



APPRAISER TRAINEE/SUPERVISORY APPRAISER COURSE APPROVAL

MINIMUM REQUIRED COURSE TIME - 4 HOURS

Provider Name _____

Title of Course _____

Name of Text or Workbook and Author _____

Part 1 - AQB Requirements

		FOR TALCB USE ONLY	
	Location	Included	Not Included
<i>Qualifications and Credentialing Entities</i>			
The Creation and Role of The Appraisal Foundation	_____	<input type="checkbox"/>	<input type="checkbox"/>
Role of AQB in Establishing Criteria for Real Property Appraisers	_____	<input type="checkbox"/>	<input type="checkbox"/>
Role of Professional Appraiser Organizations	_____	<input type="checkbox"/>	<input type="checkbox"/>
Required Regulatory State Appraiser "Credentials" vs "Voluntary" Appraiser Organization Designations	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Qualifications for Appraiser Credentials</i>			
AQB Minimum Qualifications for the Trainee Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for the Licensed Residential Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for the Certified Residential Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for the Certified General Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
Summary Matrix Outlining Minimum Education, Experience and Exam for Each Credential	_____	<input type="checkbox"/>	<input type="checkbox"/>
AQB Minimum Qualifications for Supervisory Appraisers	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Individual Jurisdictional Qualifications</i>			
Explanation of AQB Minimum Qualifications, with the State or Jurisdictional Ability to Require Qualifications that Exceed the AQB Minimum	_____	<input type="checkbox"/>	<input type="checkbox"/>
<i>Overview of USPAP</i>			
Sections of USPAP Relevant to Trainee Appraisers Including Ethics Rule, Competency Rule, Scope of Work Rule, Record Keeping Rule, Standard 1 and Standard 2	_____	<input type="checkbox"/>	<input type="checkbox"/>

Requirements, Expectations and Responsibilities of the Supervisory Appraiser

	Location	Included	Not Included
Supervisory Appraiser is to Provide the Trainee Appraiser with a Basic Understanding of USPAP Requirements	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Understand the AQB Minimum Requirements of Both the Supervisory Appraiser and the Appraiser Trainee as well as the Requirements of the Credentialing Jurisdiction that may Exceed Those of the Criteria	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Provide Proper Guidance to the Trainee Appraiser When He or She Selects a Specific Credentialing Path	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Monitor the Trainee Appraiser's Progress in Satisfying Both the Education and Experience Requirements Necessary to Achieve His or Her Selected Credentialing Path	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Verify that the Supervisory Appraiser and Trainee Appraiser are Properly Documenting All Appropriate Experience Logs	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Accompany the Trainee Appraiser on All Inspections Until the Trainee Appraiser is Competent to Conduct Inspections Independently, and Has Met All Specific Requirements Pertaining to Property Inspection Established by the Credentialing Jurisdiction	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Monitor and Provide Assignments and Duties to Ensure that the Trainee Appraiser is Developing an Understanding and Progression of Knowledge and Experience of All Applicable Valuation Methodologies and Approaches to Value	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Verify that the Trainee Appraiser is Properly Identified and Acknowledged in the Appraisal Report and in Compliance with USPAP	_____	<input type="checkbox"/>	<input type="checkbox"/>
Supervisory Appraiser is to Immediately Notify the Trainee Appraiser if the Supervisory Appraiser is No Longer Qualified to Supervise and/or Sign the Trainee Appraiser's experience log	_____	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Appraiser Expectations and Responsibilities			
Trainee Appraiser is to Have a Basic Understanding of the AQB Minimum Requirements to Become a Trainee Appraiser as well as the Requirements of the Credentialing Jurisdiction that may Exceed Those of the Criteria	_____	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Appraiser is to Have an Understanding that the Supervisory Appraiser - Appraiser Trainee Relationship is a Long-Term Commitment by Both Parties	_____	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Appraiser is Inherently Connected to the "Good Standing" of the Supervisory Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
The Selection of a Supervisory Appraiser Should Reflect the Experience and Competency that Best Reflects the Trainee Appraiser's Credentialing Path	_____	<input type="checkbox"/>	<input type="checkbox"/>
Options for the Trainee Appraiser if a Supervisory Appraiser is No Longer Qualified to Serve as a Supervisory Appraiser	_____	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Appraiser is to Have an Understanding of How to Determine if an Appraiser is Qualified and in Good Standing to be a Supervisory Appraiser by Searching the ASC National Registry and/or Jurisdictional Websites	_____	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Appraiser is to Understand that it is the Supervisory Appraiser's Responsibility to Monitor the Progression of the Trainee Appraiser's Education and Experience Necessary to Achieve the Trainee Appraiser's Selected Credentialing Path	_____	<input type="checkbox"/>	<input type="checkbox"/>

Trainee Appraiser is to Understand that it is the Supervisory Appraiser's Responsibility to Provide Assignments and Duties that Ensure that the Trainee Appraiser is Developing an Understanding and Progression of Knowledge and Experience of All Applicable Valuation Methodologies and Approaches to Value

Location _____

Included Not Included

Trainee Appraiser is to Understand the Responsibility of Both the Trainee Appraiser and the Supervisory Appraiser in Properly Documenting All Appropriate Trainee Appraiser Experience Logs

Trainee Appraiser is to Understand that the Supervisory Appraiser Must Accompany the Trainee Appraiser on All Inspections Until He or She is Competent to Conduct Inspections Independently and has Met All Requirements Pertaining to Property Inspection Established by the Credentialing Jurisdiction

Part 2 - Texas Component

Regulatory Structure of Texas Appraiser Licensing and Certification Board

Review of TALCB Organizational Chart

Role of the Board and Introduction to Board Members

Role of the TALCB in Issuing Appraiser Credentials and Disciplining Appraisers

Qualifications to Become Licensed or Certified by TALCB

TALCB Credentialing Requirements Do Not Exceed those Set Forth by the AQB

Texas Application and Approval Process

Overview of Texas Statute and Rules

Chapter 1103 of the Texas Occupations Code

Overview of Sections 153, 155 and 157 of the Rules of the Texas Appraiser Licensing and Certification Board

Board Rules that Exceed USPAP Requirements (Identify Sections Where Board Rules Differ from USPAP)

Review Rule §153.24 Complaint Processing

Expectations and Responsibilities of the Supervisory Appraiser and Trainee Appraiser

§153.21, Rule Relating to Trainee Appraisers and Supervisory Appraiser; §153.15, Rule Relating to Experience Requirement, Experience Log and Affidavit

§153.17(c), Rule Relating to Trainee Appraiser Renewal

§153.20(a)(26), Rule Relating to the Obligation of the Supervisory Appraiser to Approve, Sign and Deliver the Appraisal Experience Log and Affidavit to the Trainee Appraiser

Scope of Practice for the Supervisory Appraiser and the Trainee Appraiser

Practicum on Filling Out Experience Logs

Location

Included Not Included

Other Relevant Topics

Upcoming, Proposed or Recent Legislative Changes

Upcoming, Proposed or Recent Rule Changes

Recent or Recurring Enforcement Issues

FAQ's

What Qualifies as Experience?

What Needs to be in the Work File?

When Should a Supervisory Appraiser Sign the Trainee Appraiser Experience Log?

How Important is an Audit Deadline?

What is the Affidavit?

What is an Investigator for TALCB?

What is an AMC?

Part 3 - Required Elements

Attached

Table of Contents

Course Introduction & Overview

Course Materials

Quiz (10-15 Questions)

Glossary of Definitions
