

**KANSAS**

**REAL ESTATE APPRAISAL BOARD**

# **EXPERIENCE INFORMATION**

## SUPERVISION OF PROVISIONAL TRAINEES

IT IS THE POLICY OF THE BOARD TO FILE A COMPLAINT AGAINST A SUPERVISOR IF, WHEN EXPERIENCE IS SUBMITTED BY A PROVISIONAL TRAINEE, A REVIEW OF THAT EXPERIENCE RESULTS IN DENIAL OF LICENSURE DUE TO SUBSTANTIAL NON-COMPLIANCE WITH USPAP.

Before accepting a trainee, each supervisor should be familiar with K.A.R. 117-5-2 (below), 117-2-2a, 117-3-2a, 117-4-2a and 117-5-2a.

**117-5-2. Provisional classification; supervised experience requirements.** (a) Each provisional licensed appraiser's work in developing, preparing, or communicating an appraisal report shall be directly supervised by a supervising appraiser, who shall be either a state licensed or certified appraiser in good standing.

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

(1) The certified or licensed appraiser is not currently subject to a board-approved consent agreement and order that prohibits supervision.

(2) The certified or licensed appraiser is not subject to a summary order or final order that includes terms that prohibit supervision.

(3) The appraiser's certificate or license is not suspended; or revoked.

(c) Each appraisal report shall be signed by the provisional licensed appraiser or by the preparer of the report who supervised the provisional licensed appraiser, certifying that the report is in compliance with the uniform standards of professional appraisal practice of the appraisal foundation in effect at the time of the appraisal.

(d) If the provisional appraiser does not sign the appraisal report, the preparer shall describe, in the certification section or in the dated and signed addendum to the certification page of the appraisal report, the extent to which the provisional licensed appraiser provided assistance in developing, preparing, or communicating the appraisal through generally accepted appraisal methods and techniques.

(e) Each supervising appraiser shall be responsible for the supervision of the provisional appraiser by performing the following:

(1) Reviewing, before the signing of the certification section or addendum, each appraisal report that the provisional licensed appraiser prepared or provided assistance in developing, preparing, or communicating; and

(2) personally inspecting each appraised property with the provisional licensed appraiser until the supervising appraiser determines that the provisional licensed appraiser is competent, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as specified in K.A.R. 117-8-1, for the property type.

(f) Each provisional licensed appraiser shall be permitted to have more than one supervising appraiser.

(g) Each provisional licensed appraiser shall maintain an appraisal log. This log shall, at a minimum, include the following for each appraisal report:

(1) the type of property;

(2) the client's name and address;

(3) the address of the appraised property;

(4) a description of work performed;

(5) the number of work hours; and

(6) the state license or certification number and the signature of the supervising appraiser, which shall serve as verification of the accuracy of the information specified in this subsection.

(h) Each provisional licensee shall maintain a log of appraisals completed with each separate supervising appraiser.

## EXPERIENCE REQUIREMENTS

Refer to regulations 117-2-2 & 117-2-2a (licensed), 117-4-2 & 117-4-2a (residential) or 117-3-2 & 117-3-2a (general)

An hour of experience is defined as **verifiable time** spent in performing tasks in accordance with acceptable appraisal experience.

In order for the board to determine whether the experience requirements have been satisfied, each applicant shall submit a verified appraisal experience log sheet, in a format prescribed by the Board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall describe, in the certification section, the reconciliation section or in the dated and signed addendum to the certification page of the appraisal report, the extent to which the applicant assisted in developing preparing or communicating the appraisal through generally accepted appraisal methods and techniques.

**PROVISIONAL CLASSIFICATION (TRAINEE):** No experience required. An experience log must be maintained by the Provisional licensee as outlined in K.A.R. 117-5-2(g) and (h) and shall be directly supervised by a supervising appraiser. It is highly recommended that the trainee, upon completion of an appraisal, make an entry onto the log at that time and have their supervisor sign off the entry.

**LICENSED CLASSIFICATION:** 2,000 hours of experience credit is required. The experience shall be obtained in no fewer than 12 months. Any applicant may accumulate experience hours over more than 1 calendar year and may receive credit for more than 1,000 hours within any 1 calendar year.

