



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov

LICENSED APPRAISER TRAINEE APPLICATION

FOLLOW INSTRUCTIONS BELOW AND SUBMIT ALL REQUIRED DOCUMENTS

If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the board shall require the applicant to submit a new application including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

BACKGROUND CHECK:

Applicant must submit a request for a criminal record from the state police or equivalent law enforcement agency in the state or jurisdiction in which the individual has resided for the five year period immediately preceding the date of application. The report returned by the State Police or equivalent agencies shall be attached to your application and dated within 90 days of the date this application is received in the Board office.

- The background check must contain each individual's date of birth and social security number.
- The background check must either state "**No Record**" or "**Record Exists.**" Background checks that reflect "**Pending**" "**Under Review,**" or "**Under Request**" will not be accepted. Questions regarding the status of a background check must be directed to the Pennsylvania State Police or the equivalent agency receiving the request for criminal record check.

If "**Record Exists**" — applicant must submit true and correct copies of the following for EACH criminal matter:

- A. The conviction summary information provided by the State Police or equivalent agency;
- B. Copies of criminal complaint, affidavit of probable cause and sentencing order;
- C. Letter from Probation Officer, Correctional Officer or other person responsible for supervision of the defendant, dated within 90 days, indicating current probationary status and completion date.
- D. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction.

In addition, the applicant may, but is not required, to provide evidence in support of the application, such as, age at the time of conviction, or release from sentence; evidence that the applicant performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal or disciplinary conduct; the length and consistency of employment history before and after the offense or conduct; rehabilitation efforts, e.g., education/training; employment or character references and any other information regarding fitness for the particular position; and whether the individual is bonded under a federal, state, or local bonding program.

**If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed and dated within 90 days of receipt in the Board office.

- Pennsylvania background checks may be obtained at: <https://epatch.pa.gov> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- For applicants residing in California and/or Arizona: Due to the laws of these states, the Board is not an eligible recipient of a Criminal History Records Check ("CHRC") from California and/or Arizona. Please contact the Board at ra-appraise@pa.gov and request an affidavit to complete in lieu of a California or Arizona background check.

INSTRUCTIONS:

EVALUATION OF APPLICATION

PLEASE ALLOW 3 WEEKS FOR EVALUATION OF YOUR APPLICATION. IF YOUR APPLICATION IS INCOMPLETE OR INCORRECT YOU WILL BE NOTIFIED IN WRITING OF THE DISCREPANCY. IN ORDER TO ELIMINATE UNNECESSARY DELAYS – **PLEASE READ AND FOLLOW ALL INSTRUCTIONS.**

TRAINEE LICENSURE

LICENSES EXPIRE JUNE 30TH OF ODD-NUMBERED YEARS. YOU WILL RECEIVE RENEWAL INFORMATION PRIOR TO THE EXPIRATION DATE OF YOUR LICENSE. YOU MUST KEEP THIS OFFICE INFORMED (IN WRITING) OF ANY NAME/ADDRESS CHANGES IN ORDER TO RECEIVE INFORMATION RELEVANT TO THE RENEWAL OF YOUR LICENSE. YOU MAY NOT RENEW YOUR LICENSE MORE THAN 4 TIMES UNLESS THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS DETERMINES THAT YOU HAVE SHOWN GOOD CAUSE FOR 1 OR MORE ADDITIONAL RENEWALS.

REQUIRED COURSES MUST BE COMPLETED WITHIN THE FIVE (5) YEAR PERIOD PRIOR TO THE DATE OF SUBMISSION OF A TRAINEE APPRAISER APPLICATION:

- 30 HOURS BASIC APPRAISAL PRINCIPLES
- 30 HOURS BASIC APPRAISAL PROCEDURES
- 15 HOURS NATIONAL USPAP OR EQUIVALENT
- 8 HOURS VALUATION BIAS/FAIR HOUSING
- 4 HOURS TRAINEE/SUPERVISOR APPRAISER COURSE *NOTE* SUPERVISORY APPRAISERS MUST ALSO COMPLETE THIS COURSE. SUBMIT A COPY OF YOUR SUPERVISOR'S CERTIFICATE OF COMPLETION.

