

EXPERIENCE REQUIREMENTS

IT IS THE POLICY OF THE BOARD TO FILE A COMPLAINT AGAINST A SUPERVISOR IF, WHEN EXPERIENCE IS SUBMITTED BY A TRAINEE, A REVIEW OF THAT EXPERIENCE RESULTS IN DENIAL OF LICENSURE DUE TO SUBSTANTIAL NON-COMPLIANCE WITH USPAP.

Refer to regulations 117-2-2 & 117-2-2a (licensed), 117-4-2 & 117-4-2a (certified residential) or 117-3-2 & 117-3-2a (certified general).

An hour of experience is defined as **verifiable time** spent performing tasks in accordance with acceptable appraisal experience.

Before beginning supervised experience, each supervisor 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.

For the board to determine whether the experience requirements have been satisfied, each applicant shall submit a verified appraisal experience log sheet, in a format prescribed by the Board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application. Each appraisal report shall be signed by the applicant or the preparer of the report who supervised the applicant. If the applicant does not sign the appraisal report, the preparer shall describe, in the certification section, the reconciliation section or in the dated and signed addendum to the certification page of the appraisal report, the extent to which the applicant assisted in developing preparing or communicating the appraisal through generally accepted appraisal methods and techniques.

PROVISIONAL CLASSIFICATION (TRAINEE): No experience required. An experience log must be maintained by the Provisional (Trainee) licensee as outlined in K.A.R. 117-5-2(h) and (i) and shall be directly supervised by a certified supervising appraiser. It is highly recommended that the trainee, upon completion of an appraisal, make an entry onto the log at that time and have their supervisor sign off on the entry.

LICENSED CLASSIFICATION: 1,000 hours of experience credit is required. The experience shall be obtained in no fewer than 6 months but no more than 5 years.

RESIDENTIAL CLASSIFICATION: 1,500 hours of experience credit is required. The experience shall be obtained over a period of no fewer than 12 months but no more than 5 years.

GENERAL CLASSIFICATION: 3,000 hours of experience credit is required. The experience shall be obtained over a period of no fewer than 18 months but no more than 5 years. At least 1,500 hours of appraisal experience shall have been nonresidential appraisal work.

In accordance with K.A.R. 117-2-2(d), K.A.R. 117-3-2(d) or K.A.R. 117-4-2(d), each applicant must provide an appraisal experience log, in a format prescribed by the Board, which indicates each appraisal category separately along with the total amount of hours of experience credit that you are requesting for each category. The credit awarded cannot exceed the actual hours spent performing tasks in accordance with acceptable appraisal experience.

Upon request of the board, each applicant shall submit a minimum of three appraisal reports selected by the Board from the applicant's log sheets and one appraisal report selected by the applicant from the log sheets. The selected appraisal reports shall be reviewed by the Board or the Board's designee, in accordance with Standards Rule 3, for competency of the appraisal work authorized by the applicable scope of practice.

For experience to be considered, the supervisor and the applicant must comply with item #9 on the appraisal report certification page:

9. I personally prepared all conclusions and opinions about the real estate that were set forth in the appraisal report. If I relied on significant professional assistance from any individual or individuals in the performance of the appraisal or the preparation of the appraisal report, I have named such individual(s) and disclosed the specific tasks performed by them in the reconciliation section of this appraisal report. I certify that any individual so named is qualified to perform the tasks. I have not authorized anyone to make a change to any item in the report; therefore, if an unauthorized change is made to the appraisal report, I will take no responsibility for it.

SIGNIFICANT PROFESSIONAL ASSISTANCE

Standards Rule (SR) 2-3 of the Uniform Standards of Professional Appraisal Practice (USPAP) requires that each report contain a signed certification which includes a statement, if true, similar in content to the following:

“I certify that, to the best of my knowledge and belief, no one provided significant professional assistance to the person signing this report.”

If the certification indicates that one provided significant professional assistance, providing contradictory information elsewhere in the report may be misleading and a violation of USPAP SR-2-1(a) and SR 2-3.

