



**REAL ESTATE APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
615-741-1831**

Meeting Minutes for January 21, 2021 Telephonic Meeting

The Tennessee Real Estate Appraiser Commission met on January 21, 2021 thru a telephonic meeting. Director Michael Schulz called the meeting to order at 9:01 a.m. and the following business was transacted:

BOARD MEMBERS PRESENT: Michelle Alexander, Jason Bennett, Jim Atwood, Rex Garrison, Brett Mansfield, Pankaj Jain

BOARD MEMBERS ABSENT:

STAFF MEMBERS PRESENT: Michael Schulz, Anna Matlock, Caleb Darnell, William Best, Shilina Brown, Carol McGlynn, Morgan Calles

CALL TO ORDER / ROLL CALL / NOTICE OF MEETING

Rex Garrison called the meeting to order at 9:00 am and Director Michael Schulz took roll call.

STATEMENT OF NECESSITY

Read by Anna Matlock

Brett Mansfield made a motion to adopt the statement of necessity. This was seconded by Michelle Alexander. The motion carried by roll call voice vote.

AGENDA

Jim Atwood made a motion to adopt the agenda. This was seconded by Jason Bennett. The motion carried by roll call voice vote.

MINUTES

Needing to change the second paragraph where it has "This was seconded by Jason Atwood." This needs to be changed to "This was seconded by Jason Bennett."

Jim Atwood made a motion to adopt the minutes from the November 9th, 2020 with the changes above. This was seconded by Brett Mansfield. The motion carried by roll call voice vote.

LEGAL REPORT

RULEMAKING HEARING

Rule 1255-01-.05(1)(b)(2) is amended by deleting the text of part (b)(2) in its entirety and substituting instead language so that, as amended, Rule 1255-01-.05(1)(b)(2) shall read:

(b) Appraisal Education. An applicant shall satisfy the following appraisal education requirements as a prerequisite to sit for the state licensed appraiser examination:

1. One hundred fifty (150) hours of courses in subjects related to real estate appraisal (hereinafter, "qualifying education requirement") which shall include:

- (i) Successful completion of fifteen (15) hours of the National Uniform Standards of Professional Appraisal Practice Course or its equivalent. Equivalency shall be determined by the Appraiser Qualifications Board Course Approval program or by an alternate method established by the Appraiser Qualifications Board;

- (I) The Commission shall grant an applicant credit toward the qualifying education requirement for the National Uniform Standards of Professional Appraisal Practice Course only when at least one of the course instructors is an AQB Certified USPAP Instructor who is also a state certified residential real estate appraiser or state certified general real estate appraiser.

- (ii) Successful completion of a thirty (30) hour course in Appraisal Principles;

- (iii) Successful completion of a thirty (30) hour course in Appraisal Practice or Procedures;

- (iv) Successful completion of a fifteen (15) hour course in Residential Market Analysis and Highest and Best Use;

- (v) Successful completion of a fifteen (15) hour course in Residential Appraiser Site Valuation and Cost Approach;

- (vi) Successful completion of a thirty (30) hour course in Sales Comparison and Income Approaches; and

- (vii) Successful completion of a fifteen (15) hour course in Residential Report Writing and Case Studies.

2. All Courses listed in [subparagraph \(b\)\(1\)\(i\),\(ii\), and \(iii\)](#) may be taken via distance education.

Authority: T.C.A. §§ 62-39-203, 62-39-204, 62-39-303, 62-39-329, 62-39-333, and 62-39-337.

Rule 1255-01-.07(1)(b)(2) is amended by deleting the text of part (b)(2) in its entirety and substituting instead language so that, as amended, Rule 1255-01-.07(1)(b)(2) shall read:

(b) Appraisal Education. An applicant shall satisfy the following appraisal education requirements as a prerequisite to sit for the state certified residential real estate appraiser examination:

1. Two hundred (200) hours of courses, in subjects related to real estate appraisal (hereinafter “qualifying education requirement”), which shall include:

(i) Successful completion of fifteen (15) hours of the National Uniform Standards of Professional Appraisal Practice Course or its equivalent. Equivalency shall be determined through the Appraiser Qualifications Board Course Approval Program or by an alternate method established by the Appraiser Qualifications Board;

(l) The Commission shall grant an applicant credit toward the qualifying education requirement for the National Uniform Standards of Professional Appraisal Practice Course only when at least one of the course instructors is an AQB Certified USPAP Instructor who is also a state certified residential real estate appraiser or state certified general real estate appraiser.

