

How to fix a class certificate

Sometimes we run into a situation where a class certificate has the incorrect class approval ID.

Here's what to do:

1. Verify the correct class ID on the BRE website
 2. Fix the class certificate/transcript
 3. Point to the corrected class certificate for each attendee
-
1. Verify the correct class ID on the BRE website
 - a. Go to the BRE website and find the REAA course provider list of approved classes
 - b. Find the class in question and click on the link

Creating Visuals for Appraisals (22CP986603135)	<input type="checkbox"/>
Cultural Competency & Elimination of Bias in Appraisals (22CP986603131)	<input type="checkbox"/>
Current Challenges for Appraisers (23CP986603137)	<input type="checkbox"/>
Data Science Why It Matters For Real Estate Appraisers (19CP986603106)	<input type="checkbox"/>
Determining Appraisal Adjustments (18CP986603085)	<input type="checkbox"/>
Determining Neighborhood Market Trends (19CP986603092)	<input type="checkbox"/>
Easing Into Consulting and Expert Witness Work (19CP986603090)	<input type="checkbox"/>
 Estate and IRS Appraisals (22CP986603134)	<input type="checkbox"/>
Excel for the Residential Appraiser (22CP986603133)	<input type="checkbox"/>
Expert Witness Work (18CP986603086)	<input type="checkbox"/>
Federal Regulations and State Laws Course (23CP986603139)	<input type="checkbox"/>
FHA Appraisal Requirements Review and Update (19CP986603101)	<input type="checkbox"/>
FHA, VA Conventional MPR Requirements (19CP986603100)	<input type="checkbox"/>

- c. This screen shows the exact title to use, the expiration date, and the exact approval number to use

Course Details

The data available here provides information on current course providers who offer approved courses and seminars that may be used to meet the Bureau of Real Estate Appraisers basic and continuing education requirements. The address and phone numbers are for the course provider's main office.

Please ensure the courses you take meet the education requirement as outlined in the [Licensing Requirements Handbook](#).

[Return to Course List](#)

[Return to Search Screen](#)

BREA Approval No:	22CP986603134
Title:	Estate and IRS Appraisals
Provider:	Real Estate Appraisers Association
Format:	Classroom
CE Hours:	2
National USPAP (7 Hours):	No
National USPAP (15 Hours):	No
Laws & Regs:	No
Elimination of Bias:	No
Cultural Competency:	No
Expiration Date:	12/26/2026

2. Fix the class certificate/transcript

- a. Log on to Naylor and go to the Members/Certifications page

The screenshot shows the Naylor Association Solutions website interface. At the top, there is a navigation bar with links for Marketplace, Support, Community, Ideas, Public Site, and Sign Out. Below this is a search bar and a user greeting: "Hello Joe! Today is Wednesday, October 25, 2023". The main navigation menu includes Home, Website, Members, Events, Financials, Articles, Products, Forum, Job Board, and Reports. The "Members" menu is expanded, showing options like Find Organizations, Find Individuals, Membership Application, Tasks, Committees, Directories, Certifications, Quizzes, Member Types, Reports - One Click Reports, Reports - Report Builder, Pending Contacts, and Naylor Connect. A red arrow points to the "Certifications" option. Below the menu is a form for "Add / Manage" with fields for Certification Name, Description, CEUs, Term Length, Allow Public Renewal, Renew Cost, and GL Code. A "Save" button is at the bottom right of the form. Below the form is a table titled "Manage Certification" with the following data:

Name	Description	CEUs	Term Length	Renew Cost	Transcript	Certificate	Action
2022-2023 7-Hour National USPAP Update	NB USPAP 220317 Replacement	7	Infinite	\$0	Enabled	Enabled	...

