

**STATE OF ILLINOIS**  
**DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
**APPRAISAL**  
320 WEST WASHINGTON STREET, 3rd FLOOR  
SPRINGFIELD, ILLINOIS 62786  
217/782-3414

**557 - ASSOCIATE REAL ESTATE APPRAISER LICENSE REINSTATEMENT  
INSTRUCTIONS**

**READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

Your reinstatement application is to be completed and submitted with the appropriate fee to the above address.

License fee on or before:	<b>9/30/2011</b>	<b>\$300</b>
License fee on or after:	<b>10/01/2011</b>	<b>\$350</b>

1. Payment must be in the form of a check or money order and made payable to the Illinois Department of Financial and Professional Regulation. **FEES ARE NON-REFUNDABLE.**
2. All personal history questions **MUST** be answered on the reinstatement application. Do not attest to any false statements on your certification. Signing the certification to any false statements is cause for license revocation.
3. Your reinstatement application must be signed and must include a daytime telephone number. **APPLICATIONS NOT SIGNED AND/OR INCOMPLETE WILL BE RETURNED.**
4. Please make any name and/or address changes for your license on the second page of this reinstatement form. **CHANGE OF NAME MUST BE ACCOMPANIED BY DOCUMENTARY PROOF** (i.e., certified or photocopy of a marriage certificate, divorce decree, or court order). **A COPY OF YOUR SOCIAL SECURITY CARD OR DRIVERS LICENSE IS NOT ACCEPTABLE.** We will accept a P.O. Box for your mailing address. **However, NO license will be issued unless you submit a street address with this reinstatement.**
5. Licensees are required to complete 28 hours of continuing education (CE), of which 7 hours must be the national USPAP update course. If this is the licensee's first reinstatement and the initial license was issued between October 1, 2009 and March 29, 2011, 14 hours of CE is required, of which 7 hours must be the national USPAP update course. If the license was issued on or after March 30, 2011, then no CE is required for this reinstatement. Pre-license courses do not automatically count towards your CE requirement. Credit will be received if the school has had those pre-license courses approved by our office for CE. Contact your school for this information. **Do not submit CE documentation with the reinstatement application. Retain all of your original CE certificates of completion. IDFPFR will conduct a 100% audit to verify that you have completed the required CE.**
6. You **must complete the attached Application for Supervising Appraiser** and return it with the correct fee. Failure to submit this form and/or a correct form will constitute an incomplete renewal which will be returned to you for completion. This will result in a substantial delay in renewing your license to practice.
7. Disclosure of applicant's Social Security Number is mandatory pursuant to 42 U.S.C. 666(a)(13) and 5 ILCS 100/10-65(c) for use under the State's child support enforcement program.

**If your license is non-renewed as of midnight, September 30, 2011, you are not to represent yourself as a licensed appraiser. To do so is a violation of the Real Estate Appraiser Licensing Act of 2002 and a criminal offense.**

## 2011 ASSOCIATE REAL ESTATE APPRAISER REINSTATEMENT

LICENSE NUMBER: \_\_\_\_\_

License fee on or before 9/30/11 \$300

License fee on or after 10/01/11 \$350

CHECK HERE IF CHANGE OF ADDRESS

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS LINE 2: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

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**ALL QUESTIONS MUST BE ANSWERED – Incomplete applications will be returned.**

YES NO

Are you more than 30 days in arrears on court ordered Child Support Payments?

**CONTINUING EDUCATION REQUIREMENTS- (CHECK ONE ONLY).**

I HAVE FULLY COMPLIED with the CE requirements for the 2011 reinstatement period. (CE MUST be completed prior to submission of this reinstatement application.) DO NOT SUBMIT CE DOCUMENTATION WITH THIS APPLICATION.

I understand that if I provide false/fraudulent information, I could lose my license, be fined or have other penalties assessed. Therefore, I declare that I have examined this form, and to the best of my knowledge, all statements are true, correct, and accurate. In addition, my signature authorizes the Illinois Department of Financial and Professional Regulation to conduct criminal background investigations. If licensed in Illinois by reciprocity, I certify that my license is active and in good standing in the Reciprocal State in which I am a resident.

Printed Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Sex M  or F

Telephone Number: \_\_\_\_\_



# Illinois Department of Financial and Professional Regulation

Supervising Appraiser/Associate Trainee Real Estate Appraiser

Application for Association or Disassociation

*(to be completed within ten days of engagement)*

## GENERAL INSTRUCTIONS

Please read the instructions carefully as this is a **multi purpose** form for individuals wishing 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 by no more than three supervisors at one time. This is also a form to be used in **disassociating** from no more than three supervising appraisers or for an Associate Trainee Real Estate Appraiser to disassociate from no more than three supervising appraisers. Type or print legibly with blue or black ink. If an area does not apply, please indicate as **"N/A"**. 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*).

## PART A: The Applicant is: (Check ONLY the box that applies).

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 two 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.

I am an **approved** Supervising Appraiser **disassociating** from one to three Associate Trainee Real Estate Appraisers (557).

I am an Associate Trainee Real Estate Appraiser (557) seeking to be supervised by no more than three Supervising Appraisers at one time.

I am an Associate Trainee Real Estate Appraiser (557) **disassociating** from one to three Supervising Appraisers.

## PART B: Fees

Currently there are NO fees required for the submission of this form.

## PART C: Identifying the Applicant

Today's Date:

OFFICE USE ONLY – Date Received:

Name (Mr/Ms/Mrs) LAST	FIRST	MI	ILLINOIS APPRAISAL LICENSE NUMBER
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PERMANENT MAILING ADDRESS	CITY	STATE	ZIP CODE
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BUSINESS MAILING ADDRESS	CITY	STATE	ZIP CODE
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TELEPHONE NUMBER

CELL PHONE NUMBER

(       )

(       )

E-MAIL ADDRESS

SIGNATURE OF APPLICANT

## PART D: Indicate the intended action (Print legibly)

NAME OF SUPERVISOR OR TRAINEE

ILLINOIS APPRAISAL LICENSE NUMBER

Are you intending to associate to or disassociate from this individual?

Associating

Disassociating

NAME OF SUPERVISOR OR TRAINEE

ILLINOIS APPRAISAL LICENSE NUMBER

Are you intending to associate to or disassociate from this individual?

Associating

Disassociating

NAME OF SUPERVISOR OR TRAINEE

ILLINOIS APPRAISAL LICENSE NUMBER

Are you intending to associate to or disassociate from this individual?

Associating

Disassociating

**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 20, 2011**.
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 **immediately** 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 - Appraisal  
320 West Washington Street – 3<sup>rd</sup> Floor  
Springfield, IL 62786