(ii) Successful completion of a thirty (30) hour course in Appraisal Principles;

(iii) Successful completion of a thirty (30) hour course in Appraisal Practice or Procedures;

(iv) Successful completion of a fifteen (15) hour course in Residential Market Analysis and Highest and Best Use;

(v) Successful completion of a fifteen (15) hour course in Residential Appraiser Site

(vi) Successful completion of a thirty (30) hour course in Sales Comparison and Income Approaches;

(vii) Successful completion of a fifteen (15) hour course in Residential Report Writing and Case Studies;

(viii) Successful completion of a fifteen (15) hour course in Statistics, Modeling and Finance;

(ix) Successful completion of a fifteen (15) hour course in Advanced Residential Applications and Case Studies; and

(x) Successful completion of twenty (20) hours of appraisal subject matter electives., which may include any hours over the minimum listed in (i) through (x).

2. All Courses listed in subparagraph (b)(1)(i),(ii), and (iii) may be taken via distance education.

Authority: T.C.A. §§ 62-39-203, 62-39-204, 62-39-311, 62-39-312, 62-39-313, 62-39-329, 62-39-333, and 62-39-337.

Rule 1255-01-.08(1)(b)(2) is amended by deleting the text of part (b)(2) in its entirety and substituting instead language so that, as amended, Rule 1255-01-.08(1)(b)(2) shall read:

(b) Appraisal Education. An applicant shall satisfy the following appraisal education requirements as a prerequisite to sit for the state certified general real estate appraiser examination:

1. Three hundred (300) hours of courses, in subjects related to real estate appraisal (hereinafter “qualifying education requirement”), which shall include:

(i) Successful completion of fifteen (15) hours of the National Uniform Standards of Professional Appraisal Practice Course or its equivalent. Equivalency shall be

determined through the Appraiser Qualifications Board Course Approval Program or by an alternate method established by the Appraiser Qualifications Board;

(I) The Commission shall grant an applicant credit toward the qualifying education requirement for the National Uniform Standards of Professional Appraisal Practice Course only when at least one of the course instructors is an AQB Certified USPAP Instructor who is also a state certified residential real estate appraiser or state certified general real estate appraiser.

(ii) Successful completion of a thirty (30) hour course in Appraisal Principles;

(iii) Successful completion of a thirty (30) hour course in Appraisal Practice or Procedures;

(iv) Successful completion of a thirty (30) hour course in General Appraiser Market Analysis and Highest and Best Use;

(v) Successful completion of a fifteen (15) hour course in Statistics, Modeling and Finance;

(vi) Successful completion of a thirty (30) hour course in General Appraiser Sales Comparison Approach;

(vii) Successful completion of a thirty (30) hour course in General Appraiser Site Valuation and Cost Approach;

(viii) Successful completion of a sixty (60) hour course in General Appraiser Income Approach;

(ix) Successful completion of a thirty (30) hour course in General Appraiser Report Writing and Case Studies; and

(x) Successful completion of thirty (30) hours of appraisal subject matter electives which may include any hours over the minimum listed above in (i) through (x).

2. All Courses listed in [subparagraph \(b\)\(1\)\(i\),\(ii\), and \(iii\)](#) may be taken via distance education.

Authority: T.C.A. §§62-39-203, 62-39-204, 62-39-305, 62-39-311, 62-39-312, 62-39-313,62-39-314, 62-39-329,62-39-333, and 62-39-337.

Rule 1255-01-.12(7)(h) is amended by deleting “no more than one-half (1/2) of,” so that, as amended, Rule 1255-01-.12(7)(h) shall read:

(h) A registered trainee may complete **no more than one half (1/2) of** the individual’s required education credits via distance education.