b. Find the class in question and chose Configure Transcript


Course Title	Section Title	Days	Time	Section Type	Section Number	Status	Actions
(HOME ACCL) Obboctunil & Mole Acl 28A The Cailloim & Home	2YC 28A CV HOME ACl	5	infinite	20	Enabled	Enabled	⋮ Delete Configuration Configure Configuration Configure Transcript ⋮
Abpalela plectice Abpalela; Exbaud Youl 29C 22222 2-Hour	plactice Exbaud Youl Abpalela 22222 2-Hour	5	infinite	20	Enabled	Enabled	⋮
Conize Inpoual 12222 12222 2YC 2022 - 2022 3-Hour	Conize Inpoual 12222 12222 2022 - 2022 3-Hour	1	infinite	20	Disabled	Disabled	⋮
2122222 Home2 and 12222 Bonud Table 12222	2122222 12222 Home2 & Centra 12222 Bonud Table	3	infinite	20	Enabled	Enabled	⋮
222222 22222222 12222 12222	2222222 22222 12222 12222	5	infinite	20	Enabled	Enabled	⋮
232222 23222222 12222 12222	2322222 2322222 12222 12222	3	infinite	20	Enabled	Enabled	⋮
242222 24222222 12222 12222	2422222 2422222 12222 12222	5	infinite	20	Enabled	Enabled	⋮
252222 25222222 12222 12222	2522222 2522222 12222 12222	0	1 Year	20	Disabled	Disabled	⋮
262222 26222222 12222 12222	2622222 2622222 12222 12222	5	infinite	20	Enabled	Enabled	⋮
272222 27222222 12222 12222	2722222 2722222 12222 12222	5	infinite	20	Enabled	Enabled	⋮
282222 28222222 12222 12222	2822222 2822222 12222 12222	5	infinite	20	Enabled	Enabled	⋮

c. Fix the Course IDs in the Body Content field and Course Number field and Save

Body Content

Instructor: Joshua Wallit, SRA, AI-RED, MNA, CDEI
 Classroom Type: Virtual
 BRE Course ID: 22CP986603134
 NV RED: CE.0009663-A

Sponsor Signature



Sponsor Entity

Sponsor's Name

Course Number


Course Date Type Date Certification Issued Date Transcript Printed Fixed Date

Course Date (if fixed above) Month: Day: Year:

Clone Transcript From

3. Point to the corrected class certificate for each attendee
 - a. Bring up the Event

NAYLOR ASSOCIATION SOLUTIONS

Hello Joe!  Today is Wednesday, October 25, 2023

HOME WEBSITE MEMBERS **EVENTS** FINANCIALS ARTICLES PRODUCTS

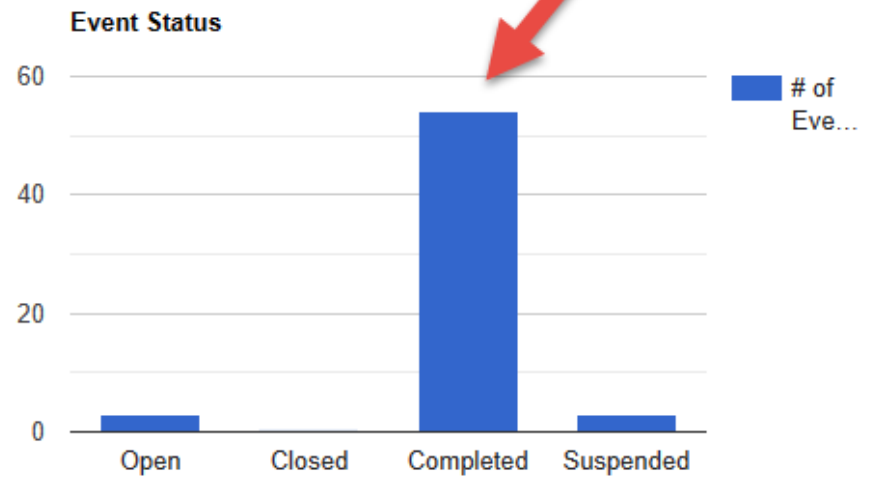
Home / Certifications

- Event Registration: Event Dashboard
- Event Registration: Create an Event
- Event Registration: Global Settings
- Booth Management
- Booth Registrants

Normally, you will want to look at Completed Events. Click on the Completed column to show a list of completed classes sorted by date