APPLICANTS SHOULD REVIEW THE REAL ESTATE APPRAISERS CERTIFICATION ACT AND THE BOARD'S REGULATIONS, WHICH MAY BE FOUND ON THE BOARD'S WEBSITE AT WWW.DOS.PA.GOV/REAL. APPLICANTS SHOULD ALSO REVIEW THE FEDERAL REQUIREMENTS FOR CERTIFICATION. THE APPRAISER QUALIFICATIONS BOARD (AQB) ESTABLISHES THE FEDERAL MINIMUM EDUCATION, EXPERIENCE AND EXAMINATION REQUIREMENTS FOR REAL PROPERTY APPRAISERS AND SUPERVISORY APPRAISERS. YOU MAY REVIEW THE AQB REAL PROPERTY APPRAISER QUALIFICATION CRITERIA AT WWW.APPRAISALFOUNDATION.ORG

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS, with at least 3 of the most recent in Pennsylvania;
- SUPERVISORY APPRAISER MUST BE IN GOOD STANDING IN PENNSYLVANIA;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT HAVE BEEN SUBJECT TO ANY DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS IMMEDIATELY PRECEDING THIS APPLICATION THAT AFFECTS THE SUPERVISORY APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE, INCLUDING:
 - CANNOT HAVE ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER OF ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
 - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
 - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT **WOULD NOT** AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
 - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
 - A LETTER OF WARNING OR REPRIMAND; AND
 - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE WILL NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

APPLICANT CHECKLIST

| | |
|--|---|
| | APPLICATION FEE \$75.00 |
| | APPLICATION SIGNED AND DATED |
| | SOCIAL SECURITY CERTIFICATE SIGNED AND DATED |
| | EDUCATION WORKSHEET COMPLETED |
| | REQUIRED EDUCATIONAL DOCUMENTATION ATTACHED |
| | COPY OF SUPERVISOR'S COMPLETION OF TRAINEE/SUPERVISOR COURSE |
| | SUBMIT REQUIRED CRIMINAL BACKGROUND CHECK FROM THE STATE POLICE OR EQUIVALENT LAW ENFORCEMENT AGENCY IN THE STATE OR JURISDICTION IN WHICH THE INDIVIDUAL HAS RESIDED FOR THE FIVE YEAR PERIOD IMMEDIATELY PRECEDING THE DATE OF APPLICATION. |
| | COMPLETION OF THE REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE FORM |
| | KEEP A COPY OF YOUR APPLICATION FOR YOUR RECORDS |



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov

LICENSED APPRAISER TRAINEE APPLICATION

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB Real Property Appraiser Qualification Criteria at www.appraisalfoundation.org.

FEES: \$75.00 APPLICATION FEE

You must submit a check or money order made payable to the "Commonwealth of Pennsylvania." The fee is nonrefundable, non-transferable and subject to change. The board will charge \$20.00 for all checks returned "not paid," regardless of the reason for non-payment. If a pending application is older than one year from the date submitted and the applicant wishes to continue the application process, the applicant will be required to submit a new application, including the required fee. In order to complete the application process, many of the supporting documents associated with the application cannot be more than six months from the date of issuance.

SECTION 1: APPLICANT INFORMATION

PLEASE PRINT OR TYPE

| | | | |
|--|----------------------|-------------------------------|------------|
| LEGAL NAME | | | |
| | LAST NAME | MAIDEN NAME | |
| | FIRST NAME | MIDDLE NAME | |
| MAILING ADDRESS | | | |
| | STREET | | |
| | CITY | STATE | ZIP |
| STREET ADDRESS, IF DIFFERENT FROM MAILING ADDRESS | | | |
| | STREET | | |
| | CITY | STATE | ZIP |
| PERSONAL INFORMATION | DATE OF BIRTH | SOCIAL SECURITY NUMBER | |
| CONTACT NUMBER (BETWEEN 9 AM – 5 PM) | FAX: | TELEPHONE: | |
| | EMAIL: | | |

SECTION 2: CRIMINAL AND DISCIPLINARY INFORMATION

If you answered "yes" to any criminal or disciplinary question, provide a full written explanation AND a certified copy of any and all relevant Board, court and/or legal documents, including the criminal complaint, charging documents, documentation of the final disposition and sentence imposed, as well as documentation of your successful completion of *any and all* of the sentencing requirements that may have been imposed.

