



## *New Jersey Office of the Attorney General*

Division of Consumer Affairs  
State Real Estate Appraiser Board  
124 Halsey Street, 3<sup>rd</sup> Floor, P.O. Box 45032  
Newark, New Jersey 07102  
[www.njconsumeraffairs.gov/real/](http://www.njconsumeraffairs.gov/real/)



### **Notice to Supervising Appraisers and Trainee Appraisers**

Beginning on January 1, 2008, pursuant to N.J.A.C. 13:40A-4.6, licensed real estate appraisers will no longer be approved to serve as supervising appraisers. Thus only State Certified Residential or State Certified General real estate appraisers will be accepted as supervising appraisers for the purposes of acquiring a trainee permit.

Additionally, beginning immediately, a supervising appraiser will not be permitted to supervise more than three trainees at one time. Thus, any individual applying for a trainee permit, and seeking to be supervised by an appraiser who is already supervising three trainees will not be eligible to be granted a trainee permit.

(The requirement under N.J.A.C. 13:40A-4.6(f) 4 that supervising appraisers immediately notify the Board in writing when she/she ceases supervising a trainee remains unchanged.)

To review the recent amendments, please access the Board's web site at [www.njconsumeraffairs.gov/real/](http://www.njconsumeraffairs.gov/real/), click the "Laws and Regulations" tab then click on "Adoptions," then scroll to February 5, 2007.



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(973) 504-6480



## **Trainee Permit Renewal Checklist**

The information listed below must be submitted with the Trainee Permit renewal in order to be processed.

- Renewal fee of \$100: Renewals received after renewal date will result in a late fee of \$100 plus the renewal fee of \$100.
- Renewal form: If you have more than one supervisor all supervisors must be listed on renewal form.
- Certification of Supervisor Form: Effective 1/1/08 a new supervisor form must be completed and signed by each supervising appraiser.
- Evaluation & Certification Form: To be completed by any supervisor who is no longer supervising.
- Competency Certification Form: To be completed by each supervising appraiser if not previously submitted.
- Continuing Education Document: AQB Criteria requires all appraisers, including Trainee Appraisers, to complete CE. (See Criteria Applicable to All Appraiser Classifications, section III F, Criteria Specific to Continuing Education.) A state with Trainee Appraisers must, at a minimum, implement the CE requirement as follows:

Trainee Appraisers are required to demonstrate CE beginning with the first full renewal cycle after July 1, 2013 and each following cycle. Therefore, Trainee Appraisers who receive a credential on or after July 1, 2013. Must complete CE in accordance with AQB Criteria for each year during the credential cycle before any subsequent renewals.
- Original Board issued Trainee Permit logs: (Please keep a copy for your own records). Effective January 1, 2008 all experience must be on the Board approved log.



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## Application for Trainee Permit Renewal

(Pursuant to N.J.A.C. 13:40A-4.4)

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly.

Date \_\_\_\_\_

**Permit No.** \_\_\_\_\_

1. Name of applicant \_\_\_\_\_  
Last name First name Middle Initial

Home address \_\_\_\_\_  
Street address /Apt. No. City State ZIP code

Home phone \_\_\_\_\_ or Cell phone \_\_\_\_\_  
(include area code) (include area code)

Indicate with a check if information above includes a change of:  Name  Address  Phone No.

2. Name of Supervisor \_\_\_\_\_ License No. \_\_\_\_\_

Business address \_\_\_\_\_  
Street address City State ZIP code

Business phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
(include area code) (include area code)

*(List additional supervisors on the reverse side of this application.)*

Indicate with a check whether this application is a request for a:  1<sup>st</sup> renewal  2<sup>nd</sup> renewal  3<sup>rd</sup> renewal

3. Continuing Education

Have you completed the required 14 hours of continuing education?  Yes  No

If "Yes," submit evidence of completion with this application for renewal.

**Note: Renewal will not be accepted without the original log. Please keep a copy of the log for your own records.**

Please be advised that pursuant to N.J.A.C. 13:40A-7.3(a)6, trainee real estate appraisers shall use the full designation "Trainee Real Estate Appraiser" followed by their permit number. **No abbreviation** shall be permitted.

I hereby certify that all of the statements made herein are true and correct.

\_\_\_\_\_  
Real Estate Appraiser Trainee's Signature

**Please make check or money order payable to: State Real Estate Appraiser Board**

**Do not write below this line.**

Date received \_\_\_\_\_

Fee \$ \_\_\_\_\_

Application No. \_\_\_\_\_

Check No. \_\_\_\_\_

Money order No. \_\_\_\_\_

Log attached:  Yes  No

**Additional Supervisors (continued)**

3. Name of Supervisor \_\_\_\_\_ License No. \_\_\_\_\_

Business address \_\_\_\_\_  
Street address City State ZIP code

Business phone \_\_\_\_\_  
(include area code)

Cell phone \_\_\_\_\_  
(include area code)

4. Name of Supervisor \_\_\_\_\_ License No. \_\_\_\_\_

Business address \_\_\_\_\_  
Street address City State ZIP code

Business phone \_\_\_\_\_  
(include area code)