Authority: T.C.A. §§ 62-39-203, 62-39-204, 62-39-301, 62-39-303, 62-39-304, 62-39-321, and 62-39-333.

Chapter 1255-02

Evaluation of Appraiser Education

Amendments

Rule 1255-02-.04 is amended by creating a new paragraph (9) so that, as amended, Rule 1255-02-.04(9) shall read:

(9) In addition to distance education requirements, distance education courses intended for use as qualifying education must provide a written, closed-book final examination (proctored by an official as approved by the college or university, or by the sponsoring organization). The term “written” refers to an examination that might be written on paper, or administered electronically, on a computer workstation or other device. Oral exams are not acceptable. The testing must be in compliance with AQB examination requirements for qualifying education.

Authority: T.C.A. §§ 62-39-203, 62-39-204, and 62-39-333.

CASE REVIEW

See legal report

EXPERIENCE INTERVIEWS

Mr. Garrison conducted the experience interview of **Harrison Hale** and recommended that his experience be accepted toward the Certified General Upgrade.

Mr. Garrison conducted the experience interview of **John Braden** and recommended that his experience be accepted toward the Licensed State Upgrade.

Mr. Garrison conducted the experience interview of **Ryan Droke** and recommended that her experience be accepted toward the Certified Residential Upgrade.

Mr. Atwood conducted the experience interview of **Laurie Smith** and recommended that her experience be accepted toward the Licensed State Upgrade.

Mr. Atwood conducted the experience interview of **Kyler Kominos** and recommended that her experience be accepted toward the Licensed State Upgrade.

Mr. Atwood conducted the experience interview of **Michael Shaw** and recommended that his experience be accepted toward the Certified Residential Upgrade.

Mr. Mansfield conducted the experience interview of **Luke Hollman** and recommended that her experience be accepted toward the Licensed State Upgrade.

Mr. Mansfield conducted the experience interview of **Frederick White** and recommended that his experience be accepted toward the Certified General Upgrade.

Mr. Mansfield conducted the experience interview of **Kristi Kluegel** and recommended that her experience be accepted toward the Certified Residential Upgrade.

Michelle Alexander made a motion to accept the above Interviews. This was seconded by Dr. Pankaj Jain. The motion carried by roll call voice vote.

EDUCATION REPORT

Course Provider	Course Number	Course Name	Instructor(s)	Type	Hours	Recommendation
Calypso	2408	Cost Approach and Land Valuation	Francis Finigan	CE	7	Approve
Columbia	2415	DirtyDigs.Brownfieldsand Superfund Sites	Heather Sullivan, Kevin Hecht, et al	CE	5	Approve
Columbia	2416	Appraising Pre-Forclosures...	HeatherSullivan,KevinHecht,etal	CE	4	Approve
Columbia	2417	Investigate Your Appraisal...	HeatherSullivan,KevinHecht,etal	CE	4	Approve
Columbia	2423	Fundamentals of Appraising New Homes	Heather Sullivan, Kevin Hecht, Pam Teel	CE	5	Approve
Columbia	2424	ADU. Regulatory ... Challenges	HeatherSullivan,KevinHecht,etal	CE	3	Approve

Individual Course Approvals

Licensee	Course Provider	Course Name	Hours	Type	Recommendation
James Gregory Williams	Appraisal Institute	Discounted Cash Flow	14	CE	Approve

Michelle Alexander made a motion to approve the education committee’s recommendations. This was seconded by Brett Mansfield. The motion carried by roll call voice vote.

DIRECTOR'S REPORT

Riggins Review

The board members discussed the background and additional information provided by Mr. Riggins.

Jim Attwood makes a motion to approve Mr. Riggins to move forward to become a trainee and meet the qualifications. This was seconded by Rex Garrison. The motion carried by roll call voice vote.

Budget

Director Michael Schulz Presented the Budget Report.

ASC Audit Report

Caleb Darnell advised the audit was submitted about 2 weeks ago and now the staff is working on submitted additional documents they have requested. We have a meeting again next week with the ASC.

New Business

ADJOURNMENT

Jason Bennett made a motion to adjourn the meeting. This was seconded by Michelle Alexander. Meeting adjourned at 11:40 am.