

## SUPERVISION OF PROVISIONAL TRAINEES

IT IS THE POLICY OF THE BOARD TO FILE A COMPLAINT AGAINST A SUPERVISOR IF, WHEN EXPERIENCE IS SUBMITTED BY A TRAINEE, A REVIEW OF THAT EXPERIENCE RESULTS IN DENIAL OF LICENSURE DUE TO SUBSTANTIAL NON-COMPLIANCE WITH USPAP.

Before accepting a trainee, each supervisor should be familiar with K.A.R. 117-5-2 (below), 117-2-2a, 117-3-2a, 117-4-2a, and 117-5-2a.

**117-5-2. State provisional licensed real property appraiser classification; supervised experience requirements.** (a)(1) Each applicant for the licensed classification shall have 2,000 hours of appraisal experience obtained in at least 12 months.

Before beginning supervised experience, each applicant 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, which is hereby adopted by reference. The applicant shall submit proof of completion of the course to the board office before commencing supervised experience.

(2) At least six hours of real property appraisal experience shall be on an improved property.

(3) Acceptable appraisal experience shall include at least 1,500 hours of real property appraisal experience.

(4) Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories:

(A) Mass appraisal;

(B) real estate consulting;

(C) review appraisal;

(D) highest and best use analysis; and

(E) feasibility analysis study.

(5) Experience hours may be granted for appraisals performed without a traditional client. However, appraisal experience gained from work without a traditional client shall not exceed 50% of the total appraisal experience requirement. Practicum courses that are approved by the appraiser qualifications board's course-approval program or by a state appraiser regulatory agency may also be used to meet the requirement for non-traditional client experience. Each practicum course shall include the generally applicable methods of appraisal practice for the licensed classification. The course content shall include the following:

(A) Requiring the student to produce credible appraisals that utilize an actual subject property;

(B) performing market research containing sales analysis; and

(C) applying and reporting the applicable appraisal approaches in conformity with the uniform standards of professional appraisal practice.

Each assignment shall require problem-solving skills for a variety of property types for the licensed classification. Experience credit shall be granted for the actual number of classroom hours of instruction and hours of documented research and analysis as awarded from the practicum course approval process.

(6) For the purposes of this regulation, "traditional client" shall mean a client who hires an appraiser for a business purpose.

(b) All appraisal experience shall be in compliance with the uniform standards of professional appraisal practice (USPAP) as required by K.S.A. 58-4121 and amendments thereto. Each applicant's experience shall be appraisal work conforming to standards 1, 2, 3, 5, and 6, in which the applicant demonstrates proficiency in the appraisal principles, methodology, procedures, and reporting conclusions.

(c) The real property appraisal experience requirement specified in paragraph (a)(3) shall be met by time involved in the appraisal process. The appraisal process shall consist of the following:

(1) Analyzing factors that affect value;

(2) defining the problem;

(3) gathering and analyzing data;

(4) applying the appropriate analysis and methodology; and

(5) arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

(d)(1) In order for the board to determine whether or not the experience requirements have been satisfied, each applicant shall submit appraisal experience log sheets, in a format prescribed by the board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall indicate whether or not the applicant provided significant professional assistance in the appraisal process.

(2) Each applicant shall maintain a record of the actual number of hours involved in completing an appraisal. Unless the board approves a greater number of experience hours for a particular appraisal based upon the unusually difficult or complex nature of the appraisal, the maximum number of experience hours for each appraisal shall be in accordance with the board's document titled "experience hours table," dated April 25, 2014, which is hereby adopted by reference.

(3) Each applicant shall maintain a separate log of appraisals completed with each supervising appraiser.

Each page of each supervised experience log shall include the certification number and the signature of the applicant's supervising appraiser, which shall serve as verification of the accuracy of the information.

(e) Upon request of the board, each applicant shall submit at least three appraisal reports selected by the board from the applicant's log sheet and one appraisal report selected by the applicant from the log sheet. The selected appraisal reports shall be reviewed in accordance with standard rule 3 by the board or the board's designee for competency, within the scope of practice of the appraisal work authorized for the licensed classification, by using the criteria specified in K.S.A. 58-4109(d) and amendments thereto and, in particular, standards 1 and 2 of the edition of USPAP in effect when the appraisal was performed. Approval of an applicant's experience hours shall be subject to board approval of the requisite number of experience hours and board approval of the selected appraisal reports.