| ANSWER THE FOLLOWING | | YES | NO |
|----------------------|--|-----|----|
| 1. | DO YOU HOLD, OR HAVE YOU EVER HELD, A LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION IN ANY STATE OR JURISDICTION? | | |
| 2. | IF YOU ANSWERED YES TO THE ABOVE QUESTION, PLEASE PROVIDE THE PROFESSION AND STATE OR JURISDICTION. PLEASE DO NOT ABBREVIATE THE PROFESSION. | | |
| 3. | HAVE YOU HAD DISCIPLINARY ACTION TAKEN AGAINST A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT, REGISTRATION OR OTHER AUTHORIZATION TO PRACTICE A PROFESSION OR OCCUPATION ISSUED TO YOU IN ANY STATE OR JURISDICTION OR HAVE YOU AGREED TO VOLUNTARY SURRENDER IN LIEU OF DISCIPLINE? | | |
| 4. | DO YOU CURRENTLY HAVE ANY DISCIPLINARY CHARGES PENDING AGAINST YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION? | | |
| 5. | HAVE YOU WITHDRAWN AN APPLICATION FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION, HAD AN APPLICATION DENIED OR REFUSED, OR FOR DISCIPLINARY REASONS AGREED NOT TO APPLY OR REAPPLY FOR A PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, PERMIT OR REGISTRATION IN ANY STATE OR JURISDICTION? | | |
| 6. | HAVE YOU BEEN CONVICTED (FOUND GUILTY, PLED GUILTY OR PLED NOLO CONTENDERE), RECEIVED PROBATION WITHOUT VERDICT OR ACCELERATED REHABILITATIVE DISPOSITION (ARD), AS TO ANY CRIMINAL CHARGES, FELONY OR MISDEMEANOR, INCLUDING ANY DRUG LAW VIOLATIONS? NOTE: YOU ARE NOT REQUIRED TO DISCLOSE ANY ARD OR OTHER CRIMINAL MATTER THAT HAS BEEN EXPUNGED BY ORDER OF A COURT. | | |
| 7. | DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AND UNRESOLVED IN ANY STATE OR JURISDICTION? | | |
| 8. | HAVE YOU BEEN FOUND BY A CIVIL COURT OF COMPETENT JURISDICTION TO HAVE PERFORMED A FRAUDULENT APPRAISAL? | | |

SECTION 3: CERTIFICATION STATEMENT

BY SIGNING BELOW, I VERIFY THAT THIS APPLICATION IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 PA. C.S. § 4911.

I VERIFY THAT THE STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. I UNDERSTAND THAT FALSE STATEMENTS ARE MADE SUBJECT TO THE PENALTIES OF 18 Pa. C.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES) AND MAY RESULT IN THE SUSPENSION, REVOCATION OR DENIAL OF MY LICENSE, CERTIFICATE, PERMIT OR REGISTRATION.

SOCIAL SECURITY ACT CERTIFICATION

IN ORDER TO COMPLY WITH FEDERAL LAW, THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS IS OBLIGATED TO INFORM EACH APPLICANT OR LICENSEE FROM WHOM IT REQUESTS A SOCIAL SECURITY NUMBER THAT DISCLOSING SUCH NUMBER IS MANDATORY IN ORDER FOR THIS BOARD TO COMPLY WITH THE REQUIREMENTS OF THE FEDERAL SOCIAL SECURITY ACT PERTAINING TO CHILD SUPPORT ENFORCEMENT, AS IMPLEMENTED IN THE COMMONWEALTH OF PENNSYLVANIA AT 23 PA. C.S. §4304.1(A). IN ORDER TO ENFORCE DOMESTIC SUPPORT ORDERS, AT THE REQUEST OF THE COMMONWEALTH'S DEPARTMENT OF HUMAN SERVICES (DHS), THE LICENSING BOARDS MUST PROVIDE TO DHS INFORMATION PRESCRIBED BY DHS ABOUT THE LICENSEE, INCLUDING THE SOCIAL SECURITY NUMBER.

APPLICANT'S SIGNATURE _____ DATE _____

LIST ALL COURSES FOR WHICH YOU ARE REQUESTING CREDIT

REQUIRED COURSES MUST BE COMPLETED WITHIN THE FIVE (5) YEAR PERIOD PRIOR TO THE DATE OF SUBMISSION OF A TRAINEE APPRAISER APPLICATION:

LIST IN THE SECTION BELOW A MINIMUM 87 HOURS OF THE APPRAISAL CURRICULUM SPECIFICALLY:

- 30 HOURS BASIC APPRAISAL PRINCIPLES
- 30 HOURS BASIC APPRAISAL PROCEDURES
- 15 HOURS NATIONAL USPAP OR EQUIVALENT
- 8 HOURS VALUATION BIAS/FAIR HOUSING
- 4 HOURS TRAINEE/SUPERVISOR APPRAISER COURSE *NOTE* SUPERVISORY APPRAISERS MUST ALSO COMPLETE THIS COURSE

SUBMIT CERTIFICATE, TRANSCRIPT OR NOTARIZED LETTER ISSUED BY THE COURSE PROVIDER SHOWING THE COURSE TITLE, NUMBER OF CLASSROOM HOURS, DATES OF COMPLETION AND DOCUMENTATION SHOWING COURSES WERE PASSED. NO OTHER DOCUMENTS WILL BE ACCEPTED AS PROOF OF SUCCESSFUL COMPLETION OF COURSE.

