

Education Resource, LLC – Description of Offerings, Locations and Policies

9247 N. Meridian Street, Indianapolis IN 46260-1813

317-816-9436 (Indianapolis area)

317-816-9449 (dedicated fax line)

www.educationresource.com (schedule & enrollment form)

Because of significant changes in the profession as of 2008, Education Resource, LLC has formed an alliance with the Hoosier State Chapter of The Appraisal Institute to provide Pre-licensing classes and advanced education for those interested in becoming an appraiser or advancing in the profession. We will also be offering many new Continuing Education seminars (CE). A significant benefit of this new alliance is the ability to draw enough students to put on classes that we would not necessarily be able to do otherwise. This means new topics, new instructors and new methods. For a schedule of these classes or to enroll please go to the Hoosier State Chapter of The Appraisal Institute at: www.aihsc.org and click education.

Location:

Indianapolis Courses and Seminars are presented at 9247 N. Meridian Street, Indianapolis. Classes are held on the 1st Floor. This building is located three blocks south of I-465 on the east side of US 31 (Meridian St.) on the north side of Indianapolis. Turn East at 93rd Street off of US 31 (Meridian Street). This building is behind the Tucker building. The phone number at that facility is 317-816-9436.

PLEASE BRING PHOTO ID TO CLASS: You will be required to show a photo ID for entry into class per the request of the Real Estate Commission.

Reservation, Registration and Confirmation: Our reservation system is based on a first come, first serve basis. To reserve a seat in a course or seminar, the tuition must be paid in full with the reservation. Reservations received without payment will not be processed. Walk-ins are allowed but may be rejected if the class is full. Changing or canceling the reservation within 96 hours of the class is the same as a “no show”. Confirmation emails will be sent. Bring your reservation confirmation to class. If you send us a credit card number, you will be charged per your requested reservation. All checks are cashed when received.

Course Cancellation Policy: Classes are subject to cancellation if minimum enrollment is not reached (6 students are required). If canceled by Education Resource, all fees will be returned promptly. A student can cancel a reservation any time up to 96 hours before the first day of class and receive a full refund.

Nondiscrimination Policy: Education Resource, LLC promotes equal opportunity and non-discrimination in the appraisal profession. Our classes are open to all without regard to race, color, sex, religion, national origin, familial status or handicap. **Impaired or disabled students:** Students requiring special assistance please give us reasonable notice so we can accommodate your needs.

Attendance Policy: Because we are required to certify that students are in attendance according to state laws in several states, we must adhere to several states' attendance requirements. Therefore, strict rules on attendance, tardiness and recordkeeping are required. This policy is not flexible because the state laws are not.

Continuing Education Seminars

All students must attend 100% of all Continuing Education Courses. There is a 30 minute grace period for seven (7) or eight (8) hour classes but only a fifteen (15) minute grace period for four (4) hour seminars. Again, no excuses are acceptable. The doors are locked and no admittance is allowed.

Class policies: Tape recorders or other recording devices are not allowed in the classroom under any conditions (no exceptions). Cell phones and beepers must be turned off during class. Students who receive cell phone calls during class are very disruptive even if they are on the silent mode. Students that receive calls during class will be asked to leave the class (no credit).

Instructors are approved by the state of Indiana and Appraisal Foundation for USPAP courses. Student records are kept for 10 years.

To view rule changes effective 1/1/08 for the licenses after Trainee License please go to www.appraisalfoundation.org.

Continuing Education Course Descriptions

CE 1000 - USPAP UPDATE This is a seven (7) hour seminar will fulfill the requirement for appraisers to have a seven hour USPAP Seminar during every two-year cycle. This seminar will include a copy of the most recent USPAP book available. This seminar will focus on contemporary appraisal issues, which include advisory opinions, USPAP statements and any proposed changes. This seminar will use The Appraisal Foundation approved material with approved Appraisal Foundation instructors. There is no exam with this offering.

CE 1018 - Indiana Appraisers Statutes – Rules This four (4) hour offering is intended to update practicing appraisers on the Indiana Law regarding Appraisal practice and any changes in USPAP. This discussion of the Appraisers rules and USPAP has been very well received in the past, especially with supervisory and managing appraisers. This includes two hours of brokers and salesperson mandatory topics and two hours of elective broker's hours. The seminar is elective for appraisers.

CE1078 – Residential Case Studies III - This seminar is four (4) hours designed to help appraisers understand the techniques, applications, logic and pitfalls in the valuation of real estate. This offering has new residential case studies with discussion of logic and technique.

CE1080 –Fannie Mae Guidelines 2009 (new) - This four (4) hour seminar is designed to help beginning and advanced appraisers understand the Fannie Mae Guidelines for Residential Appraisers. The internet presentation will be a series of excerpts from the Fannie Mae Guidelines web site.

CE 1082 – Market Analysis in Residential Appraisals: Market Conditions and 1004 MC Form This seven (7) hour seminar is designed to help experienced and advanced appraisers understand the techniques, applications and logic of market analysis in residential appraisals for typical and atypical situations. It will help appraisers understand modern techniques and to analyze residential markets using tools available in most market databases. How to fill out the Fannie Mae 1004MC form with additional analysis as needed to show support for their conclusions will be presented.

CE1084 – Residential Case Studies IV Highest and Best Use Analysis – This 4 hour seminar is designed as a “hands on” educational experience. Appraiser will read the subject and comparable data, consider the problem and produce a solution with two case studies The seminar will give appraisers an understanding of the techniques, applications, and logic of residential appraisals for typical and atypical situations.

Education REsource, LLC – Description of Offerings, Locations and Policies

ENROLLMENT FORM - Education REsource, LLC - Real Estate School

317-816-9436 - (Indianapolis area)

www.educationresource.com

317-816-9449 - (Dedicated 24 hour fax line)

Name			
Address			
City/State/Zip			
Telephone numbers	Days:	Fax	
Email Address			
License #s (if applicable)	Broker/salesperson:	Appraiser:	

List course(s) or seminar(s) requested

Dates	Course or Seminar	Amount
Total		\$

Mail this form with check to: Education REsource, LLC
 9247 N. Meridian Street, Suite 325
 Indianapolis IN 46260-1813

Or fax with Credit Card # to: 317 816 9449

To reserve a seat for a course, tuition must be paid in advance with cash, check or credit card (Master Charge and Visa only). All reservations are on a “first come, first serve” basis. Walk in registrations are allowed but may be rejected if the class is full. All students should call for a reservation and should have a confirmation letter.

Name on credit card:	Phone #	
Billing Address on CC:	City:	Zip:
Credit Card #	Expiration date:	Amount \$
Signature		