



West Virginia Real Estate Appraiser Licensing and Certification Board

405 Capitol Street, Suite 906
Charleston, WV 25301

Phone: 304.558.3919
FAX: 304.558.3983
Email: wvappraiserboard@wv.gov
Website: www.appraiserboard.wv.gov

APPLICATION FOR SUPERVISOR CERTIFICATE

Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain that the application is completed in its entirety, that all questions are answered truthfully and that any requested information is included with the application package. Please retain copies of all submitted information.

INSTRUCTIONS:

1. Application must be legible. Please type or print clearly in ink.
2. Select a residential appraisal for review by the Upgrade Committee.
 - * The appraisal must have been completed within the past three (3) months and at a minimum should include the cost and sales comparison approaches to value. Appraisal must include associated work file.
 - * Reduce copies to 8 1/2 by 11 inches.
3. Mail completed application, one (1) copy of the appraisal and one (1) copy of the associated work file to: WVAB, 405 Capitol Street, Suite 906, Charleston, WV 25301. The appraisal and work file may be scanned as a PDF and submitted electronically to wvappraiserboard@wv.gov
4. Enclose certificate showing successful completion of the four (4) hour Supervisor-Trainee Course for West Virginia .

Please Note: Application must be submitted for each new apprentice.

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 future 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