

**NORTH DAKOTA REAL ESTATE APPRAISER
QUALIFICATIONS & ETHICS BOARD**

PO Box 1336
Bismarck, ND 58502-1336
Telephone/Fax: (701) 222-1051

Received : _____

Approved: _____

**Registration of Apprentice Appraiser / Termination of Apprentice-Supervisory Registration
(To be completed by Apprentice Appraiser)**

CHECK ONE:

REGISTRATION OF SUPERVISING APPRAISER **TERMINATION OF SUPERVISING APPRAISER**

The apprentice and supervising appraiser shall notify the board in writing within ten days of terminating supervision.

NAME _____
Last First MI

BUSINESS NAME (Current): _____

ADDRESS: _____
Physical Address City State Zip Code Telephone Number

_____ Mailing Address (if different) City State Zip Code Email Address

REGISTERING THE FOLLOWING SUPERVISING APPRAISER: DATE OF REGISTRATION:

NAME _____
Last First MI Permit No.

BUSINESS NAME: _____

ADDRESS: _____
Physical Address City State Zip Code Telephone Number

_____ Mailing Address (if different) City State Zip Code Email Address

REMOVE THE FOLLOWING SUPERVISING APPRAISER: DATE OF TERMINATION:

NAME _____
Last First MI Permit No.

BUSINESS NAME: _____

ADDRESS: _____
Physical Address City State Zip Code Telephone Number

_____ Mailing Address (if different) City State Zip Code Email Address

Apprentice Signature

Date

An Apprentice Appraiser Permit is considered the entry level (training ground level) for a North Dakota appraiser. Education and experience requirements for the apprentice level are set by the Appraisal Qualifications Board of the Appraisal Foundation. The North Dakota Appraiser Board adopts these as its requirements for apprentices.

Scope of Practice. The apprentice appraiser shall assist a certified appraiser in appraisal work, provided the certified appraiser accepts full responsibility for the appraisal performed. The scope of practice for the apprentice appraiser is the appraisal of those properties that the certified supervising appraiser is permitted qualified to appraise. The apprentice appraiser shall be subject to the Uniform Standards of Professional Appraisal Practice (USPAP).

Background check. Background checks are required pursuant to NDCC 43-23.4-24...”The board shall require an applicant for a permit, under sections 43-23.3-04.1, 43-23.3-07,43-23.3-08, and 43-23.3-09, and may require a permittee to submit to a statewide and nationwide criminal history record check. The nationwide criminal history record check must be conducted in the manner provided in section 12-60-24. All costs associated with obtaining a background check are the responsibility of the applicant or permittee.”

Examination. An applicant for an apprentice permit shall pass an open-book examination covering North Dakota Century Code chapter 43-23.3 and North Dakota Administrative Code title 101.

Education. An applicant for the apprentice appraiser permit must have completed 75 hours of qualifying education which cover the required core curriculum as established by the Appraisal Qualifications Board of the Appraisal Foundation. Additionally, the applicant must pass each course examination. All qualifying education must be completed within the five-year period prior to the date of submission of the apprentice application.

The applicant must be familiar with North Dakota Century Code chapter 43-23.3 and North Dakota Administrative Code title 101.

The apprentice shall be required to complete a course that complies with the specifications for course content established by the Appraisal Qualifications Board, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and apprentice appraisers. The course must be completed by the apprentice prior to obtaining an apprentice permit. The course is not eligible toward the required seventy-five hours of qualifying education.

Experience. No experience is required for the apprentice appraiser.

Apprentice appraiser responsibilities.

The apprentice appraiser must be subject to direct supervision by a supervising appraiser who must be state certified in good standing. The apprentice appraiser is permitted to have more than one supervising appraiser.

Prior to issuance of an apprentice appraiser permit the applicant for the apprentice level is required to register the name, office, and address of each supervising appraiser with the Board.

The apprentice appraiser and supervising appraiser shall jointly maintain an appraisal experience log. It is the responsibility of both the supervisory appraiser and apprentice to ensure the experience log is accurate and current. The experience log, at a minimum, must include the following for each appraisal:

- (1) Type of property.
- (2) Date of report.
- (3) Address of appraised property.
- (4) Description of work performed by the apprentice and scope of the review and supervision of the supervising appraiser.
- (5) Number of actual work hours by the apprentice on the assignment.
- (6) Signature and state certification number of the supervising appraiser. Separate appraisal logs must be maintained for each supervising appraiser.

The apprentice appraiser, as well as the Supervisory Appraiser, shall be entitled to obtain copies of appraisal reports and/or permitted access and retrieval arrangements for all work files for appraisals in which he or she participated, in accordance with the Record Keeping Rule of USPAP.

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**Registration of Apprentice Appraiser / Termination of Apprentice-Supervisory Registration
(To be completed by Supervising Appraiser)**

*A certified appraiser who wishes to supervise an apprentice must register with the Board.
The apprentice and supervising appraiser shall notify the board in writing within ten days of terminating supervision.*

CHECK ONE:

REGISTRATION OF APPRENTICE APPRAISER

TERMINATION OF APPRENTICE APPRAISER

SUPERVISING APPRAISER PERMIT NO: _____

NAME _____
Last First MI Social Security No.

BUSINESS NAME (Current): _____

ADDRESS: _____
Physical Address City State Zip Code Telephone Number

_____ Mailing Address (if different) City State Zip Code Email Address

REGISTERING THE FOLLOWING APPRENTICE APPRAISER: DATE OF REGISTRATION:

NAME _____
Last First MI Permit No.