For licensing purposes, applicants claiming experience for providing significant professional assistance (assisting in the preparation of appraisals) shall be met by time involved in the appraisal process. **The appraisal process shall consist of all of the following:** (1) analyzing factors that affect value; (2) defining the problem; (3) gathering and analyzing data; (4) applying the appropriate analysis and methodology; and (5) arriving at an opinion and correctly reporting the opinion in compliance with the uniform standards of professional appraisal practice.

Each appraisal report must be signed by the applicant or the preparer of the report who supervised the applicant, certifying that the report is in compliance with USPAP. If the applicant does not sign the appraisal report, the preparer shall describe, in the certification page of the appraisal report, the extent to which the applicant provided assistance in developing, preparing or communicating the appraisal through generally accepted appraisal methods and techniques.

The approximate timeframe for reviewing experience is TWO to FOUR MONTHS from the date the reports and work-files are received in the Board office.

CATEGORIES OF ACCEPTABLE APPRAISAL EXPERIENCE

Descriptions reflect Interpretations and Clarifications adopted by the Appraiser Qualifications Board.

FEE AND STAFF APPRAISALS: If more than one appraiser helped prepare the appraisal report, each appraiser may report the amount of time spent.

Experience hours may be granted for appraisals performed without a traditional client. However, appraisal experience gained from work without a traditional client shall not exceed 50% of the total appraisal experience requirement. Practicum courses that are approved by the appraiser qualifications board's course-approval program or by a state appraiser regulatory agency may also be used to meet the requirement for non-traditional client experience. [Ref. K.A.R. 117-2-2a, 3-2a, and 4-2a]

MASS APPRAISALS:

State Licensed applicants: Up to 25% of an applicant's experience credit may be received for mass appraisal experience if the appraiser demonstrates that he/she (1) used acceptable appraisal techniques and (2) effectively used the appraisal process. Mass appraisals must be performed in accordance with USPAP Standards Rules 1, 2, and 6.

Certified Residential applicants: Up to 25% of an applicant's experience credit may be received for mass appraisal experience if the appraiser demonstrates that he/she (1) used acceptable appraisal techniques and (2) effectively used the appraisal process. Mass appraisals must be performed in accordance with USPAP Standards Rules 1, 2, and 6.

Certified General applicants: Up to 50% of an applicant's experience credit may be received for mass appraisal experience if the appraiser demonstrates that he/she (1) used acceptable appraisal techniques and (2) effectively used the appraisal process. Mass appraisals must be performed in accordance with USPAP Standards Rules 1, 2, and 6.

Page 1 of the Experience Log is for reporting supervised appraisal experience.

Page 2 of the Experience Log is for reporting non-supervised appraisal experience. ***(For use by appraisers seeking to upgrade)***

Page 3 of the Experience Log is for reporting alternate experience.

Page 4 of the Experience Log is for reporting mass appraisal experience.

**THE FOLLOWING CATEGORIES ARE LIMITED TO AN AGGREGATE OF 25% OF THE
TOTAL HOURS OF EXPERIENCE CREDIT:**

MASS APPRAISALS: **FOR STATE LICENSED AND CERTIFIED RESIDENTIAL APPLICANTS ONLY.** Up to 25% of an applicant's experience credit may be received for mass appraisal experience if the appraiser demonstrates that he/she (1) used acceptable appraisal techniques and (2) effectively used the appraisal process. Mass appraisals must be performed in accordance with USPAP Standards Rules 1, 2, and 6.

REVIEW APPRAISALS: Review appraisals may be awarded experience credit when the appraiser performs review(s) of appraisals prepared by employees, associates or others, provided the appraisal report was not signed by the review appraiser. (If the applicant signed the appraisal report, it should be considered as appraisal experience and not as review appraisal experience. CREDIT MAY ONLY BE AWARDED WHEN REVIEWS ARE IN COMPLIANCE WITH USPAP.