This regulation shall be effective on and after January 1, 2015. (Authorized by and implementing K.S.A. 58-4109; effective Jan. 21, 1991; amended, T-117-6-10-91, June 10, 1991; amended Aug. 5, 1991; amended July 25, 1994; amended June 5, 1995; amended March 7, 1997; amended March 26, 1999; amended Oct. 8, 2004; amended Sept. 1, 2006; amended Jan. 1, 2008; amended April 16, 2010; amended Aug. 24, 2012; amended Aug. 22, 2014; amended Jan. 1, 2015.)

## EXPERIENCE REQUIREMENTS

Refer to regulations 117-2-2 & 117-2-2a (licensed), 117-4-2 & 117-4-2a (certified residential) or 117-3-2 & 117-3-2a (certified general)

An hour of experience is defined as verifiable time spent in performing tasks in accordance with acceptable appraisal experience.

Before beginning supervised experience, each applicant and 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.

In order for the board to determine whether the experience requirements have been satisfied, each applicant shall submit a verified appraisal experience log sheet, in a format prescribed by the Board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall describe, in the certification section, the reconciliation section or in the dated and signed addendum to the certification page of the appraisal report, the extent to which the applicant assisted in developing preparing or communicating the appraisal through generally accepted appraisal methods and techniques.

**PROVISIONAL CLASSIFICATION (TRAINEE):** No experience required. An experience log must be maintained by the Provisional licensee as outlined in K.A.R. 117-5-2(e) and (f) and shall be directly supervised by a supervising appraiser. It is highly recommended that the trainee, upon completion of an appraisal, make an entry onto the log at that time and have their supervisor sign off on the entry.

**LICENSED CLASSIFICATION:** 2,000 hours of experience credit is required. The experience shall be obtained in no fewer than 12 months but no more than 5 years. An applicant may accumulate experience hours over more than 1 calendar year and may receive credit for more than 1,000 hours within any 1 calendar year.

**RESIDENTIAL CLASSIFICATION:** 2,500 hours of experience credit is required. The experience shall be obtained over a period of no fewer than 24 months but no more than 5 years.

**GENERAL CLASSIFICATION:** 3,000 hours of experience credit is required. The experience shall be obtained over a period of no fewer than 30 months but no more than 5 years. At least 1,500 hours of appraisal experience shall have been nonresidential appraisal work.

In accordance with K.A.R. 117-2-2(d), K.A.R. 117-3-2(d) or K.A.R. 117-4-2(d), each applicant must provide an appraisal experience log, in a format prescribed by the Board, which indicates each appraisal category separately along with the total amount of hours of experience credit that you are requesting for each category.

Upon request of the board, each applicant shall submit a minimum of three appraisal reports selected by the Board from the applicant's log sheet and one appraisal report selected by the applicant from the log sheet. The selected appraisal reports shall be reviewed by the Board or the Board's designee, in accordance with Standards Rule 3, for competency of the appraisal work authorized by the applicable scope of practice.

In order for experience to be considered, the supervisor and the applicant must comply with item #9 on the appraisal report certification page:

*9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.*

## SIGNIFICANT PROFESSIONAL ASSISTANCE

Standards Rule (SR) 2-3 of the Uniform Standards of Professional Appraisal Practice (USPAP) requires that each report contain a signed certification which includes a statement, if true, similar in content to the following:

*"I certify that, to the best of my knowledge and belief, no one provided significant professional assistance to the person signing this report."*

If the certification indicates that one provided significant professional assistance, providing contradictory information elsewhere in the report may be misleading and a violation of USPAP SR-2-1(a) and SR 2-3.

For licensing purposes, applicants claiming experience for providing significant professional assistance (assisting in the preparation of appraisals) shall be met by time involved in the appraisal process. The appraisal process shall consist of the following: (1) analyzing factors that affect value; (2) defining the problem; (3) gathering and analyzing data; (4) applying the appropriate analysis and methodology; and (5) arriving at an opinion and correctly reporting the opinion in compliance with the uniform standards of professional appraisal practice.

Each appraisal report must be signed by the applicant or the preparer of the report who supervised the applicant, certifying that the report is in compliance with USPAP. If the applicant does not sign the appraisal report, the preparer shall describe, in the certification page of the appraisal report, the extent to which the applicant provided assistance in developing, preparing or communicating the appraisal through generally accepted appraisal methods and techniques.