ONE (1) SEMESTER HOUR OF COLLEGE CREDIT IS EQUAL TO 15 CLASSROOM HOURS. HOWEVER, IF THE TRANSCRIPT INDICATES THAT EACH CREDIT IS EQUIVALENT TO A LESSER NUMBER OF HOURS, THE LESSER AMOUNT WILL BE USED IN THE CALCULATION OF CLASSROOM HOURS.

The following courses are NOT accepted:

- ◆ COURSES THAT DO NOT MEET THE REQUIREMENTS FOUND IN THE BOARD'S REGULATIONS AND THE APPRAISER QUALIFICATION BOARD (AQB)
- ◆ COURSES LESS THAN 15 HOURS IN LENGTH
- ◆ COURSES FOR WHICH NO EXAMINATION WAS PASSED
- ◆ COURSES THAT DO NOT RELATE TO THE MANDATORY COURSE TOPICS
- ◆ COURSES TAKEN TO MEET CONTINUING EDUCATION REQUIREMENTS
- ◆ 15 HOUR NATIONAL USPAP COURSES THAT HAVE NOT BEEN TAUGHT BY AN AQB CERTIFIED INSTRUCTOR

IF NOT PROPERLY COMPLETED – YOUR APPLICATION WILL NOT BE APPROVED

PENNSYLVANIA STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS
REQUIRED CHECKLIST FOR LICENSED APPRAISAL TRAINEE (49 Pa. Code § 36.54)

The Board Requires this Checklist be used when a Licensed Appraisal Trainee is utilized in the performance of an appraisal. THIS CHECKLIST MUST BE SIGNED BY THE LICENSED APPRAISER TRAINEE AND THE SUPERVISING CERTIFIED REAL ESTATE APPRAISER AND MUST BE MADE PART OF THE APPRAISAL REPORT THAT IS SUBMITTED TO THE CLIENT AND RETAINED IN THE APPRAISAL WORKFILE.

The intent of this Checklist is to ensure compliance with applicable USPAP requirements for acknowledgement and disclosure of significant real property appraisal assistance. **THE BOARD CANNOT GRANT EXPERIENCE HOURS FOR APPRAISAL ASSIGNMENTS IN WHICH THE LICENSED APPRAISAL TRAINEE IS NOT PROPERLY ACKNOWLEDGED IN THE REPORT.**

SUBJECT PROPERTY ADDRESS: _____

The licensed appraisal trainee to the certified real estate appraiser has contributed significant real property appraisal assistance in this appraisal assignment. Specifically, the licensed appraisal trainee:

Yes No N/A

- — — Assisted in the preparation of the workfile with all forms and general information for the appraisal.
- — — Assisted in determining the scope of work of the appraisal.
- — — Assisted in gathering and entering data as follows: tax assessment information and map, flood hazard information and map, zoning information and map, location map and similar information.
- — — Inspected the subject property.
 - If yes, accompanied by supervisor? _____ (yes/no)
 - Type of inspection: _____ interior _____ exterior
- — — Assisted in analyzing the highest and best use of the subject property.
- — — Assisted in gathering information for comparable land sales data, verified and analyzed the comparable land sales data.
- — — Assisted in gathering data for the cost approach, including estimates of cost new and accrued depreciation.
- — — Assisted in data and analysis for the income approach, including estimates of market rent, vacancy/expense analysis, and development of GRM or capitalization rate.
- — — Assisted in gathering and verifying comparable sales data, and analysis of the comparable sales.
- — — Assisted in the exterior inspection of the sales, rentals, land and/or other comparables.
- — — Assisted in sketch drawing.
- — — Assisted in entering subject and comparable data on the form and in the comment areas.
- — — Assisted in reconciliation and final opinion of value for the subject property.
- — — Assisted in the final review of this report.