STANDARDS RULE 3: Experience credit may be awarded for **"technical review"** experience but not for **"administrative review"** experience. The difference between the two is articulated in Advisory Opinion G-6 issued by the Appraisal Standards Board. Briefly, a technical review is work performed by an appraiser in accordance with Standards Rule 3 for the purpose of forming an opinion as to whether the analyses, opinions, and conclusions in the report under review are appropriate and reasonable. An administrative review is work performed by clients and users of appraisal services as a due diligence function in the context of making a business decision (underwriting, buy/sell, etc.)

REAL ESTATE CONSULTING: Real estate or real property consulting services, including market analysis, cash flow and/or investment analysis, and feasibility analysis, must conform to USPAP Standards 4 and 5 after January 1, 1991. Experience credit for these functions should be given to the extent that it demonstrates proficiency in appraisal principles, techniques, or skills used by appraisal practices under USPAP Standard 1.

HIGHEST AND BEST USE ANALYSIS

FEASIBILITY ANALYSIS

Credit may be awarded for the above when they are performed in accordance with USPAP Standards Rules 1, 2, 3, 4, 5 and 6.

REPORTING EXPERIENCE BY PROPERTY TYPE

The experience log sheets require that each property appraised be broken down by “type.” The following table shows the different property types and how to identify them on your log.

TYPE OF PROPERTY	IDENTIFIER
Residential Single Family	RSF
Residential Multi-Family (2-4 units)	RMF2
Residential Multi-Family (5-12 units)	RMF5
Residential Multi-Family (13+ units)	RMF+
Residential Vacant Lot	RVL
Commercial Single Tenant	CST
Commercial Multi-Tenant	CMT
Commercial Vacant Lot	CVL
Industrial	IND
Industrial Vacant Lot	IVL
Farm Ground	AG
Farm Ground – Multiple Tracts and/or Markets	AG+
Vacant Land with Improvements	VLW
Vacant Land without Improvements	VLWO

INSTRUCTIONS FOR COMPLETING THE SUPERVISED EXPERIENCE LOG

- **BEGIN MAINTAINING YOUR LOG IMMEDIATELY AND KEEP IT CURRENT THROUGHOUT YOUR TRAINING.**
- Make sure your supervisor has signed each completed page of your log.
- Number all pages of the log consecutively. Do not start with page 1 again for the next calendar year.
- Print or type your full name on each page.
- **Maintain a separate log for each supervisor.**
- If you wish to maintain your log on your computer, make sure that your form is identical to the Board's log form.
- **Log must be one-sided, do not** print on both sides of the page. **Do not** staple the log pages.

REQUIRED INFORMATION

APPLICANT'S NAME: Enter the applicant's name on each page of the log.

CALENDAR YEAR: A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

PAGE ___ OF ___. While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2020, 2021 and 2022, a new page would be started on January 1 of 2020, 2021 and 2022, but the page count would cover all three years or Page 1 of XX.

DATE: Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

TYPE OF REPORT: Show the type of appraisal report completed, i.e., URAR, 2055, NT (non-traditional client), etc.

TYPE OF PROPERTY: Refer to the chart on page 5 and identify the type of property appraised.

TYPE OF APPRAISAL: Appraisal Report (AR) or Restricted Use Appraisal Report (RUAR).

PROPERTY ADDRESS: Give the address (to include street, city & state), rural route or legal description of the property appraised.

CLIENT NAME AND ADDRESS: Show name and address of the client. If a non-traditional client, leave this field blank.

DESCRIPTION OF WORK PERFORMED: Give a description of the work performed by applicant. *See example provided on page 9.

SCOPE OF SUPERVISOR'S REVIEW: Give a description of the level of review performed by the supervisor. *See example provided on page 9.

SCOPE OF SUPERVISOR'S SUPERVISION: Give a description of the level of supervision provided by the supervisor. *See example provided on page 9.

WITH IMPROVEMENTS? Specify if the property had improvements.