**PLEASE BE AWARE THAT THE APPROXIMATE TIME FRAME FOR REVIEWING EXPERIENCE  
IS TWO TO FOUR MONTHS FROM THE DATE THE REPORTS AND WORK-FILES ARE RECEIVED IN THE BOARD OFFICE.**

### CATEGORIES OF ACCEPTABLE APPRAISAL EXPERIENCE

Descriptions reflect Interpretations and Clarifications adopted by the Appraiser Qualifications Board.

**FEE AND STAFF APPRAISALS:** If more than one appraiser helped prepare the appraisal report, each appraiser may report the amount of time spent.

Experience hours may be granted for appraisals performed without a traditional client. However, appraisal experience gained from work without a traditional client shall not exceed 50% of the total appraisal experience requirement. Practicum courses that are approved by the appraiser qualifications board's course-approval program or by a state appraiser regulatory agency may also be used to meet the requirement for non-traditional client experience. [Ref. K.A.R. 117-2-2a, 3-2a, and 4-2a]

**THE FOLLOWING CATEGORIES ARE LIMITED TO AN AGGREGATE OF 25% OF THE  
TOTAL HOURS OF EXPERIENCE CREDIT:**

**MASS APPRAISALS:** Credit may be received for mass appraisal experience if the appraiser demonstrates that he/she (1) used acceptable appraisal techniques and (2) effectively used the appraisal process. Mass appraisals must be performed in accordance with USPAP Standards Rules 1, 2, and 6.

Page 7 of the Experience Application should be used for reporting mass appraisal experience.

**REVIEW APPRAISALS:** Review appraisals may be awarded experience credit when the appraiser performs review(s) of appraisals prepared by employees, associates or others, provided the appraisal report was not signed by the review appraiser. (If the applicant signed the appraisal report, it should be considered as appraisal experience and not as review appraisal experience. CREDIT MAY ONLY BE AWARDED WHEN REVIEWS ARE IN COMPLIANCE WITH USPAP.

STANDARDS RULE 3: Experience credit may be awarded for "technical review" experience but not for "administrative review" experience. The difference between the two is articulated in Advisory Opinion G-6 issued by the Appraisal Standards Board. Briefly, a technical review is work performed by an appraiser in accordance with Standards Rule 3 for the purpose of forming an opinion as to whether the analyses, opinions, and conclusions in the report under review are appropriate and reasonable. An administrative review is work performed by clients and users of appraisal services as a due diligence function in the context of making a business decision (underwriting, buy/sell, etc.)

**REAL ESTATE CONSULTING:** Real estate or real property consulting services, including market analysis, cash flow and/or investment analysis, and feasibility analysis, must conform to USPAP Standards 4 and 5 subsequent to January 1, 1991. Experience credit for these functions should be given to the extent that it demonstrates proficiency in appraisal principles, techniques, or skills used by appraisal practices under USPAP Standard 1.

#### **HIGHEST AND BEST USE ANALYSIS FEASIBILITY ANALYSIS**

Credit may be awarded for the above when they are performed in accordance with USPAP Standards Rules 1, 2, 3, 4, 5 and 6.

## REPORTING EXPERIENCE BY PROPERTY TYPE

The experience log sheets require that each property appraised be broken down by "type." The following table shows the different property types and how to identify them on your log.

| TYPE OF PROPERTY                      | IDENTIFIER |
|---------------------------------------|------------|
| Residential Single Family             | RSF        |
| Residential Multi-Family (2-4 units)  | RMF2       |
| Residential Multi-Family (5-12 units) | RMF5       |
| Residential Multi-Family (13+ units)  | RMF+       |
| Residential Vacant Lot                | RVL        |
| Commercial Single Tenant              | CST        |
| Commercial Multi-Tenant               | CMT        |
| Commercial Vacant Lot                 | CVL        |
| Industrial                            | IND        |
| Industrial Vacant Lot                 | IVL        |
| Farm Ground                           | AG         |
| Vacant Land with Improvements         | VLW        |
| Vacant Land without Improvements      | VLWO       |

## EXPERIENCE HOURS TABLE

The following matrix reflects the maximum allowable hours approved by the Board for the various types of property. However, **the applicant should claim the actual hours spent completing the assignment.** Document your work file to substantiate the number of hours spent on an assignment.

