



**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**

Revised January 2019

**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 supervising appraisers or from Associate Trainee Real Estate Appraisers.

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: (Mark 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 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.
- I am an **approved** Supervising Appraiser **disassociating** from one to three Associate Trainee Real Estate Appraisers (557).
- I am a Supervising Appraiser with too many Associate Trainee Real Estate Appraisers (557) and I must **disassociate** from one or more.
- I am an Associate Trainee Real Estate Appraiser (557) seeking to be **associated** with a supervisor.
- I am an Associate Trainee Real Estate Appraiser (557) **disassociating** from a Supervising Appraiser.

**PART B: Illinois Supervisor – Trainee Course Requirement**

Beginning on **January 1, 2015**, Certified appraisers seeking to **supervise** any **Associate Real Estate Trainee Appraisers** must complete the **6-Hour** AQB and Illinois Course. **Associate Real Estate Trainee Appraisers** seeking to be supervised must complete this portion. If you are disassociating from either a Trainee or Supervisor, you are NOT to complete this portion.

Please complete the following information and **submit a copy of the course completion certificate**:

Course Provider	Date Completed	Classroom or On-Line	Hours

If you have **NOT** completed all 6-Hours of required content, you must complete the balance within one (1) year. Failure to complete the remaining portion will result in being ineligible to supervise Associate Real Estate Trainee Appraisers.

**PART C: Identifying the Applicant**

Today's Date:		OFFICE USE ONLY – Date Received:	
Name 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 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 **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 Trainees (*no more than three concurrently*) submit additional copies of this page.

**Signature of Supervisor** (*required*)

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**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*)

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**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  
320 West Washington Street  
Springfield, IL 62786