APPROACHES USED: List all approaches used in the appraisal as follows: Cost Approach (CA); Income Approach (IA) and/or Sales Comparison Approach (SA)

DID YOU SIGN THE REPORT: Yes or No

ACTUAL HOURS: Show the total **actual** hours spent on the appraisal. These hours are not tallied to show hours per page or calendar year.

CREDIT HOURS: These hours are tallied for total per sheet and cumulative per calendar year. They cannot exceed the maximums shown on the Experience Hours Table on page 6 unless a document, signed by both the trainee and the supervisory appraiser, showing why the property/appraisal was unique and why additional hours of credit should be granted.

DID SUPERVISOR INSPECT: Yes or No

CERTIFICATION OF SUPERVISOR: Print the supervisors name and certification #. Supervisor must sign and date each page of the log.

APPRAISAL COUNT: Show the total **credit hours** each page and then the cumulative for the calendar year:



EXPERIENCE HOURS TABLE

The following matrix reflects the maximum allowable hours approved by the Board for the various types of property. **The applicant should claim the actual hours spent completing the assignment; however, these reflect the maximum that is allowed for experience credit.** Document your work file to substantiate the number of hours spent on an assignment.

LICENSED AND CERTIFIED RESIDENTIAL				
TYPE OF PROPERTY APPRAISED	FULL APPRAISALS	REVIEW APPRAISALS (WITH FIELD REVIEW & SEPARATE REPORT)	REVIEW APPRAISALS (WITHOUT FIELD REVIEW & SEPARATE REPORT)	CONSERVATION EASEMENT, CONDEMNATION, OR LITIGATION APPRAISALS
SINGLE FAMILY	8	8	2	12
MULTI-FAMILY (2-4 UNITS)	16	16	3	24
VACANT LOT (1-4 UNITS)	4	4	1	6
FARM (HOMESTEAD-LESS THAN 100 ACRES)	16	16	3	24

CERTIFIED GENERAL				
TYPE OF PROPERTY APPRAISED	FULL APPRAISALS	REVIEW APPRAISALS (WITH FIELD REVIEW & SEPARATE REPORT)	REVIEW APPRAISALS (WITHOUT FIELD REVIEW & SEPARATE REPORT)	CONSERVATION EASEMENT, CONDEMNATION, OR LITIGATION APPRAISALS
LAND/AG* (POINT VALUE MAY BE DOUBLED IF ALL 3 APPROACHES TO VALUE ARE USED)	24	18	5	36
RESIDENTIAL MULTI-FAMILY (5-12 UNITS)	48	36	10	72
RESIDENTIAL MULTI-FAMILY (13+ UNITS) (ADD 16 HOURS FOR PROPOSED PROJECT)	64	48	13	96
COMMERCIAL-SINGLE-TENANT	48	36	10	72
COMMERCIAL-MULTI-TENANT (ADD 24 HOURS FOR PROPOSED PROJECT)	80	60	32	120
INDUSTRIAL OR INSTITUTIONAL	64	48	13	96

* If multiple tracts are involved and those tracts have different uses and/or markets, an additional 5 hours per “use/market” may be taken. Each such entry will need to be detailed.

TTract
 DCDry Cropland
 CRP.....Conservation Reserve Program
 IC.....Irrigated Cropland
 PL.....Pasture Land
 MKT...Market

INSTRUCTIONS FOR COMPLETING UNSUPERVISED EXPERIENCE LOG

- **Begin maintaining your log immediately and keep it current.**
- Begin a new page for each calendar year.
- Number all pages of the log consecutively. Do not start with page 1 again for the next calendar year.
- Print or type your full name on each page.
- If you wish to maintain your log on your computer, make sure that your form is identical to the Board's log form.
- **Log must be one-sided, do not** print on both sides of the page. **Do not** staple the log pages.

REQUIRED INFORMATION

APPLICANT'S NAME: Enter the applicant's name on each page of the log.

CALENDAR YEAR: A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

PAGE ___ OF ___. While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2020, 2021 and 2022, a new page would be started on January 1 of 2020, 2021 and 2022, but the page count would cover all three years or Page 1 of XX.

