

TRAINEE REAL PROPERTY APPRAISER

The scope of practice for the Trainee Appraiser classification is the appraisal of those properties which the state-certified Supervisory Appraiser is permitted by his/her current credential and that the Supervisory Appraiser is competent to appraise.

All Trainee Appraisers must comply with the COMPETENCY RULE of USPAP for all assignments.

CRITERIA REQUIRED FOR TRAINEE APPRAISER APPLICATION

- Fees
- Education
- Background check
- Documentation of “Yes” Answers
- Proof of U.S. Citizenship, U.S. National Status, or Alien Status

All applicants newly entering into the profession are required to apply for trainee registration; however, registration as a trainee is not required for those applicants upgrading from a current Arizona appraisal credential.

I. Fees for Initial Application

Trainee Appraiser \$300.00

II. Education

Education must have been completed within the five (5) year period immediately preceding the date of application for a Trainee Appraiser credential.

- A. Complete a four (4) hour Trainee/Supervisory Appraiser course.
- B. Complete seventy-five (75) hours of qualifying education as follows:

Basic Appraisal Principles	30 Hours
Basic Appraisal Procedures	30 Hours
National USPAP Course (or its equivalent)	15 Hours
Total	75 Hours

III. Education Criteria

- A. Courses must meet the AQB’s criteria. A course can be approved by the Department or the Appraiser Qualifications Board (AQB) Course Approval Program (CAP)
- B. Qualifying class hours may be obtained only where:
 1. The minimum length of the educational offering is at least 15 hours; and
 2. The individual successfully completes a proctored, closed-book final examination pertinent to that educational offering.

- C. Applicant must take the 15-Hour National USPAP Course, or its AQB-approved equivalent.
 - 1. Applicant must pass the associated course examination.
 - 2. Course completion certificate should include the USPAP version and name of the AQB Certified USPAP Instructor.
- Cl. Criteria Specific to Qualifying Education
 - Credit toward qualifying education requirements may also be obtained via the completion of a degree in Real Estate from an accredited degree-granting college or university approved by the Association to Advance Collegiate Schools of Business, or a regional or national accreditation agency recognized by the US Secretary of Education, **provided that the college or university has had its curriculum reviewed and approved by the AQB.**
The AQB may maintain a list of approved college or university degree programs, including the *Required Core Curriculum* and Appraisal Subject Matter Elective hours satisfied by the award of the degree. Candidates for the Trainee Appraiser, Licensed Residential, Certified Residential, or Certified General credential who are awarded degrees from approved institutions are required to complete all additional education required for the credential in which the approved degree is judged to be deficient by the AQB.

IV. Background Check

Provide evidence that the applicant has applied for a valid fingerprint clearance card through the Arizona Department of Public Safety (DPS).

V. Documentation of “Yes” Answers on the Questioner Page

- A. Provide a signed statement disclosing the incident; include a date and location of incident.
- B. In addition, submit the following:
 - For **CRIMINAL** matters, a certified copy of (1) Complaint and Indictment; (2) Information; (3) Plea Agreement; (4) Pre-Sentence Report; (5) Judgment; (6) Sentencing documents; (7) Probation papers; (8) Restoration of Civil Rights/ Expungement/ Dismissal documents.
 - For **CIVIL** matters, a certified copy of (1) Complaint; (2) Amended Complaint; (3) Judgment; (4) Satisfaction of Judgment; (5) Settlement Agreement.
 - For **DISCIPLINARY ACTIONS**, a certified copy of (1) Notice of Hearing and/ or Complaint; (2) Answer; (3) Findings of Fact and Conclusions of Law; (4) Final Order/ Administrative Ruling; (5) Consent or Settlement Agreement; (6) Certified License/ Certificate History from any state, other than Arizona, in which applicant is licensed/ certified at the time of application.

Note: If you attempt to obtain the required documents and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency and/ or court.

VI. Proof of U.S. Citizenship, U.S. National Status, or Alien Status

Applicant must submit evidence of U.S. Citizenship, U.S. National Status, or Alien Status, per [A.R.S. §41-1080](#).

Training Under a Designated Supervisory Appraiser

- A. Notification of Engagement form is required to be submitted to the Department in order to received experience credit for hours logged. Form is available the department's website.
- B. The Trainee Appraiser shall be subject to direct control and supervision by a Supervisory Appraiser in good standing, who shall be state certified. A Trainee Appraiser is permitted to have more than one (1) Supervisory Appraiser but a Supervisory Appraiser may not supervise more than three (3) Trainee Appraisers at one time.
- C. The Supervisory Appraiser shall be responsible for the training, guidance, and direct control and supervision of the Trainee Appraiser by:
 - 1. Accepting responsibility for the appraisal by signing and certifying the appraisal complies with USPAP;
 - 2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
 - 3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent to inspect the property, in accordance with the COMPETENCY RULE of USPAP for the propertytype.
- D. An appraisal experience log shall be maintained jointly by the Supervisory Appraiser and the Trainee Appraiser. It is the responsibility of both the Supervisory Appraiser and the Trainee Appraiser to ensure the appraisal experience log is accurate, current, and complies with the requirements of the Trainee Appraiser's credentialing jurisdiction. At a minimum, the appraisal log requirements are:
- E. Supervisory Appraisers shall be state certified and in good standing for a period of at least three (3) years prior to being eligible to become a Supervisory Appraiser. Supervisory Appraisers do not need to be state certified and in good standing *in the jurisdiction* in which the Trainee Appraiser practices **for any specific minimum period of time**. Supervisory Appraisers shall not have been subject to any disciplinary action-within any jurisdiction— within the last three (3) years that affected the Supervisory Appraiser's legal eligibility to engage in appraisal practice. A Supervisory Appraiser subject to a disciplinary action would be considered to be in "good standing" three (3) years *after* the successful completion/termination of the sanction imposed against the appraiser.
- F. The Trainee Appraiser, as well as the Supervisory Appraiser, shall be entitled to obtain copies of appraisal reports and/or permitted appropriate access and retrieval arrangements for all work files for appraisals in which he or she participated, in accordance with the RECORD KEEPING RULE of USPAP.