PROBLEMS RELATIVE TO PRICES & RESOURCE ALLOCATION.

**2. What are the hours of instruction?** 3 HRS / CREDIT  $\Rightarrow$  PER WEEK

**3. What is the completion date?** FALL 2000

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

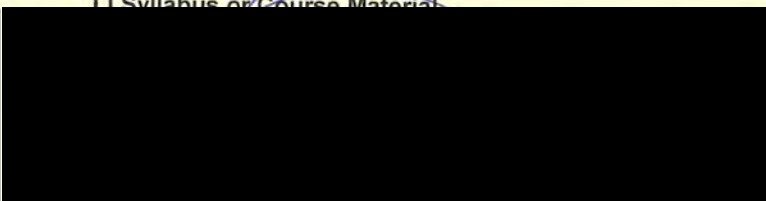
- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

PRICES ALLOCATION OF RESOURCES, PLANNING DEMAND & SUPPLY

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material



02/05/2024

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# Principles of Microeconomics

# 2022-2023 Undergraduate Catalog

[Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

## ECON 202 Principles of Microeconomics [GEQR or GEKS]

The second half of an introduction to basic principles of economics. Emphasizes microeconomic concepts of demand, supply, and problems relating to prices and resource allocation.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation**

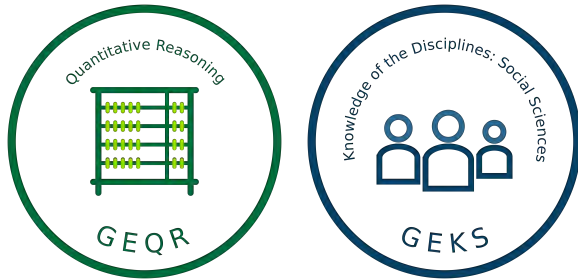
**Prerequisites** - [Level 3 Math Placement](#), [any "MATH" course \(098-499\) with a "C" or higher](#), or [any "STAT" course \(100-499\) with a "C" or higher](#)

**Other Restrictions** -

**Restriction by Major** -

**Restriction by Class** - Undergraduate standing

**Additional Information** - Students may receive credit in [ECON 100](#), [ECON 201](#), and ECON 202. Only ECON 100 or ECON 201/202 can be used to satisfy the requirements of any university Major/Minor, not both.



ECON 202 can be used to satisfy the Quantitative Reasoning (GEQR) or the Knowledge of the Disciplines Social Sciences (GEKS) requirement, not both. Students are reminded that ECON 201 can also be used to satisfy the GEQR or GEKS requirements. Therefore, students who take the ECON 201-202 sequence can satisfy both categories.

**Rationale for Quantitative Reasoning** - Principles of Microeconomics (ECON 202), allows students to satisfy part of the Quantitative Reasoning (QR) requirement of the General Education program. In this course, students first learn individuals allocate their resources when they face scarcity, and how the optimal allocation is being affected by the changes in the prices and budget. In doing this, students will learn how the numbers can be organized and presented in data tables and figures, and how to understand and interpret them. Students then learn an economic model (a theory) that explains the essence of optimization, in other words, how individuals maximize their utility. This economic model is presented using mathematical techniques, such as graphs and algebra, which help students to visualize and understand the concepts. This mathematical approach requires clarity about the simplifying assumptions on which the model rests, and which limit its applicability. Finally, the model will be used by students to explore one of the most basic microeconomic problems, how individuals make decisions.

**Rationale for Knowledge of the Disciplines** - Economics **ACB - 11** one of the fundamental social sciences because it systematically

investigates the economic relationships and interactions among people living in a society. Students in the course acquire a basic understanding of both the subject of economics and the approach used by economists in their study of economic questions. Thus, students learn about both the content and the methodology of economics. The contemporary international economic environment is characterized by globalization and competition. This reality confronts the USA and its people with a number of economic challenges and opportunities. Economics 202 presents students with an opportunity to read about, think about and discuss these issues. In discussions and exams students are asked to apply their developing knowledge of the content and methodology of economics to an analysis of a variety of economic problems, as well as to an evaluation of government policy measures designed to respond to these problems.

**Keywords:** [Economics](#), [GEQR](#), [GEKS](#)

**Updates:** Approved for GEQR 5/2021, effective Fall 2021; Prerequisites updated 12/2018, effective Summer 2019

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME OF REQUESTER [REDACTED]	TITLE [REDACTED]
DS 265 ⇒ BUSINESS STATISTICS I	
VENDOR/PROVIDER EASTERN MICHIGAN UNIVERSITY	

**1. Course Summary:**

CONCEPTS OF STATISTICS & APPLICATIONS TO BUSINESS DECISION. PROBABILITY, DESCRIPTIVE STATISTICS, DISTRIBUTION, HYPOTHESIS TESTING, REGRESSION & CORRELATION ANALYSIS. COURSE USES REAL-WORLD DATA for BUSINESS APPLICATIONS

**2. What are the hours of instruction?** 3 HRS / CREDIT ⇒ PER WEEK.

**3. What is the completion date?** WINTER 2001

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**SIGNATURE**

Requestor Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



## Business Statistics I

## 2022-2023 Undergraduate Catalog [Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

### DS 265 Business Statistics I

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Concepts of statistics and applications to business decisions. Elements of probability, random samples, descriptive statistics, sampling distributions, point and interval estimation, hypothesis testing, chi-square analysis and regression and correlation analysis. The course focus is on business applications using real-world data.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation** Fall, Winter, and Summer (day and evening)

**Prerequisites** - [Level 3 Math Placement \(MATH 097 with a "C" or higher\)](#), [\(MATH 097B with a "C" or higher\)](#), [ECON 201](#), [MATH 104](#), [MATH 105](#), [MATH 110](#), [MATH 112](#), [MATH 118](#), [MATH 119](#), [MATH 120](#), or [STAT 170](#)

**Other Restrictions** -

**Restriction by Major** -

**Restriction by Class** - Undergraduate standing

**Keywords:** [Decision Science](#), [business](#)

**Equivalent Courses:** OR 265

**Updates:** Change to prerequisites 3/2020, effective Fall 2020; Course Rotation added 3/2015

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> ECON 100 Intro to Economics	
<small>VENDOR/PROVIDER</small> UNR	

**1. Course Summary:**

micro & macro economic principles applied to improve understanding of everyday problems & social issues

**2. What are the hours of instruction?** 3.0 credit hours / 36

**3. What is the completion date?** Spring 2009

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input checked="" type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

**If other, please describe why the course is applicable to appraisal and/or property tax.**

College economics

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

SIG [REDACTED]

Requester

2/6/23

Date

**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Introduction to Economics

## University General Course

ARCHIVED CATALOG: LINKS AND CONTENT ARE OUT OF DATE. CHECK WITH YOUR ADVISOR.

### ECON 100 - Introduction to Economics

(3 units)

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Selected microeconomic and macroeconomic principles applied in a non-technical manner to improve understanding of everyday problems and social issues. NOTE: This course does not substitute for [ECON 102](#) or [ECON 103](#).

Units of Lecture: 3

Core Social Sci Requirement

Offered Every Fall and Spring

[Click here for course scheduling information.](#) | [Check course textbook information](#)

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**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Basic Appraisal	
<small>VENDOR/PROVIDER</small> BOE- California	

**1. Course Summary:**

Basic Appraisal.

**2. What are the hours of instruction?** California BOE credits 34 hours of Appraisal Training Credit for this course.

**3. What is the completion date?** 2-11-2021

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining                                  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input checked="" type="checkbox"/> Professional Ethics  |
| <input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)         | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

**If other, please describe why the course is applicable to appraisal and/or property tax.**

Basic Appraisal Theories and Approaches to value. Laws, Appraisal Methods, Real vs. Personal Property, Appraising Personal Property, Measurements, Manufactured Homes, Rights of Ownership, etc. (see attached).

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

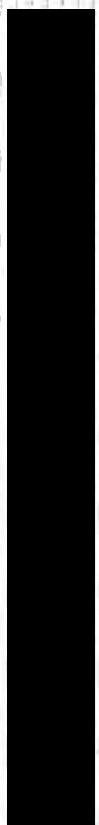
- Detailed Course Outline
- Syllabus or Course Material

SIGNATURE: [REDACTED] \_\_\_\_\_ DATE: 3-26-24  
Requester Date

For Department Use Only			
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>
<b>Verified by:</b>			
<small>Division of Local Government Services</small>	_____	_____	_____
	<small>Title</small>	<small>Date</small>	

CALIFORNIA STATE BOARD OF EQUALIZATION

Hereby issues this notification pursuant to Article 8, Chapter 3 of Part 2 of Division 1, section 670 of the Revenue and Taxation Code to:



who has duly-qualified as a

CERTIFIED PROPERTY TAX APPRAISER

in the State of California and is entitled to perform the duties and exercise the authority as conferred thereby



Witness Our Hand and Seal

This 11th Day of February 2021

B. Fleming  
EXECUTIVE DIRECTOR

Certificate No. 12342

BOE 717-A97 (5-98) This certificate is the property of the State of California, and in the event of its suspension or revocation for any reason it shall, upon demand, be returned to the State Board of Equalization.

ASSESSORS' HANDBOOK  
SECTION 501

BASIC APPRAISAL

JANUARY 2002

CALIFORNIA STATE BOARD OF EQUALIZATION

JOHAN KLEIIS, HAYWARD  
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STATE CONTROLLER

JAMES E. SPEED, EXECUTIVE DIRECTOR



## FOREWORD

This edition of the Assessors' Handbook Section 501, *Basic Appraisal*, is an update of the manual, which was rewritten in September 1997. The manual (formerly entitled *General Appraisal Manual*) was originally written in 1960 and revised in 1975 and 1982. The 1997 rewrite of the manual includes a complete reorganization of topics, the expansion and clarification of some portions of the existing text, and the addition of material concerning subjects not previously covered. The rewrite was undertaken by staff members of the Policy, Planning, and Standards Division (PPSD) in conjunction with the staff of the Property Taxes Section of the Legal Division of the State Board of Equalization and is the product of staff writing at the direction of the Board.

The objective of this manual is to give the beginning property tax appraiser, and other interested parties, an understanding of the basic principles of property assessment and real and personal property appraisal for tax purposes. It is not designed to be a complex or highly technical treatment of the subject or a detailed analysis of a particular type of appraisal or valuation approach. If there is an inconsistency resulting from the absence of technical data in this basic and general manual and more advanced information in another more specific manual, the more specific manual controls. Moreover, in the interest of accuracy and thoroughness, appraisers and other interested parties are advised to consult with qualified experts and other authoritative sources regarding the technical aspects of valuing any complex property.

As part of the process of producing this manual, meetings were first held with industry representatives and then with assessors. Conflicts regarding the content of the manual were identified and most were resolved. Those issues not resolved by meeting with industry and assessors were voted on by Members of the Board of Equalization after hearing testimony from interested parties and Board staff. The results of the voting are reflected as Board positions on issues in the manual. The Board originally approved this particular manual in September 1997, and adopted this update in January 2002. All citations and legal references were current as of the writing of this publication.

Under Government Code sections 15606 et seq., the Board is charged with the duty of administratively enforcing and interpreting the statutes governing the local assessment function. While regulations adopted by the State Board of Equalization are binding as law, Board-adopted manuals are advisory only. Nevertheless, courts have held that they may be properly considered as evidence in the adjudicatory process.<sup>1</sup>

David J. Gau  
Deputy Director  
Property Taxes Department  
January 2002

---

<sup>1</sup> *Coca-Cola Co. v. State Board of Equalization* (1945) 25 Cal 2d 918; *Prudential Ins. Co. v. City and County of San Francisco* (1987) 191 Cal.App.3d 1142; *Hunt Wesson Foods, Inc v. County of Alameda* (1974) 41 Cal.App.3d 163



## TABLE OF CONTENTS

<b>CHAPTER 1: THEORY OF VALUE.....</b>	<b>1</b>
WHAT IS AN APPRAISAL?.....	1
NATURE AND PREREQUISITES OF ECONOMIC VALUE.....	1
ECONOMIC CONCEPT OF MARKET VALUE.....	2
<i>Market Value Defined</i> .....	2
<i>Supply and Demand and Market Value</i> .....	3
ECONOMIC CONCEPT OF USE VALUE.....	4
OTHER VALUE CONCEPTS.....	5
<i>Price, Cost, and Value</i> .....	5
<i>Value as the Present Worth of Future Benefits</i> .....	6
<i>Value and the Price Level</i> .....	6
<i>Other Types of Value</i> .....	7
<b>CHAPTER 2: STANDARD OF VALUE FOR PROPERTY TAX APPRAISAL .....</b>	<b>8</b>
FAIR MARKET VALUE STANDARD.....	8
APPRAISAL UNIT.....	10
<i>Principle of Unit Valuation</i> .....	11
<i>Stage of Production</i> .....	12
VALUATION OF LIMITED MARKET PROPERTIES.....	13
EXCEPTIONS TO THE FAIR MARKET VALUE STANDARD .....	15
<i>Open Space Property</i> .....	16
<i>Historical Properties</i> .....	16
<i>Certain Golf Courses</i> .....	17
<i>Certain Single Family Residences</i> .....	17
<i>Taxable Government-Owned property</i> .....	17
<i>Timberland Production Zones</i> .....	18
<b>CHAPTER 3: PROPERTY CONCEPTS.....</b>	<b>19</b>
"PROPERTY" DEFINED.....	19
WHAT PROPERTY IS TAXABLE? .....	20
<i>Taxable Real Property</i> .....	20
<i>Taxable Personal Property</i> .....	26
<i>Exempt Property</i> .....	28
<i>Immune Property</i> .....	28
WHAT REAL PROPERTY RIGHTS AND OWNERSHIP INTERESTS ARE TO BE APPRAISED?.....	29
<i>Surface, Above-Surface, and Sub-surface Property Rights</i> .....	29
<i>Legal (Ownership) Interests</i> .....	30
<i>Importance of the Fee Simple Concept in Property Tax Appraisal</i> .....	34
<i>Forms of Ownership</i> .....	35
<b>CHAPTER 4: ECONOMIC FRAMEWORK FOR REAL PROPERTY APPRAISAL.....</b>	<b>38</b>
NATURE OF THE REAL ESTATE MARKET .....	38

<i>Definition and Functions of a Market</i> .....	38
<i>Special Characteristics of Real Estate</i> .....	40
<i>Forces Affecting the Value of Real Property</i> .....	41
<i>Demand and Supply Factors in Real Estate Markets</i> .....	42
NATURE OF REAL ESTATE PRODUCTIVITY.....	43
<i>Physical Characteristics Affecting Real Estate Productivity</i> .....	44
<i>Locational Characteristics Affecting Real Estate Productivity</i> .....	46
HIGHEST AND BEST USE.....	47
<i>Value As a Function of Use</i> .....	47
<i>Highest and Best Use Defined</i> .....	48
<i>Criteria for Highest and Best Use</i> .....	48
<i>Highest and Best Use as Though Vacant and as Improved</i> .....	52
<i>Special Situations in Highest and Best Use Analysis</i> .....	53
FUNDAMENTAL APPRAISAL PRINCIPLES.....	55
<i>Principles of Real Estate Productivity</i> .....	55
<i>Principles of Real Estate Marketability</i> .....	57
<b>CHAPTER 5: MEASUREMENT OF VALUE</b> .....	<b>59</b>
STEPS IN THE APPRAISAL PROCESS.....	59
<i>Definition of the Appraisal Problem</i> .....	59
<i>Preliminary Analysis and Data Collection</i> .....	60
<i>Highest and Best Use Analysis</i> .....	61
<i>Land Value Estimate</i> .....	61
<i>Application of the Approaches to Value</i> .....	61
<i>Reconciliation of Value Indicators and the Final Value Estimate</i> .....	62
<i>Reporting the Final Value Estimate</i> .....	62
LAND VALUATION.....	62
<i>Land Identification and Description</i> .....	63
<i>Land or Site Analysis</i> .....	66
<i>Methods of Land Appraisal</i> .....	67
<b>CHAPTER 6: APPROACHES TO VALUE</b> .....	<b>73</b>
APPLYING THE APPROACHES TO VALUE.....	73
COST APPROACH.....	74
<i>Introduction</i> .....	74
<i>Relation between Cost and Value</i> .....	75
<i>Costs to Include</i> .....	75
<i>Reproduction Cost, Replacement Cost, and Historical Cost</i> .....	77
<i>Methods of Estimating Cost</i> .....	78
<i>Sources of Cost Data</i> .....	80
<i>Depreciation</i> .....	80
<i>Measurement of Accrued Depreciation</i> .....	83
<i>Percent Good</i> .....	84
<i>Limitations of the Cost Approach</i> .....	84
COMPARATIVE SALES APPROACH.....	85
<i>Introduction</i> .....	85

