

OKLAHOMA REAL ESTATE APPRAISER BOARD

3625 NW 56th Street, Suite 100
Oklahoma City, Oklahoma 73112

REPORT OF SUPERVISORY RELATIONSHIP

ADDITION OF SUPERVISOR

I hereby certify that I am a state licensed, state certified residential or state certified general appraiser meeting the required qualifications for a supervisory appraiser as promulgated by the Oklahoma Real Estate Appraiser Board in OAC 600:10-1-16(d). I agree to supervise the appraiser trainee named on this form. I understand that I am responsible to the public and to the Board for the professional actions of this person. I agree to have the trainee perform appraisal activity only under my active, personal and diligent supervision and direction, and I shall sign the trainee appraiser's reports. I understand that I am required to maintain workfiles as required by USPAP and 59 O.S. § 858-729, and that the trainee appraiser is entitled to obtain copies of reports of all appraisals in which the trainee appraiser participated. I will notify the Board immediately when supervision of this individual has terminated.

Supervisory appraiser's name (typed or printed): _____

Supervisor's certificate number: _____ Expiration Date: _____

Supervisor's signature: _____ Date signed: _____

TERMINATION OF SUPERVISOR

I hereby certify that my supervision of the trainee listed below is terminated. I am no longer responsible for the professional actions of this individual. I understand the trainee appraiser is entitled to obtain copies of all reports of appraisals in which the individual participated.

Supervisory appraiser's name (typed or printed): _____

Supervisor's certificate number: _____ Expiration Date: _____

Supervisor's signature: _____ Date signed: _____

STATEMENT OF TRAINEE APPRAISER

I hereby acknowledge the above and foregoing statement of the supervisory appraiser. I understand that I am required to maintain an appraisal log recording information regarding all appraisal activities. I have read and am familiar with the provisions of OAC 600:10-1-16.

Trainee appraiser's name (typed or printed): _____

Trainee's certificate number: _____ Expiration Date: _____

Trainee's signature: _____ Date signed: _____

USE OF THIS FORM

This form is required by Appraiser Board rules, OAC 600:10-1-16(a). It is used to report the existence of a supervisor-trainee relationship. Submit the original form to the Board with two original signatures.

600:10-1-16. Supervision of trainee appraisers.

(a) Trainee Appraisers shall report to the Board, on a form prescribed by the Board, the identity of any supervisory appraiser. Trainee Appraisers may have more than one supervisory appraiser, but a supervisory appraiser may not supervise more than three (3) trainee appraisers at one time. When a Trainee Appraiser has more than one supervisory appraiser, each shall be reported to the Board as indicated above.

(1) The supervisor-trainee relationship shall become effective on the date of receipt of the original required form with original signatures in the administrative office of the Board.

(2) A supervisory appraiser shall notify the Board in writing immediately when supervision of a Trainee Appraiser has been terminated by the supervisory appraiser or the Trainee Appraiser.

(3) Supervisory appraisers having responsibility for more than three (3) trainee appraisers on the effective date of this rule may keep those relationships intact, but may not undertake additional supervisory responsibilities until such time as this action will not violate the three (3) trainee limitation imposed above.

(b) Trainee Appraisers shall maintain an appraisal log on a form prescribed by the Board. Separate appraisal logs shall be maintained for work performed with each supervisory appraiser. This appraisal log shall record the following information:

(1) Client name and date of report,

(2) Address or legal description of the real property appraised,

(3) Description of the work performed by the trainee appraiser and the scope of review and supervision of the supervisory appraiser,

(4) Number of actual hours worked,

(5) Type of property appraised,

(6) Form number or description of report rendered, and

(7) The signature and state certificate number of the supervisory appraiser.

(c) Experience credit for the purpose of upgrading will not be given unless:

(1) a properly completed trainee-supervisory report form is on file in the administrative office of the Board, and

(2) the Trainee Appraiser either signs the certification required by Standards Rule 2-3 of the Uniform Standards of Professional Appraisal Practice, or the supervisory appraiser gives credit to the Trainee Appraiser in the certification and complies with the requirements of Standards Rule 2-2(a)(vii), 2-2(b)(vii), or 2-2(c)(vii) as applicable.

(d) Both supervisory and trainee appraisers shall maintain complete workfiles as required by the Uniform Standards of Professional Appraisal Practice and the Oklahoma Certified Real Estate Appraisers Act.

(e) A supervisory appraiser shall meet the following requirements:

(1) have been a State Licensed or Certified Appraiser for a period of at least three (3) years;

(2) be a State Certified General or State Certified Residential Appraiser on a credential issued by the Oklahoma Real Estate Appraiser Board;

(3) be in good standing with the Board and not subject to any disciplinary action within the last two years that affects the supervisor's legal eligibility to engage in appraisal practice; and

(4) accept responsibility for training, guidance, and direct supervision of the Trainee Appraiser by signing the form referenced in (a), above.

(5) State Licensed appraisers with supervisor-trainee relationships in place on the effective date of this rule may keep those relationships intact, but may not undertake additional supervisory responsibilities until such time as they have upgraded to State Certified General or State Certified Residential Appraiser.

(f) A supervisory appraiser shall:

(1) accept responsibility for a Trainee Appraiser's appraisal reports by signing each report and certifying that the report is in compliance with the Uniform Standards of Professional Appraisal Practice, and

(2) personally inspect each appraised property with the Trainee Appraiser until the supervisory appraiser determines that the Trainee Appraiser is competent, in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice, for the property type.

(f) A supervisory appraiser shall notify the Board immediately when supervision of a Trainee Appraiser has been terminated by the supervisory appraiser or the Trainee Appraiser.

(g) Prior to assuming duties as a supervisory appraiser, an appraiser who has been disciplined by the Board must receive approval from the Board.

[Source: Added at 19 OK Reg 1489 eff 7-14-02; Amended at 22 OK Reg 1503 eff 7-14-05]