



Louisiana Real Estate Appraisers Board

Mail: 9071 Interline Avenue, Baton Rouge, LA 70809

Phone: 225/925-1923 or 1-800-821-4529 (Extension 241) • Fax: 225/925-4501 • Web site: <http://www.reab.state.la.us>

APPRAISER TRAINEE LICENSE INFORMATION

The "Appraiser Trainee License Application" must be completed and signed by BOTH the appraiser trainee applicant and by ALL the sponsoring certified appraiser(s). The application and certification(s) from the sponsoring appraiser(s) must be notarized and submitted to the board office with copies of course completion certificates and a **non-refundable application fee in the amount of \$245.00**. Payment may be in the form of a personal or company check, certified check, cashier's check or money order, payable to the Louisiana Real Estate Appraisers Board.

Following are excerpts from the Louisiana Real Estate Appraisers Law and the Rules and Regulations of the Louisiana Real Estate Appraisers Board regarding appraiser trainees.

LOUISIANA REAL ESTATE APPRAISERS LAW R.S. 1950, Title 37, Chapter 51 (as amended by HB 1539, ACT No. 341, 2003)

Section 3397.B.(1) In order to obtain his license from the board, a real estate appraiser trainee shall be subject to the following:

- (a) The Competency Provision of the Uniform Standards of Professional Appraisal Practice (USPAP).
 - (b) Training and direct supervision by an appraiser who is licensed and in good standing as a residential real estate appraiser or a general real estate appraiser. The trainee is permitted to have more than one supervising appraiser. The scope of work for the real estate appraiser trainee is limited to the appraisal of those properties that the supervising real estate appraiser is licensed to appraise.
 - (c) Completion of 75 classroom hours of qualifying education, or its equivalent, in core education subjects that include thirty hours of basic appraisal principles, thirty hours of basic appraisal procedures, and the 15-Hour National USPAP Course, or its equivalent, with passage of a final examination in each course. NOTE: Qualifying education hours must be obtained within the five-year period immediately preceding application for the real estate appraiser trainee license.
 - (d) Completion of a four-hour supervisor/trainee class, as mandated by the federal Appraisal Subcommittee. This course must be completed by both the trainee and supervisor. It is currently available online through the following education providers:
www.appraisalinstitute.org, www.dynastyschool.com, and www.mckissock.com.
- (2) There are no additional examination or experience requirements, other than those listed in this Subsection for the real estate appraiser trainee license.
 - (3) The real estate appraiser trainee shall maintain a separate appraisal log for each supervising licensed appraiser that includes, at a minimum, the following information for each appraisal: property type, client name and address, address of appraised property, description of work performed, number of work hours, and name, signature and license number of the supervising licensed appraiser. The log is available at: http://www.reab.state.la.us/forms/Experience_Log.pdf
 - (4) All trainees who have been licensed in excess of two years shall be required to obtain continuing education that is equivalent to fourteen classroom hours of instruction for each year.
 - (5) The real estate appraiser trainee shall be entitled to obtain copies of appraisal reports prepared by the trainee. The supervising appraiser shall keep copies of the trainee appraisal reports for a period of at least five years, or at least two years after the final disposition of any judicial proceeding in which testimony is given, whichever period expires last.



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APPRAISER TRAINEE LICENSE APPLICATION

Non-Refundable Application Fee	Amount	Date Application Received	Appraiser Trainee License Number
	\$245.00		

NOTE: ANSWERS MUST BE TYPED OR PRINTED CLEARLY IN INK. ALL QUESTIONS MUST BE ANSWERED. THE APPLICATION MUST BE NOTARIZED AND SUBMITTED WITH PROOF OF COMPLETION OF THE REQUIRED QUALIFYING EDUCATION, AS SPECIFIED ON THE PREVIOUS PAGE, AND THE NON-REFUNDABLE APPLICATION FEE OF \$245.00.

The board may decline to accept this application unless all requested information is provided and the proper fee is attached. Payment must be in the form of a single remittance payable to the **Louisiana Real Estate Appraisers Board, 9071 Interline Avenue, Baton Rouge, LA 70809**. The application fee is NOT refundable once the application has been accepted by the board.

I hereby make application for approval as an "APPRAISER TRAINEE" under the supervision of the state certified appraiser(s) whose notarized signature(s) appear on page 4 of this application, and in conformity with the Louisiana Real Estate Appraisers Law, R.S. 1950, Title 37, Chapter 51, Subsections 3391-3413.

