SUPERVISORY APPRAISER REQUIREMENTS

I. Requirements for Supervising Appraisers

1. Eligibility for Supervising Appraisers: Supervising appraisers must:

- hold a current Certified Residential or Certified General Appraiser license in good standing with the Bureau of Real Estate Appraisers (the Bureau).
- have at least three years of experience as a certified appraiser with the Bureau and have no disciplinary actions, suspensions, or unresolved legal issues during that period.
- complete the Bureau approved course that is specifically oriented to the requirements and responsibilities of the supervising and trainee appraisers. The course should be completed prior to supervising trainee appraisers.
- Not supervise more than three trainees at one time.

2. Duties and Responsibilities

The supervising appraisers shall provide comprehensive oversight, training, and mentorship to the trainee appraiser. Key responsibilities include:

- Guiding, training, and providing mentorship to the trainees through practical, hands-on experience in real estate appraisal. This includes:
    - Personally inspect the property with the trainee until the trainee is competent to make unsupervised inspections
    - Introducing the trainees to different property types and appraisal methods.
    - Providing feedback on the trainees' work.
    - Ensuring the trainee adheres to the Uniform Standards of Professional Appraisal Practice (USPAP).
- Ensuring that all experience hours logged by the trainee accurately reflect the work performed and meet the Bureau's requirements for licensure through:
    - Reviewing and verifying the trainees' experience log to ensure it includes only valid appraisal assignments.

- Co-signing appraisal reports prepared by the trainee.
- Ensuring that the trainee gains experience across a range of property types and appraisal methodologies.

- Reviewing and co-signing all appraisals prepared by the trainees and attesting to the accuracy, compliance, and quality of the appraisal works.
- Maintain records of the trainee's appraisals in accordance with USPAP.
- Ensuring compliance with all state and federal regulations, including USPAP and California Business and Professions Code requirements.
- Maintaining regular communication with the trainees and providing ongoing supervision and performance assessment throughout the trainees' development.

3. Liability of Supervising Appraisers

- The supervising appraisers are accountable for any work prepared by the trainees and may face disciplinary action for negligence, failure to supervise, or misconduct related to trainee oversight.
- Supervising appraisers must exercise diligent supervision to avoid sanctions, fines, or suspension by the Bureau in cases where trainees engage in unethical practices or produce substandard work.

II. Requirements of the trainee Supervision Process

1. Maximum Number of Trainees

- A supervising appraiser may supervise a maximum of three trainees at any given time. This ensures that each trainee receives adequate attention, training, and oversight.
- Supervising appraisers must ensure that their workload is balanced and that they can provide sufficient supervision to each trainee under their care.

2. Training and Experience

- Trainees must complete a structured training program under the supervision of the certified appraiser. The program should include:
    - Practical experience in a variety of property types (e.g., residential, commercial, industrial).
    - Exposure to all aspects of the appraisal process, including data collection, analysis, valuation, and reporting.
    - Specific training in USPAP standards and adherence to ethical guidelines.
- Trainees are required to maintain an accurate and detailed log of their appraisal experience. The log should include:
    - the property address and description.
    - the scope of the trainee's involvement in the appraisal.
    - the number of hours spent on each assignment.
    - the signature of the supervising appraiser confirming the accuracy of the log entry.
- The supervising appraisers must review each appraisal report prepared by the trainees before co-signing it. The review must include:
    - Ensuring the report meets all professional and regulatory standards.
    - Providing feedback and corrective instruction to the trainees, if necessary.

3. Supervision Standard Procedure

- Supervising appraisers are required to provide direct supervision to their trainees, which means they must be actively involved in the appraisal assignments performed by the trainee. The level of supervision should be appropriate for the trainee's level of experience and competence.
- The supervising appraisers must accompany the trainees to the on-site inspections for the first 50 appraisal assignments or until the supervising appraiser is confident in the trainee's ability to perform inspections independently.

- Supervising appraisers must hold regular meetings with the trainees to review their progress, address challenges, and provide guidance on complex assignments. These meetings should take place at least once per month.
- Supervising appraisers should provide ongoing constructive feedback to the trainees, highlighting areas for improvement and acknowledging areas of strength. Written evaluations may be used to document the trainee's development.
- Remote supervision (where the trainee and supervisor are not in the same geographic location) is permitted under the following conditions:
    - The supervising appraiser must still be actively involved in reviewing and co-signing the trainees' work.
    - Regular virtual or in-person meetings must be held to ensure oversight.
    - The supervising appraiser must accompany the trainee on-site for more complex or high-risk assignments, especially those that involve unusual property types or markets.
- Supervising appraisers and trainees are expected to maintain the highest ethical standards in the performance of appraisal work. Any conflicts of interest or unethical behavior must be reported immediately to the Bureau.
- Trainees are not permitted to sign appraisal reports independently or submit appraisal reports without supervising appraiser's review and signature.
- Trainees must disclose their trainee status on all reports and communications, and the supervising appraiser must ensure that the trainee's role is accurately represented.

III. Termination of Supervisory Relationship

1. Voluntary Termination

- A supervising appraiser may terminate their supervisory relationship with a trainee at any time by notifying the trainee with a reasonable notice.

- Upon termination, the supervising appraiser must ensure that the trainee's experience log is up to date and accurately reflects all supervised assignments.

2. Disciplinary Termination

- If a supervising appraiser is found to be in violation of state or federal regulations, the Bureau may terminate the supervisory relationship and take appropriate disciplinary action, which could include suspension or revocation of the supervising appraiser's license.
- In the event of a disciplinary termination of the supervisory relationship, trainees will need to work with a new supervising appraiser to continue their training without interruption.