

# EXPERIENCE SUPERVISION

Effective July 1, 2007, Kansas adopted K.A.R. 117-2-2a; 3-2a, 4-2a, and 5-2a, each of which deals with the supervision of experience for the individual license/certification types (see attached).

## SUPERVISION OF PROVISIONAL (TRAINEE)

### SUPERVISING APPRAISER RESPONSIBILITIES

- Responsible for training, guidance, and direct supervision of the Provisional.
- Responsible for closely supervising the work of the Provisional and determining the level of work the trainee is capable of and competent to perform.
- Accept full responsibility for the appraisal report by certifying the report complies with generally accepted appraisal procedures and is in compliance with USPAP.
- Review and sign the Provisional appraisal reports.
- Review and sign the Provisional trainee's experience log.
- Ensure that at least the first 25 properties for which the applicant provided assistance were personally inspected by the instant supervisor or a previous supervisor. Continue to personally inspect each property for which the Provisional provides assistance until satisfied that the trainee is competent to appraise the property type, in accordance with the competency provision of USPAP.

## SUPERVISION OF EXPERIENCE (NOT PROVISIONAL)

### SUPERVISING APPRAISER RESPONSIBILITIES

- The supervising appraiser maintained responsibility for supervision of the applicant by meeting both of the following requirements:
  - (A) Before signing the certification section or addendum, the supervisor reviewed each appraisal report that the applicant prepared or provided assistance in developing, preparing, or communicating.
  - (B) The supervisor met the following requirements:
    - (i) Ensured that, at a minimum, the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report were personally inspected by a supervisor; and
    - (ii) continued to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report until the supervisor was satisfied that the applicant was competent to appraise the property type, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as adopted in K.A.R. 117-8-1.

## SUPERVISOR QUALIFICATIONS

These requirements apply to any appraiser supervising the work experience of an applicant (either Provisional or unlicensed, "applicant") for the State Licensed, Residential Certified or General Certified classifications.

- Supervisor must be a certified appraiser in good standing during the period of supervision.
- Supervisor must have been licensed or certified for a minimum of two-years immediately preceding the date on which the supervision began.
- Supervisor may not supervise more than three (3) applicants (or any combination of these) at the same time.
- Supervisor shall supervise the work of an applicant on appraisal reports performed on properties **only** if both of the following conditions are met:
  - A. Supervisor is permitted by the appraiser's current credential to appraise the properties; and
  - B. Supervisor is competent to appraise the properties.

The full text of K.A.R. 117-2-2a, 117-3-2a, 117-4-2a, and 117-5-2a have been attached.

**117-2-2a. Licensed classification; experience supervision requirements.** (a) In order for an applicant's experience to be approved by the board when the applicant is applying for the licensed classification, the experience shall have been supervised by an appraiser according to all of the following conditions:

(1) The supervising appraiser was a certified appraiser in good standing during the period of supervision.

(2) The supervising appraiser was licensed or certified as an appraiser for a minimum of two years immediately preceding the date on which the supervision began.

(3) The supervising appraiser did not supervise more than three applicants or provisional licensed appraisers, or any combination of these, at the same time.

(4) The supervising appraiser maintained responsibility for supervision of the applicant by meeting both of the following requirements:

(A) Before signing the certification section or addendum, the supervisor reviewed each appraisal report that the applicant prepared or provided assistance in developing, preparing, or communicating.

(B) The supervisor met the following requirements:

(i) Ensured that, at a minimum, the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report were personally inspected by a supervisor; and

(ii) continued to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report until the supervisor was satisfied that the applicant was competent to appraise the property type, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as adopted in K.A.R. 117-8-1.

(b) For the purpose of this regulation, "good standing" shall mean that both of the following conditions are met:

(1) During the period of supervision, the supervising appraiser was not subject to a board-approved consent agreement and order, summary order, or final order that included a term prohibiting supervision.

(2) During the period of supervision, the supervising appraiser's certification was not suspended or revoked.

(c) Each applicant shall be permitted to have more than one supervising appraiser.

(d) The supervising appraiser shall supervise the work of an applicant on appraisal reports performed on properties only if both of the following conditions are met:

(1) The supervising appraiser is permitted by the supervising appraiser's current credential to appraise the properties.

(2) The supervising appraiser is competent to appraise the properties. (Authorized by and implementing K.S.A. 58-4109; effective July 1, 2007; amended Jan. 18, 2008.)

**117-3-2a. General classification; experience supervision requirements.**

(a) In order for an applicant's experience to be approved by the board when the applicant is applying for the general classification, all experience attained by an unlicensed or uncertified individual, or by a licensed or certified appraiser that is outside that appraiser's scope of practice, shall have been supervised by an appraiser according to the following terms and conditions:

(1) The supervising appraiser was a certified appraiser in good standing during the period of supervision.

(2) The supervising appraiser was licensed or certified as an appraiser for a minimum of two years immediately preceding the date on which the supervision began.

(3) The supervising appraiser did not supervise more than three applicants or provisional licensed appraisers, or any combination of these, at the same time.