Cell phone \_\_\_\_\_  
(include area code)

5. Name of Supervisor \_\_\_\_\_ License No. \_\_\_\_\_

Business address \_\_\_\_\_  
Street address City State ZIP code

Business phone \_\_\_\_\_  
(include area code)

Cell phone \_\_\_\_\_  
(include area code)

6. Name of Supervisor \_\_\_\_\_ License No. \_\_\_\_\_

Business address \_\_\_\_\_  
Street address City State ZIP code

Business phone \_\_\_\_\_  
(include area code)

Cell phone \_\_\_\_\_  
(include area code)

## CERTIFICATION OF SUPERVISING APPRAISER

Trainee Name: \_\_\_\_\_

The individual above has applied for a Trainee Appraiser Permit and designated you as a SUPERVISING APPRAISER pursuant to N.J.A.C. 13:40A-4.6. Board regulations require that you acknowledge this responsibility in writing; the full text of those regulations is listed below.

### § 13:40A-4.6 Responsibilities of supervising appraiser

(a) Any individual designated as a "supervising appraiser" by the holder of a trainee permit shall acknowledge in writing to the Board that he or she agrees to perform all responsibilities set forth in (f) below.

(b) Supervising appraisers shall be in good standing with the Board and shall not have been subject to any disciplinary action, including revocation, suspension, or stayed suspension, by the Board, within the last three years from the beginning of the supervision.

© No appraiser shall serve as a supervising appraiser until he or she has been a licensee of the Board for at least two years.

(d) Beginning on January 1, 2008, licensed real estate appraisers shall no longer be approved to serve as supervising appraisers. Beginning on February 5, 2007, the Board will no longer accept applications by trainees who seek approval of a licensed real estate appraiser as a supervising appraiser.

(e) Beginning on January 1, 2008, only those individuals who are certified by the Board as either a State certified general real estate appraiser or a State certified residential real estate appraiser shall be a supervising appraiser.

(f) A supervising appraiser shall have the following duties and responsibilities:

1. The supervising appraiser shall at all times be responsible for and provide direct supervision of the work performed by the trainee. For purposes of this section, "direct supervision" means:

i. To personally review the work product of the trainee;

ii. To approve, sign, and accept responsibility for each appraisal report including work product prepared by the trainee or in which the trainee has made a professional contribution and to sign all such reports and certify that all such reports have been independently and impartially prepared in compliance with the Uniform Standards of Professional Appraisal Practice, these rules and applicable statutory standards; and

iii. To indicate, within the certification section of the appraisal report, the name of the trainee providing significant real property appraisal assistance. For purposes of this subparagraph, "significant" means the exercise of appraisal knowledge and training and does not mean clerical or fact gathering tasks.

2. The supervising appraiser shall, at least once a month, sign the log required to be kept by the trainee pursuant to N.J.A.C. 13:40A-4.7 and shall set forth thereon his or her license or certification number.

3. The supervising appraiser shall provide the trainee with a copy of any final appraisal report in which the trainee's work product has been utilized or in which the trainee made a professional contribution.

4. The supervising appraiser shall immediately notify the Board and his or her trainee(s), in writing, in the event that he or she ceases to perform or is unable to perform the responsibilities set forth in this section.

5. A supervising appraiser shall not supervise more than three trainees at one time;

6. The supervising appraiser shall personally inspect, with the trainee, the interior and exterior of each appraised property until the supervising appraiser determines that the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice. Upon making the determination of competency, the supervising appraiser shall request a competency certification form from the Board. The supervising appraiser shall submit, to the Board, within 30 days of receipt of the competency certification form, the certification that the trainee is competent to perform property inspections independently. Examples of competency include, but are not limited to, properly identifying the problem to be addressed, being familiar with a specific type of property, market, geographic area, or analytical method.

7. The supervising appraiser shall prepare and furnish a signed statement describing the nature and extent of the assistance rendered to each trainee who provided services on an appraisal assignment. This statement shall be placed in the work file of the appraisal assignment.

8. Upon the termination of the supervising appraiser and the trainee relationship, the supervising appraiser shall request an evaluation certification form from the Board. The supervising appraiser shall submit, to the Board, within 30 days of receipt of the evaluation certification form, the certification evaluating the activities performed by his or her trainee.

9. Failure to comply with this section may be deemed professional misconduct.

You are also reminded of your responsibilities under Uniform Standards of Professional Appraisal Practice standards rule 2-5, "An appraiser who signs a real property appraisal report prepared by another, even under the label of 'review appraiser', must accept full responsibility for the contents of the report."

Pursuant to all applicable laws and regulations of the New Jersey Board of Real Estate Appraisers, I hereby accept designation as a Supervising Appraiser for the above-captioned trainee in his/her capacity as holder of a Trainee Permit issued by the Board of Real Estate Appraisers. I have read and understand my responsibilities under these rules and the Uniform Standards of Professional Appraisal Practice.

