

**MEETING AGENDA****Education Committee**

TALCB Headquarters Office
4th Floor, Stephen F. Austin State Office Building
1700 North Congress, Austin, Texas 78701

Monday, July 14, 2014, 10:15 a.m.

1. Call to order
2. Discussion and possible action regarding approval of education courses
3. Discussion and possible action regarding development of course content for Texas portion of the 2015 Appraiser Trainee / Sponsor course
4. Discussion and possible action regarding development of appraiser trainee review program
5. Discussion and possible action regarding development of a Texas specific course regarding TALCB specific statutes, rules, policies and procedures
6. Discussion and possible action regarding recommendations for education topics to address complaint violations
7. Discussion and possible action regarding approaches to enable appraisers to earn ACE credit when Board staff makes presentations
8. Discussion and possible action regarding ACE credit for attending a Board meeting
9. Discussion regarding future agenda items
10. Discussion regarding future meetings
11. Adjourn

SUPERVISORY APPRAISER / TRAINEE APPRAISER COURSE OBJECTIVES AND OUTLINE

COURSE OBJECTIVES

In developing the course, providers must include the following course objectives addressing both the Supervisory Appraiser and Trainee Appraiser.

Supervisory Appraiser Objectives

The course must provide adequate information to ensure the Supervisory Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser;
- Jurisdictional credentialing requirements for both Supervisory Appraisers and Trainee Appraisers that may exceed those of the *Criteria*;
- Expectations and responsibilities of being a Supervisory Appraiser;
- Responsibilities and requirements of a Supervisory Appraiser in maintaining and signing all appropriate Trainee Appraiser experience logs; and
- Expectations and responsibilities of the Trainee Appraiser.

Trainee Appraiser Objectives

The course must provide adequate information to ensure the Trainee Appraiser understands the qualifications and responsibilities of that role. Specifically, the objective of the course shall be that the student understands:

- AQB minimum qualifications for becoming a Trainee Appraiser;
- Jurisdictional credentialing requirements for Trainee Appraisers that may exceed those of the *Criteria*;
- AQB minimum qualifications for becoming and remaining a Supervisory Appraiser, as well as jurisdictional credentialing requirements that may exceed those of the *Criteria*;
- Processes and roles of the entities involved in establishing qualifications for credentialed appraisers;
- Expectations and responsibilities of the Trainee Appraiser;
- Qualifications to become a credentialed appraiser;
- Basics of the Uniform Standards of Professional Appraisal Practice (USPAP); and
- Responsibilities and requirements of a Trainee Appraiser's role in maintaining and signing all appropriate Trainee Appraiser experience logs.

COURSE CONTENT OUTLINE

In developing a course, developers must include the topics contained in the following outline when creating course content:

I. Table of Contents

II. Course Introduction and Overview

III. Qualification and Credentialing Entities

- A. The Appraisal Foundation
 - 1. Overview of the creation and role of The Appraisal Foundation
- B. The Appraiser Qualifications Board (AQB)
 - 1. Overview of the role of the AQB in establishing qualifications for real property appraisers
- C. Individual State or Territory Credentialing Authorities
 - 1. Overview of a jurisdiction's role in issuing appraiser credentials and disciplining appraisers.
 - 2. Specific information regarding the regulatory structure of the individual jurisdiction (optional)
- D. Professional Appraiser Organizations
 - 1. Overview of the role of professional appraiser organizations
 - 2. Explain difference between required regulatory state appraiser credentials and "voluntary" professional appraiser organization designations

IV. Qualifications for Appraiser Credentials

- A. AQB Qualifications
 - 1. Overview of the AQB minimum qualifications for real property appraisers, including the education, experience and examination requirements for the following categories:
 - a) Trainee Appraiser
 - b) Licensed Residential
 - c) Certified Residential
 - d) Certified General

Comment: Course developers shall include a summary matrix outlining the minimum education, experience and examination requirements necessary for each of the different credentials.

- 2. Overview of Supervisory Appraiser Qualifications
 - a) AQB minimum qualifications
 - b) Discussion noting individual credentialing jurisdictions could have qualifications that may exceed AQB minimum qualifications
- B. Individual Jurisdiction Qualifications
 - 1. Overview explaining how AQB sets minimum qualifications, but states may have qualifications that exceed AQB *Criteria*
 - 2. Outline and explain the specific steps/requirements to becoming licensed or certified in the particular jurisdiction in which the course is being provided

V. Overview of USPAP

- A. Provide brief overview of sections of USPAP relevant to Trainee Appraisers including overviews of:
 - 1. ETHICS RULE
 - 2. COMPETENCY RULE
 - 3. SCOPE OF WORK RULE
 - 4. RECORD KEEPING RULE
 - 5. STANDARD 1 (Development) and STANDARD 2 (Reporting)

Comment: This section is not intended to be a substitute for the *15-Hour National USPAP Course* (or its equivalent).