DATE: Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

TYPE OF REPORT: Show the type of appraisal report completed, i.e., URAR, 2055, NT (non-traditional client), etc.

TYPE OF PROPERTY: Refer to the chart on page 5 and identify the type of property appraised.

TYPE OF APPRAISAL: Appraisal Report (AR) or Restricted Use Appraisal Report (RUAR).

PROPERTY ADDRESS: Give the address (to include street, city & state), rural route or legal description of the property appraised.

CLIENT NAME AND ADDRESS: Show name and address of the client. If a non-traditional client, leave this field blank.

WITH IMPROVEMENTS? Specify if the property had improvements.

APPROACHES USED: List all approaches used in the appraisal as follows: Cost Approach (CA); Income Approach (IA) and/or Sales Comparison Approach (SA)

ACTUAL HOURS: Show the total **actual** hours spent on the appraisal. These hours are not tallied to show hours per page or calendar year.

CREDIT HOURS: These hours are tallied for total per sheet and cumulative per calendar year. They cannot exceed the maximums shown on the Experience Hours Table on page 6 unless a document, signed by both the trainee and the supervisory appraiser, showing why the property/appraisal was unique and why additional hours of credit should be granted.

APPRAISAL COUNT: Show the total **credit hours** each page and then the cumulative for the calendar year.

EXPERIENCE LOG EXAMPLES

Description of Work Performed	Scope of Supervisor's Review	Scope of Supervisor's Supervision
Neighborhood, subject and comp data research and analyses, interior/exterior property inspection, cost/sales comparison approaches, final reconciliation, prepared appraisal report.	Reviewed work file and report, verified subject sales history, checked data and analyses in approaches to value utilized, discussed with applicant, co-signed appraisal report.	Completed entire appraisal process with applicant, including physical inspection of subject property (first SFR appraisal for applicant).
Completed entire appraisal process.		Oversight of comparable data selection and analyses, provided direction in site value analysis used in cost approach, did not physically inspect subject property.
		Review of comparable data selection and analyses, did not physically inspect subject property.

These are simply examples of possible entries. You do not need to repeat this for every entry if the Description, Scope of Review, or Scope of Supervision is the same for each. Simply enter once at the top of the page and then use ditto (“) marks for the subsequent entries.

ALTERNATE EXPERIENCE LOG

Acceptable appraisal experience may include an aggregate maximum of 25% of the total number of experience hours in the following appraisal categories: Review Appraisal; Real Estate Consulting, Highest and Best Use Analysis; Feasibility Analysis Study; and Mass Appraisal Reports. Mass Appraisal experience is not to be reported on the Alternate Experience Log, but on the Mass Appraisal Experience Log.

NAME: Enter the applicant's name on each page of the log.

CALENDAR YEAR: A new page should be used at the beginning of each calendar year. Enter the year on each page of the log.

PAGE ___ OF ___. While a new page should be started at the beginning of each calendar year, the count of pages should be continuous, i.e., if applicant's experience will cover the years 2020, 2021 and 2022, a new page would be started on January 1 of 2020, 2021 and 2022, but the page count would cover all three years or Page 1 of XX.

DATE: Insert the date of the report preparation as shown on the appraisal report. For other experience, show the date the work was completed. List all experience in chronological order.

TYPE OF EXPERIENCE: Identify the type of experience as follows:

REVIEW APPRAISAL, HIGHEST AND BEST USE ANALYSIS, FEASIBILITY ANALYSIS STUDY

PROPERTY ADDRESS: Include street (or RR), city, and state or legal description.

TOTAL HOURS: Show the total number of hours worked.

REAL ESTATE CONSULTING

DESCRIPTION OF ACTIVITY: Brief explanation of activity for which credit hours are requested.

PROPERTY ADDRESS: Include street (or RR), city, and state or legal description.

TOTAL HOURS: Show the total number of hours worked.

At the bottom of the page, you will find a breakdown totals section. Total the two categories of alternate appraisal experience requested and complete the summary.