

RESPONSIBILITIES OF TRAINEE APPRAISER

1. The Trainee must work under the direct supervision of a Certified Residential, Certified General or Licensed Real Property appraiser.
2. The Trainee must maintain an experience log on a form provided by the Board. The Supervising appraiser must review and sign the experience log each month.
3. The Trainee must inspect the interior and exterior of the property and fully participate in the appraisal process in order to receive experience credit.
4. Assure that the Supervising appraiser 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.
5. A Trainee appraiser shall:
 - a. Immediately, within thirty (30) days, inform the Board of the name and address of his/her supervisor(s).
 - b. Immediately, within thirty (30) days, notify the Board when supervising appraiser/trainee relationship is terminated.
6. A trainee can have no more than three (3) supervisors at a time unless unique circumstances are approved by the Board on a case-by-case basis.
7. A trainee must disclose their trainee status in a manner that is not misleading.
8. Diligent adherence to USPAP guidelines is mandatory in all areas of responsibility.
9. Any violation of these responsibilities can result in disciplinary action.

RESPONSIBILITIES OF SUPERVISING APPRAISER

1. The Supervising appraiser shall be a Certified Residential, Certified General or Licensed Real Property Appraiser and must be qualified to perform the type of appraisal being supervised.
2. The Supervising appraiser shall be responsible for training the trainee in the proper development and reporting of the appraisal **in accordance with USPAP**.
3. The Supervising appraiser will inspect with the trainee the interior and exterior of each piece of property involved in the **first 100** appraisal assignments.
4. The Supervising appraiser will carefully review the report and accept full responsibility for its contents before signing the report as being independently and impartially prepared **in compliance with USPAP**.
5. A Supervising appraiser shall:
 - a. Immediately, within thirty (30) days, inform the Board of the name and address of his/her trainee(s).
 - b. Immediately, within thirty (30) days, notify the Board when supervising appraiser/trainee relationship is terminated.
6. The Supervising appraiser shall review and sign the experience log required to be kept by the trainee and maintain a copy in his/her records.
7. Upon request, the Supervising appraiser shall provide the Board a copy of any appraisal report that the trainee signed under his/her supervision.
8. Diligent adherence to USPAP guidelines is mandatory in all areas of responsibility.
9. Any violation of these responsibilities can result in the revocation of supervisory status or other disciplinary action.