\_\_\_\_\_  
(Name of Appraiser)

\_\_\_\_\_  
(License/Certification Number)

\_\_\_\_\_  
(Signature of Appraiser)

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Name of Notary Public)

AFFIX

\_\_\_\_\_  
(Signature of Notary Public)

SEAL      HERE

My commission expires: \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_

**NEW JERSEY BOARD OF REAL ESTATE APPRAISERS**

TRAINEE NAME: \_\_\_\_\_



CHECK ALL THAT APPLY

TRAINEE PERMIT NO.: \_\_\_\_\_

Appraisal Date	Location & Address of Appraised Property	City and State of Appraised Property	Name of Client	Type of Property Appraised	Intent Use of The Appr. Report	I. Land / Site Inspection & Descriptions	II. Building Inspection & Descriptions	III. Neighborhood Description & Analysis	IV. Highest & Best Use Analysis	V. Research & Analysis of Comparable Sales	VI. Cost Analysis	VII. Income Analysis	VIII. Sales Adjustment Analysis	IX. Correction / Reconciliation Of Data- Final Value
						1/1/0000	000 Halsey Street	Newark, NJ	Appraisal Bank	Multi Family	Purchase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Check the appropriate boxes to describe the nature and extent of the assistance rendered to each trainee who provided services on the appraisal assignment.**

Pursuant to N.J.A.C. 13:40A-4.6(7) this signed statement shall be placed in the work file of the appraisal assignment.

Supervisor Signature: \_\_\_\_\_ Certification Number: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: (PRINT ) \_\_\_\_\_

# NEW JERSEY STATE BOARD OF REAL ESTATE APPRAISERS COMPETENCY CERTIFICATION FORM

Pursuant to ***N.J.A.C 13:40A-4.6 (6)*** the supervising appraiser shall submit, to the Board, within 30 days of the receipt of the competency certification form, the certification that the trainee is competent to perform property inspections independently.

I, \_\_\_\_\_ have been a designated supervisor of \_\_\_\_\_  
Name of supervisor Name of Trainee

\_\_\_\_\_. I have personally inspected the interior and exterior of \_\_\_\_\_  
Trainee Number Number of properties

appraised with the aforementioned trainee and I have determined that the trainee is competent in accordance with the Competency Rule of the Uniform Standards of Professional Appraisal Practice to perform property inspections independently. (Examples of the competency include, but are not limited to properly identifying the problem to be addressed, being familiar with a specific type of property, market, geographic area, or analytical method).

\_\_\_\_\_  
Name of Supervisor (Print)

\_\_\_\_\_  
Certification Number

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

## EVALUATION CERTIFICATION FORM

I, ( \_\_\_\_\_ ) have been a designated supervisor of ( \_\_\_\_\_ )  
 Name of supervisor Name of trainee  
 ( \_\_\_\_\_ ). The termination of the supervising appraiser and trainee relationship was  
 trainee permit number

effective on ( \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ). Pursuant to **N.J.A.C. 13:40A-4.6(8)** this certification is an evaluation of the  
 date  
 activities performed by the trainee.

	Satisfactory	Unsatisfactory	Not Applicable/Comments
<b>Understands USAP Goals</b>			
<b>Identifying Scope of Work Required</b>			

<b>Research of Subject Property</b>			
Relevant Characteristics			
Sales History			
Contract of Sale (when applicable)			
Survey/Tax Map			
Applicable Zoning			

<b>Cost Approach</b>			
Building Costs			
Age/Life Factors			
Contribution of the Land			
Sources of Depreciation			

<b>Sales Comparison Approach</b>			
Identification of Neighborhood			
Location Variables			
Selection of Comparable Properties			
Market Conditions/Financing Factors			
Gross Rent Multipliers			
Acceptable Adjustment Methodology			

<b>Income Approach</b>			
Lease Agreements/Market Rent			
Development of Net Operating Income			
Capitalization Rates/Methodology			

<b>Reconciliation</b>			
Competent Analysis of Data Collection			
Ability to Express Analysis			
Certification Requirements			

<b>Record Keeping</b>			
Understands USPAP Requirements			

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

License/Trainee Appraisal Log



CHECK ALL THAT APPLY T = Trainee Participation S= Supervisor Participation

APPLICANT NAME: \_\_\_\_\_

TRAINEE PERMIT/LICENSE NO. \_\_\_\_\_

Appraisal Date	Address of Appraised Property	City and State of Appraised Property	Name of Client	Type of Property Appraised	Intended Use of Apprl Report	I. Land / Site Inspection & Descriptions		Scope of Review		II. Building Inspection & Descriptions		Scope of Review		III. Neighborhood Description & Analysis		Scope of Review		IV. Highest & Best Use Analysis		Scope of Review		V. Research & Analysis of Comparable Sales		Scope of Review		VI. COST ANALYSIS		Scope of Review		VII. Income Analysis		Scope of Review		VIII. Sales Adjustment Analysis		Scope of Review		IX. Correction / Reconciliation Of Data- Final Value		Scope of Review		Amount of Hours Claimed
						T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S	S	T	S		
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SUPERVISOR SIGNATURE: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

SUPERVISOR NAME (PRINT): \_\_\_\_\_

Page Total \_\_\_\_\_

EFFECTIVE JANUARY 1, 2008 all experience must be on this log form only.