



West Virginia Real Estate Appraiser Licensing and Certification Board

405 Capitol Street, Suite 906
Charleston, WV 25301

Phone: 304.558.3919

Email: wvappraiserboard@wv.gov

FAX: 304.558.3983

Website: <https://appraiserboard.wv.gov/>

APPLICATION FOR SUPERVISOR CERTIFICATION

INSTRUCTIONS:

1. Complete application in its entirety. Type or print legibly in ink. Retain copies of all submitted documents for your files.
2. Select a residential appraisal that has been completed within the past three (3) months, and at a minimum includes the cost and sales comparison approaches to value, for review by the Board. Include the associated complete work file.
DO NOT SUBMIT REPORTS THAT ARE ASSOCIATED WITH ANY ON-GOING, UNRESOLVED, OR PRIOR LITIGATION.
3. Mail completed application, one (1) copy of the appraisal, and associated complete work file to:
WVAB, 405 Capitol Street, Suite 906, Charleston, WV 25301 or scan the appraisal and work file as separate PDF attachments and submit electronically to: wvappraiserboard@wv.gov.
4. Enclose or scan certificate showing successful completion of the four (4) hour Supervisor-Trainee Course for West Virginia.
5. Separate Supervisor and Apprentice applications must be submitted simultaneously by respective applicants.

Please Note:

1. Application must be submitted for each new apprentice. The supervisor may not supervise more than three (3) apprentices at one time.
2. Supervisor must be a state certified appraiser, active, and in good standing for at least three years.
3. Supervisor shall provide direct supervision of the work performed by the apprentice in accordance with USPAP.
4. Supervisor and apprentice shall jointly maintain the Board-designed experience log and follow Experience Log Instructions.
5. Supervisors may periodically be asked to submit the apprentice's experience log for review. Upon receipt, the Board will randomly select a work product for review to evaluate the supervisor's and apprentice's progress. Failure to meet Supervisor Certification standards will result in all certificates being withdrawn.
6. If the Board disapproves an applicant for Supervisor Certification from acting in the capacity of supervisor to an apprentice, the Board shall deny the apprentice application.

Last Name: _____ First: _____ Middle: _____

Residence Street: _____ County: _____

City: _____ State: _____ ZIP: _____

Residence Phone: _____ Cell Phone: _____

Business Name: _____ County: _____

Business Street: _____

City: _____ State: _____ ZIP: _____

Email: _____

Business Phone: _____ FAX: _____

Name of Apprentice to be supervised: _____

I certify the enclosed is a true copy of the appraisal report as submitted to the client.

Printed Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Office Use Only Review No.: _____ ASC Status: _____

Date Received: _____ Supervisor Course Date: _____

SUPERVISOR OATH & AFFIDAVIT

I HEREBY:

1. Affirm and state that I am a fully certified real estate appraiser in good standing in the State of West Virginia, being certified in West Virginia for a period of not less than 36 months.
2. Affirm and state that I have not been the subject of any disciplinary action in this State, or any other jurisdiction, that affects my legal ability to engage in appraisal activity for the previous three (3) years.
3. Affirm and state that I am not the subject of any complaint or pending disciplinary action in this State, or any other jurisdiction.
4. Agree that I will be responsible for any and all work and appraisals performed and/or completed by my apprentice.
5. Agree to comply with all rules and policies regarding supervising appraisers.
6. Understand **direct supervision** to mean, "A supervisor shall accompany and view the exterior and interior of all properties with the supervised apprentice or appraiser; review each appraisal; assign work to the apprentice only if the apprentice or appraiser is competent to perform the work; accept full responsibility for the report; and approve and sign the report as being independently and impartially prepared in compliance with the USPAP and applicable statutory requirements."
7. Acknowledge and understand that I must complete an AQB/Board approved Supervisor-Apprentice Orientation Course before supervising any apprentice.

State of _____

County of _____

I, _____ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant _____

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, _____

My commission expires _____

Notary Public _____

SEAL