VI. Overview of Supervisory Appraiser Expectations and Responsibilities

- A. The course material must include a presentation of the requirements, expectations and responsibilities of Supervisory Appraiser. At a minimum, the course materials must include and discuss the following topics:
 - 1. The expectations and responsibilities of the Supervisory Appraiser to provide the Trainee Appraiser with a basic understanding of USPAP requirements
 - 2. The expectations and responsibilities of the Supervisory Appraiser to understand the AQB minimum requirements of both the Supervisory Appraiser and Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the Criteria
 - 3. The expectations and responsibilities of the Supervisory Appraiser to provide proper guidance to the Trainee Appraiser when he or she selects a specific credentialing path (i.e., Licensed Residential, Certified Residential or Certified General)
 - 4. The expectations and responsibilities of the Supervisory Appraiser to monitor the Trainee Appraiser's progress in satisfying both the education and experience requirements necessary to achieve his or her selected credentialing path
 - 5. The expectations and responsibilities of the Supervisory Appraiser to verify that the Supervisory Appraiser and Trainee Appraiser are properly documenting all appropriate experience logs
 - 6. The expectations and responsibilities of the Supervisory Appraiser to accompany the Trainee Appraiser on all inspections until the Trainee Appraiser is competent to conduct inspections independently, and has met all specific requirements pertaining to property inspection established by the credentialing jurisdiction
 - 7. The expectations and responsibilities of the Supervisory Appraiser to monitor and provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value
 - 8. The expectations and responsibilities of the Supervisory Appraiser to verify that the Trainee Appraiser is properly identified and acknowledged in the appraisal report in compliance with USPAP requirements
 - 9. The expectations and responsibilities of the Supervisory Appraiser to immediately notify the Trainee Appraiser if the Supervisory Appraiser is no longer qualified to supervise and/or sign the Trainee Appraiser's experience log

VII. Overview of Trainee Appraiser Expectations and Responsibilities

- A. The course material must include a presentation of the requirements, expectations and responsibilities of the Trainee Appraiser. At a minimum, the course materials must include and discuss the following topics:
 - 1. The expectations and responsibilities of the Trainee Appraiser to have a basic understanding of the AQB minimum requirements to become a Trainee Appraiser, as well as the requirements of the credentialing jurisdiction that may exceed those of the Criteria
 - 2. The expectations and responsibilities of the Trainee Appraiser to have an understanding about the importance of selecting an appropriate Supervisory Appraiser. Points covered shall include:
 - a) The Supervisory Appraiser-Trainee Appraiser relationship is a long-term commitment by both parties
 - b) The Trainee Appraiser is inherently connected to the "good standing" of the Supervisory Appraiser
 - c) The importance of selecting a Supervisory Appraiser with the experience and competency that best matches the Trainee Appraiser's selected credentialing path
 - d) Options for the Trainee Appraiser if a Supervisory Appraiser is no longer qualified to serve as a Supervisory Appraiser
 - 3. The expectations and responsibilities of the Trainee Appraiser to have an understanding of how to determine if an appraiser is qualified and in good standing to be a Supervisory Appraiser by searching the Appraisal Subcommittee (ASC) National Registry and/or jurisdictional websites
 - 4. The expectations and responsibilities of the Trainee Appraiser to understand it is the Supervisory Appraiser's responsibility to monitor the progression of the Trainee Appraiser's education and experience necessary to achieve the Trainee Appraiser's selected credentialing path

5. The expectations and responsibilities of the Trainee Appraiser to understand it is the Supervisory Appraiser's responsibility to provide assignments and duties that ensure the Trainee Appraiser is developing an understanding and progression of knowledge and experience of all applicable valuation methodologies and approaches to value
6. The expectations and responsibilities of the Trainee Appraiser to understand the responsibilities of both the Trainee Appraiser and the Supervisory Appraiser in properly documenting all appropriate Trainee Appraiser's experience logs
7. The expectations and responsibilities of the Trainee Appraiser to understand the Supervisory Appraiser must accompany the Trainee Appraiser on all inspections until he or she is competent to conduct inspections independently, and has met all requirements pertaining to property inspection established by the credentialing jurisdiction

VIII. Overview of Jurisdictional Requirements for Supervisory Appraiser and Trainee Appraiser Requirements

- A. Provide summary of jurisdictional requirements that may exceed those of the AQB *Criteria*
- B. Course developers may elect to present jurisdictional requirements as a separate add-on module, or incorporate differences between AQB minimum and jurisdictional requirements in each appropriate section of the outline