1. Full Name _____
(Last) (First) (Middle)

2. Social Security Number _____ Date of Birth _____

If not a citizen of the United States, furnish your Alien Registration Number _____

3. Permanent Mailing Address _____

City _____ State _____ Zip _____

4. Business Phone _____ Home Phone _____

5. Fax _____ E-mail _____

6. Home Address _____

City _____ State _____ Zip _____

7. Yes _____ No _____ Have you ever had any professional or occupational license or certification suspended, cancelled or revoked; received a reprimand or disciplinary action; or had an application for such denied in Louisiana or any other state?

If "YES" attach a complete written explanation and appropriate documentation such as final orders, etc. Do not include licenses which have expired with no complaints or disciplinary action pending.

8. Yes ___ No _____ Are any complaints, disciplinary hearings or investigations pending against any professional or occupational licenses you hold?

If "YES" attach a complete written explanation and copies of all orders, notices, disapprovals, investigative reports, and other documentation.

9. Yes _____ No _____ Have you ever been (1) convicted, (2) pleaded nolo contendere, (3) received deferred adjudication, or (4) been placed on probation for a criminal offense, or are there any criminal charges pending against you? Include all felonies and criminal misdemeanors, other than traffic tickets.

If "YES" attach a complete written explanation and copies of all legal documentation in connection with this matter.

APPLICANT CERTIFICATION

I hereby certify that I am a citizen of the United States or a lawfully admitted alien; that I have received my high school diploma or certificate of equivalency; and that I am eighteen years of age or older.

I further certify that I have fully read and understand this application; and that the information provided herein is true, correct and complete. If so requested by the Louisiana Real Estate Appraisers Board, I will furnish additional information or documentation as may be deemed necessary for the verification of information provided herein. I acknowledge that this application may be disapproved for cause and that the appraiser trainee status that I may obtain may be revoked for supplying false or misleading information to the board. I will abide by the provisions of the Louisiana Real Estate Appraiser Law and the Rules and Regulations of the Louisiana Real Estate Appraisers Board.

I will not hold myself out as an Appraiser Trainee or perform any act as an Appraiser Trainee until the license authorizing me to do so is in my possession. **I understand that I must work under the sponsorship and active, personal, and diligent direction of my supervising state certified residential or general real property appraiser, who shall sign the appraisal reports.**

Applicant's Signature (in ink)

Date Signed

SWORN AND SUBSCRIBED before me by _____	
	Appraiser Trainee APPLICANT'S printed or typed name here
on _____, 20 ____.	
	_____ Notary Public
<seal>	
My commission expires: _____	

SUPERVISING APPRAISER'S CERTIFICATION

I hereby agree to supervise the person named below as an Appraiser Trainee. I have reviewed the application and to the best of my knowledge the information provided herein is true, correct and complete. I have carefully investigated this person and in my opinion, the person is honest, trustworthy and a person of integrity. I will not allow the applicant to act as an Appraiser Trainee for me until the Louisiana Real Estate Appraisers Board has issued this person a license to do so. If the applicant is granted a license as an Appraiser Trainee, I agree to be responsible for the trainee's professional conduct and to have the trainee perform appraisals only under my **active, personal and diligent direction and supervision**. I further agree to sign all appraisal reports performed by the Appraiser Trainee until such time as I notify both the Louisiana Real Estate Appraisers Board and the Appraiser Trainee, in writing, that our association has been terminated.

Appraiser Trainee's Full Name: _____

Supervisor's Full Name: _____

Supervisor's Classification & License Number: _____ Expiration Date: _____

Supervisor's Signature: _____ Date: _____

SWORN AND SUBSCRIBED before me by _____	SUPERVISING Certified Appraiser's printed or typed name here
on _____, 20____.	
<seal>	_____ Notary Public
	My commission expires: _____

Appraiser Trainee's Full Name: _____

Supervisor's Full Name: _____

Supervisor's Classification & License Number: _____ Expiration Date: _____

Supervisor's Signature: _____ Date: _____

SWORN AND SUBSCRIBED before me by _____	SUPERVISING Certified Appraiser's printed or typed name here
on _____, 20____.	
<seal>	_____ Notary Public
	My commission expires: _____

This page may be copied if more than two certified appraisers are supervising this applicant.

This completed application together with the non-refundable application fee, supporting documents, and notarized signatures of all sponsoring state certified appraisers must be submitted to:

Louisiana Real Estate Appraisers Board
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Baton Rouge, LA 70809
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