Number of Hours Licensed Appraiser Trainee Spent on Appraisal

Signature of Licensed Appraiser Trainee: _____

PRINT/TYPE NAME: _____

The supervising certified real estate appraiser certifies that the named individual did assist with the items checked above, and also certifies that he/she reviewed all work done by the trainee and certifies the amount of hours the trainee spent on the appraisal. The supervising appraiser further certifies that the person signing this report as trainee understands the concepts and processes associated with the appraisal process.

Signature of Supervising Certified Appraiser: _____

Date: _____



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE INSTRUCTIONS

Applicants should review the Real Estate Appraisers Certification Act and the Board's regulations, which may be found on the Board's website at www.dos.pa.gov/real. Applicants should also review the federal requirements for certification. The Appraiser Qualifications Board (AQB) establishes the federal minimum education, experience and examination requirements for real property appraisers and supervisory appraisers. You may review the AQB *Real Property Appraiser Qualification Criteria* at www.appraisalfoundation.org.

SUPERVISING APPRAISER

- SHALL BE STATE-CERTIFIED FOR A PERIOD OF AT LEAST FIVE (5) YEARS, with at least 3 of the most recent in Pennsylvania;
- MUST BE IN GOOD STANDING IN PENNSYLVANIA;
- CAN ONLY SUPERVISE THREE (3) LICENSED APPRAISER TRAINEES AT ONE TIME;
- CANNOT 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, INCLUDING:
 - CANNOT HAVE ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE UNTIL A SPECIFIED CONDITION HAS BEEN MET;
 - ANY LIMITATION PREVENTING OR RESTRICTING AN APPRAISER FROM ENGAGING IN APPRAISAL PRACTICE OF SPECIFIC PROPERTY TYPES FOR ANY DURATION OF TIME;
 - SUSPENSION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION; AND
 - REVOCATION OF A CERTIFIED GENERAL OR CERTIFIED RESIDENTIAL CREDENTIAL IN ANY JURISDICTION;
- DISCIPLINARY SANCTIONS IN ANY JURISDICTION WITHIN THE LAST THREE (3) YEARS THAT WOULD NOT AFFECT THE SUPERVISORY APPRAISER'S LEGAL ABILITY TO ENGAGE IN APPRAISAL PRACTICE INCLUDE:
 - A MONETARY FINE OR PENALTY (WITHOUT ADDITIONAL SANCTIONS LIMITING THE APPRAISER'S LEGAL ELIGIBILITY TO ENGAGE IN APPRAISAL PRACTICE);
 - A LETTER OF WARNING OR REPRIMAND; AND
 - AN EDUCATIONAL REQUIREMENT.

REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE

THE ATTACHED "REGISTRY OF SUPERVISOR OF LICENSED APPRAISER TRAINEE" FORM MUST BE SUBMITTED PRIOR TO ACCUMULATING EXPERIENCE.

PLEASE NOTE: YOUR EXPERIENCE MAY NOT QUALIFY IF YOU FAIL TO REGISTER THE SUPERVISOR WITH THE STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS.



STATE BOARD OF CERTIFIED REAL ESTATE APPRAISERS

P.O. Box 2649
Harrisburg, PA 17105-2649

Courier Address:
BPOA Attn: Appraiser's Board
2 Technology Park
Harrisburg PA 17110-2919

Telephone: 833-DOS-BPOA
Fax: 717-705-5540
E-mail: st-appraise@pa.gov
Website: www.dos.pa.gov/real

REGISTRY FOR SUPERVISOR OF LICENSED APPRAISER TRAINEE

**LICENSED APPRAISER TRAINEE EXPERIENCE WILL NOT BE ACCEPTED IF
YOU HAVE NOT SUBMITTED THIS FORM.**

SECTION 1: LICENSED APPRAISER TRAINEE INFORMATION (COMPLETED BY TRAINEE AND REVIEWED BY SUPERVISOR)

| | | | |
|---|---|-------|-----|
| Name of Licensed Appraiser Trainee/Applicant: | | | |
| License number of Licensed Appraiser Trainee (If previously issued a license): | | | |
| Mailing Address of Licensed Appraiser Trainee/Applicant: | STREET | | |
| | CITY | STATE | ZIP |
| Mailing Address of Supervisory Appraiser: | STREET | | |
| | CITY | STATE | ZIP |
| Personal Information: | EMAIL ADDRESS: _____ TELEPHONE NUMBER: _____ | | |

VERIFICATION OF LICENSED APPRAISER TRAINEE

I verify that the contents of Section 1 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature _____

