# APPRAISAL EXPERIENCE LOG FORM

**(Trainee Appraisers use REA Form 7)**

**APPRAISER'S NAME:** _____ **REAB LICENSE (OR SOCIAL SECURITY) NUMBER:** _____

| **Date Of inspection or date of review** | **Appraisal Assignment ID:** (Identify property by the complete street address including the city, legal description, or assessor parcel number) | **Description of work performed** | Approaches Used | | | **Type Form**: (Narrative, 1004, 704, 2055, etc.) | ***ACTUAL HOURS WORKED*** *for each appraisal assignment* | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Cost | Sales Comp | Income | | **Residential 1-4 Units** | **Non-Residential Appraisals** | | | **Review Appraisals** (USPAP Standard 3) |
| | | | | | | | | Agricultural or Vacant Land | Commercial, Industrial or Multi-Family | Specialized | |
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| **Column Totals** | | | | | | | | | | | |

Use this form to document experience hours in support of applications for Certified General, Certified Residential, and State Licensed Appraiser. Additional instructions are on the reverse. Form REA-3 (2609)
Experience listed must comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

State Licensed Appraiser requires 1000 hours of experience over a period of not less than 6 months, Certified Residential requires 1500 hours of experience over a period of not less than 12 months, and Certified General Appraiser requires 3000 hours of experience, 1500 hours of which must be other than 1-4 family residential, over an 18-month period. Required number of months experience begins with the first entry in this log and concludes with the final entry.

Experience should increase in complexity and responsibility over time. A single activity repeated over many hours does not satisfy the experience requirement.

The following is the portion of the Appraiser Qualification Criteria that spells out exactly what constitutes creditable appraisal experience.

## Generic Experience Criteria

A. Education may not be substituted for experience, except as shown below in Section D below.

B. The quantitative experience requirements must be satisfied by time spent on the appraisal process. The appraisal process consists of: analyzing factors that affect value; defining the problem; gathering and analyzing data; applying the appropriate analysis and methodology; and arriving at an opinion and correctly reporting the opinion in compliance with USPAP.

C. Hours may be treated as cumulative in order to achieve the necessary number of hours of appraisal experience.

1. Cumulative is defined as meaning that experience may be acquired over any time.
2. The following is an example of cumulative experience:

- Year 1 200 Hours
- Year 2 800 Hours
- Year 3 600 Hours
- Year 4 400 Hours
- Year 5 500 Hours

Total 2,500 Hours

D. There need not be a client in a traditional sense (i.e., a client hiring an appraiser for a business purpose) in order for an appraisal to qualify for experience. Experience gained for work without a traditional client can meet any portion of the total experience requirement.

E. Practicum courses that are approved by the AQB Course Approval Program or state appraiser regulatory agencies can satisfy the non-client experience requirement. A practicum course must include the generally applicable methods of appraisal practice for the credential category. Content includes but is not limited to: requiring the student to produce credible appraisals that utilize an actual subject property; performing actual market research, containing actual sales analysis; and applying and reporting the applicable appraisal approaches in conformity with USPAP. Assignments must require actual problem-solving skills for a variety of property types for the credential category.

Experience credit shall be granted for the actual classroom hours of instruction, and hours of documented research and analysis as awarded from the course approval process.

F. An hour of experience is defined as verifiable time spent performing tasks in accordance with acceptable appraisal practice. Acceptable real property appraisal practice for experience credit includes appraisal, appraisal review, appraisal consulting, and mass appraisal.

All experience must be obtained after January 30, 1989, and must be USPAP compliant. An applicant's experience must be in appraisal work conforming to Standards 1, 2, 3, 4, 5, and/or 6, where the appraiser demonstrates proficiency in appraisal principles, methodology, procedures (development), and reporting conclusions.

G. Documentation in the form of reports, certifications, or file memoranda, or, if such reports and memoranda are unavailable for good cause, other evidence at the credentialing authority's discretion that the work is compliant with USPAP must be provided as part of the state experience verification process to support the experience claimed.

H. The verification for experience credit claimed by an applicant shall be on forms prescribed by the state certification/licensing agency, which shall include:

1. Type of property;

2. Date of report;

3. Address of appraised property;

4. Description of work performed by the trainee/applicant and scope of the review and supervision of the supervising appraiser;

5. Number of actual work hours by the trainee/applicant on the assignment; and

6. The signature and state certification number of the supervising appraiser if applicable. Separate appraisal logs shall be maintained for each supervising appraiser if applicable.

I. There is no maximum time limit during which experience may be obtained.

**Demonstration Reports:**

Each demonstration appraisal report must be developed in accordance with Standard 1 and reported in accordance with Standard 2. Each demonstration appraisal report must be supported by a workfile that satisfies the Record Keeping Rule of USPAP. Any material data, verification, analysis, judgment, calculation or conclusion that is not fully explained in the report, should be documented in the workfile.

For demonstration reports, the client will be the Real Estate Appraiser Board, and the purpose will be "work product review."