



SOUTH CAROLINA APPRAISER APPRENTICE PROGRAM

Doc No.185

SYNOPSIS

This appraiser apprentice classification was established as the entry-level position. To obtain an Appraiser Apprentice license, the applicant must document 83 hours of approved appraisal qualifying courses and a 4 hour Supervisor/Trainee course.

After issuance of the apprentice license, an apprentice may assist in the performance of real estate appraisals provided that the apprentice is actively and personally supervised on each assignment by a state certified appraiser.

The Appraiser Apprentice license is valid for five years. However, before being allowed to elevate to a higher classification, he/she must demonstrate the required number of hours of appraisal experience over a minimum of 6-18 months (depending on licensure classification) and have successfully completed an approved appraisal examination and satisfied the additional education requirements of the higher licensure classification.

QUALIFICATIONS

Appraiser Apprentice license may be granted to individuals who meet the following qualifications:

- Have attained the age of eighteen years;
- Have graduated from high school or hold a certificate of equivalency;
- Are residents of South Carolina unless they have fully complied with Section 40-60-37 of the Code of Laws of South Carolina regarding consent to jurisdiction.
- Furnish evidence that they have successfully completed not less than 83 hours in appraisal courses approved by this office in the QE1, QE2, and QE3 categories, 8-hour Valuation Bias and a minimum 4 hour Supervisor/Trainee course.

QUALIFYING EDUCATION

A minimum of eighty-three (83) hours of study in Real Estate Appraisal is required for an applicant to obtain an Appraiser Apprentice license. To satisfy the education requirement, applicants must demonstrate that their education included coverage of all three courses listed below:

- QE1 Course – Basic appraisal principles (30 hours)
- QE2 Course – Basic appraisal procedures (30 hours)
- QE3 Course – National Uniform Standards of Professional Appraisal Practice (15 hours)
- 8-Hour Valuation Bias and Fair Lending Course

Applicants who have taken appraisal courses in the past that are not included on the current directory should contact this office to determine whether the course(s) had previously been approved and under which category.

Once individuals have successfully completed the approved courses listed above, along with a supervisor/trainee course, they must submit the course certificates of completion with the Appraiser Apprentice Application..

EXAMINATION

The state licensing examination is not required for the apprentice license.

LICENSE RENEWAL

Appraiser Apprentice license expire biannually on June 30 of each even numbered year. This license is valid for maximum of five (5) years. At renewal, the apprentice must submit his/her application, evidence of twenty-eight (28) hours of Board approved continuing education (to include the most recent USPAP Update), and the \$255 license renewal fee.

RESPONSIBILITIES OF A SUPERVISING APPRAISER

A supervising appraiser must be a State Certified General Real Estate Appraiser or State Certified Residential Real Estate Appraiser in good standing with the board and not subject to any disciplinary action within the last three (3) years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice and must have been state Certified for a minimum of three (3) years. A supervising appraiser must complete a supervisor/trainee (minimum 4 hours) before they can be approved to train an apprentice. A certified appraiser may not supervise more than three apprentices at one time, unless board approval is received to supervise more than three apprentices and is subject to required progress monitoring. The supervising appraiser shall have the following duties and responsibilities:

1. The supervisor shall at all times be responsible for and provide direct supervision of the work performed by the apprentice. "Direct supervision" means to:
 - A. Personally review an appraisal report prepared by an apprentice; and
 - B. Assign work to the apprentice only if the apprentice is competent to perform such work; and
 - C. Accept responsibility for the appraisal report by signing and certifying the report as being independently and impartially prepared and in compliance with the *Uniform Standards of Professional Appraisal Practice*, these regulations, and applicable statutory requirements
2. The extent of assistance provided in the appraisal process by the supervising appraiser is directly related to the competence of the appraiser apprentice. The appraiser must maintain an appraisal log prescribed by the Appraisers Board to record assignments in which an appraiser apprentice participated and submit a certified true copy of this log to the Board when the apprentice applies for reclassification.
3. The supervising appraiser shall acknowledge in the appraisal certification the professional contribution of the apprentice in accordance with the *Uniform Standards of Professional Appraisal Practice* and provide the apprentice with a copy of any final appraisal document in which the apprentice participated.
4. If the supervising appraiser signs the report alone, the contribution of the apprentice must be acknowledged and the specific tasks performed by the apprentice should be clearly stated. If both the apprentice and supervising appraiser co-sign the report, the supervising appraiser must accept full responsibility for all aspects of the appraisal process.