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 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 Institutions 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
New Day! Cont.

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

Registry Fee, 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)

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 work-file is the backbone of your report! Keep things together that go together. Comparable data 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 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.

I want you all to know that the workfile is just as important as the report. The file helps explain your report and your findings. The workfile is the backbone!

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 9th, 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!
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 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 30th 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 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!