



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	
PERMANENT MAILING ADDRESS		CITY	STATE
		ZIP CODE	
BUSINESS MAILING ADDRESS		CITY	STATE
		ZIP CODE	
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?		<input type="checkbox"/> Associating	<input type="checkbox"/> Disassociating
NAME OF SUPERVISOR OR TRAINEE		ILLINOIS APPRAISAL LICENSE NUMBER	
Are you intending to associate to or disassociate from this individual?		<input type="checkbox"/> Associating	<input type="checkbox"/> Disassociating
NAME OF SUPERVISOR OR TRAINEE		ILLINOIS APPRAISAL LICENSE NUMBER	
Are you intending to associate to or disassociate from this individual?		<input type="checkbox"/> Associating	<input type="checkbox"/> 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 – 3rd Floor
Springfield, IL 62786