**Section 1455.185 Supervisor and Trainee Requirements**

a) Requirements of a Supervising Appraiser

1) A supervising appraiser shall provide to the Division in writing the name and address of each Associate Real Estate Trainee Appraiser within 10 days after engagement and notify the Division within 10 days after termination of the engagement, in a manner prescribed by the Division.

2) A supervising appraiser shall instruct and directly supervise an Associate Real Estate Trainee Appraiser for any classification of license in the entire preparation of each appraisal. A supervising appraiser shall provide training, guidance, direct control, and supervision until such time as the supervising appraiser determines the Associate Real Estate Trainee is competent within the meaning of the AQB's current Real Property Qualification Criteria.

3) If a State Certified General Real Estate Appraiser or a State Certified Residential Real Estate Appraiser is supervising an Associate Real Estate Trainee Appraiser, the supervising appraiser shall review and accept responsibility for the trainee appraisal reports, approve, and sign all final appraisal documents certifying that the appraisals reports are in compliance with USPAP.

4) A supervising appraiser shall personally inspect each appraised property with the Associate Real Estate Trainee Appraiser until a determination that the trainee is competent to inspect the property in accordance with the Competency Rule of USPAP. A determination of competence shall not be unreasonably withheld if the supervisor feels the Competency Rule has been satisfied.

5) A supervising appraiser shall hold an active valid license issued under the Act as a Certified General Real Estate Appraiser. The license held by the supervising appraiser shall be in good standing and shall not have been subject to any disciplinary action that affects the supervisory appraiser's legal eligibility to engage in appraisal practice within any jurisdiction within the last three years. A supervisory appraiser subject to a disciplinary action would be in " good standing" three years after the successful completion or termination of the sanction imposed against the appraiser.

6) Prior to being permitted to supervise any Associate Real Estate Trainee Appraisers, a licensed Illinois certified appraiser must complete the Supervisory Appraiser/Trainee Appraiser Course pursuant to AQB requirements. Once completed, the supervisory appraiser does not need to repeat the course for additional or subsequent trainees.

b) Requirements of an Associate Real Estate Trainee Appraiser under a Supervising Appraiser

1) An Associate Real Estate Trainee Appraiser shall provide the Division with the name and address of each supervising appraiser within 10 days after engagement and notify the Division within 10 days after termination of the engagement, in a manner prescribed by the Division.

2) An Associate Real Estate Trainee Appraiser shall maintain an appraisal log for each supervising appraiser. The supervising appraiser and the trainee shall be jointly responsible for maintaining the appraisal experience log. The log must, at a minimum, include the following for each appraisal:

A) Type of property;

B) Date of report;

C) Address of appraised property;

D) Description of work performed by the trainee and scope of review and supervision of the supervising appraiser;

E) Number of actual work hours by the trainee on the assignment; and

F) The signature and State license number of the supervising appraiser.

(Source: Added at 48 Ill. Reg. 14553, effective September 24, 2024)