**Apprentice appraiser responsibilities.** The apprentice appraiser must be subject to direct supervision by a supervising appraiser who must be state licensed or certified in good standing.

a. 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 on a form prescribed by the board. Registration of a supervising appraiser is effective the day the registration forms from both the supervising appraiser and apprentice appraiser are received and approved. These forms can be obtained by contacting the board office.

(1) The apprentice and supervising appraiser shall notify the board in writing within ten days of terminating supervision.
(2) The apprentice appraiser is permitted to have more than one supervising appraiser.

b. The scope of practice for the apprentice appraiser is the appraisal of those properties that the supervising appraiser is permitted by the supervising appraiser’s current credential and that the supervising appraiser is qualified to appraise.

c. To obtain experience credit for appraisals, the apprentice must sign the report, sign the certification, or be given credit in the certification as having provided significant professional assistance.

d. The apprentice appraiser and supervising appraiser shall jointly maintain a log of all appraisals for which the apprentice completed seventy-five percent or more of the assignment. The 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 hours per assignment.
(6) Signature and state license or certification number of the supervising appraiser.

e. Separate appraisal logs must be maintained for each supervising appraiser.

f. The apprentice appraiser is entitled to obtain copies of appraisal reports the apprentice appraiser prepared.

**Supervisor responsibilities.** A licensed or certified appraiser who wishes to supervise an apprentice must register with the board on a form prescribed by the board. Registration of a supervising appraiser is effective the day the registration forms from both the supervising appraiser and from the apprentice appraiser are received and approved. These forms can be obtained by contacting the board office.

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

b. The apprentice appraiser is permitted to have more than one supervising appraiser.

c. 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.

d. The supervising appraiser is responsible for the training, guidance, and direct supervision of the apprentice appraiser. Training, guidance, and direct supervision means:
(1) Each supervising appraiser must accept responsibility for the appraisal report by signing and certifying that the report complies with generally accepted appraisal procedures and is in compliance with the uniform standards of professional appraisal practice.

(2) Each supervising appraiser must review and sign the apprentice appraisal reports.

(3) Each supervising appraiser must personally inspect each appraised property interior and exterior with the apprentice appraiser on at least the first twenty-five appraisal assignments requiring inspection and until the supervising appraiser determines the apprentice appraiser is competent in accordance with the competency provision of the uniform standards of professional appraisal practice for the property type. A separate log must be maintained for these twenty-five appraisals.

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

f. A supervising appraiser must have a license or certified permit in good standing and not subject to any disciplinary action within the last two years.

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

h. A supervising appraiser shall keep copies of appraisal reports for a period of five years or at least two years after final disposition of any judicial proceedings in which testimony was given, whichever period expires last.

**History:** Effective October 1, 1992; amended effective October 1, 1998; February 1, 2003; January 1, 2008; July 1, 2012.

**General Authority:** NDCC 43-23.3-03

**Law Implemented:** NDCC 43-23.3-03, 43-23.3-06, 43-23.3-08, 43-23.3-09, 43-23.3-17, 43-23.3-18