ADDRESS: _____
Physical Address City State Zip Code Telephone Number

_____ Mailing Address (if different) City State Zip Code Email Address

REMOVING THE FOLLOWING APPRENTICE APPRAISER: DATE OF TERMINATION:

NAME _____
Last First MI Permit No.

BUSINESS NAME: _____

ADDRESS: _____
Physical Address City State Zip Code Telephone Number

_____ Mailing Address (if different) City State Zip Code Email Address

Supervisory Appraiser Signature / Permit Number

Date

Supervisor responsibilities:

The supervising appraiser shall be required to complete a course that complies with the specifications for course content established by the Appraisal Qualifications Board, which is specifically oriented to the requirements and responsibilities of supervisory appraisers and apprentice appraisers. The course must be completed by the supervisory appraiser prior to supervising an apprentice appraiser.

The supervising appraiser must either have or must complete an open-book examination covering North Dakota Century Code chapter 43-23.3 and North Dakota Administrative Code title 101.

The supervising appraiser is responsible for the training, guidance, and direct supervision of the apprentice appraiser:

- (1) Each supervising appraiser must accept responsibility for the appraisal report by signing and certifying that the report complies with the Uniform Standards of Professional Appraisal Practice (USPAP).*
- (2) Each supervising appraiser must review and sign the apprentice appraisal reports.*
- (3) Each supervising appraiser must personally inspect each appraised property with the apprentice appraiser until the supervising appraiser determines the apprentice appraiser is competent to inspect the property in accordance with the Competency Rule of USPAP.*

A supervising appraiser may be disciplined if the board determines that the supervisor has failed to directly supervise an apprentice appraiser.

A supervising appraiser shall be state-certified and in good standing for a period of at least 3 years prior to being eligible to become a supervisory appraiser.

A supervising appraiser shall not have been subject to any disciplinary action (withing any jurisdiction) within the last three years that affected the supervising appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to disciplinary action would be considered to be in good standing 3 years after the successful completion or termination of the sanction imposed against the appraiser.

A supervising appraiser must comply with the Competency Rule of USPAP for the property type and geographic location where the apprentice is being supervised.

A supervising appraiser is limited to supervising no more than 3 apprentice appraisers at one time.

The apprentice appraiser and supervising appraiser shall jointly maintain an appraisal experience log. It is the responsibility of both the supervisory appraiser and apprentice to ensure the experience log is accurate and current. The experience log, at a minimum, must include the following for each appraisal:

- (1) Type of property;*
- (2) Date of report;*
- (3) Address of appraised property;*
- (4) Description of work performed by the apprentice and scope of the review and supervision of the supervising appraiser;*
- (5) Number of actual work hours by the apprentice on the assignment; and*
- (6) Signature and state certification number of the supervising appraiser. Separate logs must be maintained for each supervising appraiser, if applicable.*

The apprentice appraiser, as well as the Supervisory Appraiser, shall be entitled to obtain copies of appraisal reports and/or permitted access and retrieval arrangements for all work files for appraisals in which he or she participated, in accordance with the Record Keeping Rule of USPAP.

To Register as a Supervising Appraiser, please complete the following:

SUPERVISING APPRAISER'S LEVEL OF CERTIFICATION: (Check one only):

CERTIFIED RESIDENTIAL

CERTIFIED GENERAL

NAME _____
Last First MI Social Security No.

PERMIT NO. _____ **ORIGINAL DATE OF ISSUANCE OF CURRENT PERMIT:** _____

BUSINESS NAME (Current): _____

ADDRESS: _____
Physical Address City State Zip Code Telephone Number
Mailing Address (if different) City State Zip Code Email Address

LIST ALL STATES IN WHICH YOU ARE LICENSED/CERTIFIED: _____

- 1. Have you attended a Supervisor Appraiser/Trainee Course?** ___Yes_____Date Completed ___No
(Attached a copy of verification of completion)
- 2. Have you completed the open-book examination covering the North Dakota Century Code chapter 43-23.3 and North Dakota Administrative Code title 101?** _____Yes ___No
(Attach a copy of completed exam)
- 3. Have you ever had any disciplinary action taken against your appraiser license or certification in North Dakota or any other state or jurisdiction in the past three years?** _____Yes ___No
(If you answer "YES", on a separate sheet, provide a signed, detailed statement describing the facts and circumstances pertinent to your case. In addition, provide copies of all final court documents that identify the charges (pending or otherwise) and the penalty assessed.)
- 4. Are there currently any investigations, complaints or charges pending against you as a real estate appraiser in North Dakota or any other state or jurisdiction?** _____Yes ___No
(If you answer "YES", on a separate sheet, provide a signed, detailed statement describing the facts and circumstances pertinent to your case.)
- 5. Are you in good standing as an appraiser in North Dakota and in any other state or jurisdiction in which you are licensed or certified?** _____Yes ___No
(If you answer "NO", on a separate sheet, provide an explanation.)

SUPERVISOR:

I affirm that I have read and agree to comply will all provisions of the North Dakota Appraiser laws and rules.

I certify that I will supervise the Apprentice named herein in accordance with all state regulations.

I hereby swear (or affirm) under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed any information that might have a bearing on this application.

Signature of Registering Supervisor (Date)