IX. Summary/Quiz (optional)**X. Definitions**

- A. Provide glossary of definitions utilized throughout the course

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APPRAISER LICENSING & CERTIFICATION BOARD

P.O. Box 12188 • AUSTIN, TEXAS 78711-2188 • WWW.TALCB.TEXAS.GOV

**APPRAISER TRAINEE/SPONSOR COURSE APPROVAL
MINIMUM REQUIRED COURSE TIME - 4 HOURS**

Provider Name

Title of Course

Name of Text or Workbook and Author

Part 1 - AQB Requirements

		FOR TALCB USE ONLY	
	Location	Included	Not Included
Qualifications and Credentialing Entities			
The Creation and Role of The Appraisal Foundation	_____	<input type="checkbox"/>	<input type="checkbox"/>
Role of AQB in Establishing Criteria for Real Property Appraisers	_____	<input type="checkbox"/>	<input type="checkbox"/>
Role of Professional Appraiser Organizations	_____	<input type="checkbox"/>	<input type="checkbox"/>
Required Regulatory State Appraiser "Credentials" vs "Voluntary" Appraiser Organization Designations	_____	<input type="checkbox"/>	<input type="checkbox"/>
Qualifications for Appraiser Credentials			
AQB Minimum Qualifications for the Trainee Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for the Licensed Residential Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for the Certified Residential Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for the Certified General Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
Summary Matrix Outlining Minimum Education, Experience and Exam for Each Credential	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for Sponsor Appraisers	_____	<input type="checkbox"/>	<input type="checkbox"/>
Individual Jurisdictional Qualifications			
Explanation of AQB Minimum Qualifications, with the State or Jurisdictional Ability to Require Qualifications that Exceed the AQB Minimum	_____	<input type="checkbox"/>	<input type="checkbox"/>
Overview of USPAP			
Sections of USPAP Relevant to Trainee Appraisers Including Ethics Rule, Competency Rule, Scope of Work Rule, Record Keeping Rule, Standard 1 and Standard 2	_____	<input type="checkbox"/>	<input type="checkbox"/>

Requirements, Expectations and Responsibilities of the Sponsor Appraiser

Sponsor Appraiser is to Provide the Trainee Appraiser with a Basic Understanding of USPAP Requirements

Location

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Included

Not Included

Sponsor Appraiser is to Understand the AQB Minimum Requirements of Both the Sponsor Appraiser and the Appraiser Trainee as well as the Requirements of the Credentialing Jurisdiction that may Exceed Those of the Criteria

Sponsor Appraiser is to Provide Proper Guidance to the Trainee Appraiser When He or She Selects a Specific Credentialing Path

Sponsor Appraiser is to Monitor the Trainee Appraiser's Progress in Satisfying Both the Education and Experience Requirements Necessary to Achieve His or Her Selected Credentialing Path

Sponsor Appraiser is to Verify that the Sponsor Appraiser and Trainee Appraiser are Properly Documenting All Appropriate Experience Logs

Sponsor Appraiser is to Accompany the Trainee Appraiser on All Inspections Until the Trainee Appraiser is Competent to Conduct Inspections Independently, and Has Met All Specific Requirements Pertaining to Property Inspection Established by the Credentialing Jurisdiction

Sponsor Appraiser is to Monitor and Provide Assignments and Duties to Ensure that the Trainee Appraiser is Developing an Understanding and Progression of Knowledge and Experience of All Applicable Valuation Methodologies and Approaches to Value

Sponsor Appraiser is to Verify that the Trainee Appraiser is Properly Identified and Acknowledged in the Appraisal Report and in Compliance with USPAP

Sponsor Appraiser is to Immediately Notify the Trainee Appraiser if the Sponsor Appraiser is No Longer Qualified to Supervise and/or Sign the Trainee Appraiser's

Trainee Appraiser Expectations and Responsibilities

Trainee Appraiser is to Have a Basic Understanding of the AQB Minimum Requirements to Become a Trainee Appraiser as well as the Requirements of the Credentialing Jurisdiction that may Exceed Those of the Criteria

Trainee Appraiser is to Have an Understanding that the Sponsor Appraiser - Appraiser Trainee Relationship is a Long-Term Commitment by Both Parties

Trainee Appraiser is Inherently Connected to the "Good Standing" of the Sponsor Appraiser

The Selection of a Sponsor Appraiser Should Reflect the Experience and Competency that Best Reflects the Trainee Appraiser's Credentialing Path

Options for the Trainee Appraiser if a Sponsor Appraiser is No Longer Qualified to Serve as a Sponsor Appraiser

