

PROVISIONAL (TRAINEE)

GENERAL INFORMATION

This publication has been prepared by the Kansas Real Estate Appraisal Board for the purpose of providing information to interested persons regarding the process and procedure for becoming a provisional (trainee) real estate appraiser in Kansas.

SINCE STATUTES AND REGULATIONS PERTAINING TO ALL AREAS OF THE APPLICATION PROCESS ARE ALWAYS SUBJECT TO CHANGE, APPLICANTS WHO RECEIVE PACKETS AND DO NOT MAKE APPLICATION FOR SOME TIME SHOULD CONTACT THE BOARD OFFICE PERIODICALLY TO ENSURE THEY HAVE THE CURRENT INFORMATION. IF, AT ANYTIME, ANY OF THE CURRENT REQUIREMENTS CHANGE, THE APPLICANT WILL BE REQUIRED TO FOLLOW THE NEW REQUIREMENTS.

DURING ANY STAGE OF THE REVIEW PROCESS, ADDITIONAL INFORMATION PERTAINING TO ANY PART OF THE APPLICATION MAY BE REQUESTED BY THE BOARD. GROUNDS FOR REFUSING TO ISSUE A LICENSE/CERTIFICATE ARE SET FORTH IN THE STATUTE (REF. K.S.A. 58-4113 AND 58-4118).

INFORMATION REGARDING THE STATE LICENSED PROVISIONAL TRAINEE APPLICANT

BEFORE BEGINNING THE APPLICATION PROCESS, BE SURE
TO READ THE FOLLOWING INFORMATION CAREFULLY

The provisional type of license does not meet federal requirements and is not a federally recognized type of license.

The provisional licensed trainee must be supervised by a certified appraiser who is in good standing.

The work performed by the provisional licensed trainee in developing, preparing or communicating an appraisal report shall be directly supervised by a supervising appraiser as outlined in K.A.R. 117-5-2(a) and 117-5-2a.

Each report prepared by the provisional licensed appraiser must be signed by the provisional appraiser or the preparer who supervised the appraisal report as outlined in K.A.R. 117-5-2(c). K.S.A. 117-5-2(d) states "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."

The provisional trainee appraiser may have more than one supervising appraiser, however, the provisional trainee must maintain a separate log of appraisals completed with each supervising appraiser.

A provisional licensed trainee appraiser is not qualified to be a supervisor of other provisional licensed trainee appraisers.