(4) The supervising appraiser maintained responsibility for supervision of the applicant by meeting both of the following requirements:

(A) Before signing the certification section or addendum, the supervisor reviewed each appraisal report that the applicant prepared or provided assistance in developing, preparing, or communicating.

(B) The supervisor met the following requirements:

(i) Ensured that, at a minimum, the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report were personally inspected by a supervisor; and

(ii) continued to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report until the supervisor was satisfied that the applicant was competent to appraise the property type, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as adopted in K.A.R. 117-8-1.

(b) For the purpose of this regulation, "good standing" shall mean that both of the following conditions are met:

(1) During the period of supervision, the supervising appraiser was not subject to a board-approved consent agreement and order, summary order, or final order that included a term prohibiting supervision.

(2) During the period of supervision, the supervising appraiser's certification was not suspended or revoked.

(c) Each applicant shall be permitted to have more than one supervising appraiser.

(d) The supervising appraiser shall supervise the work of an applicant on appraisal reports performed on properties only if both of the following conditions are met:

(1) The supervising appraiser is permitted by the supervising appraiser's current credential to appraise the properties.

(2) The supervising appraiser is competent to appraise the properties. (Authorized by and implementing K.S.A. 58-4109; effective July 1, 2007; amended July 1, 2007; amended Jan. 18, 2008.)

**117-4-2a. Residential classification; experience supervision requirements.** (a) In order for an applicant's experience to be approved by the board when the applicant is applying for the residential classification, all experience attained by an unlicensed individual, or by a licensed appraiser that is outside that appraiser's scope of practice, shall have been supervised by an appraiser according to all of the following conditions:

(1) The supervising appraiser was a certified appraiser in good standing during the period of supervision.

(2) The supervising appraiser was licensed or certified as an appraiser for a minimum of two years immediately preceding the date on which the supervision began.

(3) The supervising appraiser did not supervise more than three applicants or provisional licensed appraisers, or any combination of these, at the same time.

(4) The supervising appraiser maintained responsibility for supervision of the applicant by meeting both of the following requirements:

(A) Before signing the certification section or addendum, the supervisor reviewed each appraisal report that the applicant prepared or provided assistance in developing, preparing, or communicating.

(B) The supervisor met the following requirements:

(i) Ensured that, at a minimum, the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report were personally inspected by a supervisor; and

(ii) continued to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report until the supervisor was satisfied that the applicant was competent to appraise the property type, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as adopted in K.A.R. 117-8-1.

(b) For the purpose of this regulation, "good standing" shall mean that both of the following conditions are met:

(1) During the period of supervision, the supervising appraiser was not subject to a board-approved consent agreement and order, summary order, or final order that included a term prohibiting supervision.

(2) During the period of supervision, the supervising appraiser's certification was not suspended or revoked.

(c) Each applicant shall be permitted to have more than one supervising appraiser.

(d) The supervising appraiser shall supervise the work of an applicant on appraisal reports performed on properties only if both of the following conditions are met:

(1) The supervising appraiser is permitted by the supervising appraiser's current credential to appraise the properties.

(2) The supervising appraiser is competent to appraise the properties. (Authorized by and implementing K.S.A. 58-4109; effective July 1, 2007; amended July 1, 2007; amended Jan. 18, 2008.)

**117-5-2a. Provisional classification; supervised experience requirements.** (a) In order for a provisional licensed appraiser's experience to be approved by the board, that individual's experience shall have been supervised by an appraiser according to all of the following conditions:

(1) The supervising appraiser was a certified appraiser in good standing during the period of supervision.

(2) The supervising appraiser was licensed or certified as an appraiser for a minimum of two years immediately preceding the date on which the supervision began.

(3) The supervising appraiser did not supervise more than three provisional licensed appraisers or applicants, or any combination of these, at the same time.

(4) The supervising appraiser maintained responsibility for supervision of the provisional licensed appraiser by meeting both of the following requirements:

(A) Before signing the certification section or addendum, the supervisor reviewed each appraisal report that the applicant prepared or provided assistance in developing, preparing, or communicating.

(B) The supervisor met the following requirements:

(i) Ensured that at least the first 25 properties for which the applicant provided assistance in developing, preparing, or communicating an appraisal report were personally inspected by a supervisor; and

(ii) continued to personally inspect each property for which the applicant provided assistance in developing, preparing, or communicating an appraisal report until the supervisor was satisfied that the applicant was competent to appraise the property type, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as adopted in K.A.R. 117-8-1.

(b) For the purpose of this regulation, "good standing" shall mean that both of the following conditions are met:

(1) During the period of supervision, the supervising appraiser was not subject to a board-approved consent agreement and order, summary order, or final order that included a term prohibiting supervision.

(2) During the period of supervision, the supervising appraiser's certification was not suspended or revoked.

(c) The supervising appraiser shall supervise the work of a provisional licensed appraiser on appraisal reports performed on properties only if both of the following conditions are met:

(1) The supervising appraiser is permitted by the supervising appraiser's current credential to appraise the properties.

(2) The supervising appraiser is competent to appraise the properties. (Authorized by and implementing K.S.A. 58-4109; effective July 1, 2007; amended Jan. 18, 2008.)