

## **Responsibilities of a Trainee**

- The Trainee must work under the direct supervision of a Mentor who is a Certified Residential or Certified General.
- The Trainee must maintain an experience log on the form provided by the Board.
- The Trainee must provide a copy of the experience log to the Mentor on a monthly basis.
- The Trainee must have mentor sign the experience log on a monthly basis.
- The Trainee must inspect the interior and exterior of the property and fully participate in the appraisal process in order to receive experience credit.
- The Trainee must assure that the Mentor reviews the appraisal report and signs as supervisor. The Trainee must sign the report or in the alternative the appraisal report must detail his/her involvement as required by Standard 2 USPAP.
- A Trainee Appraiser Shall:
  - Within ten days, inform the Board of the name and address of his/her Mentors.
  - Within ten days, notify the Board when Mentor/Trainee relationship is terminated.
- A Trainee can have no more than three Mentors at a time unless unique circumstances are approved by the Board on a case-by-case basis.
- A Trainee must disclose their Trainee status in a manner that is not misleading, which at a minimum requires that the Trainee include the name of the appraisal company employing the trainee or the name of the Mentor supervising the Trainee on all advertising materials including business cards.
- Diligent adherence to USPAP guidelines is mandatory in all areas of responsibility.
- Trainee appraisers who do not have a supervising relationship, will be listed as “Inactive” on the Board’s roster of appraisers. A Trainee who is “Inactive” must complete all continuing education and pay all fees for renewal of the license. No rebate is given for license fees during an “Inactive” period.
- A Trainee appraiser may not maintain a public office separate and apart from the office of the employer or Mentor for the purpose of conducting appraisals. A Trainee appraiser may not solicit appraisal business in the Trainee’s name but may solicit business for the Mentor’s business.
- On January 21, 2010, the Board voted to allow claim for experience credit to non-signatory Trainee appraisers only if the specific contributions of that appraiser are set out in an addendum as required by Standard Rule 2-3 of USPAP and as suggested in Advisory Opinion 31 of USPAP. If the Trainee does not sign the report and does not list their specific contributions in the addendum, experience credit will not be allowed.

**Any violation of these responsibilities can result in disciplinary action.**