

## TRAINEE/SUPERVISOR INFORMATION

Trainees need 79 hours of Qualifying Education approved by the Appraisal Qualification Board. The Appraisal Foundation provides direction to the required education and experience hours for licensing appraisers that can be found within **(RPAQC)** The Real Property Appraiser Qualification Criteria (Trainee guidance pg. 19/20). The pdf can also be found on MAB's website under Forms/Trainee. Trainees will need to complete a MAB Appraiser Licensing Application, check "Appraiser Intern" and pay a \$50.00 application fee. The MAB Supervisory Appraiser Affidavit and all copies of Qualifying Education Course Certificates must be returned with the application.

1. Qualifying Education required by all applications applying for the trainee certificate. (RPAQC page 27)
  - ▯ ) Qualifying Education must be within a five (5) year period immediately preceding the date of application to obtain Trainee Appraiser Credential. (MAB-Rule 11.5; RPAQC - pg. 19/III)
  - ▯ ) Educational Providers can be found on the Home page of the Mississippi Appraisal Board website under Forms and look for "Educational Provider List"
    - Basic Appraisal Principles; 30 hours
    - Basic Appraisal Procedures; 30 hours
    - 15-hour National USPAP Course; 15 hours
    - 8-hour National Valuation Bias and Fair Housing Laws and Rule Course;
    - Supervisor/Trainee Course; 4 hours
      - For a total of 87 hours

Note: Trainee's must renew every year and provide MAB on an annual basis fourteen (14) hours of Continuing Education to include a seven (7) hour National USPAP Update course every 2<sup>nd</sup> renewal. {MAB 11.7 (1)}

**Education can be e-mailed to [ddm@mab.ms.gov](mailto:ddm@mab.ms.gov)**

**NOTE:** If no CE is provided to the Board by expiration date, Trainee will automatically be placed inactive and will not be allowed to gain any experience hours while inactive until such time CE has been provided to MAB. A pocket card will be issued with an updated expiration date.

**\*\*\*THERE IS NO FEE TO RENEW A TRAINEE CERTIFICATE\*\*\***

2. Qualifying Education required to upgrade from an Appraiser Trainee (RPAQC)
  - a) Licensed Residential Appraiser Upgrading Education (RPAQC – pg. 21/III/B)
    - The courses stated above in (b) plus the below course:
    - Residential Market Analysis and Highest and Best Use; 15 hours
    - Residential Appraiser Site Valuation and Cost Approach; 15 hours
    - Residential Sales Comparison and Income Approaches; 30 hours

- Residential Report Writing and Case Studies; 15 hours.
  - For a total of an additional 75 hours

b) Certified Residential Real Property Appraiser Upgrading Education (RPAQC – pg. 22/III)

- College-level Education must be obtained (RPAQC – pg. 22 & 23/A & B)
- As an alternative to the college requirements individual who have held a Licensed Residential credential for a minimum of five (5) years may qualify (RQAPC – pg. 23/C)
- The courses stated above in (a) plus the below course (RPAQC – pg. 22/E)
  - Statistics, Modeling and Finance; 15 hours
  - Advanced Residential Applications and Case Studies; 15 hours
  - Appraisal subject Matter electives; 12 hours
    - For a total of an additional 117 hours from Trainee

c) Certified General Real Property Appraiser Upgrading Education (RPAQC – pg. 25/III)

- Applicants must hold a Bachelor’s degree or higher from an accredited college or university. (RPAQC – pg. 25/III/A)
- ★ The courses stated above in (a) plus the below course (RPAQC – pg. 26/D)
  - General Appraiser Market Analysis and Highest and Best Use; 30 hours
  - Statistics, Modeling and Finance; 15 hours
  - General Appraiser Sales Comparison Approach; 30 hours
  - General Appraiser Site Valuation and Cost Approach; 30 hours
  - General Appraiser Income Approach; 60 hours
  - General Appraiser Report Writing and Case Studies; 30 hours.
  - Appraisal Subject Matter Electives; 22 hours
    - For a total of an additional 217 hours from Trainee, 142 hours from License and 100 hours from Certified Residential Appraiser status

3. Definition of Non-Complex and Complex and how to calculate experience hours can be found under License Law; MAB Administrative Rule, Rule 2 Experience Requirements:

- Definition of Non-Complex/Rule 2.6; Definition of Complex/Rule 2.7
- License Experience Calculation/Rule 2.1;
  - 1000 hours in no fewer than six (6) months {RPAQC – pg. 21/IV}
- Certified Residential Experience/Rule 2.3;
  - Must have an income approach to review when upgrading.
  - 1500 hours in no fewer than 12 (12) months {RPAQC – pg. 24/IV}
- Certified General Experience/Rule 2.2;
  - Must have a report that contains all three approaches to review when upgrading.
  - Must have 3000 hours in no fewer than eighteen (18) months to that must in 1500 hours in non-residential real property appraisal work {RPAQC – pg. 26/IV}

4. Trainees can perform any appraisal process except determining the market value of the subject property and choosing the comparables ultimately used within the report. Trainees can find comparables and perform the verification process, but the Supervisor must ultimately determine which comparables are applicable and conclude the market value of each assignment. In the beginning stages of a trainee’s experience hours, the supervisor must accompany the trainee until the supervisor determines whether a

trainee is competent enough to perform the inspection on their own. {Rule 11.6 (2)(b)} It is the supervisor's discretion if they want to continue all inspections or if they determine the trainee is competent enough to do them on their own.

- a) Trainees are to be stated on an addendum with their name, trainee number and task performed as well as being stated on the certification page with only the name and number as providing appraisal assistance in order to gain the experience hours to upgrade.
  - b) Trainee's CANNOT SIGN an appraisal report. However, Trainees can sign reports ONLY when the client has **required** the trainee to sign. This must be clearly stated on the engagement letter and kept in the work file.
  - c) Rule 11.6 (2)(a) Supervisor accepts all responsibility for the appraisal by signing and certifying the report complies with USPAP and verifying and documenting the hours the Appraiser Trainee spent providing the appraisal assistance.
5. National Testing: **\*\*See License/Certified Appraiser Information for Testing requirements\*\***  
There is no test for Trainee's to obtain a certificate to start gaining experience hours.

**ALL TRAINEE'S MUST COMPLY WITH THE COMPETENCY RULE OF USPAP FOR ALL ASSIGNMENTS.**

6. Supervisors are Responsible for any appraisal activity of their Trainee and must provide appraisal services in compliance with Ethics, Competency and compliance with Mississippi Laws and Rules
- Supervisor Instructions: (PRAQC – pg. 15) (MAB Rule 12)
  - Supervisors must be certified for a minimum of three (3) years and in good standings with their state (RPAQC – pg. 15 B)
  - Supervisors are allowed only three (3) trainees at any one time (RPAQC – pg. 17 D)
  - Trainees are allowed more than one Supervisors at a time during their experience training (RPAQC – pg. 17 D)
  - Supervisors must provide access to all records for the trainee; (MAB Rule 11.3)
  - Supervisor must also complete a MAB Supervisor Appraiser Affidavit when submitting the log for a trainee to upgrade.