



Illinois Department of Financial and Professional Regulation
 Division of Real Estate
 Supervising Appraiser/Associate Trainee Real Estate Appraiser Application
 for Association or Disassociation
(to be completed within ten days of engagement or release)

SECONDARY DOCUMENT

SUP-2015

March 2015 Revision

GENERAL INSTRUCTIONS

Please read the instructions carefully as this is a **multi-purpose** form for individuals intending to supervise no more than three Associate Trainee Real Estate Appraisers at one time, and for Associate Trainee Real Estate Appraisers who wish to be supervised. This is also a form to be used in **disassociating** from an approved supervising appraiser or from an Associate Trainee Real Estate Appraiser. If an area does not apply, please indicate as **"NA"**. Incomplete applications or applications completed incorrectly will be returned to the applicant. All signature areas must contain an original signature (*digital or copied signatures are not acceptable*). There is **NO FEE** for this form.

If a Certified Appraiser Applicant is applying to become a Supervisor of a Trainee:

<input type="checkbox"/>	I am an Illinois Certified Residential Appraiser (556) or an Illinois Certified General Appraiser (553) in good standing with the Division seeking to supervise no more than three Associate Trainee Real Estate Appraisers. I affirm that I have NOT been subject to professional discipline within the past three years prior to the completion of this application. I further affirm that I have been a Certified Residential Appraiser (556) or have been an Illinois Certified General Appraiser (553) for the past two years prior to the completion of this application.
<input type="checkbox"/>	I have completed the required 6-Hour Illinois Supervisor-Trainee Course or the 3-Hour AQB Only Supervisor-Trainee Course or the 3-Hour Illinois-specific Supervisor-Trainee Course. I have attached a copy or copies of my completion certificate(s).
<input type="checkbox"/>	I am an approved Supervising Appraiser disassociating from one to three Associate Trainee Real Estate Appraisers (557).
<input type="checkbox"/>	I am a Supervising Appraiser with an inoperable license because I have too many Associate Trainee Real Estate Appraisers (557) and I must disassociate from one or more.

If you are an Associate Real Estate Trainee Appraiser:

<input type="checkbox"/>	I am an Associate Trainee Real Estate Appraiser (557) seeking to associate with a Supervising Appraiser.
<input type="checkbox"/>	I have completed the required 6-Hour Illinois Supervisor-Trainee Course or the 3-Hour AQB Only Supervisor-Trainee Course or the 3-Hour Illinois-specific Supervisor-Trainee Course. I have attached a copy or copies of my completion certificate(s).
<input type="checkbox"/>	I am an Associate Trainee Real Estate Appraiser (557) disassociating from a Supervising Appraiser.

Identifying the Applicant

APPLICANT NAME		ILLINOIS APPRAISER LICENSE NUMBER	
ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE		TODAY'S DATE	
E-MAIL ADDRESS			

Indicate the Intended Action

NAME OF SUPERVISOR OR TRAINEE		THEIR LICENSE NUMBER	
<input type="checkbox"/>	I am applying to associate with this Supervisor or Trainee.		
<input type="checkbox"/>	I am disassociating from this Supervisor or Trainee.		
NAME OF SUPERVISOR OR TRAINEE		THEIR LICENSE NUMBER	
<input type="checkbox"/>	I am applying to associate with this Supervisor or Trainee.		
<input type="checkbox"/>	I am disassociating from this Supervisor or Trainee.		
NAME OF SUPERVISOR OR TRAINEE		THEIR LICENSE NUMBER	
<input type="checkbox"/>	I am applying to associate with this Supervisor or Trainee.		
<input type="checkbox"/>	I am disassociating from this Supervisor or Trainee.		

Requirements:

1. **Supervising appraiser** means *either* (i) an appraiser who holds a valid license under this Act as either a **State Certified General Real Estate Appraiser** or a **State Certified Residential Real Estate Appraiser**, who co-signs an appraisal report for an **Associate Real Estate Trainee Appraiser** or (ii) a **State Certified General Real Estate Appraiser** who holds a valid license under this Act who co-signs an appraisal report for a **State Certified Residential Real Estate Appraiser** on properties other than one to four units of residential real property without regard to transaction value or complexity.
2. **State Certified General Real Estate Appraisers** or **State Certified Residential Real Estate Appraisers** not licensed and in good standing under this Act are not eligible to associate with **Associate Real Estate Trainee Appraisers** (557).
3. There is no **grandfathering** of supervisor/trainee relationships that occurred prior to **January 1, 2014**.
4. **State Certified Real Estate Appraisers** shall **not** complete this form in order to supervise other **State Certified Real Estate Appraisers**.
5. **State Certified Real Estate Appraisers** are **not** required to become supervisors.
6. This form must be completed and submitted **within ten days** after engaging an **Associate Real Estate Trainee Appraiser** and **within ten days** upon ending the supervisor/trainee relationship.
7. A **supervising appraiser** shall instruct and directly supervise an **Associate Real Estate Trainee Appraiser** for any classification of license or certificate in the entire preparation of each appraisal. A **supervising appraiser** shall provide direct supervision, being personally and physically present, during the first **500 hours** of experience for no fewer than **25** assignments.
8. A **State Certified Residential Real Estate Appraiser** may directly supervise an **Associate Real Estate Trainee Appraiser** for one to four family residential assignments regardless of transaction amount.
9. A **State Certified General Real Estate Appraiser** may directly supervise an **Associate Real Estate Trainee Appraiser** for one to four family residential assignments and/or for non-residential assignments regardless of transaction amount.
10. **Associate Real Estate Trainee Appraiser** assignments completed without direct supervision by an **approved** supervisor may be rejected as experience toward upgrading their credential.
11. **Associate Real Estate Trainee Appraisers** without **any** approved supervisor will be considered to be **inoperative** until associated with an approved supervisor.
12. **This is NOT a verification of employment between an Associate Real Estate Trainee Appraiser and a supervisory appraiser.**
13. **Supervisory Appraisers** and/or **Associate Real Estate Trainee Appraisers** may disassociate from each other for reasons including but not limited to: Suspension, revocation, inactive licensure, personal preference, illness, death, or relocation.

For additional Supervisors or Trainees (*no more than three concurrently*) submit additional copies of this page.

Signature of Supervisor (*required*)

Sign on the line above

Illinois License Number

I certify that the information provided in this application is true and correct to the best of my knowledge:

I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds for discipline, and/or denial of my right to supervise any **Associate Real Estate Trainee Appraisers**. My intention to associate or disassociate from the **Associate Real Estate Trainee Appraiser(s)** has been clearly marked on the first page of this application.

Signature of Trainee (*required*)

Sign on the line above

Illinois License Number

I understand that it is my responsibility to make certain that my supervisor has signed this application and that I submit this application within ten days of engagement. I certify that I have read these requirements. I understand that I will not receive appraisal experience credit for appraisals performed in violation of the Act or Administrative Rules. My intention to associate or disassociate from the **Supervisory Appraiser(s)** has been clearly marked on the first page of this application.

Mail Your Completed Application to: IDFPR - Licensing & Testing
Appraisal
320 West Washington Street
Springfield, IL 62786