<i>Sales Data Collection and Analysis</i> .....	86
<i>Sales Data Adjustments</i> .....	88
<i>Units of Comparison</i> .....	93
<i>Correlation Within the Comparative Sales Approach</i> .....	93
<i>Value Allocation</i> .....	93
<i>Limitations of the Comparative Sales Approach</i> .....	94
<i>Stock and Debt Approach</i> .....	94
<b>INCOME APPROACH</b> .....	95
<i>Introduction</i> .....	95
<i>Applying the Income Approach for Property Tax Purposes</i> .....	95
<i>Assumptions of the Income Approach</i> .....	97
<i>Conversion of Income into Value</i> .....	100
<i>Capitalization Rates and Multipliers</i> .....	102
<i>Characteristics of the Income Stream</i> .....	103
<i>Processing the Income Stream</i> .....	104
<i>Deriving Income Multipliers and Overall Capitalization Rates from Comparable Sales</i> .....	104
<i>Valuing Property Using Income Multipliers and Overall Capitalization Rates</i> .....	106
<i>Residual Techniques: Overview</i> .....	108
<i>Limitations of the Income Approach</i> .....	109
<b>RECONCILIATION OF VALUE INDICATORS AND THE FINAL VALUE ESTIMATE</b> .....	109
<b>CHAPTER 7: PERSONAL PROPERTY APPRAISAL PROGRAM</b> .....	111
<b>DIFFERENCES BETWEEN PERSONAL PROPERTY AND REAL PROPERTY</b> .....	111
<b>SITUS</b> .....	112
<b>REPORTING REQUIREMENTS</b> .....	112
<i>Authorized Signatures</i> .....	114
<b>TRADE LEVEL</b> .....	114
<b>TAXABILITY</b> .....	116
<i>Household Furnishings</i> .....	116
<i>Business Inventories</i> .....	116
<i>Personal Property Owned by Banks, Insurance Companies, and Financial Corporations</i> .....	116
<b>APPRAISAL METHODS FOR PERSONAL PROPERTY</b> .....	117
<i>Audit-Appraisal Method</i> .....	117
<i>Physical Appraisal Method</i> .....	118
<b>AUDIT PROGRAM</b> .....	118
<i>Audit Objectives</i> .....	118
<i>Statutory Provisions</i> .....	119
<i>Statutory Requirement for Requesting Information on Unreported Property</i> .....	119
<i>Statutory Requirements for Notifying Taxpayer of Results</i> .....	119
<b>CHAPTER 8: SPECIAL TOPICS</b> .....	121
<b>APPRAISAL OF MANUFACTURED HOMES (MOBILEHOMES)</b> .....	121
<i>Classification</i> .....	121
<i>Personal Property Characteristics</i> .....	122
<i>Taxability</i> .....	122
<i>Site Value</i> .....	123

<i>Accessories</i> .....	123
<i>Appraisal of Floating Homes</i> .....	123
APPRAISAL OF CONSTRUCTION IN PROGRESS.....	124
<i>Start date</i> .....	125
<i>Completion Date</i> .....	125
<b>APPENDIX A: ADMINISTRATIVE AND LEGAL ASPECTS OF PROPERTY TAX</b>	
<b>ASSESSMENT</b> .....	<b>126</b>
OVERVIEW.....	126
<i>Property Tax Base</i> .....	126
<i>Assessment Roll</i> .....	126
<i>Assessment Roll Revisions and Escape Assessments</i> .....	127
<i>Property Tax Rate</i> .....	128
<i>State Versus Local Assessment</i> .....	129
<i>Lien Date</i> .....	132
<i>Taxpayer reporting of information</i> .....	132
<i>Taxpayer Appeals of Property Valuation</i> .....	132
<i>Property Tax Exemptions</i> .....	133
<i>The Assessment Process</i> .....	134
FOUNDATION OF PROPERTY TAX LAW.....	135
<i>California Constitution</i> .....	135
<i>Statutes</i> .....	136
<i>Property Tax Rules</i> .....	136
<i>Judicial Decisions</i> .....	136
<i>Other</i> .....	136
ASSESSMENT PRE- AND POST-PROPOSITION 13.....	137
SOME IMPORTANT ASSESSMENT PROVISIONS.....	138
<i>Exclusions from Reassessment Upon Change in Ownership or New Construction</i> .....	139
<i>Decline in Value Appraisals</i> .....	140
<i>Supplemental Assessment Roll</i> .....	141
<b>APPENDIX B: COMMON MEASUREMENTS USED IN APPRAISAL</b> .....	<b>143</b>
<b>GLOSSARY OF TERMS</b> .....	<b>145</b>
<b>BIBLIOGRAPHY</b> .....	<b>154</b>



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION** (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)

[Redacted]	[Redacted]
<small>TITLE OF COURSE</small>	
2020-2021 National USPAP Course	
<small>VENDOR/PROVIDER</small>	
McKissock	

**1. Course Summary:**

---



---

**2. What are the hours of instruction?** 15 Hours

**3. What is the completion date?** 10/15/2022

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> JAAO Standards<br><input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|---|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

---

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[Redacted Signature] 04/09/2024  
Requestor Signature Date

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

Division of Local Government Services

Title

Date

## 2024 15-hr National USPAP Course

\$339

This is the distance education version of the 2024 15-Hour National Uniform Standards of Professional Appraisal Practice (USPAP) Course by The Appraisal Foundation (TAF). This course focuses on the requirements for ethical behavior and competent performance by appraisers that are set forth in the Uniform Standards of Professional Appraisal Practice (USPAP). This course is unique in that it is developed by The Appraisal Foundation and is revised on a periodic basis to stay current with the latest edition of USPAP.

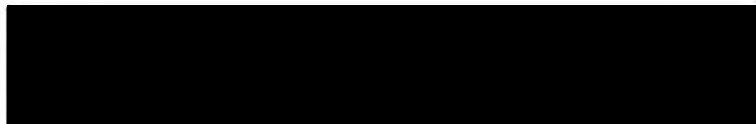
**Each student will be provided a PDF that combines the 2024 USPAP publication and the 2024 USPAP Guidance and Reference Manual (including Advisory Opinions and USPAP Frequently Asked Questions), which provides the framework for the course and is referred to throughout the course.**

The primary objective is that participants become familiar with the USPAP publication. The course material emphasizes the role of the appraiser and the impartiality associated with this role. Special responsibilities of the appraiser regarding impartiality are explored in detail. The course utilizes readings, exercises, video interviews, case studies, poll questions, and pre- and post-course testing. The goal is to present the material in multiple ways to ensure participant mastery of and fluency in the material. The course includes real-life case study problems ("Discussion Examples") that show how USPAP applies in situations that appraisers encounter in everyday practice. These examples address issues frequently experienced by appraisers as professionals in the appraisal of real property, personal property, and business or intangible assets, and in appraisal review. This course is designed to aid appraisers seeking competency in USPAP, in all areas of appraisal practice including those subject to state licensing or certification and continuing education requirements imposed by professional organizations, client groups, or employers.

This course provides at least 15 hours (50 minutes per hour) of instruction in USPAP that allows for a one-hour exam period within the 15-hour time frame. Course participants will have access to a searchable PDF version of the 2024 Uniform Standards of Professional Appraisal Practice for this class.

# Certificate of Completion

This is to certify that



has successfully completed the following pre-licensing course and final examination **2020-2021 15-hr National USPAP Course (Approval Number # PL.0009508-A)** for 15 hour(s) of qualifying education credit towards certification in the state of Nevada. The course was completed on Saturday , October 15, 2022, at the following location:

[www.mckissock.com](http://www.mckissock.com)

*Jackie Vincent*

Signature of Authorized Representative

**McKissock**  
Learning

---

McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Expert Witness for Commercial Appraisers - Subject Matter Electives	
<small>VENDOR/PROVIDER</small> McKissock	

**1. Course Summary:**

---



---

**2. What are the hours of instruction?** 15 Hours

**3. What is the completion date?** 2/22/2023

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

---

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

▶ [REDACTED]  
Requestor Signature

04/09/2024  
Date

**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

▶ \_\_\_\_\_ Division of Local Government Services      \_\_\_\_\_ Title      \_\_\_\_\_ Date



ONLINE MANDATORY

15 HRS

Nevada

Approval code: PL.0008948-A

Course access is available for 6 months from the day it is opened. All courses, regardless of whether they have been opened, expire two years from the date of purchase. Extensions are available for purchase within 30 days of a course expiring. No extensions will be granted after this period.

## Expert Witness for Commercial Appraisers - Subject Matter Electives

\$225

This course is designed to provide the practicing real estate appraiser with an understanding of the opportunities available in litigation support assignments. Additionally, it will supply the background for the appraiser to provide a work product and testimony necessary to assist the Trier of Fact in a civil case to reach a just and equitable decision. The student will be informed about the structure of a civil trial, the rules of evidence, and USPAP requirements, and will gain an understanding of the mechanics of a civil trial. The course also will provide meaningful advice about how the appraiser can present credible testimony in deposition and trial that will both educate the court and withstand the adversarial process of cross examination. Finally, the course will outline the various options appraisers have to expand their appraisal practice to include the financially rewarding litigation support services in their appraisal practice. There is a required 1.5-hour exam at the end that must be taken in a monitored classroom setting. In addition to the end-of-chapter quizzes and final exam, this course contains mini-quizzes that will test the knowledge of the material throughout each chapter. The mini-quizzes will help prepare students for not only the end-of-chapter quiz, but also for the online cumulative review quiz at the end of the course.

# Certificate of Completion

This is to certify that



has successfully completed the following pre-licensing course and final examination **Expert Witness for Commercial Appraisers - Subject Matter Electives (Approval Number # PL.0008948-A)** for 15 hour(s) of qualifying education credit towards certification in the state of Nevada. The course was completed on Wednesday, February 22, 2023, at the following location:

[www.mckissock.com](http://www.mckissock.com)

A handwritten signature in cursive script that reads "Jackie Vincent".

Signature of Authorized Representative

**McKissock**  
Learning

---

McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Advanced Residential Applications & Case Studies	
<small>VENDOR/PROVIDER</small> McKissock	

**1. Course Summary:**

Designed to comply with the Real Property Appraiser Qualification Criteria established by the AQB, this course is structured around four specialized areas of appraisal practice: complex property appraisal, market analysis, challenges in the sales comparison approach, and highest and best use analysis. Beginning with a thorough explanation of complex properties, the course goes on to review the Competency Rule and Scope of Work Rule in USPAP, as well as the valuation process & reporting process for complex properties

**2. What are the hours of instruction?** 15 Hours

**3. What is the completion date?** 3/27/2020

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

Requester: [REDACTED] Date: 04/10/2024

**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# Certificate of Completion

This is to certify that



has successfully completed the following pre-license course and final examination Advanced Residential Applications and Case Studies (Approval Number # PL.0008942-A) for 15 hour(s) of qualifying education credit towards certification in the state of Nevada. The course was completed on Friday, March 27, 2020, at the following location:

[www.mckissock.com](http://www.mckissock.com)

*Andrea Ledford*

Andrea Ledford

**McKissock**  
Learning

McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Residential Report Writing & Case Studies	
<small>VENDOR/PROVIDER</small> McKissock	

**1. Course Summary:**

In this course your instructor will introduce some of the techniques and procedures associated with writing a proper appraisal report, as well as guide you through the various reporting options available, including narrative-type reports. Foundational requirements for these reports are taken from USPAP and intended users such as Fannie Mae and HUD. This course also features interactive case studies which require you to write parts of two appraisal reports: one for a SFR and one for a 3-unit dwelling.

**2. What are the hours of instruction?** 15 Hours

**3. What is the completion date?** 8/9/2018

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

Requester Signature: [REDACTED] Date: 04/10/2024

**For Department Use Only**

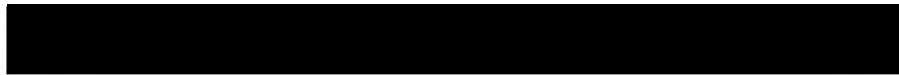
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

Division of Local Government Services Title Date

# Certificate of Completion

This is to certify that



has successfully completed the following pre-license course and final examination **Residential Report Writing and Case Studies (Approval Number # PL.0008938-A)** for 15 hour(s) of qualifying education credit towards certification in the state of Nevada. The course was completed on Thursday, August 9, 2018, at the following location:

[www.mckissock.com](http://www.mckissock.com)

*Andrea Ledford*

Andrea Ledford

**McKissock**  
Learning

---

McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>TITLE OF COURSE</small> <b>C708 Principles of Finance</b>	
<small>VENDOR/PROVIDER</small> <b>Western Governor University</b>	

**1. Course Summary:**

See Attached: Word Document.

**2. What are the hours of instruction?** 3

**3. What is the completion date?** 06/2020

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |  |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|--|--|

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**SIGNATURE**

[Redacted Signature]

<b>For Department Use Only</b>			
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>
<b>Verified by:</b>			
<small>Division of Local Government Services</small>	<small>Title</small>	<small>Date</small>	

**Course Description:**

**Western Governor C708 Principles of Finance:**

**Principles of Finance** is an introductory course that provides an overview of time-honored business financial concepts and rules, including financial management and maximization of shareholder wealth. Using business cases and scenarios, students gain an understanding of the financial market environment, financial statement analysis, ratio calculations and analysis, the time value of money, interest rates, pricing of stocks and bonds, financial forecasting, the trade-off between risk and return, and the capital budgeting process.



**APPRAISER CERTIFICATION BOARD**

May 9, 2024

# **Agenda Item 5**

Review and Consideration of Continuing  
Education Credit Hours



**Nevada Department of Taxation**  
**Property Tax Appraiser Continuing Education**  
**New Course Application**

Return this form to:  
 Division of Local Government Services  
 3850 Arrowhead Dr., 2nd Floor  
 Carson City, Nevada 89706

**Please Print or Type:**

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> RESIDENTIAL PROPERTY MEASUREMENT AND ANSI Z765	
<small>VENDOR/PROVIDER</small> MCKISSOCK LEARNING	

**1. Course Summary:**

THIS COURSE DISCUSSES A LACK OF UNIFORM STANDARDS FOR MEASUREMENT AND CALCULATION THAT HAS RESULTED IN MEASUREMENT INCONSISTENCIES WITHIN THE PROFESSION. THE COURSE COVERS BEST PRACTICES FOR MEASURING RESIDENTIAL DWELLINGS AND WILL FOCUS PRIMARILY ON THE ANSI Z765-2021 STANDARD. IN ADDITION, THE COURSE WILL ALSO ADDRESS GUIDELINES AND REQUIREMENTS FOR MEASURING GLA AND GBA ESTABLISHED BY OTHER ENTITIES, SUCH AS HUD/FHA.

**2. What are the hours of instruction?** 4

**3. What is the completion date?** 01/22/2024

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

[REDACTED]

**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

Verified by:

Division of Local Government Services

Title

Date

## Course Overview

We encourage you to visit our [FAQs section](#) for further information regarding your educational experience. Our FAQs feature complete step-by-step tutorials that were designed with YOU in mind!

**Please note:** Upon completion of the final exam, you will need to advance to the survey page and complete the survey. Once that is done, the course will be marked as "Complete" in our system and credit may be issued.

### Course Description

Welcome to *Residential Property Measurement and ANSI Z765*, presented by McKissock Learning.

For a large number of appraisers, measuring one- to four-unit dwellings is something they learned from their supervisor many years ago. Unfortunately, a lack of uniform standards for measurement and calculation has resulted in measurement inconsistencies within the profession. This course will cover best practices for measuring residential dwellings and will focus primarily on the ANSI Z765-2021 Standard. ANSI Z765 is the only nationwide standard for measuring properties that has been adopted by state appraisal regulatory agencies. Effective April 1, 2022, this standard was adopted by Fannie Mae, and it was subsequently adopted by Freddie Mac as well. In addition, the course will also address guidelines and requirements for measuring GLA and GBA established by other entities, such as HUD/FHA.

This is a self-paced online course. You may complete it when and where you choose. You can complete it all in one sitting, if you wish, or you can complete it in bits and pieces at your convenience. There will be quizzes along the way that you must complete in order to advance to the next section.

