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Downloads

The following items should be downloaded before class according to directions provided with registration.

State Requirements for Supervisory & Trainee Appraisers

Log of Appraisal Experience (Sample)

*Sample Checklist for Identifying Trainee Appraiser's Contributions to an
Appraisal Assignment*

O'Rourke, Ann, "Using Independent Contractors—Watch Out." *Appraisal Today*
www.appraisaltoday.com/personne.htm

Additional Dilemmas

Digging Deeper

Glossary of Definitions Used in the Course

Web Links and Resources

Overview

Course Description

The *Supervisory Appraiser/Trainee Appraiser Course* addresses the requirements and responsibilities of Supervisory Appraisers as well as expectations for Trainee Appraisers. After January 1, 2015, the course must be completed by a Trainee Appraiser prior to obtaining a Trainee Appraiser credential and by a Supervisory Appraiser prior to supervising a new Trainee Appraiser. (Some states require this course of all Supervisory Appraisers, not just those who begin to supervise new Trainee Appraisers after the deadline.)

Note. 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 add material regarding state law and/or areas of practice that have a high number of disciplinary complaints.

Participants will learn the AQB minimum criteria for ensuring that Supervisory Appraisers understand the qualifications and responsibilities of their role. Potential Trainee Appraisers will learn the qualifications and responsibilities of their role.

Learning Enhancements

The course has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, the preview page that begins each part includes a brief overview of the content, learning objectives to consider as you move through the content, and learning tips that will assist you in understanding the material you're about to cover.
- **Learning Objectives.** Each learning objective covers information you need to know if you are to fully understand the concepts in the course. Look the objectives over before the part begins so that you have a frame of reference as you move through the material. At the end of each part, reread the objectives. Are you able to do what is stated? If not, this is the time to ask your instructor for help or review the concepts that you do not understand.
- **Discussion Questions and Dilemmas.** To supplement the material, discussion items and dilemmas are provided to help you visualize and practice what you are learning.
- **Fill-in-the-Blanks.** It is a proven fact that when you write something down, you are more apt to remember it. The course handbook has "missing" content in the outline that you will need to add in the space provided in your handbook as the instructor goes over the content.

- **Review.** Each part ends with a review that includes the learning objectives and key terms and concepts covered. Also provided are recommended readings from related documents that will reinforce what you have learned in class.
- **Practice Quizzes.** A short quiz is included at the end of most parts. The questions are similar to the types of questions you will find on the exam. Answering the multiple-choice questions will help you assess whether or not you know the information covered. The quizzes are intended for self-study and answers are found behind the solutions tab at the back of this handbook.
- **Digging Deeper.** Digging Deeper information goes beyond the scope of the course and is not intended to be covered in class. It is not tested on the course exam.

Classroom Guidelines

To make the course a positive experience for everyone attending, please follow these guidelines:

- 100% attendance is required. No exceptions.
- Limit use of laptops and wireless devices to classroom projects.
- Communicate with business associates during break time instead of class time.
- Put away reading materials such as newspapers and books that are not used in class.
- Silence cell phones.
- Use recording devices only if prior permission has been granted.
- Refrain from ongoing conversations with those seated near you and other distracting behavior.

General Information

- **Calculators.** None required.
- **Breaks.** There will be two 10-minute breaks during the course.
- **Attendance sheets** will be distributed during class to verify your attendance.
- **Certificates of completion** will be e-mailed after completion of the course, and attendance during the entire course is required.

Downloads

- Supplementary items that are not included in the print materials are available by download. These are on a secure link connected to the registration process.

- Even if you did not bring print or electronic copies of these files to class, having access to them later will facilitate your work as either a Supervisory Appraiser or a Trainee Appraiser. If you have not yet downloaded the files, please be sure to do so after the class ends.

Exam

For individuals who need to pass an exam to comply with state requirements, a one-hour exam concludes the course. It consists of 20 multiple-choice questions and is administered after the four-hour class session.

Important Note: Laptops, cellular phones, tablets, iPads, wearable technology (smart watch, Apple Watch, Google Glass, etc.), and other devices that can store data or connect to the Internet are **NOT** permitted during the exam. In addition, all watches, wallets, bags, and purses must be removed and stored out of reach prior to taking the exam.