Event Dashboard

Select Time Frame: ▼



Click on an individual bar or event status label to filter the results below

You can change the list to show 100 entries and can change the sorts by clicking on a column header. The goal is to find the right class. Since REAA often offers the same class multiple times, be sure to pick the right date and location for the class you need to fix

Events / Event Registration: Event Dashboard

Event Dashboard

Select Time Frame: Year to Date

Click on an individual bar or event status label to filter the results below

Upcoming Events

Event Name	Event Date
An In-Depth Look at Non-Lending Appraisals in Fresno, CA	11/2/2023 9:30:00 AM
Navigating Risk: the Report, Workfile and Claims Trends	11/14/2023 6:30:00 PM
What is an ADU and Junior ADU? Live In-Person Petaluma	11/17/2023 9:30:00 AM

Completed Events

Show 10 entries

Search:

Event Name	Registered	Absent	Total Registration \$	Unpaid Balance \$	# of Days	Date	
Expert Witness Work - A Virtual Event	44	0	\$1,350.00	\$0.00	1	1/18/2022 6:30 PM	Copy Delete

Find the class you need to update and click on the link to bring up the list of attendees

USPAP in Redding	8	1	\$1,425.00	\$0.00	1	3/27/2023 8:30 AM	Copy Delete
Federal & State Laws/Regulations - In Person - Sacramento- Lunch Included	19	0	\$980.00	\$0.00	1	5/9/2023 12:00 PM	Copy Delete
Petaluma - Current Challenges for Appraisers - In Person	37	0	\$0.00	\$0.00	1	5/18/2023 9:30 AM	Copy Delete
Cultural Competency and Elimination of Bias in Appraisal - Probate Conference	34	0	\$0.00	\$0.00	1	5/23/2023 8:30 AM	Copy Delete
Federal and State Laws and Regulations	8	0	\$560.00	\$0.00	1	5/24/2023 1:00 PM	Copy Delete
Estate and IRS Appraisals: Expand Your Appraisal Practice - A Virtual Event	69	2	\$2,430.00	\$0.00	1	6/13/2023 6:30 PM	Copy Delete
SOLAR PV VALUATION TOOLS - LIVE IN PETALUMA	25	0	\$0.00	\$0.00	1	6/15/2023 9:30 AM	Copy Delete

📅 Estate and IRS Appraisals: Expand Your Appraisal Practice - A Virtual Event

[Registrants](#) |
 [Promo Codes](#) |
 [Financials](#) |
 [Setup](#) |
 [Reports](#) |
 [Dashboard](#)

Event Registrant Dashboard

By Name

By Status

- All
- Paid
- Invoiced
- CC Due
- Overpaid
- Waitlist
- Opt-Out
- Cancelled

By Type

- All
- Free Website Profile (NON-MEMBER APPRAISER) (14)
- Licensed Appraiser Member (54)
- Trainee Appraiser Member (3)

	Status	Name	Registrant Type	Balance	Reg Date	Organization
<input type="checkbox"/>	Paid	Lynch, Joseph	Licensed Appraiser Member	\$0.00	3/30/2023 10:24 PM	Joseph Lynch Appraisal Services
<input type="checkbox"/>	Paid	Weilepp-Oglesby, Christine	Trainee Appraiser Member	\$0.00	4/2/2023 11:31 PM	--
<input type="checkbox"/>	Paid	Gayda, Matthew	Licensed Appraiser Member	\$0.00	4/7/2023 12:11 PM	--
<input type="checkbox"/>	Paid	LoBue, Nicole	Licensed Appraiser Member	\$0.00	4/9/2023 1:03 PM	Jessica Mericle Appraisals
<input type="checkbox"/>	Paid	Melsheimer, Brian	Licensed Appraiser Member	\$0.00	4/10/2023 7:30 PM	Sierra Nevada Appraisal Group
<input type="checkbox"/>	Paid	Parker, Amy	Licensed Appraiser Member	\$0.00	4/21/2023 12:04 PM	Appraise It Today
<input type="checkbox"/>	Cancelled	Dibb, Lawrence	Licensed Appraiser Member	\$0.00	4/25/2023 11:53 AM	Evaluation Concepts
<input type="checkbox"/>	Paid	BOSTWICK, LINDA	Licensed Appraiser Member	\$0.00	4/25/2023 1:39 PM	Bostwick Appraisal Services

