

## **PROVISIONAL (TRAINEE)**

### **GENERAL INFORMATION**

This publication has been prepared by the Kansas Real Estate Appraisal Board for the purpose of providing information to interested persons regarding the process and procedure for becoming a provisional (trainee) real estate appraiser in Kansas. Keep in mind that you do not have to license as a Provisional (trainee). A trainee may work, unlicensed, under their certified supervising appraiser in order to accrue their experience hours. However, should you choose to apply for the Provisional (trainee) license, you must have first completed all qualifying and college-level education for the classification you are provisioning to. (See K.A.R. 117-2-1 (State License), 117-3-1 (Certified General), or 117-4-1 (Certified Residential))

Since Statutes and Regulations pertaining to all areas of the application process are always subject to change, applicants should visit the Board's website at <http://www.kansas.gov/kreab> and click on Licensing periodically to ensure they have the current information. If, at anytime, any of the current requirements change, the applicant will be required to follow the new criteria.

During any stage of the review process, additional information pertaining to any part of the application may be requested by the Board. Grounds for refusing to issue a license/certificate are set forth in K.S.A. 58-4113 and 58-4118.

### **INFORMATION REGARDING THE PROVISIONAL LICENSED APPLICANT (TRAINEE)**

**BEFORE BEGINNING THE APPLICATION PROCESS, BE SURE  
TO READ THE FOLLOWING INFORMATION CAREFULLY**

The provisional type of license does not meet federal requirements and is not a federally recognized type of license.

The work performed by the provisional licensed trainee in developing, preparing and communicating an appraisal report shall be directly supervised by a certified supervising appraiser as outlined in K.A.R. 117-5-2 and 117-5-2a.

Before beginning supervised experience, each provisional licensed appraiser shall have completed a course that, at a minimum, meets the requirements contained in the Board's document titled "supervisory appraiser/trainee appraiser course objectives and outline," dated September 3, 2014. Proof of completion of the course must be in the board office prior to commencing supervised experience.

Each report prepared by the provisional licensed appraiser must be signed by the provisional appraiser or the preparer who supervised the appraisal report as outlined in K.A.R. 117-5-2(c). K.S.A. 117-5-2(d) states "If the provisional appraiser does not sign the appraisal report, the preparer shall describe, in the certification section or in the dated and signed addendum to the certification page of the appraisal report, the extent to which the provisional licensed appraiser provided assistance in developing, preparing, or communicating the appraisal through generally accepted appraisal methods and techniques."

The provisional trainee appraiser may have more than one supervising appraiser; however, the provisional trainee must maintain a separate log of appraisals completed with each supervising appraiser.