NOTE: If you're licensed in multiple states and need credit for this class in more than one state, add the additional state certificates to your enrollment **prior to completing the course**. Click on the Add Certificate link on the course card on your dashboard then follow the process for selecting the states you need. The system will ensure you're enrolled a version of the course that meets all those states' requirements.



End of Page



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
1550 College Parkway  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**



TITLE OF COURSE <b>FINANCE 358 ⇒ FINANCIAL STATEMENT ANALYSIS</b>
VENDOR/PROVIDER <b>EASTERN MICHIGAN UNIVERSITY</b>

**1. Course Summary:**

**ANALYSIS & INTERPRETATION OF THE FINANCIAL STATEMENTS & REPORTS OF VARIOUS TYPES OF BUSINESS & INDUSTRIES. EXAMINATION OF THE IMPACT OF USING ALTERNATIVE ACCOUNTING METHODS ON REPORTED PROFIT, TAXES, & CASH FLOWS. FORECAST OF FIN STATEMENTS FOR PLANNING PURPOSES.**

**2. What are the hours of instruction? 3 HRS / CREDITS ⇒ PER WEEK**

**3. What is the completion date? WINTER 2002**

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

**CASH FLOWS, TAXES, FORECASTS, PRO-FORMA STATEMENTS**

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline



**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services

Title

Date

## Financial Statement Analysis

## 2022-2023 Undergraduate Catalog [Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

### FIN 358 Financial Statement Analysis

---

Analysis and interpretation of the financial statements and reports of various types of businesses and industries. Examination of the impact of using alternative accounting methods on reported profits, taxes, and cash flows. Forecast of financial statements for planning purposes.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation** Fall, Winter, and Summer

**Prerequisites** - [FIN 350 with a "C" or higher](#)

**Other Restrictions** -

**Restriction by Major** - [ACC-Major](#), [AIS-Major](#), [ACAC-150](#), [AIAC-150](#), [ACTX-150](#), [ECBB-Major](#), [CIS-Major](#), [ENTR-Major](#), [FIN-Major](#), [FIN-Minor](#), [FIN-UG Cert](#), [GBUS-Major](#), [GBUS-Minor](#), [IBAC](#), [IBAI](#), [IBCI](#), [IBEC](#), [IBEN](#), [IBFL](#), [IBGB](#), [IBMG](#), [IBMK](#), [IBSC](#), [MGMT-Major](#), [MKTG-Major](#), [SCMG-Major](#), [TCMG](#), or [CNST-Major](#)

**Restriction by Class** - Junior, Senior, or Second Bachelors standing

**Keywords:** [finance](#), [business](#)

**Equivalent Courses:** ACC 358

**Updates:** Course Rotation updated 5/2022; Change to prerequisites 11/2018, effective Fall 2019; Course Rotation updated 11/2018; Change to prefix 1/2018, effective Fall 2018; Title Correction 11/2017; Change to major restriction 8/2016, effective Winter 2017

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Valuation of Residential Green Buildings	
<small>VENDOR/PROVIDER</small> McKissock	

**1. Course Summary:**

The course provides an understanding of the effects of energy efficient residential buildings on the real estate market, and it's relevance in the appraisal process. For assment purposes, this applies to NRS 361.079 wherein a county assessor may consider the value added to a property by a qualified energy efficient system.

**2. What are the hours of instruction?** 4.0 hours

**3. What is the completion date?** 7/29/2023

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining                                  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**SIGNATURE**

[REDACTED SIGNATURE]

**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Division of Local Government Services

## **Valuation of Residential Green Buildings**

Detailed course outline (from McKissock Learning website)

Syllabus not available

Valuation of green residential buildings can be problematic for appraisers. In analyzing and valuing green buildings, the appraiser may have difficulty in obtaining pertinent data, comparable sales and confirmation of how the building performs (especially for new construction). Credible appraisals depend substantially on data that may or may not be readily available in the market.

In the appraisal process, appraisers first gather general market data, then collect data specific to the property being appraised and its competing properties before performing a highest and best use (HBU) analysis on the subject property. The next step is applying the approaches to value to the subject property based on their findings earlier in the process. The final step is reporting the appraiser's opinions and conclusions so that intended users can understand them.

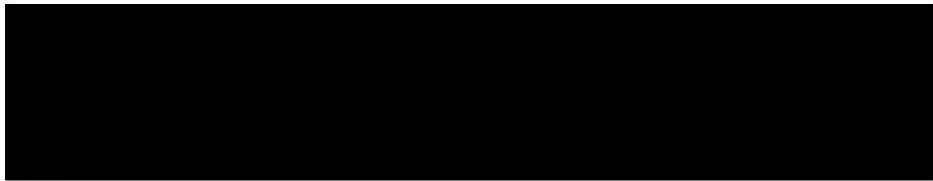
This course is designed to follow the appraisal process as outlined above. Our exploration of market data will begin broadly, then narrow as it moves to highest and best use before continuing into the cost approach and sales comparison approaches to value.

Many real estate appraisers have not yet been concerned with the need to learn and understand green building issues. But as energy efficiency and sustainability are increasingly valued by consumers, incentivized by governments and marketed by builders and real estate professionals, appraisers will need to take a building's "green-ness" into account, in order to accurately reflect the actions of buyers and sellers in the market. In the future more buildings will be green buildings, and all appraisals will take that into account.

Completion of this course can be the first step toward earning a certification in valuation of residential green buildings. This certification path is designed to grow your knowledge of green building, provide you information on methods and techniques, and most importantly, enable you to competently complete an appraisal assignment on a green home.

# Certificate of Completion

This is to certify that



has successfully completed Valuation of Residential Green Buildings (Approval Number # 3494) for 4 hour(s) of continuing education credit for recertification in the state of Michigan. The course was completed on Saturday July 29, 2023 given via distance education at:

[www.mckissock.com](http://www.mckissock.com)

**Sponsor Code: 0144**  
**Instructor: Dan Bradley**

*Andrea Ledford*

Andrea Ledford



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McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979





**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<b>TITLE OF COURSE</b> [REDACTED]	<b>TITLE</b> [REDACTED]
<b>GEN 300 - Skills for Professional Development</b>	
<b>VENDOR/PROVIDER</b> University of Phoenix	

**1. Course Summary:**

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**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 2006

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

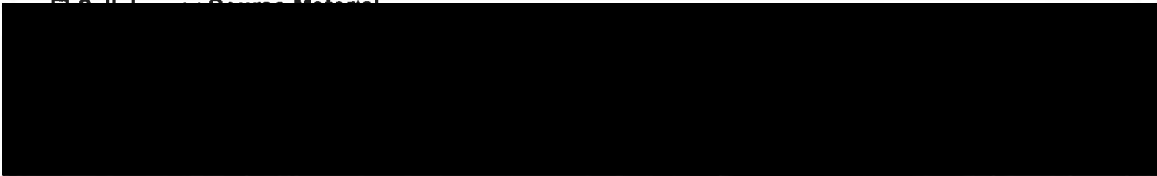
- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

---

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Course Material



**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

*Division of Local Government Services*

*Title*

*Date*

Skills for Professional Development Summary;

This class was designed to aid in the development of ethics in the business/work place. Adhering to laws, regulation and professional ethics.



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

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Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]		<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Economics for Business		
<small>VENDOR/PROVIDER</small> University of Phoenix		

**1. Course Summary:**

See Attached

**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 06/2007

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input checked="" type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**For Department Use Only**

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**Verified by:**

Title
Date

Division of Local Government Services

Economics for Business Summary;

This was an introduction to focus on banking, development of planning, and general management. This course involved statistics and professional level finance that would lead into the next two classes of Financial Analysis I & II.



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
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Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION** (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)

	<small>TITLE</small>
<small>TITLE OF COURSE</small> Appraising Energy Efficient Residential Properties	
<small>VENDOR/PROVIDER</small> American Continuing Education Institute	

**1. Course Summary:**

*See attached*

**2. What are the hours of instruction?** 8 Hours

**3. What is the completion date?** 9/26/2022

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Mass Appraisal Concepts and Applications              | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input checked="" type="checkbox"/> IAAO Standards  | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**SIGNATURE**

[Redacted Signature]

**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

Division of Local Government Services

Title

Date

## Appraising Energy Efficient Residential Properties Summary;

This course provides a step-by-step, bulletproof methodology for appraising energy efficient homes. It includes proprietary forms and terminology that can be integrated into appraisal reports. With valuable phrases that will help clearly identify the limitations of appraiser's observations; reduce liability for all parties, while providing the tools to accurately value energy-efficient homes.



Nevada Department of Taxation  
 Property Tax Appraiser Continuing Education  
 New Course Application

Return this form to:  
 Division of Local Government Services  
 3850 Arrowhead Dr., 2nd Floor  
 Carson City, Nevada 89706

**Please Print or Type:**

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME OF REQUESTER

[Redacted Name]

VENDOR/PROVIDER

**1. Course Summary:**

\_\_\_\_\_  
 \_\_\_\_\_

**2. What are the hours of instruction?** \_\_\_\_\_

**3. What is the completion date?** \_\_\_\_\_

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

\_\_\_\_\_  
 \_\_\_\_\_

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[Redacted Signature]

**For Department Use Only**

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Verified by:

\_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Division of Local Government Services

Course Description:

C723 Quantitative Analysis of Business:

Quantitative Analysis for Business explores various decision-making models, including expected value models, linear programming models, and inventory models. You will learn to analyze data by using a variety of analytic tools and techniques to make better business decisions. In addition, you will develop project schedules using the Critical Path Method. Other topics include calculating and evaluating formulas, measures of uncertainty, crash costs, and visual representation of decision-making models using electronic spreadsheets and graphs. This course has no prerequisites.



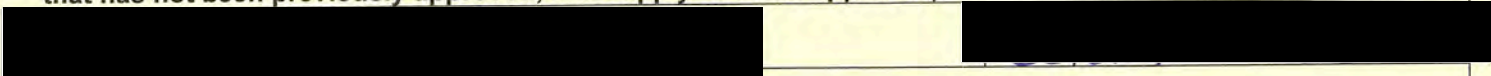


**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

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1550 College Parkway  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**



TITLE OF COURSE

FIN 350 ⇒ PRINCIPLES OF FINANCE

VENDOR/PROVIDER

EASTERN MICHIGAN UNIVERSITY

**1. Course Summary:**

SURVEY COURSE FOR FIN OPS OF BUSINESS CORPS. GENERAL OVERVIEW, THEN DETAILS ON SEVERAL CONCEPTS & TECHNIQUES USED IN FIN DECISION MAKING. TOPICS INCLUDE TVM, ASSET VALUATION RISK MGMT & FIN STATEMENTS.

2. What are the hours of instruction? 3 HRS/CREDITS ⇒ PER WEEK.

3. What is the completion date? FALL 2001

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- Mass Appraisal Concepts and Applications
- IAAO Standards
- Residential, Commercial/Industrial Appraisal
- Unitary/Centrally Assessed Property Appraisal
- Legal Documents (Deeds, Titles, Leases, etc.)
- Nevada Statutes or Regulation, Appraisal or Assessment Standards
- College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects
- GIS, Mapping, CAMA
- Laws Relating to Real Estate, Water or Mining
- Professional Ethics
- Other

If other, please describe why the course is applicable to appraisal and/or property tax.

TIME VALUE OF MONEY, ASSET VALUATION MODELS, FINANCIAL STATEMENTS, RISK MANAGEMENT

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material



**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services

Title

Date

## Principles of Finance

2022-2023 Undergraduate Catalog

[Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

### FIN 350 Principles of Finance

---

A survey course covering the financial operations of business corporations. It begins with a general overview, then goes into detail on several concepts and techniques used in financial decision-making. Specific topics emphasized include the time value of money, asset valuation models, risk management, and financial statement analysis. The course is designed for the general business student.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation** Fall, Winter, Summer I, and Summer II

**Prerequisites** - [ACC 240](#)

**Other Restrictions** -

**Restriction by Major** -

**Restriction by Class** - Undergraduate standing

**Keywords:** [finance](#), [business](#)

**Updates:** Change to major and class-level restriction 3/2018, effective Summer 2018; Change to major restriction 8/2016, effective Winter 2017

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<b>TITLE OF COURSE</b> Course 3- Residential Appraisal Procedures	<b>TITLE</b> [Redacted]
<b>VENDOR/PROVIDER</b> BOE- California	

**1. Course Summary:**

Basic Appraisal. Appraisal Procedures w/ Emphasis on Comparative Sales Approach; Market Analysis, Income Producing Residential Properties; Cash Equilivant Procedures; Reconcile Indicators of Value.

**2. What are the hours of instruction?** California BOE credits 21 hours of Appraisal Training Credit for this course.

**3. What is the completion date?** 2-11-2021

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining                                  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input checked="" type="checkbox"/> Professional Ethics  |
| <input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)         | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

Residential Appraisal Procedures  
(see attached course description).

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[Redacted Signature] \_\_\_\_\_ [Redacted Date] \_\_\_\_\_  
Requestor Signature Date

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**CALIFORNIA STATE BOARD OF EQUALIZATION**

**COUNTY-ASSESSED PROPERTIES DIVISION**



**CERTIFICATE OF TRAINING**

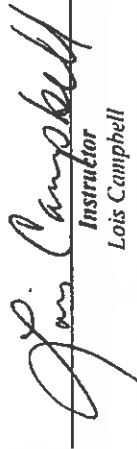
THIS IS TO CERTIFY THAT



HAS SUCCESSFULLY COMPLETED

**COURSE 3, RESIDENTIAL APPRAISAL PROCEDURES**

GIVEN VIA MICROSOFT TEAMS, CALIFORNIA – JULY 12 - 14, 2021

  
Instructor  
Lois Campbell

Deputy Director  
David Yeung

## **COURSE DESCRIPTIONS**

### ***COURSE 2A ----- Replacement Cost Estimating of Residential Structures***

Course 2A is designed to acquaint beginning real property appraisers and auditor-appraisers with recommended methods and procedures to use when making replacement cost estimates of single- and multiple-family residences.

This course begins with a review of the cost concept and then provides instruction in the use of the Standard Classification System for residential buildings. Through case studies, the students will learn to select and apply unit costs from Assessors' Handbook Section 531, *Residential Building Costs*. The course covers techniques for recognizing and estimating depreciation.

**Prerequisites:** None

**Pre-reading:** Assessors' Handbook Section 531, *Residential Building Costs*, Chapters 531.10, 531.20, 531.21, 531.22, 531.30, 531.40, 531.50, and 531.70.

**Calculator:** Students are required to bring a battery-operated calculator to the class.

**Course Credit:** 21 hours of instruction    3-hour examination    24 hours total

### ***COURSE 2B ----- Replacement Cost Estimating of Commercial and Industrial Structures***

Course 2B is designed to acquaint real property appraisers on the use of Marshall & Swift's *Marshall Valuation Service* to properly estimate the cost of commercial and industrial properties. The course begins with a discussion of the cost concept, different types of depreciation, various types of building materials, and classes of construction. The students will estimate the replacement cost of different types of buildings, including estimating depreciation.

**Prerequisites:** None

**Pre-reading:** Assessors' Handbook Section 501, *Basic Appraisal*, Chapter 6.

**Course Credit:** 28 hours of instruction    2-hour examination    30 hours total

### ***\* COURSE 3 ----- Residential Appraisal Procedures***

Course 3 provides instruction in appraisal procedures with an emphasis on the comparative sales approach. This course focuses on the appraisal of single-family residential property. It includes some exposure to market analysis procedures for income-producing residential properties. Students learn to analyze and adjust sales to reflect market value and conditions, including cash equivalent procedures. They will study methods of estimating land value and learn to make sales comparisons with properties selected for reappraisal.

Students practice these techniques and reconcile the indicators of value into value conclusions as they solve drill problems.

**Prerequisites:** None

**Pre-reading:** Assessors' Handbook Section 501, *Basic Appraisal*, Chapters 5 and 6; and Assessors' Handbook Section 503, *Cash Equivalent Analysis*.