**RESIDENTIAL CLASSIFICATION:** 2,500 hours of experience credit is required. The experience shall be obtained over a period of no fewer than 24 months.

**GENERAL CLASSIFICATION:** 3,000 hours of experience credit is required. The experience shall be obtained over a period of no fewer than 30 months. At least 1,500 hours of appraisal experience shall have been nonresidential appraisal work.

In accordance with K.A.R. 117-2-2(d), K.A.R. 117-3-2(d) or K.A.R. 117-4-2(d), each applicant must provide an appraisal experience log sheet, in a format prescribed by the Board, which indicates each appraisal category separately along with the total amount of hours of experience credit that you are requesting for each category.

Upon request of the board, each applicant shall submit a minimum of three appraisal reports selected by the Board from the applicant's log sheet and one appraisal report selected by the applicant from the log sheet. The selected appraisal reports shall be reviewed by the Board or the Board's designee, in accordance with Standards Rule 3, for competency of the appraisal work authorized by the applicable scope of practice.

**In order for experience to be considered, the supervisor and the applicant must comply with item #9 on the appraisal report certification page:**

*9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.*

## SIGNIFICANT PROFESSIONAL ASSISTANCE

Standards Rule (SR) 2-3 of the Uniform Standards of Professional Appraisal Practice (USPAP) requires that each report contain a signed certification which includes a statement, if true, similar in content to the following:

*"I certify that, to the best of my knowledge and belief, no one provided significant professional assistance to the person signing this report."*

If the certification indicates that one provided significant professional assistance, providing contradictory information elsewhere in the report may be misleading and a violation of USPAP SR-2-1(a) and SR 2-3.

For licensing purposes, applicants claiming experience for providing significant professional assistance (assisting in the preparation of appraisals) shall be met by time involved in the appraisal process. The appraisal process shall consist of the following: (1) analyzing factors that affect value; (2) defining the problem; (3) gathering and analyzing data; (4) applying the appropriate analysis and methodology; and (5) arriving at an opinion and correctly reporting the opinion in compliance with the uniform standards of professional appraisal practice.

Each appraisal report must be signed by the applicant or the preparer of the report who supervised the applicant, certifying that the report is in compliance with USPAP. If the applicant does not sign the appraisal report, the preparer shall describe, in the certification page of the appraisal report, the extent to which the applicant provided assistance in developing, preparing or communicating the appraisal through generally accepted appraisal methods and techniques.

**PLEASE BE AWARE THAT THE APPROXIMATE TIME FRAME FOR REVIEWING EXPERIENCE  
IS TWO TO FOUR MONTHS FROM THE DATE THE REPORTS AND WORK-FILES ARE RECEIVED IN THE BOARD OFFICE.**

### **CATEGORIES OF ACCEPTABLE APPRAISAL EXPERIENCE**

Descriptions reflect Interpretations and Clarifications adopted by the Appraiser Qualifications Board.

**FEE AND STAFF APPRAISALS:** If more than one appraiser helped prepare the appraisal report, each appraiser may report the amount of time spent.

Experience hours may be granted for appraisals performed without a traditional client. However, appraisal experience gained from work without a traditional client shall not exceed 50% of the total appraisal experience requirement. Practicum courses that are approved by the appraiser qualifications board's course-approval program or by a state appraiser regulatory agency may also be used to meet the requirement for non-traditional client experience. [Ref. K.A.R. 117-2-2a, 3-2a, and 4-2a]

**THE FOLLOWING CATEGORIES ARE LIMITED TO AN AGGREGATE OF 25% OF THE  
TOTAL HOURS OF EXPERIENCE CREDIT:**

**AD VALOREM TAX APPRAISALS:** Credit may be received for ad valorem tax appraisals if the appraiser demonstrates that he/she (1) used acceptable appraisal techniques and (2) effectively used the appraisal process. Mass appraisals must be performed in accordance with USPAP Standards Rule 1, 2 and 6.

