

## Experience Log Instructions

The Experience Log is an important tool in documenting your work. Read these instructions and follow along with a blank log sheet to make certain you understand what information is to be documented. If the log is completed incorrectly, you risk not receiving credit for your work experience. The form is formatted as an Excel spreadsheet. Keep the Experience Log in chronological order. A separate log must be maintained for each supervisor.

1. **Report Date:** Enter the date the appraisal is completed and signed. Enter the date as month/day/year. For example, 1/13/10. You are required to keep the log chronologically. Also, please separate the log by month.
2. **Subject Property Address:** Enter a street address or route and box number, with city and state. A commercial property may be identified by name if you appraise an entire project (example: Lakeside Mall, Charleston, WV). For platted properties, a legal description is sufficient (example: Log 7, Block G, King Park #3, Charleston, WV).
3. **Report Type and/or Form Used:** Enter the number of the form used (example: URAR, 1004, 2055, etc.). If you prepare a narrative report, indicate by using "N."
4. **Property Type:** Enter "R" for residential property; "C" for commercial property; or, "L" for vacant land.
5. **Client's Name/File Number:** Enter the name of the client, such as a lender, firm or individual. If you accept an assignment from an AMC, you must list the name of the AMC and the name of the client. For file number, enter the file number you and/or your supervisor assigns to the appraisal. This will help you locate the appraisal if it is needed for Board review.
6. **Involvement:**
  - A. The applicant will use the section titled "A" on the form. The applicant must indicate his/her personal involvement in the appraisal process in this area by using check marks in the appropriate boxes.
  - B. The supervising appraiser will use the section titled "S" on the form. The supervising appraiser must indicate his/her scope of review and supervision of the applicant in the appraisal process by using check marks in the appropriate box.
  - C. **Hours:** Calculate and enter the actual hours you spend on the appraisal. Travel time cannot be claimed for experience credit. You may not claim more credit hours than allowed by § 190-2-7. Enter the total for each appraisal in the far right column. The monthly cumulative hours should total in the space provided at the bottom of the page. Number each page of the log. Do not start the page numbering process over after each submission of the log to the Board – each page is to be numbered consecutively so easy referral can be made to particular reports.
    - i. The supervising appraiser should not enter any 'hours' on the log. This area should be left blank.
  - D. **Reviews:** An apprentice is not permitted to do desk reviews and, therefore, no experience hours will be given for review work.
  - E. **Verification:** All appraisals submitted and claimed for experience credit are subject to verification by the Board. Applicants may not claim experience credit for reports that are not supported by written reports. The Board will request the applicant to provide documentation supporting the experience hours claimed.
7. **Confidentiality:** Appraisal reports and work files submitted to the Board will be treated as confidential to the extent permitted by law.
8. **Board Review:** The Board reserves the right, after reviewing the experience log and/or appraisal reports, to modify the number of experience hours claimed for credit.
9. **Refer to § 190-2-7 (on website) for calculation of experience hours.**
10. **The supervisor and apprentice shall, at least once a month, sign the experience logs, required to be kept by the apprentice.**