

North Dakota Appraiser Board Offers Educational Work Product Review Opportunities:

The North Dakota Appraiser Board **strongly encourages all Applicants and Supervisors to take advantage of** the educational work product review programs being offered by the Board. These opportunities are being offered to:

- 1) **The Applicant for Licensure or Certification:**
(An apprentice appraiser upgrading to licensure or certification; a licensed appraiser upgrading to certified residential; a certified residential upgrading to certified general, etc.)
- 2) **The Supervisory Appraiser:**
(All current ND Supervisory Appraisers, as well as ND certified appraisers interested in taking on the role of Supervisory Appraiser.)

Background Information:

Review of work product is an important part of the application process for licensure or certification, and one of the final steps in the application process. The applicant submits work product to the Board for review for compliance with *the Uniform Standards of Professional Appraisal Practice (USPAP)*. Unfortunately, several reviews are revealing that the quality of work product does not meet the minimum standards of the *USPAP*. To find that work product does not comply with the *USPAP*, at this late stage of the application process, is not only concerning to the applicant, but the Board as well.

After finding this issue is becoming more frequent, the Board recognized there may be a need for some type of a program or educational offering to try to avoid this continuing problem. Therefore, the Board decided to develop an educational work product review program.

The educational work product review programs allow an applicant for licensure or certification, or a Supervisory Appraiser, to submit work product for review for compliance with *USPAP* for educational purposes. If violations are identified in the educational review program, the Board will not initiate a complaint. The intent of this program is to work with Supervisory Appraisers, their apprentices, as well as applicants, in improving the quality of work product prior to the applicant making application for licensure or certification. **(The educational review processes are outlined on page two)**

Please note, the educational work product review process differs from the application work product review process. If violations are identified in the educational review process, the Board WILL NOT initiate action. If violations are identified in the application review process the Board MAY take action.

Application Work Product Review Process:

The applicant for licensure or certification must meet specific requirements: 1) education, 2) experience (review of work product inclusive) and 3) national examination.

These requirements, as well as the training and guidance provided by the Supervisory Appraiser, should assist in preparing the applicant for licensure or certification to: 1) meet an acceptable level of competency and understanding of the principles, practices, and procedures consistent with the body of knowledge for the level the applicant is applying to, and 2) produce appraisal reports that meet the minimum requirements set forth in the *USPAP*.

An apprentice appraiser must be under the direct supervision of a certified appraiser. A Supervisory Appraiser is responsible for the training, guidance, and direct control and supervision of the apprentice appraiser by accepting responsibility for each appraisal report completed by the apprentice.

As the apprentice upgrades to licensure or certification, a selection of reports completed by the apprentice must be submitted for review. The reports are reviewed by a Board Reviewer to determine if the reports are in compliance with the *USPAP*. The Reviewer's findings are submitted to the Board for review and consideration. The applicant and Supervisory Appraiser are strongly encouraged to attend the meeting to discuss the reviews.

It is important to note, if there are significant violations of *USPAP* identified in the application work product review process, the Board has the authority to 1) deny the application, 2) table the application, or 3) file a complaint against the applicant and/or Supervisory Appraiser for noncompliance with *USPAP*.

Applicants for Licensure or Certification
Work Product Educational Review Process

(Applies to various types of applicants: apprentice to licensure, licensure to certified residential, certified residential to certified general, etc.)

After accumulating a minimum of fifty percent of the required appraisal experience, an applicant for licensure or certification may voluntarily submit work product for review by a Board Reviewer for educational purposes.

One report (work file inclusive), selected by the applicant, may be submitted for review. The report and related work file are forwarded to the Board Reviewer for review for compliance with the USPAP.

The Reviewer's findings are provided to the applicant, as well as Board members, for consideration at the next Board meeting. Both the applicant and Supervisory Appraiser (if applicable) must attend the meeting to discuss the report and corresponding review. If violations are identified in the educational review process, the Board will not initiate a complaint.

However, if the Board determines the reviewed report meets the minimum requirements set forth in the USPAP, the Board may allow the applicant to use the educational review as part of the upgrade application process for licensure or certification.

There is no cost to the applicant for the educational review.

To submit work product for review, please email (jcampbell@bis.midco.net) one report, work file inclusive, to the Board office with a request for the report to be reviewed as part of the Supervisory Appraiser Work Product Review Process. Do not hesitate to contact the Board office if you have questions.

Supervisory Appraiser
Work Product Educational Review Process

(Applies to current ND Supervisory Appraisers and appraisers interested in taking on the role of Supervisory Appraiser)

The Supervisory Appraiser is responsible for the training, guidance, and direct control and supervision of the apprentice appraiser by accepting responsibility for each appraisal report completed by the apprentice.

Current ND Supervisory Appraisers, as well as ND certified appraisers interested in taking on the role as a Supervisory Appraiser are being offered the opportunity to voluntarily submit work product to the Board for review for educational purposes. This review process is similar to the educational work product review process offered to applicants. If violations are noted through this work product review process, the Board will not initiate a complaint.

One report (work file inclusive,) selected by the Supervisory Appraiser, may be submitted for review. The report and related work file are forwarded to the Board Reviewer for review for compliance with the USPAP.

The Reviewer's findings will be provided to the Supervisory Appraiser, as well as Board members, for consideration at the next Board meeting. The Supervisory Appraiser must attend the meeting to discuss the report and corresponding review. Again, if violations are identified in this educational review process, the Board will not initiate a complaint.

The Board will assist in paying one-half (up to \$500) of the educational review cost, with the remaining cost of the review to be paid by the Supervisory Appraiser.

To submit work product for review, please email (jcampbell@bis.midco.net) one report, work file inclusive, to the Board office with a request for the report to be reviewed as part of the Supervisory Appraiser Work Product Review Process. Do not hesitate to contact the Board office if you have questions.