Pages 3 and 4 of the Experience Application should be used for reporting ad valorem tax appraisal experience. Methods used should be shown on the application in sufficient detail to reflect that the criteria herein have been met.

**REVIEW APPRAISALS:** Review appraisals may be awarded experience credit when the appraiser performs review(s) of appraisals prepared by employees, associates or others, provided the appraisal report was not signed by the review appraiser. (If the applicant signed the appraisal report, it should be considered as appraisal experience and not as review appraisal experience. CREDIT MAY ONLY BE AWARDED WHEN REVIEWS ARE IN COMPLIANCE WITH USPAP.

STANDARDS RULE 3: Experience credit may be awarded for **"technical review"** experience but not for **"administrative review"** experience. The difference between the two is articulated in Advisory Opinion G-6 issued by the Appraisal Standards Board. Briefly, a technical review is work performed by an appraiser in accordance with Standards Rule 3 for the purpose of forming an opinion as to whether the analyses, opinion and conclusions in the report under review are appropriate and reasonable. An administrative review is work performed by clients and users of appraisal services as a due diligence function in the context of making a business decision (underwriting, buy/sell, etc.)

**REAL ESTATE CONSULTING:** Real estate or real property consulting services, including market analysis, cash flow and/or investment analysis, and feasibility analysis must conform to USPAP Standards 4 and 5 subsequent to January 1, 1991. Experience credit for these functions should be given to the extent that it demonstrates proficiency in appraisal principles, techniques, or skills used by appraisal practicing under USPAP Standard 1.

**HIGHEST AND BEST USE ANALYSIS  
FEASIBILITY ANALYSIS  
RESTRICTED APPRAISAL REPORTS  
DRIVE-BY APPRAISALS  
LIMITED APPRAISAL REPORTS**

Credit may be awarded for the above when they are performed in accordance with USPAP Standards Rules 1, 2, 3, 4, 5 and 6.

## REPORTING EXPERIENCE BY PROPERTY TYPE

The experience log sheets require that each property appraised be broken down by "type." The following table shows the different property types and how to identify them on your log.

TYPE OF PROPERTY	IDENTIFIER
Residential Single Family	RSF
Residential Multi-Family (2-4 units)	RMF2
Residential Multi-Family (5-12 units)	RMF5
Residential Multi-Family (13+ units)	RMF+
Residential Vacant Lot	RVL
Commercial Single Tenant	CST
Commercial Multi Tenant	CMT
Commercial Vacant Lot	CVL
Industrial	IND
Industrial Vacant Lot	IVL
Farm Ground	AG
Vacant Land with Improvements	VLW
Vacant Land without Improvements	VLWO

## DETERMINING CREDIT HOURS FOR APPRAISAL EXPERIENCE

All experience must be reported on the Appraisal Experience Log. The explanation and charts below reflect the amount of time that the Board considers to be the norm for completion of each type of appraisal. A more detailed explanation of any appraisal that was not completed within the suggested time parameters will be helpful in reviewing your experience.

### RESIDENTIAL APPRAISALS

The base of each hour calculation is the number of approaches taken, with two (2) hours being given to each approach.

To that base would be added additional hours for the type of report generated:

- Self-contained .....6 hours
- Summary .....4 hours
- Restricted Use .....0 hours

# OF APPROACHES	HOURS ALLOWED FOR A SELF-CONTAINED REPORT	HOURS ALLOWED FOR A SUMMARY REPORT	HOURS ALLOWED FOR A RESTRICTED USE REPORT
3	12 hours	10 hours	6 hours
2	10 hours	8 hours	4 hours
1	8 hours	6 hours	2 hours

### COMMERCIAL/AGRICULTURAL

The base of each hour calculation is the number of approaches taken, with eight (8) hours being given to each approach.

