**Section 1455.316 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 in writing within 10 days after termination of the engagement on a form provided by the Division.

2) 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 a minimum of the first 500 hours of experience for no fewer than 25 assignments or thereafter until such time as the supervising appraiser determines the Associate Real Estate Trainee is competent within the meaning of the AQB's "Real Property Qualification Criteria" effective January 1, 2015. If a State Certified General Real Estate Appraiser is supervising an Associate Real Estate Trainee Appraiser, all appraisals completed during the first 500 hours of experience may be non‑residential appraisals. The supervising appraiser shall approve and sign all final appraisal documents certifying that the appraisals are in compliance with USPAP.

3) A supervising appraiser's determination of competence shall not be unreasonably withheld. A supervising appraiser shall not cause a trainee to exceed an additional 350 hours of experience beyond the 500 hours required by subsection (a)(2), without good cause, in determining that a trainee lacks competence in accordance with the Competency Rule of USPAP.

4) A supervising appraiser shall hold an active valid license issued under the Act as a Certified General Real Estate Appraiser or a Certified Residential 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 within any jurisdiction within the last 3 years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would be considered to be in "good standing" 3 years after the successful completion/ termination of the sanction imposed against the appraiser. An Illinois certified appraiser seeking to supervise any Associate Real Estate Trainee Appraisers, prior to being permitted to supervise, must complete:

A) the six-hour Illinois Supervisor-Trainee Course; or

B) the three-hour AQB portion of the Illinois Supervisor-Trainee Course followed within one-year by the Illinois jurisdictional portion.

b) Requirements of an Associate Real Estate Trainee Appraiser

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

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) Property description;

D) Description of work performed by the trainee and scope of review and supervision by 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: Amended at 42 Ill. Reg. 6386, effective March 23, 2018)