



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920

Division of Commercial Licensing
Real Estate Appraisers Section

TRAINEE AFFIDAVIT

IN ACCORDANCE WITH R.I.G.L. 5-20.7-12(b), I hereby certify that

(Name of Trainee)

will be working under my direct supervision. By my signature, I accept the responsibility for the training, guidance, and direct supervision of the Trainee Appraiser by:

1. Accepting responsibility for the appraisal report by signing and certifying the report complies with USPAP;
2. Reviewing and signing the Trainee Appraiser appraisal report(s); and
3. Personally inspecting each appraised property with the Trainee Appraiser until the Supervisory Appraiser determines the Trainee Appraiser is competent, in accordance with the COMPETENCY RULE OF USPAP for the property type and geographic location where the Trainee Appraiser is being supervised;
4. I agree that as a supervisory appraiser, I will not supervise more than three (3) trainees at any one time; and
5. I agree that I and the Trainee Appraiser will maintain joint but separate appraisal logs that at a minimum will identify the following:
 - a. Type of property appraised;
 - b. Date of the report;
 - c. Address of the appraised property;
 - d. Description of work performed by the Trainee Appraiser and scope of the review and supervision of the Supervisory Appraiser;
 - e. Number of actual work hours by the Trainee Appraiser on the assignment; and
 - f. The signature and state certification number of the supervisory appraiser.Separate appraisal logs shall be maintained for each Supervisory Appraiser, if applicable.
6. I have completed a course that complies with the specifications established by the AQB, specifically oriented to the requirements and responsibilities of Supervisory Appraisers and Trainee Appraisers.
(Attach certificate of completion for aforementioned course).

Character: Regarding your appraiser certification in your desired role as Supervisory Appraiser.

(1) Have you been state-certified for at least three (3) years? **Yes** **No**

(2) Have you had any disciplinary action taken against your appraiser license or certification within the past three (3) years? **Yes** **No**

(3) Did this disciplinary action include an active suspension or revocation that limited your ability to engage in appraisal practice? **Yes** **No**

If the Trainee leaves the employment and/or supervision of the Certified Appraiser, it is the responsibility of both the Supervisory Appraiser and the Trainee Appraiser to immediately notify the Department of Business Regulation. The Trainee Appraiser may not continue to perform appraisals until a new affidavit with a new Supervisory/Certified Appraiser is received and approved by the Department. Failure to comply may result in the initiation of administrative proceedings to impose penalties against the Supervisory Appraiser and/or the Trainee Appraiser, including, but not limited to: (i) suspension, (ii) revocation, and/or (iii) such additional administrative penalties as deemed appropriate by the Department.

(Name of Certified Appraiser) Certification No. _____

(Business Name) Phone _____

(Address: City, State, and Zip Code)



(Signature of Certified Appraiser)

(Signature of Appraiser Trainee)

Sworn and subscribed to me this _____ day of _____ 20_____.

(Notary Public)