



CONNECTICUT ASSOCIATION OF
REALTORS[®] INC.



Appraisal-1

presented by

Connecticut Association of REALTORS[®]

CAR's Appraisal-I program concentrates on residential appraisal — you will learn residential appraisal formulas and how to evaluate competitive properties. The program provides practice in appraiser techniques to determine values for loans, sales, and insurance. The rules, laws, regulations, and principles governing the Uniform Standards of Professional Appraisal Practice (USPAP) are explained.

WHEN: February 15, 21, 23, 28, March 1

WHERE: **Mid Fairfield County Association of REALTORS[®]**
19 Imperial Avenue
Westport, CT

TIME: Registration – 8:30am
Class - 9:00am to 4:30pm

INSTRUCTOR: David Jones

COST: \$350 early bird (14 days prior to course)
\$375 regular (within 14 days of course)
\$400 walk-in (if space available)
Required Text Included

COMPLETION OF THIS COURSE IS REQUIRED TO OBTAIN A BROKERS LICENSE

IMPORTANT: Students must complete all sessions (five days) and pass the final exam with a 70% or better score to receive certificate of completion. If any part of the program is missed, it must be made up before receiving a certificate of completion/pre-licensing.

Students are encouraged to begin the reading at least one to two weeks prior to the beginning of class – you will receive instructions on how to access the pre-class reading assignment once your registration is processed. A basic calculator will be needed for this course.

THIS PROGRAM MEETS THE MINIMUM REQUIREMENTS AS SET FORTH BY CONNECTICUT'S REAL ESTATE COMMISSION.
THE APPRAISAL-1 COURSE SATISFIES 30 HOURS APPRAISAL BROKER PRE-LICENSING CREDIT AND 6 HOURS OF CE-ELECTIVE CREDIT
REQUIRED FOR SALESPERSONS & BROKERS LICENSE RENEWAL.

REGISTER SECURLY ONLINE AT WWW.CTREALTOR.COM/EDUCATION



EDUCATION POLICIES AND PROCEDURES

By registering for any CAR Education program, you are indicating that you understand/agree to the following policies:

REGISTRATION: Registration for courses requires pre-payment according to the posted schedule on the registration form. Confirmation letters and directions will be e-mailed approximately one week prior to the start of class. By mail, you can register with check or credit card. Fax registrations can only be accepted with credit card payment. Secure, online registration through our website is also available. Your payment must clear before the day of class so please keep that in mind if you plan to pay by company/personal check. Telephone registrations cannot be accepted.

ATTENDANCE: Attendance is closely monitored in all CAR Education programs and 100% attendance is required. It is up to the student to contact the Member Services Department if a conflict or emergency arises to make transfer/make-up arrangements for a future program. A \$40 transfer fee will apply (see below).

NOTE: The P&P attendance policy is explained in more detail on that page of our website.

EXAMS: In many cases, the programs we offer have exams associated with them. Minimum passing grades vary for each:

Principles & Practices – 70% GRI (each exam/Series) – 70% HAFA/SRES/GREEN/SFR – 80% Appraisal-I – 70%

Students are not eligible to sit for an exam until any missed time is made up. If any portion of a program is missed, the student is responsible for arranging with a staff person in the Member Services Department to make up the time and take the exam within one year. Final grades and course completion notices will be sent out within three weeks of course completion. **Grades WILL NOT be given over the phone.**

For anyone who may not pass an exam the first time, a re-take option is available. Exams must be re-taken within one year at the CAR office or at your local board if available. There is a \$20 re-take fee per attempt and arrangements must be made in advance with the Member Services Department. If an exam is not passed within one year, the student will have to re-take the course. Posted fees on the current schedule would apply.

CANCELLATIONS/TRANSFERS: For record keeping purposes, your request for cancellation must be made in writing to the Member Services Department. A simple e-mail or fax is sufficient.

Please note: Having someone else take your place qualifies as a cancellation/transfer and the same fees apply.

It is a student's responsibility to contact CAR's Member Services Department to ensure proper record keeping.

Cancellation up to 14 Days Prior	Cancellation within 14 Days of Start Date
Full refund minus \$20 cancellation fee.	No refunds. Course value minus \$40 cancellation/transfer fee can be transferred to a future CAR course. Credit is valid for 3 years.

If CAR cancels a course, your payment will be refunded in full or you can transfer to a future program and no fee will be incurred.

Course Completion: A completion notice will be issued via mail or e-mail within 3 weeks of a completed course. Your CE course information will then be uploaded to a centralized database. Each request for issuance of a CE course completion notice will be subject to the following fees:

Normal Re-Issue (10 Business Days)	Expedited Re-Issue (5 Business Days)	1 Electronic Transmission to the Real Estate Commission	Replacement of GRI Diploma
\$25	\$50	\$75	\$15

INCLEMENT WEATHER/CANCELLATION: If we are experiencing inclement weather, call the CAR office at (800) 335-4862 AFTER 6:30 a.m. the morning of class. Our voice mail system recording will have instructions, if any. If class has not been cancelled, drive with caution and allow yourself plenty of time to reach your destination. Attendance policies still apply in inclement weather. Course enrollment fees will not be refunded unless CAR has cancelled a course.

We recommend that you refer to the GRI FAQ's available on our website for additional important information pertaining specifically to the GRI Designation Program.

CONTACT THE CAR OFFICE WITH ANY QUESTIONS

PHONE 1-800-335-4862 ♦ FAX (860) 290-6615
WWW.CTREALTOR.COM

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