

COMPUTER BASED TRAINING FOR APPRAISAL FIELD REVIEWS

1. **PURPOSE.** Loan Guaranty Service has produced a new computer-based training course for Construction & Valuation (C&V) field appraisers. Its purpose is to provide staff with uniform procedures and acceptable practices for VA appraisal field reviews. In December 2004, this auto-run CD program entitled "Field Appraisal Review" was distributed to the VA Regional Loan Centers as well as Honolulu and San Juan Regional Offices for use by their C&V staff. This circular contains information and instructions for use on this training course.

2. **BACKGROUND.** This training course was developed over a 4-year period. During the course's development certain changes occurred that are not reflected in the course material such as:

a. VA now requires a minimum of 10 percent appraisal field review for all fee appraisers. Although the 10 percent requirement is correctly reflected in the course Final Exam answers, 5 percent and 15 percent field review levels are incorrectly referred to elsewhere in the course.

b. Even though some of our appraisal review procedures have changed, the appraisal review practices and principles taught in this course remain unaffected by those changes and are still fully applicable, appropriate, and useful.

3. **DETAILS**

a. It is anticipated that taking the Field Appraisal Review CD training will increase knowledge, enhance skills and abilities, and result in improved performance in staff appraisal reviewers.

b. There are four modules in the course: Course Introduction, Field Review Process, Introduction to Case Study, and Case Study Exercises with nine case studies. There is a quiz with 30 questions called "MPR Pursuit" at the end of MPR Policies under Field Review Process. In addition, there is a final exam with 36 questions at the end of the course. This course can be conveniently completed within a user's own daily time-schedule, at his/her own pace, and is anticipated to take about 8 hours to complete.

c. The CDs are designed to be "auto-run" and should be operational from any desktop or laptop PC. The recommended screen resolution setting should be 1024 x 768. Some screens require completion of the subject matters listed on the page before the user is allowed to advance to the "next" screen. All users should "bookmark" their course location whenever they exit the course and return to the bookmark upon course re-entry. Failure to bookmark may result in deletion of course record/memory of previously completed portions.

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4. ACTIONS. Effective immediately, stations should take all necessary steps to ensure their staff appraisal reviewers and supervisory personnel complete this course no later than November 1, 2005. No certificates of completion are issued upon course completion, therefore, each station should confirm the course is completed by their C&V staff. Stations should retain this CD for new C&V employees who will be performing VA appraisal reviews.

5. QUESTIONS. Questions on the course curriculum or this circular may be sent by e-mail to Gerald Kifer, Supervisory Appraiser, at lgygkife@vba.va.gov.

6. RESCISSION: This circular is rescinded January 1, 2007.

By Direction of the Under Secretary for Benefits

Keith Pedigo, Director
Loan Guaranty Service

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