

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 BREa website
 - a. Go to the BREa website and find the REAA course provider list of approved classes:
<https://brea.ca.gov/html/CourseList.asp?P=CP986603>
 - 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

2019 ΕΛ ΠΡΟΪΕΜ 2019	2019 ΕΛ ΠΡΟΪΕΜ	5	infinite	20	Enabled	Enabled	...
(HOME ACD) Obbotunly & mole Act 288 The C911019 Home	2019 288 C9 HOME ACD	5	infinite	20	Enabled	Enabled	Delete Selection Configure Selections Configure Transcripts ... Configure Transcripts
Αφβιαιερ Αεαηρε Αφβιαιερ: Εαβαυδ λου. 201 201 Εαβαυδ λου ημ Ιβ2	Αεαηρε Εαβαυδ λου. Αφβιαιερ Εαβαυδ λου ημ Ιβ2 Αφβιαιερ:	5	infinite	20	Enabled	Enabled	...
Conize Iηαηουη η29αη ηυααε 201 2022 - 2022 2-HOU	Conize Iηαηουη η29αη ηυααε 2022 - 2022 2-HOU	1	infinite	20	Disabled	Disabled	...
219αηουη Homeη and ηυααε ηουη ηαβιε ηυααε	219αηουη ηυααε Homeη & Conηηη Αηαηεη ηουηη ηαβιε	3	infinite	20	Enabled	Enabled	...
231010 ηεαηεηουη ηαυδ Αηαηουη	201 ηαυδ Αηαηουη	5	infinite	20	Enabled	Enabled	...
ηαηεηαε 230215 η26 - ηεω ηαμ2 & ηεω ηεαηεηουη ηαηεηαε & ηεω	201 ηαηεηαε ηαυδ ηεω ηεω	3	infinite	20	Enabled	Enabled	...
ηεαηεηαε ηαηεηαε ηαυδ ηεω ηεω	ηαηεηαε ηεω ηεω	5	infinite	20	Enabled	Enabled	...
ηεαηεηαε		0	1 Year(2)	20	Disabled	Disabled	...
2019 ηαβιε ηαηεηαε ηαυδ ηεω ηεω ηαηεηαε ηαυδ ηεω ηεω	ηαβιε & ηαβιε ηαυδ ηεω ηεω 201 ηαβιε ηαυδ ηεω ηεω	5	infinite	20	Enabled	Enabled	...
ηαηεηαε ηαυδ ηεω ηεω ηαηεηαε ηαυδ ηεω ηεω	201 ηαηεηαε ηαυδ ηεω ηεω	5	infinite	20	Enabled	Enabled	...
2019 ηαβιε ηαυδ ηεω ηεω	2019 ηαβιε ηαυδ ηεω ηεω	5	infinite	20	Enabled	Enabled	...

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

Source
File
Image
Table
Link
Unlink
Undo
Redo

B I U S X X I_x


Styles Format Font Size A A

Instructor: Joshua Wallit, SRA, AI-PEO, MNAACDEI
 Classroom Type: Virtual
 BREACourse ID: 22CP986603134
 NV RED: CE.0009663-A

Source File Image Table Link Unlink Undo Redo

B I U S X X I_x

Styles Format Font Size A A



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

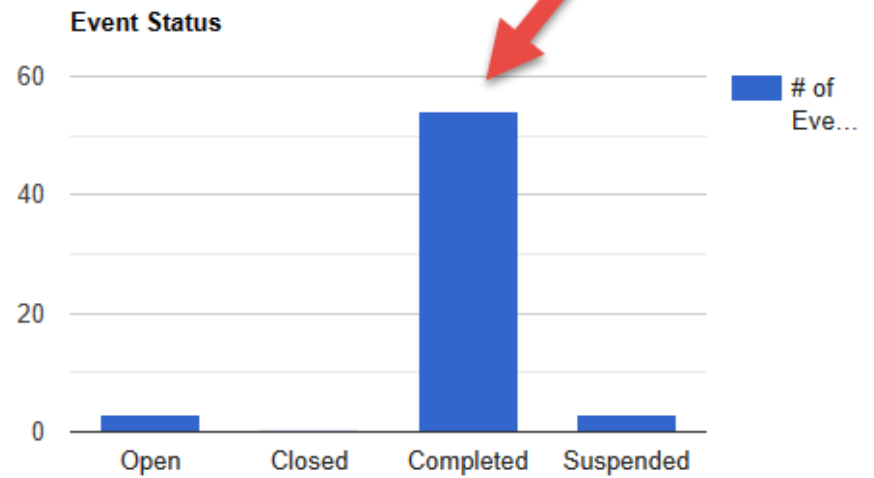
Home / Certifications

- 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

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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

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➔ 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.