TEXAS 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

	Location	FOR TALCB USE ONLY: Included	Not Included
Qualifications and Credentialing Entities			
The Creation and Role of The Appraisal Foundation		☐	☐
Role of AQB in Establishing Criteria for Real Property Appraisers		☐	☐
Role of Professional Appraiser Organizations		☐	☐
Required Regulatory State Appraiser "Credentials" vs "Voluntary" Appraiser Organization Designations		☐	☐
Qualifications for Appraiser Credentials			
AQB Minimum Qualifications for the Trainee Appraiser		☐	☐
AQB Minimum Qualifications for the Licensed Residential Appraiser		☐	☐
AQB Minimum Qualifications for the Certified Residential Appraiser		☐	☐
AQB Minimum Qualifications for the Certified General Appraiser		☐	☐
Summary Matrix Outlining Minimum Education, Experience and Exam for Each Credential		☐	☐
AQB Minimum Qualifications for Sponsor Appraisers		☐	☐
Individual Jurisdictional Qualifications		☐	☐
Explanation of AQB Minimum Qualifications, with the State or Jurisdictional Ability to Require Qualifications that Exceed the AQB Minimum		☐	☐
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		☐	☐

	Location	FOR TALCB USE ONLY: Included	Not Included
Requirements, Expectations and Responsibilities of the Sponsor Appraiser			
Sponsor Appraiser is to Provide the Trainee Appraiser with a Basic Understanding of USPAP Requirements	_____	☐	☐
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	_____	☐	☐

	Location	FOR TALCB USE ONLY: Included	FOR TALCB USE ONLY: Not Included
Trainee Appraiser is to Understand that it is the Sponsor Appraiser's Responsibility to Provide Assignments and Duties that Ensure that the Trainee Appraiser is Developing an Understanding and Progression of Knowledge and Experience of All Applicable Valuation Methodologies and Approaches to Value	_____	☐	☐
Trainee Appraiser is to Understand the Responsibility of Both the Trainee Appraiser and the Sponsor Appraiser in Properly Documenting All Appropriate Trainee Appraiser Experience Logs	_____	☐	☐
Trainee Appraiser is to Understand that the Sponsor 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	_____	☐	☐

Part 2 - Texas Component

Regulatory Structure of Texas Appraiser Licensing and Certification Board

Review of TALCB Organizational Chart	_____	☐	☐
Role of the Board and Introduction to Board Members	_____	☐	☐
Role of the TALCB in Issuing Appraiser Credentials and Disciplining Appraisers	_____	☐	☐

Qualifications to Become Licensed or Certified by TALCB

TALCB Credentialing Requirements Do Not Exceed those Set Forth by the AQB	_____	☐	☐
Texas Application and Approval Process	_____	☐	☐

Overview of Texas Statute and Rules

Chapter 1103 of the Texas Occupations Code	_____	☐	☐
Overview of Sections 153, 155 and 157 of the Rules of the Texas Appraiser Licensing and Certification Board	_____	☐	☐
Board Rules that Exceed USPAP Requirements (Identify Sections Where Board Rules Differ from USPAP)	_____	☐	☐
Review Rule §153.24 Complaint Processing	_____	☐	☐

Expectations and Responsibilities of the Sponsor Appraiser and Trainee Appraiser

§153.21, Rule Relating to Trainee Appraisers and Sponsors; §153.15, Rule Relating to Experience Requirement, Experience Log and Affidavit	_____	☐	☐
§153.17(c), Rule Relating to Trainee Appraiser Renewal	_____	☐	☐
§153.20(a)(26), Rule Relating to the Obligation of the Sponsor Appraiser to Approve, Sign and Deliver the Appraisal Experience Log and Affidavit to the Trainee Appraiser	_____	☐	☐
Scope of Practice for the Sponsor Appraiser and the Trainee Appraiser	_____	☐	☐

Practicum on Filling Out Experience Logs

	Location	FOR TALCB USE ONLY: Included	Not Included
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

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