**Calculator:** Students are required to bring a battery-operated calculator to the class.

**Course Credit:** 21 hours of instruction    3-hour examination    24 hours total



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

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3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**



<small>TITLE OF COURSE</small> <b>Statistics, Modeling, and Finance</b>
<small>VENDOR/PROVIDER</small> <b>McKissock</b>

**1. Course Summary:**

This course provides an in-depth look at statistical analysis, mathematical modeling, and the principles of real estate finance. It teaches skills that are appropriate for appraisal of both residential and income producing properties. The primary focus will be on residential properties. The course is structured to conform to the 2008 Real Property Appraiser Qualification Criteria established by the AQB of the Appraisal Foundation. It is part of the Required Core Curriculum to become a Certified Res. Appraiser.

**2. What are the hours of instruction?** 15 Hours

**3. What is the completion date?** 7/25/2019

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**



**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
Division of Local Government Services Title Date

# Certificate of Completion

This is to certify that



has successfully completed the following pre-license course and final examination  
**Statistics, Modeling and Finance (Approval Number # PL.0008937-A)**  
for 15 hour(s) of qualifying education credit towards certification in the state of Nevada.  
The course was completed on Thursday, July 25, 2019, at the following location:

[www.mckissock.com](http://www.mckissock.com)

*Andrea Ledford*

Andrea Ledford

**McKissock**  
Learning

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McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979





**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr, 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

TITLE OF COURSE

Marshall & Swift Commercial & Residential Cost Course

VENDOR/PROVIDER

Assessors' Association of Nevada

**1. Course Summary:**

Concepts and specific steps used in the cost approach, construction class, quality class, occupancy groups, cost refinements and adjustments, interpolation and modifications, replacement cost new, depreciation, the segregated cost method. There will also be custom topics and Nevada specific examples

**2. What are the hours of instruction?** 32 hours

**3. What is the completion date?** May 20 - 23 2024

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

**If other, please describe why the course is applicable to appraisal and/or property tax.**

NAC 361.1177 requires the Marshall & Swift costing service to be used by Nevada Assessors

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

04/25/2024

Date

**For Department Use Only**

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**Verified by:**

Division of Local Government Services

Title

Date

# Marshall & Swift's Residential Cost Approach Certification

## Course Introduction

This course will teach what the cost approach is and how to best utilize it to determine the replacement cost of residential buildings and other improvements in the USA and Canada. Students will learn how to arrive at an accurate and reliable cost approach valuation using Marshall & Swift's building cost service. The Residential Cost Handbook provides a complete, authoritative appraisal guide for developing replacement costs along with depreciated values of a wide variety of residential buildings and other improvements. It contains indexes of building costs as well as a great deal of useful miscellaneous information for anyone interested in cost and value. This course provides a thorough understanding of the Square Foot Method, including identifying comparable building types, refining and adjusting the base cost, applying depreciation principles and modifying the final cost for localization. Students will earn a Certification in Residential Cost Approach from Marshall & Swift, as well as any applicable CE credits.

## Course Overview:

- 2 day in-person training with an Appraisal Institute approved instructor
  - 8 training modules
  - Assessments and interactive activities throughout
  - 1 module dedicated to practical application of the lessons
- Online exam (administered by Marshall & Swift)
  - 50 multiple choice questions from a 100-question pool
  - Score of 80% or better required (3 attempts)

## Course Requirements:

- Pre-paid course registration
- Hardcopy or PDF version of Residential Cost Handbook
- Student workbook

## Course Objectives

- Identify the basic concepts and specific steps used in the cost approach
- Recognize and determine the correct building type, style and quality of various buildings
- Find a base square foot cost based on identifying a comparable building type using the Residential Cost Handbook
- Demonstrate the ability to apply appropriate refinements, adjustments and modifying factors
- Recognize the need and apply necessary refinements and adjustments to a base cost using the Residential Cost Handbook
- Recognize the need and interpolate between various costs, factors or multipliers the Residential Cost Handbook
- Define the types of depreciation and factor each type into an appraisal

(Lesson Objectives continued on next page)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
1550 College Parkway  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME OF REQUESTER [REDACTED]	TITLE [REDACTED]
TITLE OF COURSE ACCOUNTING 240 ⇒ PRINCIPLES OF FINANCIAL ACCOUNTING	
VENDOR/PROVIDER EASTERN MICHIGAN UNIVERSITY	

**1. Course Summary:**

USE & DEVELOPMENT OF FINANCIAL INFORMATION ABOUT ECONOMIC ORGS, WITH SPECIAL EMPHASIS ON THE USE OF FINANCIAL STATEMENTS & THEIR CREATION IN THE BUSINESS DECISION-MAKING & REPORTING PROCESS.

**2. What are the hours of instruction?** 3 HRS/CREDITS ⇒ Per WEEK

**3. What is the completion date?** FALL 2000

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

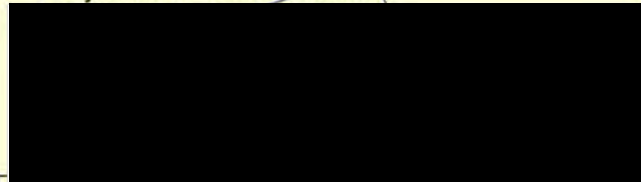
- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

FINANCIAL STATEMENTS, REPORTS, BUDGETS, COST & CAPITALIZATION

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material



Date 02/05/2024

**For Department Use Only**

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Verified by:

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Principles of Financial Accounting

2022-2023 Undergraduate Catalog

[Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

### ACC 240 Principles of Financial Accounting

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Use and development of financial information about economic organizations, with special emphasis on the use of financial statements and their creation in the business decision-making and reporting process.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation** Fall, Winter, and Summer (day and evening)

**Prerequisites** - [Level 3 Math Placement](#), ([MATH 098 with a "C" or higher](#)), ([MATH 098B with a "C" or higher](#)), [MATH 104](#), [MATH 105](#), [MATH 107](#), [MATH 110](#), [MATH 112](#), [MATH 119](#), [MATH 120](#), or [STAT 170](#)

**Other Restrictions** -

**Restriction by Major** -

**Restriction by Class** - Undergraduate standing

**Keywords:** [accounting](#), [business](#)

**Updates:** Course Rotation added 3/2015; Change to prerequisite 3/2012, effective Fall 2012

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)

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**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
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1550 College Parkway  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME OF REQUESTER [REDACTED]	TITLE [REDACTED]
ACCOUNTING 241 ⇒ PRINCIPLES OF MANAGERIAL ACCOUNTING	
VENDOR/PROVIDER EASTERN MICHIGAN UNIVERSITY	

**1. Course Summary:**

USE & DEVELOPMENT OF ACCOUNTING INFORMATION IN MANAGERIAL SETTINGS TO ACHIEVE MANAGERIAL GOALS. USE OF MANAGERIAL ACCOUNTING TOOLS SUCH AS BUDGETS & COST ANALYSIS IN TYPICAL BUSINESS ENVIRONMENTS.

**2. What are the hours of instruction?** 3 HRS / CREDITS ⇒ PER WEEK

**3. What is the completion date?** WINTER 2021

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

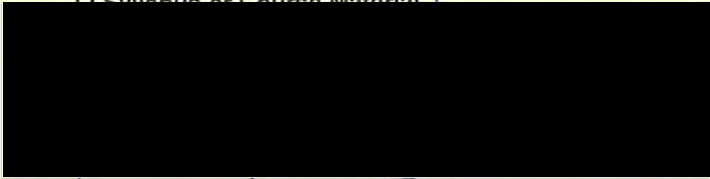
- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

COST ANALYSIS, FINANCIAL STATEMENTS, BUDGETS.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material



02/05/2024.  
Date

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

## ACC 241 Principles of Managerial Accounting

---

Use and development of accounting information in managerial settings to achieve managerial goals. Use of managerial accounting tools such as budgets and cost analysis in typical business environments.

**Credit** 3 hrs *May not be repeated for additional credit*

**Grade Mode** Normal (A-F) **Course Rotation** Fall, Winter, and Summer (day and evening)

**Prerequisites** - [Level 3 Math Placement](#), ([MATH 098 with a "C" or higher](#)), ([MATH 098B with a "C" or higher](#)), [MATH 104](#), [MATH 105](#), [MATH 107](#), [MATH 110](#), [MATH 112](#), [MATH 119](#), [MATH 120](#), or [STAT 170](#)

**Other Restrictions** -

**Restriction by Major** -

**Restriction by Class** - Undergraduate standing

**Keywords:** [accounting](#), [business](#)

**Updates:** Course Rotation added 3/2015; Change to prerequisite 3/2012, effective Fall 2012

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Financial Analysis I FIN324	
<small>VENDOR/PROVIDER</small> University of Phoenix	

**1. Course Summary:**

See Attached

**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 09/2007

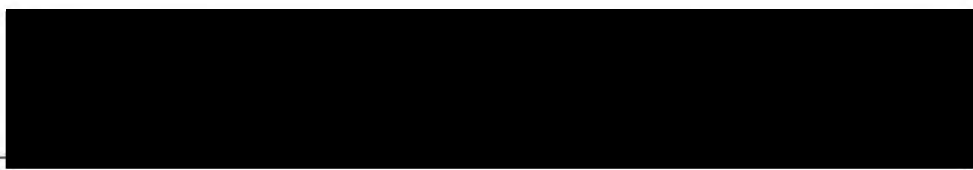
**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
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| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material



**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

**Verified by:**

Division of Local Government Services

Title

Date

- Financial Analysis I FIN324

This class was an introduction to micro/macro economics. In the course, you get a understanding of traditional accounting practices in valuation process. This course was more based on micro economics and calculus along with other accounting and financing.





**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

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Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Financial Analysis II FIN325	
<small>VENDOR/PROVIDER</small> University of Phoenix	

**1. Course Summary:**

See Attached

**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 10/2007

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

[REDACTED]

**For Department Use Only**

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**Verified by:**

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
Division of Local Government Services Title Date

- Financial Analysis II FIN325

This class was an introduction to macro economics. This course went over economic growth with fluctuations, investments and government policies along with the basic theories and concepts to apply in finance and accounting.



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**Please Print or Type:**

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

[REDACTED]	[REDACTED]
<small>TITLE OF COURSE</small> <b>Making Marijuana Personal</b>	
<small>VENDOR/PROVIDER</small> IAAO / Presented by Bryan Shuck, Personal Property Supervisor Cleveland County Assessor's Office, Norman, Oklahoma	

**1. Course Summary:**

Host Bryan Shuck presented a real-world approach to assessing commercial marijuana facilities.

**2. What are the hours of instruction?** 12:00 - 1:30

**3. What is the completion date?** April 3, 2024

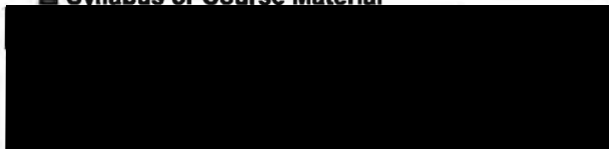
**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|---|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material



4/11/24  
Date

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<b>Verified by:</b>			
 <small>Division of Local Government Services</small>	<small>Title</small>	<small>Date</small>	



### Assessing marijuana focus of April 3 webinar

Host Bryan Shuck will present a real-world approach to assessing commercial marijuana facilities during IAAO's upcoming webinar on April 3.

Shuck, personal property supervisor with the Cleveland County Assessor's Office in Norman, Oklahoma, will break down each of the three major facility types (grower, processor, and dispensary) to show what you would expect to see in a typical cannabis facility, including equipment, furniture and fixtures, and inventories, and the values associated with each of them.

The webinar is set for noon Central on Wednesday, April 3, and is eligible for 1.5 CEU hours. The cost is \$55 for IAAO members and \$77 for nonmembers.

[April 3 webinar registration](#)



**Nevada Department of Taxation**  
**Request for Continuing Education Credit or Addition to Transcript**

Return this form to:  
 Division of Local Government Services  
 3850 Arrowhead Dr., 2nd Floor  
 Carson City, Nevada 89706

Please Print or Type:

**CONTACT INFORMATION**

<b>NAME OF EMPLOYER</b> [Redacted]	<b>TITLE</b> [Redacted]
<b>MAILING ADDRESS (STREET ADDRESS OR PO BOX)</b> [Redacted]	
<b>STATE</b> [Redacted]	<b>ZIP CODE</b> [Redacted]
<b>DAYTIME PHONE</b> [Redacted]	<b>ALTERNATE PHONE</b> ( ) [Redacted]

**COURSE(S) YOU WANT ADDED TO YOUR TRANSCRIPT (If there is not enough space below, please attach a list.)**

<b>COURSE TITLE</b> Making Marijuana Personal - Webinar	<b>CREDIT HOURS</b> 1.5
<b>COURSE PROVIDER</b> IAAO	<b>DATE TAKEN</b> 04/03/2024
<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>COURSE PROVIDER</b>	<b>DATE TAKEN</b>
<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>COURSE PROVIDER</b>	<b>DATE TAKEN</b>
<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>COURSE PROVIDER</b>	<b>DATE TAKEN</b>

**PLEASE ATTACH THE CERTIFICATE OF COMPLETION (If the certificate of completion is not attached or previously provided to the Department, your request cannot be granted.)**

Have you ever taken this course before? Yes  No

If so, which course and when?

[Redacted Signature] \_\_\_\_\_  
 Date: 04/03/2024

**For Department Use Only**

<b>NUMBER OF CREDIT HOURS GRANTED</b>	<b>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</b>	<b>MILESTONE APPLIED TO</b>	<b>TOTAL HOURS FOR THIS MILESTONE</b>

**Verified by:**

Division of Local Government Services \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



INTERNATIONAL ASSOCIATION of **ASSESSING OFFICERS**

314 W 10<sup>th</sup> Street Kansas City, MO 64105-1616 • USA  
P: 816-701-8100 • P: 800-616-4226 • F: 816-701-8149 • [www.iaao.org](http://www.iaao.org)  
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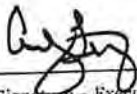
## IAAO OFFICIAL ATTENDANCE DOCUMENT

**Name:** [REDACTED]

The above-named student has met the attendance requirements for the following program:

**Course Title:** **Making Marijuana Personal**  
**Hours:** **1.50**  
**Program End Date:** **April 3, 2024**

Your IAAO Transcript has been updated to reflect your participation in this course.

  
\_\_\_\_\_  
Authorized Signature - Executive Director

April 3, 2024  
\_\_\_\_\_  
Date



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
1550 College Parkway  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

NAME OF REQUESTER [REDACTED]	TITLE [REDACTED]
ECON 405 ⇒ ECONOMIC ANALYSIS FOR BUSINESS	
VENDOR/PROVIDER EASTERN MICHIGAN UNIVERSITY	

**1. Course Summary:**

ANALYTICAL TOOLS & METHODS OF ECONOMIC THEORY USED IN BUSINESS MGMT FOCUSING ON PRODUCTION, COST, PRICING & INVESTMENT. APPLICATION INCLUDES DEMAND ESTIMATION & ECONOMIC FORECASTING.

2. What are the hours of instruction? 3 HRS / CREDITS ⇒ PER WEEK.

3. What is the completion date? WINTER 2003

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

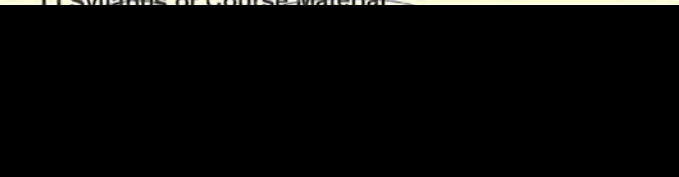
- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

COST PRODUCTION, DEMAND ESTIMATION / VALUATION FORECASTING FOR VALUATION OF PROJECTS.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material



02/05/2024  
Date

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NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services

Title

Date

## Economic Analysis for Business

2022-2023 Undergraduate Catalog

[Current Academic Year]

This is not the most recent catalog version; be sure you are viewing the appropriate catalog year.

### ECON 405 Economic Analysis for Business

---

Analytical tools and methods of economic theory used in business management, focusing on production, cost, pricing and investment. Application includes demand estimation and economic forecasting.

Credit 3 hrs

Grade Mode Normal (A-F) Course Rotation

Prerequisites - [ECON 201](#) and [ECON 202](#)

Other Restrictions -

Restriction by Major -

Restriction by Class -

Keywords: [Economics](#)

Often cross-Listed with: [ECON 565](#)

Updates: Graduate Credit added 7/2011

[Winter 2023 Course Sections](#)

[Summer 2023 Course Sections](#)

[Fall 2023 Course Sections](#)





**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

Please Print or Type:

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<b>NAME OF REQUESTER</b> [REDACTED]	<b>TITLE</b> [REDACTED]
<b>TITLE OF COURSE</b> Course 2A- Replacement Cost Estimating of Residential Structures	
<b>VENDOR/PROVIDER</b> BOE- California	

**1. Course Summary:**

Review of Cost Concept, Standard Classification System for Residential Buildings; Select and apply Unit Costs from Handbook. Techniques for Recognizing and Estimating Depreciation.

