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# The Appraiser

Volume 19, Number 4

December 31, 2011

## New Day!

As you all know, the Board office has not seen a lot of turn-over in the amount of employees since it was created in 1991. As a matter of fact, the 2 original employees only just retired in 2011. We want to make you aware of who is in the office and who will be here to assist you for many years to come.

First, Frank Manzer, the Executive Director, most of you have known him as the

Investigator but Frank has many hats. Frank came to us as a Certified General appraiser



Jim and Jackie have retired, we hope they enjoy it!

from Hot Springs who owned his own appraisal business for many years and who

has several years in the savings and loan business.

Second, Kelli Black is the Executive Assistant to the Director. Kelli has been with the office for a few years now so many of you are familiar with her but if you are not, she is here and ready to help. She can answer questions regarding your renewal, course completion and records retention.

Third, Laurie Welch is our newest

## National Registry Fee Going Up

The Appraisal Subcommittee (ASC) voted in October to increase the National Registry fee for certified or licensed appraisers from \$25 to \$40, effective Jan. 1, 2012.

The increase is the first one the ASC has put in

place since the group was formed in 1989. The ASC has the authority to increase the fee to as much as \$50 under Title XI and can, additionally, consider increasing the fee periodically every five years to a maximum of \$80 per appraiser with the approval of the Federal Financial Institu-

tions Examination Council under the terms of HR 4173 – The Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010.

According to the ASC, the increase is necessary to cut into its deficits and stay viable in light of the increased



It is a new day at the Board Office!

## New Day! Cont.

employee and Administrative Assistant. She comes to us from the Medical Board. We look forward to all of you getting to know Laurie and don't be afraid to ask her anything!

We know that change is hard and most of you were

used to Jackie and Jim but it is a new day for everyone, including the office.

### New Office Contact Info:

Mr. Manzer the number is 501-683-3776 or e-mail frank.manzer@arkansas.gov

Kelli Black is 501-296-1843 or kelli.black@arkansas.gov

Laurie Welch is 501-683-3772 or laurie.welch@arkansas.gov (no hyphen)

The registry fee will increase to \$40 starting January 1, 2012.

## Registry Fee, cont.

workload expected under the Dodd-Frank Act. Some of the new responsibilities the ASC expects to take under the act include the development of a grant program for state appraiser regulatory agencies to assist with enforcement, the creation of regulations in specific areas such as enforcement, the development of a hotline on appraisal independence and the genera-

tion of quality control standards for automated valuation models.

The website is very useful, use it, that is why we have it! [www.arkansas.gov/alcb](http://www.arkansas.gov/alcb)

## Workfile



Your workfile is just as important as your appraisal report. The workfile is the backbone of your report. I want to

focus this article on two of the areas that should be included in any workfile.

The first one I want to focus on is correspondence. Any written or electronic correspondence is necessary to maintain a good workfile. Always be aware of what you send your client or any entity in

regards to your report, whether the report will be used in litigation or not. When sending e-mails keep it business related, you never know who may end up reading and relying on your statements.

Next, I want to discuss organizing your workfile. In your workfile

# Workfile, cont.



The workfile is the backbone of your report!

signed copy of the report in the file. If someone else should need access to your file it is important that the information is easily accessible.

should be kept together in case you, at anytime, need to refer back to it, maybe even on another assignment. Always remember to keep a completed

helps explain your report and your findings. The workfile is the backbone!

keep things together that go together. Comparable data

I want you all to know that the workfile is just as important as the report. The file

Read all renewal forms before you contact the office, all the information you need is right there!

# Self Service

We want you to know about self service, this will help us help you! The website is there for a reason, your CE including how many hours you have taken and when you last took your USPAP are listed, **YOU** have to be the one that

is responsible for this information being in the office (the providers DO NOT send us this information). With that information being said we also want you to be responsible for yourselves, we are all adults, please keep copies of your CE

forms, I know we are not the only state that requires you to take education and I also am aware that some employers want to see them as well. **READ ALL RENEWAL FORMS BEFORE YOU CONTACT THE OF-**

# Retirement

On November 9<sup>th</sup>, 2011 the ALCB celebrated the retirement of Mr. Jim Martin. The Board had previously celebrated the retirement of Ms. Jackie Gullahorn, who served the office for 20 years. The retirement of Mr. Martin ended 20 years of department knowledge. The office will not be the same without him but we are looking

towards the future and want you all to know it is bright!



Our future at the ALCB is bright!

## ALCB

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## Important Information:

- Renewal date for ALL SL, CR and CG's: June 30, 2012
- Renewal date for ALL SR's: December 31, 2012
- 28 hours of CE is due June 30, 2012 for all SL, CR and CG's in order to renew your license (7 of that must include the USPAP update)
- Send all qualified resumes for the investigator position to the Board office
- Joe Calhoun, Jr. has surrendered his license in lieu of penalty from a pending complaint

## Self Service, cont.

FICE. The forms we send for renewal tell you everything you need to know, including how many hours we have on record for you and when you last took the USPAP.

This also leads us into the requirements for renewal, I hope you all are aware that the requirements **HAVE NOT CHANGED** to renew. All SL, CR and CG appraisers expire every June 30<sup>th</sup> and every SR expires December 31. SR appraisers require 14 hours **every year** to renew and all SL,

CR and CG requires 28 hours every **2 YEARS ON THE EVEN YEAR** to renew (I.e. 2012, 2014, 2016). Everyone, SR's included, are required to take the 7 hour USPAP every 2 years and we have



We can't help you if you can't help yourself!!

made that even easier by allowing you take both the 7 hour Update and the 15 hour USPAP courses ONLINE!

Again, please **read** your forms before you contact the office and use the website, you can view how many hours we have on file for you, when you last took your USPAP and when its time you can renew your license online. We want to help you but if you can't help yourself there is not a lot we can do!