

## **Responsibilities of a Mentor**

The supervising appraiser will be called a Mentor and shall be a Certified Residential or a Certified General Real Property Appraiser.

The Mentor shall be responsible for training the trainee in the proper development and reporting of the appraisal in accordance with USPAP.

The Mentor will accompany the Trainee and demonstrate how to inspect the interior and exterior of each subject property and comparable properties in the first fifty (50) appraisal assignments made by the Mentor to the Trainee.

The Mentor will carefully review the report with the Trainee and accept full responsibility for its contents before signing the report as being independently and impartially prepared in compliance with USPAP.

A Mentor shall:

Within ten (10) days, inform the Board of the name and address of his/her Trainee(s).

Within ten (10) days, notify the Board when Mentor/Trainee relationship is terminated.

For the duration of the Mentor/Trainee relationship the Trainee must work out of the Mentor's office and cannot establish a separate business office.

The Mentor shall review and sign the Trainee's experience log every month and maintain a copy in his/her records.

Upon request, the Mentor shall provide the Board a copy of any appraisal report that the Trainee signed under his/her supervision.

Diligent adherence to USPAP guidelines is mandatory in all areas of responsibility.

Any violation of these responsibilities can result in the suspension of supervisory status or other disciplinary action.

A Mentor may not make an assignment to the Trainee for a subject property located more than fifty (50) miles from the Mentor's office unless the Mentor accompanies the Trainee on the inspection of the subject property and comparable sales and is equally involved with the Trainee in the collection of all data used in the development of the appraisal.

The Mentor's supervision responsibilities, as prescribed here, over the activities of Trainee appraisers are not intended to and should not be construed as creating an employer-employee relationship contrary to any expressed intent of the Mentor and Trainee to the contrary.

A Mentor shall be required to attend any reconsideration hearing of a denied application with the Trainee whose application has been denied.