To that base would be added additional hours for the type of report generated:

- Self-contained .....16 hours
- Summary .....8 hours
- Restricted Use .....0 hours

# OF APPROACHES	HOURS ALLOWED FOR A SELF-CONTAINED REPORT	HOURS ALLOWED FOR A SUMMARY REPORT	HOURS ALLOWED FOR A RESTRICTED USE REPORT
3	40 hours	32 hours	24 hours
2	32 hours	24 hours	16 hours
1	24 hours	16 hours	8 hours

## INSTRUCTIONS FOR COMPLETING THE PROVISIONAL APPRAISAL EXPERIENCE LOG

- **BEGIN MAINTAINING YOUR LOG IMMEDIATELY AND KEEP IT CURRENT THROUGHOUT YOUR TRAINING.**
- Make sure your supervisor has signed the log for each entry you make.
- Begin a new page for each calendar year.
- Number all pages of the log consecutively. Do not start with page 1 again for the next calendar year.
- Print or type your full name on each page.
- Maintain a separate log for each supervisor.
- If you wish to maintain your log on your computer, make sure that your columns are identical to those set out on the Board's log form and appear in the same order.

### INFORMATION REQUIRED

**APPLICANT'S NAME:** Enter the applicant's name on each page of the log.

**CALENDAR YEAR:** A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

**PAGE \_\_\_ OF \_\_\_.** While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2003, 2004 and 2005, a new page would be started on January 1 of 2003, 2004 and 2005, but the page count would cover all three years or Page 1 of 25.

**DATE:** Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

**TYPE OF REPORT:** Show the type of appraisal report completed, i.e., URAR, 2055, NT (non-traditional client), etc.

**TYPE OF PROPERTY:** Refer to the chart on page 5 and identify the type of property appraised.

**TYPE OF APPRAISAL:** Self-Contained (SC), Summary (S), Restricted Use (RU)

**PROPERTY ADDRESS:** Give the address (to include street, city & state), rural route or legal description of the property appraised.

**CLIENT NAME AND ADDRESS:** Show name and address of the client.

**DESCRIPTION OF WORK PERFORMED:** Give a description of the work performed by applicant. \*See example provided on page 9.

**SCOPE OF SUPERVISOR'S REVIEW:** Give a description of the level of review performed by the supervisor. \*See example provided on page 9.

**SCOPE OF SUPERVISOR'S SUPERVISION:** Give a description of the level of supervision provided by the supervisor. \*See example provided on page 9.

**APPROACHES USED:** List all approaches used in the appraisal as follows: Cost Approach (CA); Income Approach (IA) and/or Sales Approach (SA)

**DID YOU SIGN THE REPORT:** Yes or No

**TOTAL HOURS:** Show the total number of hours worked or use the formula found on page 6.

**DID SUPERVISOR INSPECT:** Yes or No

**SIGNATURE AND CERTIFICATION # OF SUPERVISOR:** Each appraisal logged by the Provisional Appraiser must be signed by their supervisory appraiser. **A separate log page must be maintained for each supervisory appraiser.**

**TOTAL THIS PAGE:** Show the total hours for each column.

**CUMULATIVE THIS CALENDAR YEAR:** Show the cumulative total hours for each column. Transfer the totals for each calendar year to the Summary of Appraisal Experience page of the application.

## INSTRUCTIONS FOR COMPLETING THE APPRAISAL EXPERIENCE LOG

- Begin maintaining your log immediately and keep it current throughout your training.
- Begin a new page for each calendar year.
- Number all pages of the log consecutively. Do not start with page 1 again for the next calendar year.
- Print or type your full name on each page.
- If you wish to maintain your log on your computer, make sure that your columns are identical to those set out on the Board's log form and appear in the same order.

### INFORMATION REQUIRED BY COLUMN HEADING

**APPLICANT'S NAME:** Enter the applicant's name on each page of the log.

**CALENDAR YEAR:** A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

**PAGE \_\_\_ OF \_\_\_.** While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2003, 2004 and 2005, a new page would be started on January 1 of 2003, 2004 and 2005, but the page count would cover all three years or Page 1 of 25.

**SUPERVISING APPRAISER:** If the applicant is currently licensed or certified and the experience logged was within their current scope of practice, this will be left blank. However, if the applicant is unlicensed or currently licensed or certified and the experience logged was outside their scope of practice, the experience must have been supervised and the supervising appraiser must be listed. **Note:** A separate log page must be maintained for unsupervised and supervised experience and a separate page must be maintained for each supervisory appraiser.

