

North Carolina Appraisal Board
5830 Six Forks Road, Raleigh, NC 27609
Phone: 919/870-4854
Fax: 919/870-4859
Website: www.ncappraisalboard.org

Board Use Only
<input type="checkbox"/> Approve
<input type="checkbox"/> Not Approve
By: _____
Date: _____

CERTIFIED RESIDENTIAL APPRAISER'S REQUEST TO ADD A THIRD TRAINEE

A certified residential appraiser who desires to add a third trainee must receive approval from the Appraisal Board **before** such trainee may be declared. The effective date of association will be the date the Board approves your request. The date of association **cannot** be retroactive. Certified general appraisers may have up to three trainees under supervision at any one time. 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. The completed form may be mailed or faxed to the Board office.

Supervisor's Name _____ Cert No. _____

Date supervisor course attended: _____

(1) Trainee to be added _____	Reg. No. _____
(2) Trainee who has completed 50% of experience _____	Reg. No. _____
Date of this trainee's first logged appraisal: _____	
Number of hours completed to date: _____	
(3) Date trainee completed supervisor/trainee course: _____	
Attach copy of this trainee's log to this application.	

BOARD USE ONLY:
Experience claim reviewed by _____
Effective Date of Trainee 3: _____

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.

Signature of Supervisor: (required)

I certify that the information provided in this request 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, and for disciplinary action against me. 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 who has completed 50% of experience:

I certify that the information provided in this request is true and correct to the best of my knowledge. I understand that that any omission, inaccuracy or failure to make full disclosure constitutes grounds for disciplinary action against me.

Trainee's Signature

Date

Signature of Trainee to be added:

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 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