**2. What are the hours of instruction?** California BOE credits 21 hours of Appraisal Training Credit for this course.

**3. What is the completion date?** 4-14-2022

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining                                  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input checked="" type="checkbox"/> Professional Ethics  |
| <input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)         | <input checked="" type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

**If other, please describe why the course is applicable to appraisal and/or property tax.**

Replacement Cost Estimating of Residential Structures  
(see attached course description).

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**S** [REDACTED] \_\_\_\_\_ **3-26-24**  
**R** \_\_\_\_\_ *Date*

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

Verified by:

Division of Local Government Services

Title

Date

CALIFORNIA STATE BOARD OF EQUALIZATION  
COUNTY-ASSESSED PROPERTIES DIVISION



CERTIFICATE OF TRAINING

THIS IS TO CERTIFY THAT



HAS SUCCESSFULLY COMPLETED

COURSE 2A, REPLACEMENT COST ESTIMATING OF RESIDENTIAL STRUCTURES

GIVEN VIA MICROSOFT TEAMS – MONTH APRIL 11 - 14, 2022

*Lois Campbell*  
Inspector  
Lois Campbell

*David Young*  
Deputy Director  
David Young

## **COURSE DESCRIPTIONS**



### ***COURSE 2A ----- Replacement Cost Estimating of Residential Structures***

Course 2A is designed to acquaint beginning real property appraisers and auditor-appraisers with recommended methods and procedures to use when making replacement cost estimates of single- and multiple-family residences.

This course begins with a review of the cost concept and then provides instruction in the use of the Standard Classification System for residential buildings. Through case studies, the students will learn to select and apply unit costs from Assessors' Handbook Section 531, *Residential Building Costs*. The course covers techniques for recognizing and estimating depreciation.

**Prerequisites:** None

**Pre-reading:** Assessors' Handbook Section 531, *Residential Building Costs*, Chapters 531.10, 531.20, 531.21, 531.22, 531.30, 531.40, 531.50, and 531.70.

**Calculator:** Students are required to bring a battery-operated calculator to the class.

**Course Credit:** 21 hours of instruction    3-hour examination    24 hours total

### ***COURSE 2B ----- Replacement Cost Estimating of Commercial and Industrial Structures***

Course 2B is designed to acquaint real property appraisers on the use of Marshall & Swift's *Marshall Valuation Service* to properly estimate the cost of commercial and industrial properties. The course begins with a discussion of the cost concept, different types of depreciation, various types of building materials, and classes of construction. The students will estimate the replacement cost of different types of buildings, including estimating depreciation.

**Prerequisites:** None

**Pre-reading:** Assessors' Handbook Section 501, *Basic Appraisal*, Chapter 6.

**Course Credit:** 28 hours of instruction    2-hour examination    30 hours total

### ***COURSE 3 ----- Residential Appraisal Procedures***

Course 3 provides instruction in appraisal procedures with an emphasis on the comparative sales approach. This course focuses on the appraisal of single-family residential property. It includes some exposure to market analysis procedures for income-producing residential properties. Students learn to analyze and adjust sales to reflect market value and conditions, including cash equivalent procedures. They will study methods of estimating land value and learn to make sales comparisons with properties selected for reappraisal.

Students practice these techniques and reconcile the indicators of value into value conclusions as they solve drill problems.

**Prerequisites:** None

**Pre-reading:** Assessors' Handbook Section 501, *Basic Appraisal*, Chapters 5 and 6; and Assessors' Handbook Section 503, *Cash Equivalent Analysis*.

# **COURSE 2A**

## **REPLACEMENT COST ESTIMATING OF RESIDENTIAL STRUCTURES**

**REFERENCING ASSESSORS' HANDBOOK SECTION 531**

**JULY 2021**

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**California State Board of Equalization  
Property Tax Department  
County-Assessed Properties Division  
Training and Certification Section**

**\*The information in this course book is for training purpose only.**

<b>I. INTRODUCTION .....</b>	<b>1</b>
Description and Objectives of the Course .....	1
Statutory Basis .....	2
<b>THE APPRAISAL PROCESS.....</b>	<b>4</b>
Define the Problem .....	4
Preliminary Analysis and Data Collection.....	4
Highest and Best Use Analysis .....	5
Land Value Estimate.....	5
Applying the (Three) Approaches to Value.....	5
Correlation of the Three Estimates (Reconciliation) .....	5
The Value Conclusion.....	6
<b>THE VALUE CONCEPT.....</b>	<b>8</b>
<b>II. THE COST APPROACH TO VALUE.....</b>	<b>9</b>
<b>THE COST CONCEPT.....</b>	<b>10</b>
<b>RELATION OF COSTS AND VALUE.....</b>	<b>10</b>
<b>APPRAISAL COST CONCEPTS.....</b>	<b>11</b>
Historical Cost Concepts.....	11
Reproduction Cost .....	11
Replacement Cost .....	11
<b>THE COMPOSITION OF THE REPLACEMENT COSTS .....</b>	<b>11</b>
<b>TIME AND LOCATION AS A FACTOR IN USING THE AH 531.....</b>	<b>12</b>
<b>III. METHODS OF COST ESTIMATING .....</b>	<b>13</b>
<b>UNIT OF AREA METHOD (COMPARATIVE UNIT METHOD).....</b>	<b>13</b>
<b>IN-PLACE COST OR PLANE AREA METHOD (AH 531.60) .....</b>	<b>13</b>
<b>TRENDING HISTORICAL, OR ORIGINAL, COST METHOD.....</b>	<b>13</b>
<b>QUANTITATIVE SURVEY METHOD .....</b>	<b>14</b>
<b>EXAMPLE OF BUILDING COST INDICES SOURCE OF FACTORS: LTA 2007/12..</b>	<b>15</b>
<b>IV. THE STANDARD CLASSIFICATION SYSTEM.....</b>	<b>17</b>

<b>DESIGN TYPE.....</b>	<b>17</b>
Single-Family Residential Types.....	18
<b>CONSTRUCTION TYPE .....</b>	<b>19</b>
<b>QUALITY CLASS DESCRIPTION .....</b>	<b>20</b>
<b>AREA CLASSIFICATION.....</b>	<b>21</b>
<b>SHAPE CLASSIFICATION.....</b>	<b>22</b>
Ratio of Perimeter to Floor Area .....	23
The Number of Corners .....	24
The Cut-upness of the Roof.....	24
<b>V. ADDITIVES .....</b>	<b>26</b>
<b>ADDITIVES COSTS FOR MOUNTAIN RESIDENCES .....</b>	<b>26</b>
<b>BUILDING ADDITIVES, RESIDENTIAL GARAGES, AND YARD     IMPROVEMENTS.....</b>	<b>27</b>
<b>IN-PLACE COSTS .....</b>	<b>27</b>
<b>VI. DEPRECIATION.....</b>	<b>27</b>
<b>TYPES OF DEPRECIATION.....</b>	<b>27</b>
<b>COMPONENTS TO SELECT PERCENT GOOD .....</b>	<b>28</b>
Effective Year and Effective Age.....	28
Average Life Tables.....	29
Percent Good Tables .....	29
Adjustments to Effective Year.....	32
<b>VII. APPENDIXES .....</b>	<b>33</b>
<b>GLOSSARY.....</b>	<b>34</b>
<b>PROPERTY TAX RULES.....</b>	<b>42</b>

## I. INTRODUCTION

In the cost approach, the value of an improved property is estimated by adding the estimated land (or site) value and the estimated cost new of the improvements less depreciation. The cost approach can also be used to estimate the value of personal property. Appraisers should refer to Chapter 6 of Assessors' Handbook Section 502, *Advanced Appraisal*, and Assessors' Handbook Section 410, *Assessment of Newly Constructed Property* for additional information about the use of the cost approach to estimate the assessable value of new construction.

The cost approach is the most universally applied approach in appraisal for property tax purposes and, under rule 6, is preferred when neither reliable sales nor income data are available. The cost approach is the only approach that can be applied to all improved real property and personal property. Many properties are rarely sold and/or do not have calculable incomes, but costs are incurred for all properties. Furthermore, particularly in the case of real property, it is frequently desirable to first perform the cost approach because important facts can be learned about the subject property that will be useful when performing the comparative sales and/or income approach.

### Description and Objectives of the Course

Course 2A, Replacement Cost Estimating of Residential Structures, is designed to acquaint beginning appraisers with recommended methods and procedures to use when making replacement cost estimates of single and multiple-family residences.

The course begins with a review of the appraisal process and value concept, and then provides instruction in the use of the standard classification system as it relates to residential buildings. Through lectures, problems, and open discussion, the students will learn to select and apply square foot costs and unit costs from Assessors' Handbook Section 531, *Residential Building Costs*.

Combined with how to select a square foot or unit cost figure, the theory and types of depreciation are discussed, and the depreciation tables are explained. An examination will be administered at the end of the course.

Upon completion of Course 2A, the student will understand:

- The Appraisal Process
- The basic concepts of value
- The relationship between cost and value
- The composition of the replacement cost
- Time and location factors
- Methods of cost estimating
- The Standard Classification System
- The use of additives
- The theory of depreciation
- How to use the Percent Good Tables

This knowledge will enable the beginning appraiser to use Assessors' Handbook Section 531 data to produce cost estimates of single and multiple-family residences, mountain residences, manufactured housing, building additives, garages, yard improvements, and determine appropriate application of depreciation.

## Statutory Basis

Rule 6 provides in part:

(a) The reproduction or replacement cost approach to value is used in conjunction with other value approaches and is preferred when neither reliable sales data (including sales of fractional interests) nor reliable income data are available and when the income from the property is not so regulated as to make such cost irrelevant. It is particularly appropriate for construction work in progress and for other property that has experienced relatively little physical deterioration, is not misplaced, is neither over- nor under-improved, and is not affected by other forms of depreciation or obsolescence.

(b) The reproduction cost of a reproducible property may be estimated either by (1) adjusting the property's original cost for price level changes and for abnormalities, if any, or (2) applying current prices to the property's labor and material components, *with appropriate additions for entrepreneurial services*, interest on borrowed or owner-supplied funds, and other costs typically incurred in bringing the property to a finished state (or to a lesser state if unfinished on the lien date). Estimates made under (2) above may be made by using square-foot, cubic foot, or other unit costs; a summation of the in-place costs of all components; a quantity survey of all material, labor, and other cost elements; or a combination of these methods. [Emphasis added.]

Section 401.5 reads as follows:

The board shall issue to assessors data relating to costs of property, or, with respect to commercial and industrial property, shall, after a public hearing, review and approve commercially available data, and shall issue to assessors other information as in the judgment of the board will promote uniformity in appraisal practices and in assessed values throughout the state. *An assessor shall adapt data received pursuant to this section to local conditions and may consider that data together with other factors as required by law in the assessment of property for tax purposes.* [Emphasis added.]



## Preliminary Quiz

### True - False

- \_\_\_\_\_ 1. The value of real property can be exactly determined if the appraisal process is followed.
- \_\_\_\_\_ 2. The purpose of the reconciliation step of the appraisal process is to bring the three indicators together in order to obtain their average as the value conclusion.
- \_\_\_\_\_ 3. The value of property can be greater than the cost approach indicates.
- \_\_\_\_\_ 4. When your estimate of cost using your square foot cost factors is different from reported historical cost of a new building, the historical cost should always be used.
- \_\_\_\_\_ 5. A cost estimator who confidently selects a quarter quality classification (such as 6 ¼) is probably deluding himself as to the preciseness of the classification system.
- \_\_\_\_\_ 6. There is no deliberate mathematical relationship between a 4 quality class and an 8 quality class.
- \_\_\_\_\_ 7. A new contemporary house built in a tract of colonial styled houses may suffer some obsolescence.
- \_\_\_\_\_ 8. When appraising a D6 residence built about 1940, the standard to compare the property against should be a typical D6 residence built about 1940.
- \_\_\_\_\_ 9. The effective age of the improvement should be considered when selecting the quality class.
- \_\_\_\_\_ 10. A replacement cost estimate may be lower than a reproduction cost estimate.
- \_\_\_\_\_ 11. Full cash value, value, and market value are synonymous.
- \_\_\_\_\_ 12. Multiple residential buildings are classified for shape by using a width-to-length relationship.
- \_\_\_\_\_ 13. An attached garage (residential) assumes 30 linear feet of no wall.

## **THE APPRAISAL PROCESS**

The appraisal process is the systematic, logical, and orderly procedure that we follow when collecting, processing, and analyzing data in order to reach our objective, a valid opinion of the estimated value of the property. Within this framework, we consider cost data, comparative sales data, and income data. Each approach measures value in a distinct way. The following are the steps of the appraisal process.

### **Define the Problem**

- Identification of property
- Identification of the rights to be appraised
- Purpose of the appraisal
- Date of the appraisal
- Definition of value for the appraisal

### **Preliminary Analysis and Data Collection**

1. Tentative estimation of the highest and best use
  - as related to the property
  - as related to the neighborhood where the property is located
2. Estimate of relative importance of three approaches
  - Review property tax rules 4 (Comparative Sales), 6 (Cost), and 8 (Income)
  - Decide the kind of data that will be collected
3. Ascertain area and neighborhood attributes
4. Collection of the Data
  - Cost data – the cost estimate
  - Sales data– collection of data for similar properties sold
  - Income data – collection of income and expenses from comparables

## Highest and Best Use Analysis

The appraiser analyzes the property's highest and best use considering market forces and conditions.

## Land Value Estimate

The cost approach requires a land value estimate in order to determine the value of a property by the cost approach. Also the appraiser is required to allocate the total property value of a property between land and improvements.

## Applying the (Three) Approaches to Value

1. Deriving a value by the summation of the land and depreciated improvements (cost approach)
  - Are all of the costs included?
    - fees, land preparation costs
    - accounted for depreciation
2. Deriving a value as indicated by sales of comparable properties (sales comparison approach)
  - Which homes are most comparable?
  - Making needed adjustments
3. Capitalizing the earnings to derive the present value of the future benefits (income approach)
  - Deriving capitalization rates
  - Reconstructing income to capitalize

## Correlation of the Three Estimates (Reconciliation)

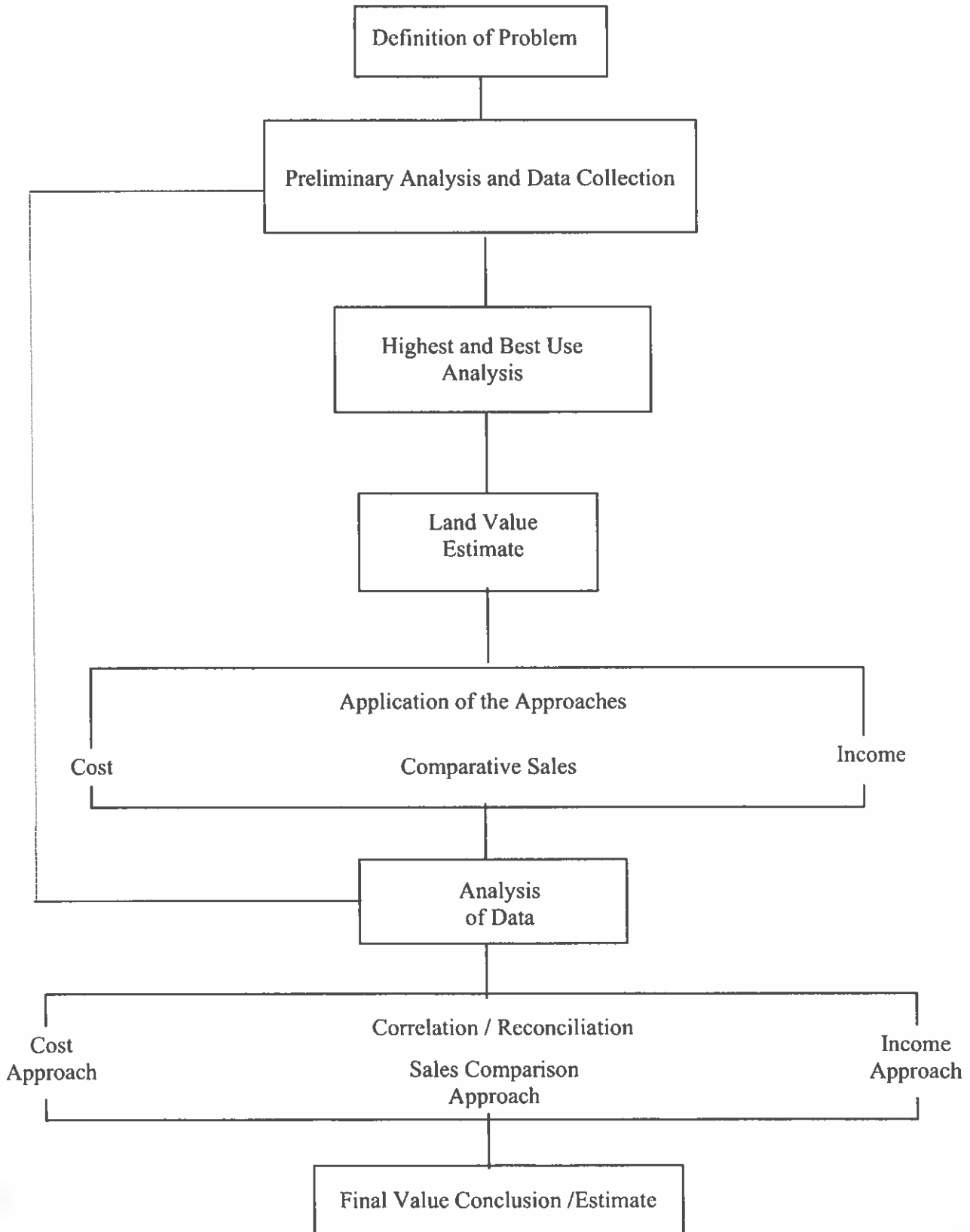
Determine the most reliable and the relative importance of the three approaches.

