



## SUPERVISORY APPRAISER/TRAINEE APPRAISER EDUCATION Q&AS

### Question 1:

I am currently a credentialed Trainee Appraiser. Am I required to take a Supervisory Appraiser and Trainee Appraiser course prior to January 1, 2015, in order to remain a Trainee Appraiser?

### Response:

While the AQB encourages existing Trainee Appraisers to take the course, the 2015 *Real Property Appraiser Qualification Criteria* do not require currently-credentialed Trainee Appraisers to do so (i.e., you are “grandfathered” from the AQB’s perspective). However, check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

### Question 2:

I am currently a Supervisory Appraiser of a Trainee Appraiser. Am I required to take a Supervisory Appraiser and Trainee Appraiser course prior to January 1, 2015, in order to continue to supervise Trainee Appraisers?

### Response:

While the AQB encourages existing Supervisory Appraisers to take the course, the 2015 *Real Property Appraiser Qualification Criteria* do not require current Supervisory Appraisers to do so (i.e., you are “grandfathered” from the AQB’s perspective). However, check with your state appraiser regulatory agency, since it may adopt more stringent requirements.

Please note however, if you seek to serve as a Supervisory Appraiser of any additional Trainee Appraiser(s) after the implementation date (e.g., January 1, 2015) you must fulfill all of the 2015 *Criteria* requirements to become a Supervisory Appraiser at that time.

### Question 3:

I am a state appraiser regulatory official and I have reviewed the AQB course content outline for the required 2015 Supervisory Appraiser/Trainee Appraiser course. Does the AQB require a minimum or maximum length for this course?

**Response:**

The AQB has not established a minimum or maximum timeframe for this course offering. The intent of the course is to cover areas of general applicability to all Supervisory Appraiser/Trainee Appraiser relationships, and to allow each state to consider including material specific to the local jurisdiction regarding state law and/or areas of practice eliciting the highest number of disciplinary actions/complaints.

**Question 4:**

I am a state appraiser regulatory official. A course provider submitted a 2015 Supervisory Appraiser/Trainee Appraiser course for Continuing Education (CE) approval. Does the AQB allow this course to be utilized for appraiser CE?

**Response:**

Yes, upon review and approval by the state appraiser regulatory agency, a Supervisory Appraiser/Trainee Appraiser course may be utilized for CE for existing credential holders. However, the 2015 *Real Property Appraiser Qualification Criteria* prohibit the course from being utilized as counted toward Qualifying Education (QE).

**Question 5:**

I am an education provider and noticed that the majority of the course content in Section III of the Supervisory Appraiser/Trainee Appraiser Course Outline, Qualification and Credentialing Entities, is currently contained within the first section of The Appraisal Foundation's *15-Hour National USPAP Course*.

Will there a copyright problem if an education provider incorporates a large part of that material into the course so long as credit is given in footnotes and course content references?

**Response:**

Provided proper attribution to the *15-Hour National USPAP Course* is provided in the Supervisory Appraiser/Trainee Appraiser Course, there is not a problem incorporating material from the *15-Hour National USPAP Course* into the Supervisory Appraiser/Trainee Appraiser Course.

