

RSDS Practicum Program Policy Manual

Student Instructor Ratio: A maximum of twenty (20) course participants (students) per course led by a primary certified appraiser instructor who is responsible for coordinating all activities and is assisted by multiple adjunct certified appraiser instructors (mentors) who teach both in-person and remotely utilizing Zoom or Microsoft Teams.

Property Types Selection: This practicum is designed to illustrate the applicability of appraisal standards, and correctly utilize those recognized methods and techniques that are necessary to produce a credible appraisal. The objectives of this practicum course are for students to gain experience on a wide variety of subject properties that vary in architectural design, location (urban, suburban, rural), complexities in the appraisal process (developing and reporting), and the application of the approaches to value in conformity with USPAP.

Property types may consist of single-family, 2-4 multi-family, condominium, manufactured housing, and new home construction. The intended use of the report is “for experience credit” for the properties selected. Up to 100% of the experience hours may be earned through this Work Experience Hours Program (Practicum) subject to the AQB Course Approval Program or state appraiser regulatory agency’s approval.

Assignments: All assignments must be performed in compliance with USPAP requirements, regulations, and laws. RSDS Practicum assignments will cover the range of complexities and property types a Credentialed Residential Appraiser will qualify to appraise.

Subject Property Selection: The subject property selected would be based on the availability in the market and geographic area of properties or the ability to access the property for inspection as of the time of assignment to the students. Consideration will be given to property type (Single-family dwellings, 2-4 units, Condos, Manufactured homes, etc.); location (urban, suburban, rural); building size (square footage complexity); and age of the improvements. Furthermore, the competency of the individual student will be a factor in assigning a complex or non-complex subject property to the student.

The same subject property will not be used more than once by the same student so experience credit hours in the course are broadened. This practicum course offered will consist of a variety of property types being appraised. And, the subject properties will be significantly different from one another to provide appropriate expanded practical training.

Student Inspection of Subject Property: Course participants will inspect a wide variety of properties with a certified appraiser instructor during each level of the practicum program. The practicum will include measuring in compliance with ANSI standards and learning to sketch both manually using a tape measure and an electronic device such as a laser or smartphone. The student will be trained to observe features/amenities or issues that may impact all aspects of depreciation. The property inspection process will be repeated numerous times until the student exhibits mastery of the skills necessary to complete a comprehensive and accurate property inspection.

Students are required to perform a personal inspection of the subject property and all the comparable sales; and verify with at least one market participant, that the sale/rent transaction data is actual and identifiable in the marketplace.

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Experience Hours Earned: Experience gained during the practicum course is from appraisals completed

that do not have a traditional client. RSDS will be identified as the client and intended user for each appraisal

Experience hours will be earned for the actual classroom hours of instruction and hours of documented research and analysis. Each hour of experience granted is spent in accordance with acceptable appraisal practice.

To gain experience hours, assignments must be USPAP-compliant. Experience hours will only be granted for completing the entire appraisal process. This includes defining the problem, disclosing the scope of work performed, gathering and analyzing data, applying the appropriate analysis and methodology, arriving at an opinion, and correctly reporting the opinion in compliance with USPAP.

Course Prerequisites: Course participants, before acceptance into the program, must have completed at least 75 hours of AQB Qualifying Education courses (Basic Principles, Basic Procedures, and 15-Hour USPAP). Course participants must meet the minimum state education requirements for licensure and complete a criminal background check. The background check fee will be paid directly by the student.

Instructor Qualifications and Conduct Policy: All instructors conducting the residential experience practicum course are Certified Residential or Certified General appraisers in good standing who demonstrate compliance with the COMPETENCY RULE of USPAP for each assignment. Instructors are required to meet or exceed the qualifications of a Supervisory Appraiser.

Instructors will grade and correct all assignments to ensure compliance with USPAP. Instructors will meet with the students a minimum of 50% of the course hours during the course.

Attendance Policy: Students must be in attendance for a minimum of 80% of the course hours, score 100% or higher on all assignments, and score at least 70% on the portfolio review. Instruction will not exceed 8 hours on any given day and appropriate breaks will be given. Students must pass all assignments for the appropriate level to advance to successful completion of this Practicum program. Any student who misses more than 20 hours of instruction, even if made up, may be disqualified from the course at the discretion of the instructor.

Cancellation & Refund: 100% refund if the course is canceled or rescheduled by the program provider. Students will be eligible for a 100% refund if they cancel 30 days before the course start date. Due to the limited number of student spots available, no refunds will be issued if canceled within 30 days of the course's start date. In the event of a medical or family emergency, an option to attend a future class may be offered on a case-by-case basis.

Appraisal & Records Retention: The records for all the reports will be maintained by the course participants (students) according to the Record Keeping Rule of USPAP. RSDS will only maintain accurate records of the student's final assignments for five years.

The residential experience practicum course will result in an appraisal and appraisal report

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completed in accordance with the current version of USPAP.

USPAP Compliance: All course participants (students, instructors, and course administrators) are required to comply with the relevant laws, regulations, and USPAP.

Transferring Experience Hours: Externally obtained experience hours cannot be used in conjunction with RSDS Practicum Courses to ensure consistency and standardization in the program. All Practicum participants are required to begin at the same level, regardless of prior experience.

Grading Policy for RSDS Practicum Assignments

Objective:

This policy establishes the grading criteria and procedure for all assignments submitted by participants in the RSDS Practicum program.

Grading Authority:

All assignments submitted by RSDS Practicum participants will be graded exclusively by Certified RSDS Practicum Instructors.

Grading Criteria:

1. Assignments will be assessed according to the rubric provided to participants at the beginning of each course or module.
2. The rubric will outline specific criteria and standards for each assignment, including but not limited to content accuracy, clarity of expression, adherence to instructions, and overall quality.
3. Assignments must meet or exceed the criteria designated as "excellent" in the rubric to be considered eligible for progression within the Practicum program.

Grading Procedure:

1. Certified RSDS Practicum Instructors will thoroughly review each assignment submitted by participants.
2. Instructors will evaluate assignments based on the provided rubric, assigning scores and providing constructive feedback where necessary.
3. Participants will receive their graded assignments along with feedback within a reasonable timeframe determined by the program administration.

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