

## **Responsibilities of Trainee Appraiser**

The Trainee must work under the direct supervision of a Mentor who is a Certified Residential, Certified General Real Property Appraiser.

The Trainee must keep an experience log on a form provided by the Board. A separate log should be kept for each Mentor.

The Trainee must submit the experience log to the Board for review when the Trainee has accumulated fifty (50) experience points when the Trainee plans to apply for a State Registered Real Property Appraiser license; one hundred (100) experience points when the Trainee plans to apply for a Licensed Real Property Appraiser license; one hundred twenty five (125) experience points when the Trainee plans to apply for a Certified Residential Real Property Appraiser license and one hundred fifty (150) experience points when the Trainee plans to apply for a Certified General Real Property Appraiser license. The Board will select a sample of appraisals for review to examine how effective the mentoring process is for the Trainee. A fee of \$125 for examination of the appraisal samples must accompany the log. There will not be any discipline files opened for the Trainee as a result of the examination.

The Trainee must inspect the interior and exterior of the property and fully participate in the appraisal process in order to receive experience credit.

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 (10) days, inform the Board of the name and address of his/her Mentors.

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

A Trainee can have no more than three (3) 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.

Any violation of these responsibilities can result in disciplinary action.

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 refund is given by the Board for license fees during an "Inactive" period.

A Trainee appraiser who is adversely affected by the application of this rule is entitled to a hearing.

The hearing shall be held as soon as practicable after filing of the request for a hearing, or at such time agreed upon by stipulation between the Trainee and the Executive Director.

The hearing shall be held by at least a quorum of the Board, as defined in Code of Ala 1975, §34-27A-4.

Evidence, including oral testimony, shall be freely admitted. The Trainee shall be allowed to have counsel present if desired.

The Board shall issue a final destination within thirty (30) days of the date of the hearing, which shall include findings of fact and official notice taken. The Trainee shall be delivered a copy of the decision by first class mail.

The decision of the Board may be appealed to the Circuit Court for Montgomery County, as provided in Code of Ala. 1975, §34-27A-5, within thirty (30) days of the decision of the Board.

The record on appeal shall be certified by the Executive Director of the Board, and shall include the entire record and transcript of the hearing.

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.