SUPERVISORY APPRAISER REQUIREMENTS

(APPLICABLE TO SUPERVISION OF TRAINEE APPRAISERS ONLY)

Supervisory Appraisers provide a critical role in the mentoring, training and development of future valuation professionals. It is inherently important to strike a proper balance between enhancing public trust by ensuring Supervisory Appraisers are competent and qualified to supervise Trainee Appraisers without making the criteria too stringent and restrictive as to discourage or prevent qualified Supervisory Appraisers from actually participating in the training and supervision of Trainee Appraisers.

I. General
   A. Supervisory Appraisers shall be responsible for the training, guidance, and direct 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 property type.
   B. Supervisory Appraisers shall be state-certified and in “good standing” in the jurisdiction in which the Trainee Appraiser practices for a period of at least three (3) years. Supervisory Appraisers shall not have been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects 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.
   C. Supervisory Appraisers shall have been state-certified for a minimum of three (3) years prior to being eligible to become a Supervisory Appraiser.
   D. Supervisory Appraisers must comply with the COMPETENCY RULE of USPAP for the property type and geographic location the Trainee Appraiser is being supervised.
   E. Whereas a Trainee Appraiser is permitted to have more than one Supervisory Appraiser, Supervisory Appraisers may not supervise more than three (3) Trainee Appraisers at one time, unless a state program in the credentialing jurisdiction provides for progress monitoring, supervisory certified appraiser qualifications, and supervision and oversight requirements for Supervisory Appraisers.
   F. 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 Trainee Appraiser to ensure the experience log is accurate, current and complies with the requirements of the Trainee Appraiser’s credentialing jurisdiction. At a minimum, the appraisal log requirements shall include:
      1. Type of property;
      2. Date of report;
      3. Address of appraised property;
      4. Description of work performed by the Trainee Appraiser and the scope of the review and supervision of the Supervisory Appraiser;
      5. Number of actual work hours by the Trainee Appraiser on the assignment; and
      6. The signature and state certification number of the Supervisory Appraiser. Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
   G. Supervisory Appraisers shall be required to complete a course that, at a minimum, complies with the specifications for course content established by the AQB, which is specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers. The course is to be completed by the Supervisory Appraiser prior to supervising a Trainee Appraiser.*

* Please refer to the Supervisory Appraiser / Trainee Appraiser Course Objectives and Outline in this booklet for more information.
61J1-4.010 Supervision and Training of Registered Trainee Appraisers.

(1) All registered trainee appraisers shall be subject to direct supervision by a supervisory appraiser. In order to qualify as a supervisory appraiser and be responsible for the direct supervision of registered trainee appraisers, not to exceed three (3), the following conditions must be met:

(a) A supervisory appraiser must accept, acknowledge and recognize full responsibility for compliance with the USPAP, Florida law or regulation for any and all research data collection, analysis, development or communication of any appraisal, appraisal review or appraisal report prepared, or with the assistance of, a registered trainee appraiser as if the work was performed personally by the supervisory appraiser;

(b) A supervisory appraiser must be a current certified general or certified residential appraiser in good standing and under no disciplinary term, condition, or obligation with the Board for at least the last three (3) years prior to application to be a supervisory appraiser;

(c) Effective December 10, 2010, a supervisory appraiser must have been certified as a residential or general appraiser for at least 48 months;

(d) A supervisory appraiser must not have had a registration or certification, suspended by the Board or have been disciplined by the Board in two (2) or more disciplinary cases in the past five (5) years; and

(e) A supervisory appraiser’s registration, certification, or license must not be currently subjected to discipline or practice restrictions by the Board. A supervisory appraiser who is currently subjected to discipline may not act as a supervisory appraiser until he or she successfully completes all disciplinary terms and conditions.

(2) The supervisory appraiser shall be responsible for the training and direct supervision of the registered appraiser trainee by:

(a) Accepting full and complete responsibility for any research, data collection, development, analysis or communication of any appraisal review or the appraisal report by signing and certifying the report is in compliance with the Uniform Standards of Professional Appraisal Practice, as defined in Section 475.611(1)(q), F.S.;

(b) Reviewing and verifying the accuracy of the registered trainee appraiser’s research, data collection, development, analysis or communication of any part of the appraisal, appraisal review, or, appraisal report writing process;

(c) Personally inspecting each appraised property with the appraiser trainee for a minimum of the first twelve (12) months of the registered trainee’s initial registration, and thereafter until the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice, as required by Rule 61J1-9.001, F.A.C. This provision shall not be construed to require that the trainee attend all inspections.

(d) “Personally inspect each property to be appraised with” as stated in paragraph 61J1-4.010(2)(c), F.A.C., shall mean that the supervisory appraiser and registered trainee appraiser shall be at the property being appraised simultaneously and the occasion shall be used for teaching the registered trainee how to competently perform an inspection for valuation purposes.

(e) In situations in which the supervisory appraiser is not required by paragraph 61J1-4.010(2)(c), F.A.C., to accompany the registered trainee appraiser on an inspection of the property being appraised, the supervisory appraiser shall accept complete responsibility for any data or analysis developed by a registered trainee appraiser who performed an inspection of the property being appraised without the supervisory appraiser being present.


(3) A registered trainee appraiser is permitted to have more than one supervisory appraiser as specified in Section 475.6221, F.S.

(4) Any supervising appraiser, whether acting as primary or secondary supervisor, may not supervise
more than three (3) registered trainee appraisers at one time.

(5) Separate appraisal logs shall be maintained by both the registered trainee appraiser and the supervisory appraiser through use of DBPR Form RE-2300, entitled Appraisal Experience Log, effective 1-14-10, hereby incorporated by reference and available at http://www.myfloridalicense.com/dbpr/re/documents/RE-23002-Page.pdf.

(6) A supervisory appraiser may not be employed by a trainee or by a corporation, partnership, firm, or group in which the trainee has a controlling interest.

(7) A registered trainee appraiser may accept appraisal assignments only from his or her primary or secondary supervisory appraiser.

(8) A registered trainee appraiser may only receive compensation for appraisal services through or from his or her authorized certified Supervisory Appraiser.

(9) A registered trainee appraiser who made any contribution to the development or reporting of an appraisal must be named in the appraisal report and the work performed by the registered trainee appraiser must be described in detail and the time claimed in the trainee’s log must also be included in the report.

(10) A registered trainee may not sign an appraisal certification within the first twelve (12) months of his or her registration as a trainee appraiser.

(11) A supervisory appraiser must include the following statement in any report in which a registered trainee appraiser contributed to the development of the appraisal or the writing of the appraisal report: “I, the supervisory appraiser of a registered appraiser trainee who contributed to the development or communication of this appraisal, hereby accepts full and complete responsibility for any work performed by the registered appraiser trainee named in this report as if it were my own work.”

Rulemaking Authority 475.614 FS. Law Implemented 475.611, 475.6221, 475.6222 FS. History–New 2-16-04, Amended 3-1-06, 12-4-06, 8-12-07, 11-25-07, 5-3-10, 12-11-11, 6-3-13.