



NABPOP BPO CERTIFICATION COURSE SYLLABUS General Information

INSTRUCTOR INFORMATION:

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Name of Course: BPO Certification Course
CE Credit Hours: 6
Delivery: Internet

BPO CERTIFICATION COURSE

This course is to become NABPOP BPO certified and to receive continuing education credit. This course is offered in various states. To determine the status of a state, please visit www.nabpop.org/ce/cestates.php for a status of each state.

COURSE REQUIREMENTS AND GRADING

- The student must provide the license# for each state they wish to receive CE credit. The student must verify that they are the person taking the course and the final exam.
- Read and review all topics in four (4) modules
 - Spend a minimum of 10 minutes logged into each module. There is no time limit i.e. this is a minimum requirement and the student is encouraged to spend as much time as needed in each module. The average time to adequately complete all modules is approximately 6 hours.
- Pass four (4) module quizzes
 - Score at least 80% on each module quiz containing 10-15 Multiple Choice, True/False, and multiple choice calculation questions. There is no time limit for each quiz. The student can retake the quizzes as many times as needed.
- Pass the Primary Certification Test
 - Score at least 80% on the Primary Certification Test containing approximately 50 Multiple Choice, True/False, and fill in the blank calculation questions. There is a 1.5 hour time limit on the test.

COURSE DETAILS

The course is presented in an internet chalkboard format and is self paced. The course has four (4) modules with multiple topics (see below for complete topic listing) within each module. The topics within each module are lock step (a series of slides); however, the modules are not lock step i.e. the student can advance to other modules because there are cross-references throughout the course. The student will also have access to the BPO Education and Resources sections of the member's portal as reference to the course. The content of this course and BPO education section is identical; the only difference is the topics in this course are lock step versus the BPO Education Section is not. The module quizzes have similar questions to the Primary Certification Test that will help prepare the student for the certification test.

BPO CERTIFICATION TEST

The Primary Certification Test (PCT) is based directly on course materials. The test is available online and can be taken at any time on the student's own accord. Member number and Passwords, required to access the test, is available in the member's profile of the member's portal. The test has a 1.5 hour time limit and contains approximately 50 questions. Upon completion of the test, the student is provided with a review of the topics that relate to the questions missed on the test. Each test contains a different mix of questions. The review provides explanations as well as reference to the education section for further studying.

AVAILABILITY AND COST

This course is available only to NABPOP members. The cost of the course is \$15.00 that is paid prior to enrolling in this course.

REFUND POLICY

A course refund is available minus a \$9 processing fee. A student can request a refund within 1 week of registering and paying for the course. A refund is not available once the student has started the final exam and/or after 1 week of registering. A refund check will be mailed to the address on file within 2 weeks of requesting the refund.

NOTE

This course is in compliance with state requirements for continuing education credit. A student must take this course in order to receive continuing education credit. Taking this course is not a requirement to become BPO certified through NABPOP. All education materials and certification test(s) are available to NABPOP members, independent of this course, at no extra charge; however, this course can be used and is recommended to become certified.

DISCLAIMER

This course is approved for Continuing Education credit by the Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, and/or authors.

COURSE OVERVIEW AND LEARNING OBJECTIVES

BPO Concepts and Principles (approximately 25 minutes)

The student will be able to define the economic concepts and principles that affect the real estate industry and subsequently the BPO industry.

BPO Process Overview (approximately 5 minutes)

The student will be able to identify and apply the appropriate BPO process in the proper order on BPO reports.

BPO Form Comments (approximately 10 minutes)

The student will be able to identify acceptable situations and scenarios to utilize comments on a BPO report. The student will be able to identify appropriate and inappropriate usages of verbiage for a BPO report.

BPO Photos (approximately 10 minutes)

The student will be able to identify the commonly accepted features to photograph and how to apply BPO Standards and Guidelines (BPOSG) when taking and submitting photos.

