

SUPERVISOR DECLARATION

All certified real estate appraisers who plan to supervise trainees must complete this form and send it to the Board **prior to** beginning supervision. The effective date of association (adding a trainee) or disassociation (removing a trainee) will be the date your request is received by the Board office, or the date declared on the form, whichever is later. Date of association **cannot** be retroactive. Certified Residential appraisers may have up to three trainees provided prior approval is obtained. (See Request to Add Third Trainee) Certified General appraisers may have three trainees under supervision at any one time. All certified appraisers who wish to add a trainee to their supervision after January 1, 2015 must complete the new Supervisor/Trainee course prior to adding a new trainee. Check the Board's website for further information.

All items must be completed. Appraisers may not attach a resume in lieu of completing this form or any portion thereof. The completed form may be mailed, emailed, or faxed to the Board office.

Supervisor's Name _____ Cert No. _____

Supervisor's Level: Cert Residential Cert General Date certified < _____

Date Supervisor course attended: _____

Name of Trainee _____	Registration No. _____
Date trainee completed supervisor/trainee course: _____	
Are you adding or removing this trainee?	Add <input type="checkbox"/> Remove <input type="checkbox"/>
<i>BOARD USE ONLY: Effective Date of Trainee:</i> _____	

Name of Trainee _____	Registration No. _____
Date trainee completed supervisor/trainee course: _____	
Are you adding or removing this trainee?	Add <input type="checkbox"/> Remove <input type="checkbox"/>
<i>BOARD USE ONLY: Effective Date of Trainee:</i> _____	

Character: Regarding your appraiser certification

(1) Have you had any disciplinary action taken against your appraiser certification in NC or any other state within the past three years? Yes No

(2) Are there currently any complaints pending against you in connection with your appraiser certificate in North Carolina or any other state? Yes No

If either of these answers are "yes," provide a copy of the licensing agency's order and any other documentation regarding the case. You must also provide a complete written explanation of each action.

(Over)

Signature of Supervisor: (required)

I certify that the information provided in this declaration 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 denial or withdrawal of my right to supervise trainees. I understand that I must actively and personally supervise each trainee under my supervision. I have read the provisions of 21 NCAC 57A.0407 (see website).

Supervising Appraiser's Signature

Date

Signature of Trainee: (required only for association)

I understand that it is my responsibility to make sure that my supervisor has properly completed and sent the Supervisor Declaration Form to the Appraisal Board and that the Board has received it before I begin assisting the supervising appraiser. I certify that I have read the provisions of 21 NCAC 57A.0407 (see website). I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

Trainee's Signature

Date

Signature of Trainee: (required only for association)

I understand that it is my responsibility to make sure that my supervisor has properly completed and sent the Supervisor Declaration Form to the Appraisal Board and that the Board has received it before I begin assisting the supervising appraiser. I certify that I have read the provisions of 21 NCAC 57A.0407 (see website). I understand that I will not receive appraisal experience credit for appraisals performed in violation of this rule.

Trainee's Signature

Date