**SUPERVISING APPRAISER'S CERTIFICATION #:** If applicable (as shown above), enter the supervisory appraiser's certification number.

**DATE:** Enter the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

**TYPE OF REPORT:** Show the type of report completed, i.e., URAR, 2055, NT (non-traditional client), Restricted Appraisal Report, etc.

**TYPE OF PROPERTY:** Refer to the chart on page 5 and identify the type of property appraised.

**TYPE OF APPRAISAL:** Self-Contained (SC), Summary (S), Restricted Use (RU)

**PROPERTY ADDRESS:** Property address, to include street, city and state, RR or legal description.

**CLIENT NAME & ADDRESS:** Show name and address of client.

**DESCRIPTION OF WORK PERFORMED:** Give a description of the level of review performed by the supervisor. \*See example provided on page 9.

**SCOPE OF SUPERVISOR'S REVIEW:** Give a description of the level of review performed by the supervisor. \*See example provided on page 9.

**SCOPE OF SUPERVISOR'S SUPERVISION:** Give a description of the level of supervision provided by the supervisor. \*See example provided on page 9.

**APPROACHES USED:** List all approaches used in the appraisal as follows: Cost Approach (CA); Income Approach (IA) and/or Sales Approach (SA).

**DID YOU SIGN THE REPORT:** Yes or No

**TOTAL HOURS:** Show the total number of hours worked or use the formula found on page 7.

**GENERAL HOURS:** If the entry was a nonresidential appraisal as defined for the General Classification, enter the number of hours in both the Total Hours column and the General Hours column. Justification for general hours would be shown under "Type of Property."

**TOTAL THIS PAGE:** Show the total hours for each column.

**CUMULATIVE THIS CALENDAR YEAR:** Show the cumulative total hours for each column. Transfer the totals for each calendar year to the Summary of Appraisal Experience page of the application.

**\* EXAMPLE**

<b>Description of Work Performed</b>	<b>Scope of Supervisor's Review</b>	<b>Scope of Supervisor's Supervisor</b>
Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation.	Review workfile and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant).
Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approach, final reconciliation.	Reviewed workfile and report, verified all comparable data and analyses, verified homeowner's association info, discussed with applicant, co-signed appraisal report.	Oversight of comparable data selection and analyses, provided direction in site value analysis used in cost approach, did not physically inspect subject property.
Completed entire appraisal process.	Reviewed workfile and report, verified subject sales history and all data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Review of comparable data selection and analyses, did not physically inspect subject property.

## ALTERNATE EXPERIENCE LOG

Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories: Review Appraisal; Real Estate Consulting, Highest and Best Use Analysis; Feasibility Analysis Study; Restricted Appraisal Reports and Ad Valorem Tax Appraisal Reports. Ad Valorem Tax experience is not to be reported on the Alternate Experience Log, but on pages 3 and 4 of the Experience Application.

**NAME:** Enter the applicant's name on each page of the log.

**CALENDAR YEAR:** A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

**PAGE \_\_\_\_ OF \_\_\_\_;** While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2003, 2004 and 2005, a new page would be started on January 1 of 2003, 2004 and 2005, but the page count would cover all three years or Page 1 of 25.

**DATE:** Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

**TYPE OF EXPERIENCE:** Identify the type of experience as follows:

**REVIEW APPRAISAL, HIGHEST AND BEST USE ANALYSIS, FEASIBILITY ANALYSIS STUDY, DRIVE-BY APPRAISALS, RESTRICTED APPRAISAL REPORTS, LIMITED APPRAISAL REPORTS**

**PROPERTY ADDRESS:** Include street (or RR), city and state or legal description.

**TOTAL HOURS:** Show the total number of hours worked.

### **REAL ESTATE CONSULTING**

**DESCRIPTION OF ACTIVITY:** Brief explanation of activity for which credit hours are requested.

**TOTAL HOURS:** Show the total number of hours worked.

At the bottom of the page you will find a breakdown totals section. Total the two categories of alternate appraisal experience requested and complete the summary.