| LICENSED AND CERTIFIED RESIDENTIAL                  |                 |   |  |                                       |
|---|-----------------|---|--|---------------------------------------|
| TYPE OF PROPERTY APPRAISED                          | FULL APPRAISALS | REVIEW APPRAISALS<br>(WITH FIELD REVIEW &<br>SEPARATE REPORT) | REVIEW APPRAISALS<br>(WITHOUT FIELD REVIEW<br>& SEPARATE REPORT) | CONDEMNATION/LITIGATION<br>APPRAISALS |
| <b>SINGLE FAMILY</b>                                | 8               | 8   | 2  | 12                                    |
| <b>MULTI-FAMILY<br/>(2-4 UNITS)</b>                 | 16              | 16  | 3  | 24                                    |
| <b>VACANT LOT<br/>(1-4 UNITS)</b>                   | 4               | 4   | 1  | 6                                     |
| <b>FARM<br/>(HOMESTEAD-LESS<br/>THAN 100 ACRES)</b> | 16              | 16  | 3  | 24                                    |

| CERTIFIED GENERAL  |                 |   |  |                                       |
|--|-----------------|---|--|---------------------------------------|
| TYPE OF PROPERTY APPRAISED   | FULL APPRAISALS | REVIEW APPRAISALS<br>(WITH FIELD REVIEW &<br>SEPARATE REPORT) | REVIEW APPRAISALS<br>(WITHOUT FIELD REVIEW<br>& SEPARATE REPORT) | CONDEMNATION/LITIGATION<br>APPRAISALS |
| <b>LAND<br/>(POINT VALUE MAY BE<br/>DOUBLED IF ALL 3<br/>APPROACHES TO VALUE<br/>ARE USED)</b> | 24              | 18  | 5  | 36                                    |
| <b>RESIDENTIAL MULTI-<br/>FAMILY (5-12 UNITS)</b>  | 48              | 36  | 10   | 72                                    |
| <b>RESIDENTIAL MULTI-<br/>FAMILY (13+ UNITS)<br/>(ADD 16 HOURS FOR<br/>PROPOSED PROJECT)</b>   | 64              | 48  | 13   | 96                                    |
| <b>COMMERCIAL-<br/>SINGLE-TENANT</b>   | 48              | 36  | 10   | 72                                    |
| <b>COMMERCIAL-<br/>MULTI-TENANT<br/>(ADD 24 HOURS FOR<br/>PROPOSED PROJECT)</b>                | 80              | 60  | 32   | 120                                   |
| <b>INDUSTRIAL OR<br/>INSTITUTIONAL</b>   | 64              | 48  | 13   | 96                                    |

## INSTRUCTIONS FOR COMPLETING THE SUPERVISED EXPERIENCE LOG

- **BEGIN MAINTAINING YOUR LOG IMMEDIATELY AND KEEP IT CURRENT THROUGHOUT YOUR TRAINING.**
- Make sure your supervisor has signed each completed page of your log.
- Begin a new page for each calendar year.
- Number all pages of the log consecutively. Do not start with page 1 again for the next calendar year.
- Print or type your full name on each page.
- Maintain a separate log for each supervisor.
- If you wish to maintain your log on your computer, make sure that your columns are identical to those set out on the Board's log form and appear in the same order.

### INFORMATION REQUIRED

**APPLICANT'S NAME:** Enter the applicant's name on each page of the log.

**CALENDAR YEAR:** A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

**PAGE \_\_\_ OF \_\_\_.** While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2011, 2012 and 2013, a new page would be started on January 1 of 2011, 2012 and 2013, but the page count would cover all three years or Page 1 of 25.

**DATE:** Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

**TYPE OF REPORT:** Show the type of appraisal report completed, i.e., URAR, 2055, NT (non-traditional client), etc.

**TYPE OF PROPERTY:** Refer to the chart on page 5 and identify the type of property appraised.

**TYPE OF APPRAISAL:** Appraisal Report (AR) or Restricted Use Appraisal Report (RUAR).

**PROPERTY ADDRESS:** Give the address (to include street, city & state), rural route or legal description of the property appraised.

**CLIENT NAME AND ADDRESS:** Show name and address of the client.

**DESCRIPTION OF WORK PERFORMED:** Give a description of the work performed by applicant. \*See example provided on page 9.

**SCOPE OF SUPERVISOR'S REVIEW:** Give a description of the level of review performed by the supervisor. \*See example provided on page 9.

**SCOPE OF SUPERVISOR'S SUPERVISION:** Give a description of the level of supervision provided by the supervisor. \*See example provided on page 9.

**WITH IMPROVEMENTS?** Specify if the property had improvements.

**APPROACHES USED:** List all approaches used in the appraisal as follows: Cost Approach (CA); Income Approach (IA) and/or Sales Comparison Approach (SA)

**DID YOU SIGN THE REPORT:** Yes or No

**ACTUAL HOURS:** Show the total actual hours spent on the appraisal. These hours cannot exceed the maximum hours shown on the Experience Hours Table shown on page 6 unless prior approval was given by the Board.