Distressed Properties (approximately 10 minutes)

The student will be able to identify and classify the various types of distressed properties and how they affect home prices.

BPO Preparation and Review (approximately 5 minutes)

The student will be able to properly review a BPO and prepare for a BPO assignment.

Contact Property Owner (approximately 5 minutes)

The student will be able to identify the circumstances to contact a property owner or tenant and apply the do's and don'ts when dealing with a property owner or tenant.

Public Records (approximately 10 minutes)

The student will be able to locate the information needed from Tax Records, Assessor Records, and Deeds to complete a BPO.

Neighborhood Inspection (approximately 15 minutes)

The student will be able to accurately evaluate a neighborhood as it pertains to completing a BPO. The student will be able to categorize and classify the best neighborhood information to include in BPO submissions.

Exterior/Interior Inspection (approximately 15 minutes)

The student will be able to identify and locate exterior and interior elements that are important and necessary for reporting in BPO submissions. The student will also be able to describe these elements in a BPO report.

Gross Living Area/Measure for GLA (approximately 20 minutes)

The student will be able to identify areas that should and should not be considered as Gross Living Area. The student will be able to sketch and diagram GLA in order to accurately calculate total GLA.

Rating Property/Neighborhood/Amenities (approximately 5 minutes)

The student will be able to rate a neighborhood, property, and appliances in accordance with BPO Standards and Guidelines (BPOSG).

House Types & Styles (approximately 10 minutes)

The student will be able to identify and label the various styles and architectural types of most common houses.

Roof Types (approximately 5 minutes)

The student will be able to identify and label the various roof types to provide a well rounded BPO report.

MLS Search Techniques (approximately 10 minutes)

The student will be able to locate and apply appropriate comparables for BPO utilization.

Guidelines for Comparables (approximately 20 minutes)

The student will learn how to find appropriate comparables to the subject property and the different types of comparables. The student will learn how to apply the standards and guidelines per BPOSG to BPO reports.

Comparable Types (approximately 10 minutes)

The student will be able to identify and categorize the different Comp Types and how to effectively select and compare to the subject property for various situations.

Lack of Sold Comparables (approximately 15 minutes)

The student will be able to apply the procedures and techniques to locate comparables when the student is not able to locate typical or standard comparables.

Market Considerations (approximately 10 minutes)

The student will be able to analyze the different types of markets and evaluate each market. The student will be able to approach a BPO in each type of market.

Comp Selection/Market Conditions (approximately 10 minutes)

The student will be able to identify Comparables that reflect the prevailing forces driving the same market in which the subject is located.

Superior, Inferior, Equal (approximately 10 minutes)

The student will be able to apply the appropriate logic to rank a comparable as it relates to the subject.

Features and Adjustments (approximately 15 minutes)

The student will be able to calculate accurate adjustments non-comparable features in order to provide an accurate price opinion.

Time Adjustments (approximately 20 minutes)

The student will be able to accurately compute price changes to adjust for differences in time between the comparable sale date and current date.

Determine Appreciation or Depreciation (approximately 20 minutes)

The student will be able to accurately calculate an appreciation and depreciation rate for a very specific and/or general area.

Feature Value/Paired Sales Analysis (approximately 15 minutes)

The student will be able to select appropriate comparables and accurately calculate values of amenities and features for accurate feature adjustments.

Market Comparison Method (approximately 10 minutes)

The student will be able to evaluate and categorize various market comparabilities to make inferences about the subject market.

Final Property Price and Land Value (approximately 15 minutes)

The student will be able to interpret and apply various methods to arrive at a final price and the land value.

BPO Form Common Fields (approximately 10 minutes)

The student will be able to identify and input appropriate information for the most common fields of a BPO Form.

BPO Submission & Records (approximately 10 minutes)

The student will be able to adhere to the proper means and time frames to submit the BPO and record keeping requirements per BPO Standards and Guidelines (BPOSG).