Kansas
Real Estate Appraisal Board

General Information

Provisional (Trainee) Credential

This publication has been prepared by the Kansas Real Estate Appraisal Board for the purpose of providing information to interested individuals regarding the process and procedure for becoming a provisional (trainee) real estate appraiser in Kansas.

A Provisional (Trainee) credential is not required in Kansas. A trainee may work, unlicensed, under their certified supervising appraiser to accrue their experience hours if the trainee and supervising appraiser have completed the Supervisory Appraiser/Trainee Course and the supervising appraiser meets the requirements for supervision. Should you choose to apply for the Provisional (trainee) license, you must first complete **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)).*

Also note that statutes and regulations pertaining to the application process are subject to change. If at anytime the requirements changes, applicants will be required to satisfy the new criteria. During any state of the review process, additional information may be requested by the Board. The Board may deny an application for license/certification pursuant to K.S.A. 58-4113 and 58-4118.

READ THE INFORMATION BELOW CAREFULLY BEFORE BEGINNING THE APPLICATION PROCESS.

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