Click on the individual link for each attendee. Then click on the Certification to change it to orange

[Registrants](#) |
 [Promo Codes](#) |
 [Financials](#) |
 [Setup](#) |
 [Reports](#) |
 [Dashboard](#)

Summary

Payments

Pricing

Contact Info

Notes

Joseph Lynch Paid

Organization: Joseph Lynch Appraisal Services

Member Type: Licensed Appraiser Member

Expiration Date: 12/31/2023

Payments: \$30.00

Email: josephlynchappraiser@gmail.com

📅 Estate and IRS Appraisals: Expand Your Appraisal Practice - A Virtual Event

3/30/2023 10:24 PM	Registered for Event
3/30/2023 10:24 PM	Credit Card Payment - \$30.00

[Opt-out](#) |
 [Cancel](#) |
 [Delete](#) |
 [Print Summary](#) |
 [Email Summary](#)

Date	Qty	Description	Cost	Total	Payment	Balance	Action
3/30/2023	1	Event Registration Fee (All Days) Certification: Sac Estate and IRS Appraisals: Expand Your Appraisal Practice 2	\$30.00	\$30.00		\$30.00	
3/30/2023		Credit Card Payment			\$30.00	\$0.00	✎

Joseph Lynch Paid
Organization: Joseph Lynch Appraisal Services
Member Type: Licensed Appraiser Member
Expiration Date: 12/31/2023
Payments: \$30.00
Email: josephlynchappraiser@gmail.com

📅 Estate and IRS Appraisals: Expand Your Appraisal Practice - A Virtual Event

3/30/2023 10:24 PM	Registered for Event
3/30/2023 10:24 PM	Credit Card Payment - \$30.00

➔ Opt-out ✕ Cancel 🗑 Delete 🖨 Print Summary ✉ Email Summary

Date	Qty	Description	Cost	Total	Payment	Balance	Action
3/30/2023	1	Event Registration Fee (All Days) Certification: Sac Estate and IRS Appraisals: Expand Your Appraisal Practice	\$30.00	\$30.00		\$30.00	
3/30/2023		Credit Card Payment			\$30.00	\$0.00	

Then click on the certification again to change it back to green

Summary | Payments | Pricing | Contact Info | Notes

Joseph Lynch Paid
Organization: Joseph Lynch Appraisal Services
Member Type: Licensed Appraiser Member
Expiration Date: 12/31/2023
Payments: \$30.00
Email: josephlynchappraiser@gmail.com

📅 Estate and IRS Appraisals: Expand Your Appraisal Practice - A Virtual Event

3/30/2023 10:24 PM Registered for Event
3/30/2023 10:24 PM Credit Card Payment - \$30.00

➔ Opt-out ✕ Cancel 🗑 Delete 🖨 Print Summary ✉ Email Summary

Date	Qty	Description	Cost	Total	Payment	Balance	Action
3/30/2023	1	Event Registration Fee (All Days) Certification: Sac Estate and IRS Appraisals: Expand Your Appraisal Practice 2	\$30.00	\$30.00		\$30.00	
3/30/2023		Credit Card Payment			\$30.00	\$0.00	

Check your handiwork to verify that the class certificates show the correct BREa Course ID

Certificate of Completion

This certificate is proudly presented to

Joseph Lynch

712 Del Oro St, Woodland, CA 95695-5043

for completing the following approved seminar and attending at least 90% of the approved hours.

This course is approved by the state licensing department.

Sac Estate and IRS Appraisals: Expand Your Appraisal Practice

Completed 6/13/2023

CE Hours Earned: 2

Instructor: Joshua Wallit, SRA, AI-RRS, MNAA, CDEI

Classroom Type: Virtual

BREA Course ID: 22CP986603134

NV RED: CE.0009663-A



BREA Course Provider #CP986603

NVRED Approved Provider

P.O. Box 661706

Sacramento, CA 95866

Amy L Parker

Amy Parker, Chapter President

I certify under penalty of perjury that the above is true and correct.