# 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

State	Supervisor/Trainee Course Features (4-hour course)	Documents Included
New Mexico	<ul style="list-style-type: none"> <li>• Course description</li> <li>• Power point of rules regarding certification of all New Mexico appraiser types</li> <li>• Power point of rules regarding the renewal process for all appraiser types</li> <li>• Education requirements for all appraiser types.</li> <li>• Complaint process</li> </ul>	<ul style="list-style-type: none"> <li>• Supervisor FAQ's</li> </ul>
South Dakota	<ul style="list-style-type: none"> <li>• Course description</li> <li>• Goals &amp; mission of South Dakota Appraiser Board</li> <li>• List of 8 course objectives</li> <li>• Information @ Appraisal Sub-Committee/compliance/National Registry</li> <li>• Case study of why course is necessary</li> <li>• Defined responsibilities of State Registered Appraisers &amp; Supervisors.</li> <li>• How to become a State Registered Appraiser &amp; State Registered Supervisor.</li> <li>• Regulation of AMC's</li> <li>• Common problems of supervisors &amp; registered appraisers (misrepresentations/ads)</li> <li>• Summary of course content</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of South Dakota codified law</li> <li>• Administrative rules</li> <li>• Application to Register Supervising Appraiser</li> <li>• Supervisory Agreement</li> <li>• Appraiser Experience Log</li> <li>• Renewal Application for Supervision</li> <li>• Information on common pitfalls and examples of errors found in reports.</li> </ul>
North Carolina	<ul style="list-style-type: none"> <li>• Course description</li> <li>• Course outline</li> <li>• Power point of North Carolina laws specific to trainees and supervisors.</li> <li>• Education requirements for all appraiser types</li> <li>• Experience requirements to upgrade</li> <li>• Red flags of inappropriate analyses.</li> <li>• Examples of problem reports (sales comparisons, cost approach, signatures, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Trainee &amp; Supervisor application forms.</li> <li>• Experience Log</li> <li>• Agency contact information</li> <li>• Copy of rule regarding supervision of Trainees</li> </ul>
Oregon	<ul style="list-style-type: none"> <li>• Instructor notes (described how to teach the course)</li> <li>• Course description</li> <li>• Timed course outline and schedule</li> <li>• Mission of the Oregon Board &amp; structure of the Board</li> <li>• Path to become an appraiser (overview of appraiser requirements)</li> <li>• How to become an Appraiser Assistant or Supervisor and how to renew</li> <li>• Common problems with filing applications.</li> <li>• Responsibilities of an Appraiser Assistant</li> <li>• How an Appraiser Assistant should complete the experience log</li> <li>• Responsibilities of Supervising Appraiser</li> <li>• Power Point of Oregon rules</li> <li>• Case Study as to why supervisor training is needed</li> <li>• Common problems of supervisors &amp; registered appraisers(misrepresentations/ads)</li> <li>• Summary of course content</li> </ul>	<ul style="list-style-type: none"> <li>• Course evaluation form</li> <li>• 25 multiple choice exam questions</li> <li>• 26 true &amp; false questions</li> <li>• Oregon application forms</li> <li>• Oregon rules</li> </ul>

(CONTENT TO CONSIDER FOR TALCB SUPERVISOR/ TRAINEE COURSE)

- Instructor notes
- Course description
- Course objectives
- Timed course outline
- Mission of TALCB/Information @ Board Members
- Information about AQB/ASC/National Registry
- Summary of requirements for all appraisers
- Appraiser Trainee requirements
- Supervisor requirements
- Renewal requirements (ACE)
- How to complete experience log
- Responsibilities of an Appraiser Trainee
- Responsibilities of a Supervising Appraiser
- How to upgrade pursuant to current & 2015 Requirements
- Enforcement issues/Case Studies
- FAQ's
- Course summary
- Exam

Documents to Include:

- Texas Occupations Code, Chapter 1103 & 1104
- TALCB Rules
- Application for Approval as an Appraiser Trainee
- Renewal of Appraiser Trainee Approval
- Addition or Termination of Appraiser Trainee Sponsorship
- Appraiser Experience Affidavit
- Appraiser Experience Explanation
- Appraiser Experience Log
- Appraiser Experience Log Supplement
- Agency contact Information
- Course evaluation form

State	Renewal Update Course Summary
New Mexico	<ul style="list-style-type: none"> <li>• Purpose of course</li> <li>• Upcoming changes to real property appraiser qualifications</li> <li>• Power point/How to navigate New Mexico Regulation &amp; Licensing Dept. website</li> <li>• Functions of the Appraisal Sub-Committee</li> <li>• Functions of the New Mexico Regulation &amp; Licensing Dept. Appraiser Board</li> <li>• Differences between statutes &amp; rules</li> <li>• Power point of the statute &amp; rules defining appraisals</li> <li>• Definition of Appraisal Management Companies (AMCs)</li> <li>• Power point of rules governing AMCs</li> <li>• AMC registration requirements</li> <li>• Most recent rule changes</li> <li>• Complaints</li> <li>• Disciplinary Proceedings</li> <li>• FAQ's</li> <li>• New Mexico Regulation &amp; Licensing Department contact information</li> </ul>

(CONTENT TO CONSIDER FOR TALCB RENEWAL UPDATE COURSE)

\*Note that the category “Hot topics” can be a catch all topic to be used at the Board’s discretion to include anything from how to renew your license to a discussion on AMC’s; trend in complaints; the PEER review, etc.

- Instructor notes
- Course description
- Course objectives
- Timed course outline
- Mission of TALCB/Information @ Board Members
- Information about AQB/ASC/National Registry
- Upcoming changes to real property appraiser qualifications
- Legislative update
- Most recent rule changes
- Hot topics\*
- Case studies
- FAQ's
- Agency contact information
- Exam