

EXPERIENCE SUPERVISION

Effective July 1, 2007, Kansas adopted K.A.R. 117-2-2a; 3-2a, 4-2a, and 5-2a, each of which deals with the supervision of experience for the individual license/certification types (see attached).

SUPERVISION OF PROVISIONAL (TRAINEE)

Before beginning supervised experience, each provisional licensed appraiser shall have completed a course that, at a minimum, meets the requirements contained in the Board's document titled "supervisory appraiser/trainee appraiser course objectives and outline," dated September 3, 2014. Proof of completion of the course must be in the board office prior to commencing supervised experience.

SUPERVISING APPRAISER RESPONSIBILITIES

- Responsible for training, guidance, and direct supervision of the Provisional.
- Responsible for closely supervising the work of the Provisional and determining the level of work the trainee is capable of and competent to perform.
- Accept full responsibility for the appraisal report by certifying the report complies with generally accepted appraisal procedures and is in compliance with USPAP.
- Review and sign the Provisional appraisal reports.
- Review and sign the Provisional trainee's experience log.
- Ensure that at least the first 25 properties for which the applicant provided assistance were personally inspected by the instant supervisor or a previous supervisor. Continue to personally inspect each property for which the Provisional provides assistance until satisfied that the trainee is competent to appraise the property type, in accordance with the competency provision of USPAP.

SUPERVISION OF EXPERIENCE (NON-PROVISIONAL)

Before beginning supervised experience, each unlicensed trainee shall have completed a course that, at a minimum, meets the requirements contained in the Board's document titled "supervisory appraiser/trainee appraiser course objectives and outline," dated September 3, 2014. Proof of completion of the course must be submitted to the board office with the applicant's experience application.

SUPERVISING APPRAISER RESPONSIBILITIES

- The supervising appraiser maintained responsibility for supervision of the applicant by meeting both of the following requirements:
 - (A) Before signing the certification section or addendum, the supervisor reviewed each appraisal report that the applicant prepared or provided assistance in developing, preparing, or communicating.
 - (B) The supervisor met the following requirements:
 - (i) Ensured that, at a minimum, the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report were personally inspected by a supervisor; and
 - (ii) continued to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report until the supervisor was satisfied that the applicant was competent to appraise the property type, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as adopted in K.A.R. 117-8-1.

SUPERVISOR QUALIFICATIONS

These requirements apply to any certified appraiser supervising the work experience of an applicant (either Provisional or unlicensed) for the State Licensed, Certified Residential or Certified General classifications.

- Before beginning supervised experience, each supervisor shall have completed a course that, at a minimum, meets the requirements contained in the Board's document titled "supervisory appraiser/trainee appraiser course

objectives and outline," dated September 3, 2014. Proof of completion of the course must be in the board office prior to commencing supervised experience.

- Supervisor must be a certified appraiser, in good standing, in the jurisdiction in which the trainee practices for the 3-year period immediately preceding supervision and during the period of supervision.
- Supervisor may not supervise more than three (3) trainees at the same time.
- Supervisor shall supervise the work of an applicant on appraisal reports performed on properties **only** if both of the following conditions are met:
 - A. Supervisor is permitted by the appraiser's current credential to appraise the properties; and
 - B. Supervisor is competent to appraise the properties.

Reference K.A.R. 117-2-2a, 117-3-2a, 117-4-2a, and 117-5-2a.