Trainee Appraiser is to Have an Understanding of How to Determine if an Appraiser is Qualified and in Good Standing to be a Sponsor Appraiser by Searching the ASC National Registry and/or Jurisdictional Websites

Trainee Appraiser is to Understand that it is the Sponsor Appraiser's Responsibility to Monitor the Progression of the Trainee Appraiser's Education and Experience Necessary to Achieve the Trainee Appraiser's Selected Credentialing Path

AGENDA ITEM 3

Other Relevant Topics

- Upcoming, Proposed or Recent Legislative Changes
- Upcoming, Proposed or Recent Rule Changes
- Recent or Recurring Enforcement Issues

FAQ's

- What Qualifies as Experience?
- What Needs to be in the Work File?
- When Should a Sponsor Appraiser Sign the Trainee Appraiser Experience Log?
- How Important is an Audit Deadline?
- What is the Affidavit?
- What is an Investigator for TALCB?
- What is an AMC?

Part 3 - Required Elements

- Table of Contents**
- Course Introduction & Overview**
- Course Materials**
- Quiz (10-15 Questions)**
- Glossary of Definitions**

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Audit for TALCB Sponsors and Trainees

- Request records (from either trainee or sponsor) pertaining to sponsorship of appraiser trainees under section 1103.404 of the Texas Occupations Code.
- Request records pertaining to sponsorship of appraiser trainees randomly.
- Request of records pertaining to sponsorship of appraiser trainees sent via certified mail and email (addresses retained by TALCB).
- Request will specify purpose of audit and specify documentation required for the audit.
- Incorporate the questions below into worksheet/checklist for audit of records pertaining to sponsorship of appraiser trainees to ensure compliance with Rule § 153.21 (Appraiser Trainees and Sponsors).
- Investigators can confirm requirements with records retained by the Board (i.e. sponsorship forms, course certificates, fees, etc.).
- Worksheet/checklist for audit of records pertaining to sponsorship of appraiser trainees shall identify areas of concern. Worksheet/checklist shall be provided to the Division Dr

Trainee

- Has the trainee completed 75 creditable classroom hours as set forth in the Trainee Core Curriculum of the Appraiser Qualifications Board?
- Has the trainee passed the 15 hours National USPAP course and examination?
- Has the trainee completed a Board approved Appraiser Trainee/Sponsor course?
- Is the trainee approved as an appraiser trainee by the board?
- Is the trainee performing appraisals or appraiser services only under the active, personal and diligent direction and supervision of a sponsoring certified appraiser?
- Has the application to sponsor the trainee been filed together with the appropriate fee and approved by the board?
- Does the approved appraiser trainee who signs an appraisal report include his or her TALCB approval or authorization number and the word "Trainee"?

Sponsor

- Has the application to sponsor the trainee has been filed together with the appropriate fee and approved by the board?
- Has the certified appraiser sponsor completing the sponsor form approved by the board? Did the certified appraiser sponsor pay the sponsor fee set by the board?
- Has the Sponsor completed a Board approved Appraiser Trainee/Sponsor course?

- Did the sponsoring certified appraiser immediately notify the board and the trainee in writing of any termination of sponsorship of an appraiser trainee, on a form approved by the board? Did the sponsoring certified appraiser pay the fee set by the board not later than the 10th day after the date of such termination?
- Is the trainee performing appraisals or appraiser services only under the active, personal and diligent direction and supervision of a sponsoring certified appraiser?
- Has the Sponsor assumed all the duties, responsibilities, and obligations of an appraiser trainee sponsor as specified in these Board Rules?
- Has the sponsoring certified appraiser and any authorized supervisors diligently supervised the trainee?
- Has the sponsoring certified appraiser provided direct supervision and training as necessary?
- Has the sponsoring certified appraiser provided ongoing training and supervision as necessary after the sponsor determines that the trainee no longer requires direct supervision?
- Has the sponsoring certified appraiser provided communication with and accessibility to the trainee?
- Has the sponsoring certified appraiser provided review and quality control of the trainee's work?
- Is the Sponsor sponsoring more than three trainees at one time?
- Did the Sponsor approve and sign the appraiser trainee's appraisal log and experience affidavit at least quarterly?
- Did the Sponsor provide the trainee with access to any appraisals and workfiles completed under the sponsor or any authorized supervisor designated by the sponsor?
- Was the Sponsor in good standing and not subject to any disciplinary action within the last three years that affected the sponsor's legal eligibility to engage in appraisal practice?
- Did the Sponsor disclose to the trainee any disciplinary action taken against the sponsor within the last three years (including disciplinary actions that did not affect the sponsor's legal eligibility to engage in appraisal practice)?