



*Real Estate*  
*Appraisal Trainee/Supervisor*  
**Syllabus**

**Course Hours:** 4

**Instructional Mode**

Distance Education

**Textbooks / Learning Resources**

*Real Estate Appraisal Trainee/Supervisor*, by  
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**Contact Information**

**Help Ticket:** [www.alliedschools.com/support.shtml](http://www.alliedschools.com/support.shtml)

**Instructional Support Toll Free:** 888-751-2303

**Student Services Toll Free:** 888-925-4282

**International:** 949-707-5044

**Fax:** 800-898-9188

**Hours:** Monday - Friday, 7:00 a.m. to 6:00 p.m. PST

**Course Description**

The purpose of the Real Estate Appraisal Trainee/Supervisor course is to address the expectations and responsibilities of both the Supervisory Appraiser as well as the Trainee Appraiser. In order for a Trainee to earn acceptable experience, both the Supervisor and the Trainee must meet their duties and obligations. The main function of the Supervisory Appraiser is to help prepare a Trainee to demonstrate professional competence and work independently upon issuance of full licensure.

The course presents an overview of The Appraisal Foundation, its Boards, and their roles in establishing criteria for appraisals and qualifications for credentialed appraisers. Students will learn the AQB minimum qualifications for becoming and remaining a Supervisory Appraiser and for becoming a Trainee Appraiser. Additionally, the course presents the Supervisor/Trainee Relationship from the viewpoint of both the Supervisor and the Trainee. Both must meet their requirements and accept their responsibilities in order for the Trainee to obtain the required hours of experience.

**Course Objectives**

After completing this course, you will be able to:

1. Recall the financial crises and regulatory reforms that led to appraisal licensing and credentialing.
2. Clarify the roles of The Appraisal Foundation's Boards, the state credentialing authorities, and professional appraisal organizations.
3. Distinguish between the AQB minimum qualifications and jurisdictional credentialing requirements and recall the minimum qualifications for the appraiser classifications.
4. Identify the basics of the Uniform Standards of Professional Appraisal Practice (USPAP) that are relevant to Trainee Appraisers.
5. Recognize the expectations of Supervisory Appraisers and their responsibilities, including maintaining and signing Trainee Appraiser Experience Logs.
6. Recognize the expectations of Trainee Appraisers and their responsibilities, including and maintaining Workfiles and Experience Logs.

**Course Time Frame**

Students must spend a minimum of 4 classroom hours\* in this course. Access to specific assignments will be restricted to ensure that students accumulate the required seat time.

\*A classroom hour is defined as 50 minutes for each clock hour the course is approved.



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**Grading/Evaluation Policy**

Performance is measured by successful completion of online chapter exercises, quizzes, and examinations. To successfully complete this course, students must complete: 7 chapters including all reading and exercises, and successfully pass 7 chapter quizzes and a unit exam. A minimum passing score of 70% or better is required on all assignments. Assignments with scores below 70% must be retaken until the score meets or exceeds 70%.

**Course Outline and Grading Criteria**

<b>Chapter Title</b>	<b>Minutes</b>	<b>Assignment Title</b>	<b>Points Possible</b>	<b>Required to Pass</b>
Definitions	5	--	--	--
1: Course Introduction and Overview	15	Quiz	4	3
2: Qualification and Credentialing Entities	15	Quiz	11	8
3: Qualifications for Appraiser Credentials	60	Quiz	8	6
4: Overview of USPAP	45	Quiz	7	5
5: Supervisory Appraiser Expectations and Responsibilities	25	Quiz	7	5
6: Trainee Appraiser Expectations and Responsibilities	35	Quiz	7	5
7: Jurisdictional Requirements for Supervisory Appraiser and Trainee Appraiser Requirements	10	Quiz	2	2
Unit Exam	30	Multiple-Choice	20	14
<b>Total</b>	<b>4</b>	<b>Total</b>	<b>69</b>	<b>51</b>

**Student Integrity and Academic Honesty Policy**

Allied Schools strives to encourage a spirit of honesty and integrity. This policy was created to foster a climate that promotes the most stringent academic standards. Violations of this policy will be dealt with using fair and consistent methods. Committing one or more of the following actions is considered unacceptable and constitutes a violation of this policy:

- Intentionally using or attempting to use unauthorized materials in any academic exercise;
- Intentionally aiding or attempting to aid another student to commit any act of academic dishonesty;
- Bribing or attempting to bribe, or making threats against any individual, with the intention of affecting a grade or an evaluation of academic performance;
- Falsifying any documents;
- Accessing the institution’s computer systems or files without proper authorization.