- Were the approaches based on reliable evidence?
- Consider which approach is the most supported given the type of property being appraised

## The Value Conclusion

Reporting the final opinion of estimated value.

# The Appraisal Process



## THE VALUE CONCEPT

The classical school of economic thinkers identified four agents of production:

- Labor
- Capital
- Coordination (entrepreneurial profit)
- Land

They studied the relationship between the basic factors that create supply and demand, and value. The early theories believed more in costs of production as an explanation to value. In the late nineteenth and early twentieth centuries, Alfred Marshall is credited with the contemporary value theory (demand-price). This theory maintained that market forces tend toward where prices and production costs meet.

The present theory states that there are four independent factors that create value: utility, scarcity, capacity for private ownership, and demand or effective purchasing power. The interaction of these factors affects the balance of supply and demand.

In most cases, appraisers are trying to determine "market value." A definition of "market value" incorporates many concepts from the theorists. Market value is described in Property Tax Rule 2:

In addition to the meaning ascribed them in the Revenue and Taxation Code, the words "full value," "full cash value," "cash value," and "fair market value" mean the price at which a property, if exposed for sale in the open market with a reasonable time for the seller to find a purchaser, would transfer for cash or its equivalent under prevailing market conditions between parties who have knowledge of the uses to which the property may be put, both seeking to maximize their gains and neither being in a position to take advantage of the exigencies of the other.

This is the value that property appraisers strive for.

## II. THE COST APPROACH TO VALUE

The cost approach is one of the most universally utilized approaches in the appraisal of property for tax purposes. The replacement cost approach can be applied when site value is well supported and the improvements are new or suffer very little accrued depreciation.

In the cost approach the land value is either derived from the sales comparison approach, or from the income approach. It is added together with the depreciated value of the improvements to estimate the value of the property. As stated in Property Tax Rule 6(a), it is the preferred approach when neither reliable sales data nor income data are available.

The cost approach is the summation of all necessary costs incurred prior to completion. The costs include both direct (hard) and indirect (soft) costs and may include, but are not restricted to, the following items:

### *Land*

- Market value of the undeveloped land
- Land acquisition costs (e.g., broker's fees, escrow and recording fees, etc.)

### *Off-Site Improvements (if any)*

- Street and sidewalk costs
- Installation of utilities
- Traffic lights and controls

### *On-Site Preparation and Improvements*

- Surveys and engineering
- Clearing and grading
- Utilities (water, gas, electricity, waste and sewer lines, telephone and cable lines)
- Parking (paving, curbs, striping, lighting)
- Landscaping

### *Building Costs*

- Planning and design costs
- Architect's fees
- Construction costs

### ***Interim Development and Management Costs***

- Interest on the construction loan
- Management and insurance costs during construction
- Legal fees
- Taxes
- Lease costs, promotion, and publicity

### ***Entrepreneurial Profit***

The cost approach includes entrepreneur's profit. An appraiser must not overlook the value added by the developer's skill, knowledge, management, ability, etc. This increment in value is indicated by the difference between the sum of the costs and the price the developer would sell the property at a given time. This is different from contractor's overhead and profit which the developer pays to have the property constructed.

## **THE COST CONCEPT**

The cost concept is based on the "principle of substitution." This principle states that rational people will not pay more for a property than the cost of a satisfactory substitute with equivalent utility, assuming no costly time delay. When several similar commodities, goods, or services are available, the one with the lowest price will attract the greatest demand and widest distribution. Use of the cost approach in a market value appraisal is justified by the economic principle of substitution. The concept gives credence to the fact that property will not be worth more than the cost of constructing a new substitute property, without undue delays.

If the typical purchaser would not construct a replacement for an existing structure if it was destroyed, the cost estimate has little or no bearing on value.

## **RELATION OF COSTS AND VALUE**

Application of the cost approach to value property requires estimating the replacement cost new of the subject improvements, deducting accrued depreciation (if any), and adding the estimated land value to the depreciated cost. Market value is the price at which a property would most likely sell, as of the date of the appraisal, if sufficient time were allowed for the seller to find a buyer and if the transaction was typical of existing open market transfers. There is no necessity for the estimate reached by the cost approach to equal market value.

Cost and value tend to be equal **only** in the case of a new proper improvement, where no depreciation has taken place. The cost approach tends to lose its reliability as the improvement ages and depreciation takes place.



## **APPRAISAL COST CONCEPTS**

### **Historical Cost Concepts**

The historical cost reflects the level of costs at the time of construction. The historical costs can be factored to present costs by using cost indices. The indices measure the change in expenditures over time. Historical costs may be useful when an appraiser is valuing unusual types of construction. As an example, the State-Assessed Properties Division of the State Board of Equalization annually prepares indices that may be used for utility properties (see "RCN Factors" on the BOE website). Assessor's Letter number 2008/024 directs appraisers to look toward cost guides like Marshall Valuation Services for cost multipliers.

Historical cost is the actual cost incurred in the construction of a building.

### **Reproduction Cost**

The reproduction cost is an outlay, as of a particular date, that an improvement would command if it were replaced with an exact replica.

Reproduction cost is the current cost of duplicating a structure identical in physical details and using the same or similar materials.

### **Replacement Cost**

The replacement cost is the cost, as of a particular date, to replace an existing structure with a structure of equivalent utility (desirability).

Replacement cost uses the concept of substitution to allow the appraiser to estimate the cost of the improvements to the property, considering the cost of current designs, materials, and workmanship.

## **THE COMPOSITION OF THE REPLACEMENT COSTS**

The replacement costs include all outlays necessary to place a building or other improvement in the hands of the typical user or owner. These outlays include:

1. Excavation for foundations, piers, and other structural foundation components assuming a level site.
2. Materials
3. Labor
4. Architect's fees
5. Engineer's fees
6. Supervision
7. Normal permits
8. Normal utility hook-ups
9. Overhead and profit
10. Carrying charges on improvements during construction
11. Contingencies
  - Taxes
  - Interest
  - Insurance
12. Legal expenses
13. Usual sales commissions or costs and transfer fees required to place the building in the hands of the original consumer
14. Entrepreneurial profit

### **TIME AND LOCATION AS A FACTOR IN USING THE AH 531**

There is one cost factor for each quality class and fixed square foot size residence for all 58 counties. Each year a study is made to find the increase or decrease in costs throughout the state. **This is the time factor.** As costs increase or decrease, it causes an adjustment to be made to the standard cost factor.

#### ***Reasons for Difference in Cost Between Locations***

1. Strong unions
2. Weak or no unions
3. Hauling of material
4. Cost of transportation of workers
5. Government fees
6. Weather – Stop work due to weather conditions
7. Building for climate – snow load and insulation
8. Risk

#### ***Location Factor***

The building costs shown in the AH 531, with the exception of the *Mountain Residences* chapter, were developed using the four-county area of Sacramento and Yolo, and the western portions of El Dorado and Placer counties as a base area.

Along with this study (but at a separate time) a sampling of specific counties, as many as possible (usually 12-14), is made to find the increase or decrease in specific cost areas in the state in comparison to the base area. The adjustment range may vary from year to year throughout the state. The typical adjustment range is from 85% to 140% throughout the state.

Maps shown at the end of introductory portion of the AH 531 provide suggested factors that are intended to provide an appropriate adjustment for the variance in costs due to differences in location compared to the base. These factors are not intended to adjust for the significant variation in permit costs and other fees charged by different jurisdictions within a region. Due to the wide variance in these costs, both

within and among the counties, it is necessary for the appraiser to research and analyze permit costs and fees of jurisdictions in the region and to make appropriate adjustments where necessary. In other words, AH 531 should serve as a guide, but an appraiser must also research the market to determine which costs are most applicable for the appraisal assignment. It may be necessary to supplement the data provided in AH 531 with local cost data.

Additional adjustment for time should be considered if costs in the county have changed since the January publication date of the current AH 531.

#### Mountain Residences

The building costs in the Mountain Residences portion of the AH 531 have been developed using the Lake Tahoe Basin area of California as the base area. The mountain residence map shown at the end of introductory portion of the AH 531 provides suggested factors that are intended to provide an appropriate adjustment for the variance in costs due to differences in location between the Lake Tahoe Basin and other mountain locations.

### III. METHODS OF COST ESTIMATING

There are four methods of estimating the cost of a structure.

#### UNIT OF AREA METHOD (COMPARATIVE UNIT METHOD)

This method uses the known costs of similar buildings adjusted for physical differences and market conditions. The total costs are estimated by getting costs from similar recently constructed buildings for which contract prices are available.

$$\frac{\text{Total (contract) Cost}}{\text{Area of Structure}} = \text{Cost Per Sq. Ft.} \quad \text{or} \quad \frac{\text{Total (contract) Cost}}{\text{Volume of Structure}} = \text{Cost Per Cubic Ft.}$$

#### IN-PLACE COST OR PLANE AREA METHOD (AH 531.60)

This technique employs unit costs for various components of a structure as they are installed. For houses this entails rebuilding the home from the ground up by using the component costs in the in-place cost section, starting with the foundation, walls, roof, etc...

#### TRENDING HISTORICAL, OR ORIGINAL, COST METHOD

To estimate reproduction cost the appraiser obtains the historical or original cost of the property and then factors this cost. This adjusts the property's original cost to current price levels (original construction cost times a price index factor equals the factored historical cost).

Original or historical costs may be trended to reflect the current cost level by multiplying the original cost by the proper factor for the year that the building was built.

Example - A concrete building built in 1960 cost  
\$100,000 at that time.  
 $100,000 \times 8.51 = \$851,000$

The Board approved the Marshall Valuation Service as the basic cost guide for valuing commercial and industrial properties. This same publication also provides comparative cost multipliers that can be used to trend original costs to a current cost. These multipliers are developed for eight locations within California: Eureka, Sacramento, San Francisco, Fresno, Bakersfield, Los Angeles, Riverside, and San Diego.

Use the multiplier for the location that is most similar to your county location and make adjustments that are necessary to achieve fair market value assessments. Variances from the multipliers indicated by use of the recommended guide should be based on reasonable evidence and should be documented.

### **QUANTITATIVE SURVEY METHOD**

This is the method of estimating current costs that is used by contractors. The quantity of all materials are determined and priced, and the amount of labor is also estimated and priced. The proper contingencies, overhead, and profit are added to the sum of the labor and materials to derive a value for the improvements. This method is so time-consuming that it is rarely feasible for a mass appraisal.



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<b>NAME OF REQUESTER</b> [REDACTED]	<b>TITLE</b> [REDACTED]
<b>TITLE OF COURSE</b> What Would You Do? Questions of Ethical Integrity	
<b>VENDOR/PROVIDER</b> National Real Estate Institute	

**1. Course Summary:**

*See attached.*

**2. What are the hours of instruction?** 3 Hours

**3. What is the completion date?** 3/18/2022

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**  
[REDACTED]

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

Division of Local Government Services

Title

Date

**Certificate of Attendance**

**REAL ESTATE CONTINUING EDUCATION**



Has successfully completed and attended in classroom

***What Would You Do? Questions of Ethical Integrity***

CE.6175000-RE for 3 Ethics Credit Hours

On

**March 18, 2022**

This course is sponsored by:

**Vandana Chima Bhalla LLC**

A handwritten signature in black ink, appearing to be 'Vandana Chima Bhalla'.

Authorized Signature

**THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ON BEHALF OF THE NEVADA REAL ESTATE COMMISSION**

**Course description for What Would You Do? Questions of Ethical Integrity, CE.6175000-RE:**

In this three-hour course, attendees discuss real-life ethical scenarios encountered in real estate. This course covers the NAR Code of Ethics and empowers licensees to recognize and respond to ethical dilemmas.



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*Please Print or Type:*

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<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Employment Law MGT434	
<small>VENDOR/PROVIDER</small> University of Phoenix	

**1. Course Summary:**  
See Attached

**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 05/2007

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                                    | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards  | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                                | <input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                               | <input type="checkbox"/> Professional Ethics  |
| <input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input checked="" type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

[REDACTED SIGNATURE]

**For Department Use Only**

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**Verified by:**

Division of Local Government Services

Title

Date



This course provides an overview of federal statutes and state-regulated areas that affect the personnel function. Among topics addressed are EEO and affirmative action, OSHA, ERISA, FMLA, and ADA; employee privacy issues (polygraph testing, drug and alcohol testing, employer searching and monitoring); and wrongful discharge



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*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> MGT 330 - Management Theory, Practice, and Application	
<small>VENDOR/PROVIDER</small> University of Phoenix	

**1. Course Summary:**

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**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 2006

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining  |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics  |
| <input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)         | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

---

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

<b>For Department Use Only</b>			
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>
<b>Verified by:</b>			
<small>Division of Local Government Services</small>	<small>Title</small>	<small>Date</small>	

Management Theory, Practice and Application Summary;

This course is to explore the rich field of management in theory and practice, and as both a science/statistics and an art. Students learn to apply management concepts to current workplace issues. Other topics include increasing competitive forces, expectations for successful performance of employees and organizations, achieving desired business goals with statistics (Macro/Micro).



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*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> MGT 331 - Organizational Behavior	
<small>VENDOR/PROVIDER</small> University of Phoenix	

**1. Course Summary:**

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**2. What are the hours of instruction?** 36 Hours

**3. What is the completion date?** 2006

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

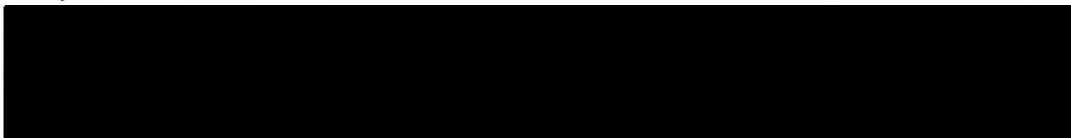
- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input checked="" type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

---

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

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**Verified by:**

Division of Local Government Services

Title

Date

## Organizational Behavior Summary;

This course was to understand the influence that behavior and ethics have in organizations. Along with understanding Individual behavior in organizations, including personality, decision-making, personal networks, and ethics. Interpersonal behavior, including teamwork, conflict, leadership, and power and influence.



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*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Avoiding Mortgage Fraud for Appraisers	
<small>VENDOR/PROVIDER</small> McKissock	

**1. Course Summary:**

*See Attached*

**2. What are the hours of instruction?** 7 Hours

**3. What is the completion date?** 9/7/2020

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                                    | <input checked="" type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards  | <input type="checkbox"/> GIS, Mapping, CAMA   |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                               | <input checked="" type="checkbox"/> Professional Ethics   |
| <input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other  |
| <input checked="" type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |   |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

[REDACTED]

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**Verified by:**

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## Avoiding Mortgage fraud for Appraisers Summary;

This course was designed to show appraisers, with the use of statistics, the was to avoid multiple fraudulent areas. This also incorporated Nevada laws, appraisal standards, and ethics in showing fraud in appraising.