Date _____

**SECTION 2: SUPERVISOR INFORMATION
(TO BE COMPLETED BY SUPERVISOR)**

| | | | |
|---|--|----------|-----|
| Name of Supervising Appraiser: (Certified General or Certified Residential Appraiser Only) | | | |
| Certificate Number of Supervisory Appraiser: | | | |
| List state(s) of certification for the previous five (5) years | | | |
| Have you been a Pennsylvania certified real estate appraiser for at least five years immediately preceding this application? | YES _____ | NO _____ | |
| Are you currently in good standing in Pennsylvania? | YES _____ | NO _____ | |
| Have you received from the Board or any jurisdiction any disciplinary action that affects or affected your legal eligibility to engage in appraisal practice within three years immediately preceding this application? | YES _____ | NO _____ | |
| Mailing Address of Supervisory Appraiser: | STREET | | |
| | CITY | STATE | ZIP |
| Street Address, if different from mailing address: | STREET | | |
| | CITY | STATE | ZIP |
| Personal Information: | Email address: _____ | | |
| | Telephone Number: _____ | | |
| Commencement Date of Supervision of Licensed Appraiser Trainee registered in Section 1 <i>(If previously licensed in Pennsylvania):</i> | | | |
| Will Licensed Appraiser Trainee be located in your office? | YES _____ | NO _____ | |
| | If no, list distance between yourself and trainee: | | |
| | If distance is further than 50 miles, describe how you intend to supervisor the work of the trainee: | | |

**SECTION 2 CONTINUED: SUPERVISOR INFORMATION
(TO BE COMPLETED BY SUPERVISOR)**

| | | |
|---|----------------|-----------------------|
| Have you taken the Supervisory Appraisers and Trainee Appraisers course? You must submit a copy of the course certification. | YES _____ | NO _____ |
| Name and license number of All Trainees Currently Supervised by Supervisory Appraiser: | 1. NAME: _____ | LICENSE NUMBER: _____ |
| | 2. _____ | _____ |
| | 3. _____ | _____ |

CERTIFICATION OF SUPERVISORY APPRAISER

I acknowledge and certify that each of the following statements is true and correct regarding the information supplied in Sections 1 and 2 of this registration form:

| | |
|---|--|
| 1. I consent to supervise the licensed appraiser trainee identified in Section 1 of this registration form. | <u>Initials of Supervisory Appraiser</u> |
| 2. I acknowledge and accept the duties of a supervisory appraiser more fully set forth in the Real Estate Appraiser Certification Act, the regulations of the State Board of Certified Real Estate Appraisers, the Uniform Standards of Professional Appraisal Practice, and the Real Property Appraiser Qualification Criteria of the Appraiser Qualifications Board. | <u>Initials of Supervisory Appraiser</u> |
| 3. I am a certified general or residential real estate appraiser who holds a valid and current certification, and no agency has restricted, suspended, cancelled, withdrawn, revoked or otherwise limited my authority to practice real estate appraising. | <u>Initials of Supervisory Appraiser</u> |
| 4. I have been certified general or residential as a real estate appraiser for a period of at least <u>5 years</u> immediately preceding the date of this registration form. | <u>Initials of Supervisory Appraiser</u> |
| 5. I will notify the Board, in writing, if I terminate supervision of a licensed appraiser trainee registered with the Board as subject to my supervision. | <u>Initials of Supervisory Appraiser</u> |
| 6. This form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I acknowledge that any unauthorized change to this form is subject to the penalties of 18 Pa. C.S. § 4911, relating to tampering with public records or information. | <u>Initials of Supervisory Appraiser</u> |
| 7. I certify that I am currently in good standing in Pennsylvania. | <u>Initials of Supervisory Appraiser</u> |
| 8. I certify that I have not been subject to any disciplinary action in any jurisdiction within the last three (3) years that effects my legal ability to engage in appraisal practice. | <u>Initials of Supervisory Appraiser</u> |
| *See instruction page for sanctions that would or would not affect an appraiser's legal eligibility to supervise. | |
| 9. I certify that as part of my supervision of the Trainee, I shall jointly maintain an appraisal experience log with the Trainee. I understand that the experience hours claimed on the log must be directly related to the time spent on the appraisal assignment. I further certify that I will ensure that the experience log is accurate, current, and complies with the requirements of the laws and regulations of the Pennsylvania State Board of Certified Real Estate Appraisers. | <u>Initials of Supervisory Appraiser</u> |

VERIFICATION OF SUPERVISORY APPRAISER

I verify that the contents of Section 1 and 2 of this registration form are true and correct and the statements made herein are subject to the penalties of 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature: _____ Date: _____