**DID SUPERVISOR INSPECT:** Yes or No

**CERTIFICATION OF SUPERVISOR:** Print the supervisors name and certification #. Supervisor must sign and date each page of the log.

**APPRAISAL COUNT:** Show the total credit hours each page and then the cumulative for the calendar year:

## INSTRUCTIONS FOR COMPLETING THE UNSUPERVISED EXPERIENCE LOG

- Begin maintaining your log immediately and keep it current.
- Begin a new page for each calendar year.
- Number all pages of the log consecutively. Do not start with page 1 again for the next calendar year.
- Print or type your full name on each page.
- If you wish to maintain your log on your computer, make sure that your columns are identical to those set out on the Board's log form and appear in the same order.

### INFORMATION REQUIRED BY COLUMN HEADING

**APPLICANT'S NAME:** Enter the applicant's name on each page of the log.

**CALENDAR YEAR:** A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

**PAGE \_\_\_ OF \_\_\_.** While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2011, 2012 and 2013, a new page would be started on January 1 of 2011, 2012 and 2013, but the page count would cover all three years or Page 1 of 25.

**DATE:** Enter the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

**TYPE OF REPORT:** Show the type of report completed, i.e., URAR, 2055, NT (non-traditional client), Restricted Appraisal Report, etc.

**TYPE OF PROPERTY:** Refer to the chart on page 5 and identify the type of property appraised.

**TYPE OF APPRAISAL:** Appraisal Report (AR) or Restricted Use Appraisal Report (RUAR).

**PROPERTY ADDRESS:** Property address, to include street, city and state, RR or legal description.

**CLIENT NAME & ADDRESS:** Show name and address of client.

**WITH IMPROVEMENTS?;** Show if property had improvements.

**APPROACHES USED:** List all approaches used in the appraisal as follows: Cost Approach (CA); Income Approach (IA) and/or Sales Comparison Approach (SA).

**ACTUAL HOURS:** Show the total actual hours spent on the appraisal. These hours cannot exceed the maximum hours shown on the Experience Hours Table shown on page 6 unless prior approval was given by the Board.

**APPRAISAL COUNT:** Show the total credit hours each page and then the cumulative for the calendar year:

**\* EXAMPLE**

| Description of Work Performed   | Scope of Supervisor's Review   | Scope of Supervisor's Supervision  |
|---|--|--|
| Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation. | Reviewed workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report. | Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant).                          |
| Completed entire appraisal process.   |  | Oversight of comparable data selection and analyses, provided direction in site value analysis used in cost approach, did not physically inspect subject property. |
|   |  | Review of comparable data selection and analyses, did not physically inspect subject property.   |

These are simply examples of possible entries. You do not need to repeat this for every entry if the Description, Scope of Review, or Scope of Supervision is the same for each. Simply enter once at the top of the page and then use "ditto" marks for the subsequent entries.

## ALTERNATE EXPERIENCE LOG

Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories: Review Appraisal; Real Estate Consulting, Highest and Best Use Analysis; Feasibility Analysis Study; and Mass Appraisal Reports. Mass Appraisal experience is not to be reported on the Alternate Experience Log, but on the Mass Appraisal Experience Log.

**NAME:** Enter the applicant's name on each page of the log.

**CALENDAR YEAR:** A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

**PAGE \_\_\_ OF \_\_\_:** While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2003, 2004 and 2005, a new page would be started on January 1 of 2003, 2004 and 2005, but the page count would cover all three years or Page 1 of 25.

**DATE:** Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

**TYPE OF EXPERIENCE:** Identify the type of experience as follows:

**REVIEW APPRAISAL, HIGHEST AND BEST USE ANALYSIS, FEASIBILITY ANALYSIS STUDY**

**PROPERTY ADDRESS:** Include street (or RR), city, and state or legal description.

**TOTAL HOURS:** Show the total number of hours worked.

### **REAL ESTATE CONSULTING**

**DESCRIPTION OF ACTIVITY:** Brief explanation of activity for which credit hours are requested.

**PROPERTY ADDRESS:** Include street (or RR), city, and state or legal description.

**TOTAL HOURS:** Show the total number of hours worked.

At the bottom of the page you will find a breakdown totals section. Total the two categories of alternate appraisal experience requested and complete the summary.