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Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

[Redacted]	[Redacted]
<small>TITLE OF COURSE</small>	
Time Value of Money- Six Functions of a Dollar	
<small>VENDOR/PROVIDER</small>	
BOE- California	

**1. Course Summary:**

Discount Cash Flow; Future Value; Present Value; Interest Rate; Finance Terms; Capitalization Formulas.

Entire course is available online for your review: <https://boe.ca.gov/info/tvm/exam.html>

**2. What are the hours of instruction?** California BOE credits 8 hours of Appraisal Training Credit for this course.

**3. What is the completion date?** 7-15-2021

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |  |
|--|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input checked="" type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input checked="" type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input checked="" type="checkbox"/> Professional Ethics<br><input checked="" type="checkbox"/> Other |
|--|--|

**If other, please describe why the course is applicable to appraisal and/or property tax.**

Discount Cash Flow; Future Value vs. Present Value; Interest Rates; Finance Terms; Capitalization Formulas

(see attached course description).

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[Redacted Signature]

3-26-24

Requester

Date

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NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

\_\_\_\_\_ Division of Local Government Services
Title
Date



**CALIFORNIA STATE BOARD OF EQUALIZATION  
COUNTY-ASSESSED PROPERTIES DIVISION**



**CERTIFICATE OF TRAINING**

THIS IS TO CERTIFY THAT



HAS SUCCESSFULLY COMPLETED

**TIME VALUE OF MONEY – SIX FUNCTIONS OF A DOLLAR (USING AH 505)**

**SELF-PACED ONLINE LEARNING SESSION**

**COMPLETED JULY 15, 2021**

  
Dawn A. Berridge  
Facilitator

# Time Value of Money - Six Functions of a Dollar

## Using Assessors' Handbook Section 505 (Capitalization Formulas and Tables)

Appraisal Training: Self-Paced Online Learning Session

### Summary

Assessors' Handbook Section 505, *Capitalization Formulas and Tables*, contains six compound interest functions and corresponding factor tables. Each compound interest function is defined by a formula, which is the basis for calculating the compound interest factors for that function. Each formula requires a periodic interest rate and the number of periods. All of the functions are based on compound interest – interest earned is added to principal and itself earns interest from that time on. The compound interest tables are used to solve time value of money problems and are particularly important when performing calculations as part of the income approach to value, specifically yield capitalization and discounted cash flow analysis.

[Lesson 1 \(lesson1.html\)](#) presented the concept of the time value of money. It explained that each compound interest formula, and factors derived from it, involves three variables: an interest rate, a term, and a compounding interval. It discussed compound interest versus simple interest. You learned that the effect of compounding depends on the frequency with which the interest is compounded, the periodic interest rate applied, and the number of periods involved. You also learned that using a compound interest factor does one of two things: (1) adds compound interest to a present value to arrive at a future value – referred to as compounding; or (2) subtracts compound interest from a future value to arrive at a present value – referred to as discounting.

In [Lesson 2 \(lesson2.html\)](#), you learned that the "Future Worth of \$1" function is used to compound a single present amount to its future value. You learned how to perform this calculation using the "Future Worth of \$1" factors found in column 1 of the AH 505 tables, based on a fixed rate of periodic interest being earned and the number of compounding periods involved.

In [Lesson 3 \(lesson3.html\)](#), we explained that the "Present Worth of \$1" function is used to discount a single future amount to its present amount. You learned how to calculate the present value of a future amount using the "Present Worth of \$1" factors found in column 4 of the AH 505 tables based on a fixed rate of periodic interest and the number of discounting periods involved.

In [Lesson 4 \(lesson4.html\)](#), you learned that the "Future Worth of \$1 per Period" function is used to compound a series of periodic equal payments to their future value. You learned how to calculate the future value of a series of equal periodic payments with each payment occurring at the end of the period – an ordinary annuity – using the "Future Worth of \$1 per Period" factors found in column 2 of the AH 505 tables.

In [Lesson 5 \(lesson5.html\)](#), we explained that the "Sinking Fund Factor" function is used to determine the equal periodic payment amount that must be made at the end of each period in a series of future equal payments in order to have the payments compound to a desired amount at the end of the last period. You learned how to use the "Sinking Fund Factor" in column 3 of the AH 505 tables and that it is typically used to determine how much must be set aside in each period in order to grow to a specified amount at the end.

In [Lesson 6 \(lesson6.html\)](#), you learned that the "Present Worth of \$1 per Period" function is used to discount a series of periodic payments to their present value. You learned how to calculate the present value of a series of future equal periodic payments with each payment occurring at the end of the period – an ordinary annuity – using the "Present Worth of \$1 per Period" factors found in column 5 of the AH 505 tables.

In [Lesson 7 \(lesson7.html\)](#), we explained that the "Periodic Repayment" function is used to determine the periodic payment amount necessary to amortize, or repay, a given present value. You learned how to calculate the payment amount that

must be made at the end of each period in a series of future equal periods in order to repay the amount borrowed using the "Periodic Repayment" factors found in column 6 of the AH 505 tables.

In [Lesson 8 \(lesson8.html\)](#), you learned that the "Mortgage Constant" function is used to determine the annualized payment amount per \$1 of loan amount, for a fully amortized loan with monthly compounding and payments. You learned how to calculate this annualized payment amount using the "Mortgage Constant" factors found in column 7 of the AH 505 tables. Mathematically, the "Mortgage Constant" factor is simply the monthly "Periodic Repayment" factor multiplied by 12.

In [Lesson 9 \(lesson9.html\)](#), we discussed "intra-year compounding – that is, the compounding of interest more than once a year (semi-annual, quarterly, monthly, daily, or even continuously). You learned that when interest is compounded more than once a year, it affects both future and present value calculations: All else being equal, a future value, given intra-year compounding, will always be higher than it would have been with annual compounding and a present value, given intra-year compounding, will always be lower than it would have been with annual compounding.

Finally, in [Lesson 10 \(lesson10.html\)](#), you learned more about annuities. You learned that an annuity is a series of equal payments made at regular periodic intervals (e.g., monthly or annually). You learned that there are two types of annuities: an ordinary annuity and an annuity due. In an ordinary annuity, the payments occur at the end of the period; in an annuity due, the payments occur at the beginning of the period. You also learned that while the AH 505 tables (columns 2, 3, 5, & 6) are for use in ordinary annuity calculations, the factors in the tables can be mathematically converted to their corresponding annuity due factors.

We hope that you have found the information presented in this learning session beneficial.

## Training Credit for Certified Property Tax Appraisers

If you are a certified property tax appraiser or auditor-appraiser working for a California county assessor's office or the Board of Equalization, you can obtain training credit for taking this self-paced online learning session. If you wish to obtain training credit, you must complete the Certified Appraisers Examination at the end of this learning session and submit your answers to the State Board of Equalization's County-Assessed Properties Division using the 'Submit' button at the end of the exam. Upon successful completion of the examination you will receive eight hours of training credit.

By submitting the examination, you are attesting to the fact that you have read all the lessons and have performed all the exercises in the "Check Your Knowledge" section of the training. Please do not share your answers with anyone.



**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>TITLE OF COURSE</small>		
80th Nevada Legislative Update		
<small>VENDOR/PROVIDER</small>		
National Real Estate Institute		

**1. Course Summary:**

See Attached.

**2. What are the hours of instruction?** 3 Hours

**3. What is the completion date?** 3/10/2021

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[Redacted Signature]

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

Division of Local Government Services

Title

Date

**CERTIFICATE OF ATTENDANCE**

**REAL ESTATE CONTINUING EDUCATION**



**Has successfully attended and completed in classroom**

**80<sup>th</sup> Nevada Legislative Update**

**CE.6438000-RE for 3 Law and Legislation Credit Hours**

**On**

**September 13<sup>th</sup>, 2019**

**This course is sponsored by:**

**Greater Las Vegas Association of REALTORS®**

A handwritten signature in cursive script, likely belonging to an authorized representative of the sponsoring organization.

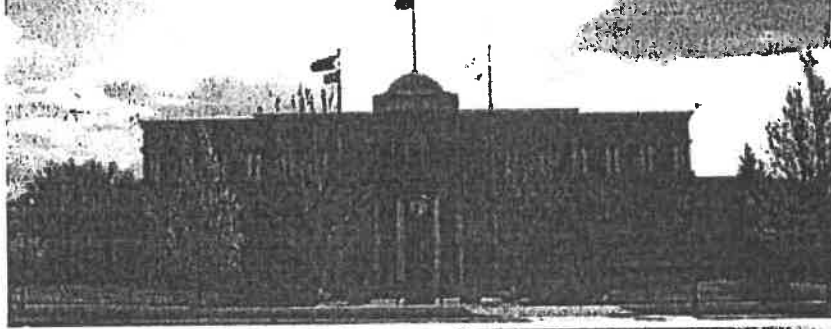
**Authorized Signature**

**THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ON BEHALF OF THE NEVADA REAL ESTATE COMMISSION**

**Course description for 80<sup>th</sup> Nevada Legislative Update, CE.6438000-RE:**

This three-hour course covers multiple laws that passed during the 80<sup>th</sup> (2019) session of the Nevada Legislature that will have a direct impact on the Nevada real estate industry for both licensees and consumers.

# 80TH NEVADA LEGISLATIVE UPDATE



CE 0438000-RE Law-Legislative  
Three hours - Classroom

This three-hour program is based on  
updates from the 80th session of the Nevada Legislature

This Program is approved by the Nevada Real Estate Commission

The Real Estate Commission neither approves nor endorses any of the firms used in this course with the exception of those prescribed by State or Federal Law.

1



## DISCLAIMER

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2



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**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<b>NAME OF REQUESTER</b> [REDACTED]	<b>TITLE</b> [REDACTED]
<b>TITLE OF COURSE</b> Math 95 Elementary Algebra	
<b>VENDOR/PROVIDER</b> WNC	

**1. Course Summary:**

See attached

**2. What are the hours of instruction?** 3 credits

**3. What is the completion date?** Fall 2011

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input checked="" type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

**If other, please describe why the course is applicable to appraisal and/or property tax.**

Collage math course that includes algebra, graphing, multiple types of equations and expressions, evaluating formulas to ensure accuracy, and provides a foundation in math that can be used when evaluating properties.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

[REDACTED]

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

*Division of Local Government Services*

*Title*

*Date*



Course #	Course Title	Credits
MATH90	Elementary Arithmetic	1 Credits

Provides individualized instruction in basic math skills including addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Intended for students who need a review of whole numbers before studying fractions. Instruction is tailored specifically to each student's needs.

Course #	Course Title	Credits
MATH91	Basic Mathematics	3 Credits

Provides the fundamental operation of whole numbers, fractions and mixed numbers, decimals, percentage, measurement and geometry. The course is intended to provide a thorough review of basics needed in future mathematics courses and in applied fields.

Course #	Course Title	Credits
MATH92	Algebra Review	1 Credits

Prerequisite: Previous success in Intermediate Algebra or Algebra II or higher algebra course. Provides a review of algebra that will refresh previously taught concepts. Designed for students who have successfully completed Algebra II or Intermediate Algebra or similar course sometime in the past. Provides a condensed review of topics from Intermediate Algebra intended to help students place into the appropriate course via Accuplacer Exam.

Course #	Course Title	Credits
MATH93	Pre Algebra	3 Credits

Prerequisites: MATH91 or equivalent or consent of instructor Prepares students for MATH 95. Helps students who have experienced difficulties with math to get an introduction to the language and concepts of algebra. Provides a transition from self-paced, basic math to the quick pace required in MATH 95.

Course #	Course Title	Credits
MATH95	Elementary Algebra	3 Credits

Offers a first course in algebra. Topics include operations with signed numbers; algebraic symbols; evaluating formulas; operations with polynomials, radical and rational expressions; solving equations and application problems using algebra; and elementary graphing. Provides a foundation for the math used in business, science, engineering and related fields.

Course #	Course Title	Credits
MATH96	Intermediate Algebra	3 Credits



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**COURSE INFORMATION** (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Math 96 Intermediate Algebra	
<small>VENDOR/PROVIDER</small> WNC	

**1. Course Summary:**

See attached

**2. What are the hours of instruction?** 3 credits

**3. What is the completion date?** Fall 2012

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input checked="" type="checkbox"/> Other  |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

**If other, please describe why the course is applicable to appraisal and/or property tax.**

Collage math course that includes algebra, graphing, multiple types of equations and expressions, and relations between functions and graphs which can all be used when appraising properties.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[REDACTED SIGNATURE]

<b>For Department Use Only</b>			
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>
<b>Verified by:</b>			
<small>Division of Local Government Services</small>	<small>Title</small>	<small>Date</small>	

Course #	Course Title	Credits
MATH90	Elementary Arithmetic	1 Credits

Provides individualized instruction in basic math skills including addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Intended for students who need a review of whole numbers before studying fractions. Instruction is tailored specifically to each student's needs.

Course #	Course Title	Credits
MATH91	Basic Mathematics	3 Credits

Provides the fundamental operation of whole numbers, fractions and mixed numbers, decimals, percentage, measurement and geometry. The course is intended to provide a thorough review of basics needed in future mathematics courses and in applied fields.

Course #	Course Title	Credits
MATH92	Algebra Review	1 Credits

Prerequisite: Previous success in Intermediate Algebra or Algebra II or higher algebra course. Provides a review of algebra that will refresh previously taught concepts. Designed for students who have successfully completed Algebra II or Intermediate Algebra or similar course sometime in the past. Provides a condensed review of topics from Intermediate Algebra intended to help students place into the appropriate course via Accuplacer Exam.

Course #	Course Title	Credits
MATH93	Pre Algebra	3 Credits

Prerequisites: MATH91 or equivalent or consent of instructor Prepares students for MATH 95. Helps students who have experienced difficulties with math to get an introduction to the language and concepts of algebra. Provides a transition from self-paced, basic math to the quick pace required in MATH 95.

Course #	Course Title	Credits
MATH95	Elementary Algebra	3 Credits

Offers a first course in algebra. Topics include operations with signed numbers; algebraic symbols; evaluating formulas; operations with polynomials, radical and rational expressions; solving equations and application problems using algebra; and elementary graphing. Provides a foundation for the math used in business, science, engineering and related fields.

Course #	Course Title	Credits
MATH96	Intermediate Algebra	3 Credits

Course #	Course Title	Credits
----------	--------------	---------

Offers a second course in algebra. Studies polynomial, rational and radical expressions; linear, quadratic and polynomial equations; linear and absolute value inequalities; relations, functions and their graphs; systems of linear equations; and applications.

Course #	Course Title	Credits
----------	--------------	---------

MATH98	Developmental Mathematics	3 Credits
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Prerequisite: None Prepares students for college-level mathematics. Self-paced, computer aided course designed to provide students with the concepts and skills of pre, elementary and intermediate algebra.

Course #	Course Title	Credits
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MATH100	Math for Allied Health	1 Credits
---------	------------------------	-----------

Reviews basic mathematics with emphasis on those skills that apply to calculating drug dosages. Includes fractions, decimals, proportions, percents, English, apothecary and metric systems of measurements.

Course #	Course Title	Credits
----------	--------------	---------

MATH110	Mathematics for Industry	3 Credits
---------	--------------------------	-----------

Covers fractions, decimals, percentages, ratios, proportions, measurement, geometry, and briefly, the fundamentals of algebra and right triangle trigonometry.

Course #	Course Title	Credits
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MATH120	Fundamentals of College Mathematics	3 Credits
---------	-------------------------------------	-----------

Prerequisite: Success in intermediate algebra. algebra II, MATH 96 or similar course is recommended as preparation for this course. Students should meet with a Counselor to determine readiness based on placement or equivalent exam, high school coursework, or other factors. Studies probability, statistics, business, finance and consumer mathematics. Course is broad in scope and emphasizes applications.

Course #	Course Title	Credits
----------	--------------	---------

MATH122	Number Concepts for Elementary School Teachers	3 Credits
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Prerequisites: MATH120 or consent of instructor Introduces elementary problem solving with emphasis on the nature of numbers and the structure of the real number system. Designed for students seeking a teaching certificate in elementary education.



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*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>TITLE OF COURSE</small>	
What Every Licensee Should Know About Fair Housing	
<small>VENDOR/PROVIDER</small>	
National Real Estate Institute	

**1. Course Summary:**

See Attached.

