Table of Contents

Overview ........................................................................................................................................... v
Course Schedule .................................................................................................................................. ix

SECTION 1

Part 1. Qualification and Credentialing Entities

Preview Part 1 ................................................................................................................................. 1
The Appraisal Foundation (TAF) .................................................................................................. 3
The Appraiser Qualifications Board (AQB) .............................................................................. 4
The Appraisal Standards Board (ASB) ...................................................................................... 5
The Appraisal Practices Board (APB) ...................................................................................... 5
Individual State or Territory Credentialing Authorities .......................................................... 5
The Appraisal Subcommittee (ASC) .......................................................................................... 6
Appraisal Complaint National Hotline ...................................................................................... 7
Professional Appraiser Organizations ....................................................................................... 8
Review Part 1 ............................................................................................................................... 11
Part 1. Review Quiz ...................................................................................................................... 13

Part 2. Qualifications for Appraiser Credentials

Preview Part 2 ................................................................................................................................. 15
AQB Appraiser Qualifications .................................................................................................. 17
Summary Matrix: Minimum Education, Experience, and Examination
Requirements ............................................................................................................................. 19
Overview of Supervisory Appraiser Qualifications .................................................................. 24
Individual Jurisdictional Qualifications ...................................................................................... 26
Overview of USPAP ..................................................................................................................... 28
Dilemma No. 1 ............................................................................................................................. 30
Review Part 2 ............................................................................................................................... 31
Part 2. Review Quiz ...................................................................................................................... 33

Part 3. Overview of Supervisory Appraiser Expectations and Responsibilities

Preview Part 3 ................................................................................................................................. 35
Overview of Supervisory Appraiser Expectations and Responsibilities ...................................... 37
Training Plan ................................................................................................................................. 40
Trainee Appraiser Goals .............................................................................................................. 42
Dilemma No. 2 ............................................................................................................................. 49
Dilemma No. 3 ............................................................................................................................. 50
Review Part 3 ............................................................................................................................... 51
Part 3. Review Quiz ...................................................................................................................... 53
SECTION 2

Part 4. Overview of Trainee Appraiser Expectations and Responsibilities

Preview Part 4 ........................................................................................................ 55
Overview of Trainee Appraiser Expectations and Responsibilities .................. 57
Choosing the Right Supervisory Appraiser .................................................... 58
Dilemma No. 4 .................................................................................................... 59
Dilemma No. 5 .................................................................................................... 61
Dilemma No. 6 .................................................................................................... 64
Dilemma No. 7 .................................................................................................... 68
Review Part 4 .................................................................................................... 69
Part 4 Review Quiz. ........................................................................................ 71

Part 5. Wrap-Up

Preview Part 5 .................................................................................................... 73
Summary of Jurisdictional Requirements that Exceed Those of the AQB .......... 75
Appraiser Credentialing Statistics ................................................................. 77
Supervising vs. Mentoring ........................................................................... 78
Summary of Changes to AQB Requirements for Supervisory Appraisers and
Trainee Appraisers ....................................................................................... 78
Questions ......................................................................................................... 79
Exam ............................................................................................................... 79
Review Part 5 ................................................................................................... 81

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
               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. Since 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.

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.

USPAP References


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 may be downloaded 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.