

**COMMISSION OF REAL ESTATE APPRAISERS
APPRAISAL MANAGEMENT COMPAINIES & HOME INSPECTORS
100 S. CHARLES STREET, TOWER 1
BALTIMORE, MD 21202
410-230-6363 | 410-230-6165
Email: DLOPLRealEstateAppraiser-Labor@maryland.gov**

**TRAINEE AND SUPERVISING APPRAISER REGISTRATION/TERMINATION FORM
(This page to be completed by Trainee)**

CHECK ONE:

☐ REGISTRATION OF SUPERVISING APPRAISER ☐ TERMINATION OF SUPERVISING APPRAISER

TRAINEE APPRAISER REG NO: (if issued): _____

NAME _____
(Trainee) LAST FIRST MI

☐ REGISTRATION OF SUPERVISING APPRAISER DATE OF REGISTRATION: _____

NAME _____
(Supervising Appraiser) LAST FIRST Registration No.

☐ REMOVING THE SUPERVISING APPRAISER DATE OF TERMINATION: _____

NAME _____
(Supervising Appraiser) LAST FIRST Registration No.

Trainee Signature Date

Telephone Number

TRAINEE AND SUPERVISING APPRAISER REGISTRATION/TERMINATION FORM
(This page to be completed by Supervising Appraiser)

CHECK ONE:

☐ REGISTRATION OF APPRAISER TRAINEE ☐ TERMINATION OF APPRAISER TRAINEE

NAME _____
(Supervising Appraiser) LAST FIRST Registration No.

☐ REGISTERING THE APPRAISER TRAINEE DATE OF REGISTRATION: _____

NAME _____
(Trainee) LAST FIRST Registration No. (If Issued)

An appraiser trainee must be supervised by a certified residential or certified general real estate appraiser.
To be eligible to serve as a supervising appraiser, an individual:

- (1) Shall be in good standing;
- (2) May not have been subject to any disciplinary action within the immediately preceding 3 years,
and
- (3) Shall have held a certified residential or certified general real estate appraiser license for at least
3 years

A supervising appraiser agrees to the following duties and responsibilities:

The supervising appraiser shall at all times be responsible for and provide direct supervision of the work performed by the appraiser trainee. Direct supervision means:

- 1) To personally review the work product of the trainee;
- 2) To approve, sign and accept responsibility for each appraisal report including work product prepared by the trainee or in which the trainee has made a professional contribution and to sign all such reports and certify that all such reports have been independently and impartially prepared in compliance with the Uniform Standards of Professional Appraisal Practice;
- 3) To indicate, within the report, the name of the trainee providing significant real property appraisal assistance. Significant means the engagement in the appraisal process and exercise of appraisal knowledge and training. It does not mean clerical or fact gathering tasks.

The supervising appraiser shall, at least once a month, sign the log required to be kept by the trainee.

The supervising appraiser shall provide the trainee with a copy of any final appraisal report in which the trainee's work product has been utilized or in which the trainee made a professional contribution.

A supervising appraiser shall not supervise more than three trainees at one time.

The supervising appraiser shall personally inspect, with the trainee, the interior and exterior of each appraised property until the supervising appraiser determines that the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice.

The supervising appraiser shall notify the Commission, within 10 days as to the effective date of the commencement of a supervising appraiser/trainee relationship (registering an appraiser trainee) or the termination of a real estate appraiser trainee. The effective date will be the date your application is received by the Commission, or the date declared on the form, whichever is later. Dates of commencement and termination cannot be retroactive.

Failure to comply with these duties and responsibilities may be deemed professional misconduct.

1. **Have you attended a Commission-approved Supervisor Appraiser/Trainee Course?**
___ Yes ___ No (Attach a copy of course completion certificate)
2. **Have you ever had any disciplinary action taken against your appraiser license or certification in MD or any other state or jurisdiction in the past three years?** ___ Yes ___ No (If you answer "YES" submit a copy of the agency's order and a written explanation.)
3. **Are you in good standing as an appraiser in MD and in any other state or jurisdiction in which you are licensed or certified?** ___ Yes ___ No
(If you answer "NO" on a separate sheet, provide an explanation.)

SUPERVISOR:

Pursuant to all of the applicable laws and regulations of the Maryland Commission of Real Estate Appraisers, Appraisal Management Companies and Home Inspectors, I hereby accept designation as a Supervising Appraiser for the above-captioned trainee in his/her capacity as a real estate appraiser trainee. I have read and understand my responsibilities under these rules and the Uniform Standards of Professional Appraiser Practice. I certify that the information provided in the certification is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds of denial or withdrawal of my right to supervise trainees. I hereby swear (or affirm) under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed any information that might have a bearing on this application.

Signature of Registering Supervising Appraiser

Date

☐

TERMINATING THE APPRAISER TRAINEE

DATE OF TERMINATION: _____

NAME _____

(Trainee))

LAST

FIRST

Registration No. _____

Supervising Appraiser Signature / Reg. Number_____
Date_____
Telephone Number

You may email or mail this form to the Commission.