**2. What are the hours of instruction?** 3 Hours

**3. What is the completion date?** 6/8/2023

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**

[Redacted Signature]

**For Department Use Only**

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**Verified by:**

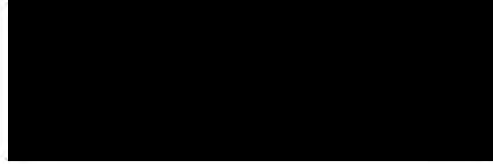
Division of Local Government Services

Title

Date

# CERTIFICATE OF ATTENDANCE

## REAL ESTATE CONTINUING EDUCATION



Has attended and successfully completed a classroom offering of

### **What Every Licensee Should Know About Fair Housing**

**3 Credit Hours Ethics**

**CE.6725000-RE**

on **06/08/2023**

This course is sponsored by:

**Nevada Real Estate Institute, LLC**

  
Authorized Signature  
EDU@NevadaREI.com  
(702) 482-4500

*THIS COURSE IS APPROVED BY THE NEVADA REAL ESTATE DIVISION ON BEHALF OF THE NEVADA REAL ESTATE COMMISSION FOR CONTINUING EDUCATION CREDIT.*

**CE.6726000-RE (3hrs. Law & Leg or "Elective" for General CE)**

**(<https://nevadarealestateinstitute.com/calendar-courses/>)**

A review of the legislative process, regulatory agencies including the Real Estate Division, the complaint process, and using case studies as examples, laws regarding fair housing, advertising, and RESPA.

**Legislative Update for the Licensee**

**CE.6770000-RE (3hrs. Law & Leg or "Elective" for General CE)**

**(<https://nevadarealestateinstitute.com/calendar-courses/>)**

The 81st (2021) session of the Nevada Legislature passed multiple laws that will have a direct impact on both licensees, customers, and clients. This course will review the most relevant legislative updates that occurred during session.

**Enforcement of the Code of Ethics**

**CE.6766000-RE (3hrs. Ethics or "Elective" for General CE)**

**(<https://nevadarealestateinstitute.com/calendar-courses/>)**

We will review the process in which an ethics complaint is filed and reviewed by the local association and learn ways to mitigate ethics violations using case studies and examples. This course fulfills the National Association of REALTORS® Code of Ethics training requirements.



**What Every Licensee Should Know About Fair Housing**

**CE.6725000-RE (3hrs. Ethics or "Elective" for General CE)**

**(<https://nevadarealestateinstitute.com/calendar-courses/>)**



This course reviews the history and principles of the Federal Fair Housing Act; the most common claims and complaints against licensees to recognize and mitigate similar situations. This course fulfills the National Association of REALTORS® Code of Ethics training requirements.

**Risk Management for the Real Estate Licensee**  
**CE.6682000-RE (3hrs. Risk Reduction or "Elective" for**  
**General CE)**  
**(<https://nevadarealestateinstitute.com/calendar-courses/>)**

A review of the 12 most common claims and complaints filed against a licensee or broker. Recognize risks associated with those claims using case studies to mitigate similar situations.

**Anatomy of Real Estate Fraud**  
**CE.6767000-RE (3hrs. Risk Reduction or "Elective" for**  
**General CE)**  
**(<https://nevadarealestateinstitute.com/calendar-courses/>)**

This course reviews and examines real estate fraud case studies and empirical data from state and federal agencies concerning financial fraud and crimes to help us recognize red flags and avoid future fraud.

**Risk Reduction for Trust Fund Accounting**  
**CE.6681000-RE (3hrs. Risk Reduction or "Elective" for**  
**General CE)**  
**(<https://nevadarealestateinstitute.com/calendar-courses/>)**

This course reviews and examines essential elements of NRS 645 and NAC 645 regarding trust fund accounting and record-keeping along with discussions regarding methods to mitigate financial risks and safeguard client monies and trust funds.





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Property Tax Appraiser Continuing Education  
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Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION** (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)

[REDACTED]	[REDACTED]
<small>TITLE OF COURSE</small>	
What Every Real Estate Agent Needs to Know About Mortgage Financing	
<small>VENDOR/PROVIDER</small>	
National Real Estate Institute	

**1. Course Summary:**

See Attached.

**2. What are the hours of instruction?** 3 Hours

**3. What is the completion date?** 3/10/2021

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|--|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**SIGNATURE**

[REDACTED SIGNATURE]

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

Division of Local Government Services

Title

Date

**CERTIFICATE OF ATTENDANCE**  
**REAL ESTATE CONTINUING EDUCATION**



**Attended & successfully completed a LIVE classroom offering of**

**What Every Real Estate Agent Needs  
to Know About Mortgage Financing**

**CE.4238002-RE 3 Hrs. General**

**on March 10<sup>th</sup>, 2021**

**This course is sponsored by:**

**Steven Kitnick Seminars, LLC**  
**(702) 326-8722**

A handwritten signature in cursive script that reads "Steven Kitnick".

---

**Authorized Signature**

This course is approved by the Nevada Real Estate Division  
on behalf of the Nevada Real Estate Commission for continuing education credit.

Select Page



Home / General / What Every Real Estate Agent Needs to Know About Mortgage Financing CE.4238002-RE 3 Hrs. Via Zoom

# What Every Real Estate Agent Needs to Know About Mortgage Financing CE.4238002-RE 3 Hrs. Via Zoom

\$25.00

1

Add to cart

Category: General Tags: Conforming Conventional Loans, FHA Insured, Lender Overlays, Loan Application, Mortgage Finance, Non-Conforming Conventional Loans, VA Guaranteed

Description

Reviews (0)

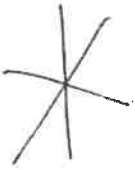
## Description



What  
Every Real  
Estate  
Agent  
Need to  
Know  
About  
Mortgage  
Financing  
CE.423800

2-RE 3 Hrs. General CE Credits

*This class was designed to provide real estate licensees with a sufficient understanding about mortgage financing (Conventional, FHA, & VA). Licensees must be able to answer certain questions posed by clients and customers. Learn to avoid the most common pitfalls that either jeopardize or cause the failure of a real estate transaction. Also included will be a discussion on how to prepare a contract with a financing and/or appraisal contingency in light of the Residential Purchase Agreement.*





**Nevada Department of Taxation**  
**Property Tax Appraiser Continuing Education**  
**New Course Application**

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<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> Supervisor - Trainee Course for Nevada	
<small>VENDOR/PROVIDER</small> McKissock	

**1. Course Summary:**

This course addresses the responsibilities and obligations of both the Trainee Appraiser and the Supervisory Appraiser within the context of the Trainee-Supervisor relationship. It also addresses applicable state and local jurisdictional requirements, as well as an overview of relevant USPAP obligations.

**2. What are the hours of instruction?** 4 Hours

**3. What is the completion date?** 4/19/2018

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications<br><input type="checkbox"/> IAAO Standards<br><input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal<br><input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal<br><input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)<br><input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects<br><input type="checkbox"/> GIS, Mapping, CAMA<br><input type="checkbox"/> Laws Relating to Real Estate, Water or Mining<br><input type="checkbox"/> Professional Ethics<br><input type="checkbox"/> Other |
|---|---|

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline  
 Syllabus or Course Material

**SIGNATURE**

▶ [REDACTED SIGNATURE] \_\_\_\_\_  
Requestor Signature Date

**For Department Use Only**

NUMBER OF CREDIT HOURS GRANTED	NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT	MILESTONE APPLIED TO	TOTAL HOURS FOR THIS MILESTONE

**Verified by:**

▶ \_\_\_\_\_  
Division of Local Government Services Title Date

# Certificate of Completion

This is to certify that



has successfully completed the course **Supervisor-Trainee Course for Nevada**  
**(Approval Number # CE.0008792-A)** for 4.000 hour(s) of continuing education  
credit for recertification in the state of Nevada. The course was completed on Thursday,  
April 19, 2018 given via distance education at:

[www.mckissock.com](http://www.mckissock.com)

A handwritten signature in black ink, appearing to read "Richard D. McKissock", written over a horizontal line.

Richard McKissock  
Education Director

The logo for McKissock, featuring the name "McKissock" in a bold, stylized font. The letter "i" in "Kissock" has a small house icon integrated into its dot.

McKissock - P.O. Box 1673 - Warren - Pennsylvania - 16365 - 814.723.6979



**Nevada Department of Taxation  
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*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<b>NAME OF REQUESTER</b> [REDACTED]	<b>TITLE</b> [REDACTED]
<b>TITLE OF COURSE</b> Divorce and Estate Appraisals	
<b>VENDOR/PROVIDER</b> McKissock	

**1. Course Summary:**

Focus is on the common elements between divorce and estate appraisals with emphasis on the difference from standard mortgage lending appraisals. The course includes an examination of marketing techniques that attract non-lender clients.

**2. What are the hours of instruction?** 4 Hours

**3. What is the completion date?** July 28, 2023

**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input checked="" type="checkbox"/> Residential, Commercial/Industrial Appraisal          | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input type="checkbox"/> Professional Ethics   |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material

**SIGNATURE**  
[REDACTED]

<b>For Department Use Only</b>			
<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>
<b>Verified by:</b>			
_____ <small>Division of Local Government Services</small>	_____	_____	_____
	<small>Title</small>		<small>Date</small>

# Certificate of Completion

This is to certify that

  
10608 Primrose Arbor Ave | Las Vegas NV 89144

has successfully completed **Divorce and Estate Appraisals: Elements of Non-Lender Work (Approval Number # 3336)** for 4 hour(s) of continuing education credit for recertification in the state of Michigan. The course was completed on Friday July 28, 2023 given via distance education at:

[www.mckissock.com](http://www.mckissock.com)

**Sponsor Code: 0144**  
**Instructor: Paul Lorenzen**

*Andrea Ledford*

Andrea Ledford



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McKissock - P.O. Box 1673 - Warren, Pennsylvania - 16365 - 814.723.6979





**Nevada Department of Taxation  
Property Tax Appraiser Continuing Education  
New Course Application**

Return this form to:  
Division of Local Government Services  
3850 Arrowhead Dr., 2nd Floor  
Carson City, Nevada 89706

*Please Print or Type:*

**COURSE INFORMATION (A person who wishes to receive contact hours for a course of continuing education that has not been previously approved, must apply for such approval.)**

<small>NAME OF REQUESTER</small> [REDACTED]	<small>TITLE</small> [REDACTED]
<small>TITLE OF COURSE</small> <b>FAIR HOUSING, BIAS AND DISCRIMINATION</b>	
<small>VENDOR/PROVIDER</small> <b>MCKISSOCK LEARNING</b>	

**1. Course Summary:**

BASIC REVIEW OF FEDERAL FAIR HOUSING AND FAIR LENDING LAWS AND REGULATIONS. THE COURSE ADDRESSES THE CONCEPT OF REDLINING AND COVERS THE FAIR HOUSING COMPLAINT PROCESS AND HUD AND DOJ ENFORCEMENT. IT EXPLORES DIFFERENT TYPES OF BIAS AND PROVIDE EXAMPLES OF HOW IT MIGHT AFFECT APPRAISAL AND WHAT TO DO IF AN APPRAISER HAS A FAIR HOUSING COMPLAINT FILED AGAINST THEM.

**2. What are the hours of instruction?** 4

**3. What is the completion date?** 01/18/2024

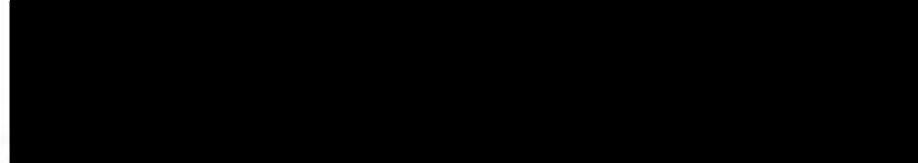
**SUBJECT CLASSIFICATION - CHECK ALL THAT APPLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Mass Appraisal Concepts and Applications                         | <input type="checkbox"/> College or Professional Level Accounting, Finance, Statistics or Other Appraisal Subjects |
| <input type="checkbox"/> IAAO Standards   | <input type="checkbox"/> GIS, Mapping, CAMA  |
| <input type="checkbox"/> Residential, Commercial/Industrial Appraisal                     | <input type="checkbox"/> Laws Relating to Real Estate, Water or Mining   |
| <input type="checkbox"/> Unitary/Centrally Assessed Property Appraisal                    | <input checked="" type="checkbox"/> Professional Ethics  |
| <input type="checkbox"/> Legal Documents (Deeds, Titles, Leases, etc.)                    | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Nevada Statutes or Regulation, Appraisal or Assessment Standards |  |

If other, please describe why the course is applicable to appraisal and/or property tax.

**REQUIRED MATERIALS TO BE SUBMITTED WITH APPLICATION INCLUDE:**

- Detailed Course Outline
- Syllabus or Course Material



**For Department Use Only**

<small>NUMBER OF CREDIT HOURS GRANTED</small>	<small>NUMBER OF CREDIT HOURS APPEARING ON TRANSCRIPT</small>	<small>MILESTONE APPLIED TO</small>	<small>TOTAL HOURS FOR THIS MILESTONE</small>

Verified by:

Division of Local Government Services

Title

Date

## Course Overview

We encourage you to visit our [FAQs section](#) for further information regarding your educational experience. Our FAQs are complete with step-by-step tutorials that were designed with YOU in mind!

**Please note:** Upon completion of the final exam, you will need to advance to the survey page and complete the survey. Once that is done, the course will be marked as "Complete" in our system and credit may be issued.

### Course Description

Within the last few years, there has been a lot of talk about bias and discrimination within the appraisal profession. Media coverage – fairly or unfairly – has focused an unwanted spotlight on the profession. In this course, we will discuss issues related to fair housing, fair lending, bias, and discrimination, and will show appraisers how to protect themselves against accusations of violations.

We will start with the basics, specifically a review of federal fair housing and fair lending laws and regulations. We will address the concept of redlining and will also cover the fair housing complaint process and HUD and DOJ enforcement. Then we will cover the concept of bias and explore different types of bias and provide examples of how they might affect appraisals. In the final chapter, we will address the specific issue of bias and discrimination in appraisals, how an appraiser can avoid accusations of bias and discrimination, and what to do if an appraiser has a fair housing complaint filed against them.

### Course Learning Objectives

Upon completion of this course, participants will be able to:

- Discuss the history of fair housing in the United States
- Define key terms
- Summarize the Fair Housing Act of 1968 and amendments to that Act
- Identify other important laws and regulations related to fair housing
- Recognize relevant fair lending laws
- Summarize enforcement procedures for federal fair housing violations
- Define redlining
- Recognize penalties that may occur for violations
- Define bias
- List different types of bias and differentiate among them
- Provide examples of different types of bias in real property appraisal situations
- Explain the differences between a profession and an industry
- Recognize the importance of avoiding bias and discrimination in appraisal development
- Recognize the importance of avoiding terminology that may indicate bias and discrimination in report writing
- Recommend strategies that an appraiser may want to consider if a fair housing complaint is filed against them

NOTE: If you're licensed in multiple states and need credit for this class in more than one state, add the additional state certificates to your enrollment **prior to completing the course**. Click on the Add Certificate link on the course card on your dashboard then follow the process for selecting the states

# Course Roadmap

This is the last page in Chapter 1, which is our welcome and introductory chapter. The contents for the remainder of this course include:

**Chapter 2 – Measurement Basics**

**Chapter 3 – ANSI Z765**

**Chapter 4 – Case Studies in Applying ANSI Z765**

**Chapter 5 – Assignment Conditions and Measurement of 2-4 Unit Properties**

**Chapter 6 – Summative Online Final Quiz**

In each chapter containing course subject matter, there will be periodic mini-quizzes or other learning activities that test your comprehension of important concepts. There is also an end-of-chapter quiz, which you will need to pass before moving on to the next chapter.

As this was simply an introductory chapter, there is no end-of-chapter quiz in this chapter. Please click forward to advance to Chapter 2.

**End of Page**

# Certificate of Completion

This is to certify that

  
10608 Primrose Arbor Ave | Las Vegas NV 89144

has successfully completed Fair Housing, Bias and Discrimination  
(Approval Number # 3518) for 4 hour(s) of continuing education credit for  
recertification in the state of Michigan. The course was completed on Friday July 28,  
2023 given via distance education at:

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**Sponsor Code: 0144**  
**Instructor: Jo Traut**

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