

MONTANA BOARD OF REAL ESTATE APPRAISERS

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APPLICATION FOR MENTOR ENDORSEMENT

FEE: \$200

1. Name

(Last)

(First)

(Middle)

2. Address

3. Current level of Registration

5. Registration/License number

6. Have you ever been denied licensure in this state or any other state?" Yes No
If yes which state?

7. Have you ever had disciplinary action taken against you by this board or another (appraisal) regulatory body? Yes No

- You must attach one (1) copy of two (2) different appraisal reports. One of these reports must be an appraisal you are registered to perform completed within the last twelve (12) months from the date of this application.
- Certified Residential Appraiser applying for mentor must provide a 2-4 family residential appraisal with all 3 approaches to value as one of the reports they are registered to perform.
- Certified General Appraiser applying for mentor must provide a non-residential property with all three approaches to value as one of the reports they are registered to perform.
- Provide certification of completion for the Supervisor/Trainee course.

24.207.518 MENTOR REQUIREMENTS (1) A mentor for a licensed trainee must:

(a) be a certified residential or certified general appraiser for a minimum of three years;

(b) be approved by the board prior to beginning mentoring duties;

(i) a mentor shall make application on forms approved by the board, pay any applicable fee, and submit two appraisal reports prepared by the mentor in accordance with Uniform Standards of Professional Appraisal Practice (USPAP) standards with all three approaches to value;

(ii) failure to prepare appraisal reports in compliance with USPAP can result in denial of mentor status.

(c) be in good standing with the board, not currently hold a probationary license with the board, and may not have been subject to any disciplinary action within any jurisdiction

within the past three years that affects the mentor's legal ability to engage in appraisal practice.

(d) certify the mentor's agreement to provide ongoing supervision of the licensed trainee;

(e) be responsible for and must provide direct supervision of all appraisal assignments performed by the trainee in accordance with USPAP;

(f) review and sign each page of the activity experience log with their name and license number, certifying its accuracy;

(g) inspect the first 50 properties with each trainee under the mentor's supervision;

(h) prior to allowing the trainee to perform an appraisal assignment with limited supervision, the mentor shall evaluate the competency of the trainee after the first 50 properties. The mentor must determine that the trainee is competent to perform an appraisal assignment within the minimum criteria of USPAP, with limited supervision. Failure to provide adequate supervision is unprofessional conduct according to 37-1-316, MCA;

(i) be limited to mentoring a total of three trainees at any particular time; and

(j) be limited to mentoring trainees in areas where the mentor is competent to perform appraisal assignments.

(2) A mentor must notify the board within ten days when mentoring of a trainee has terminated.

(3) Any and all disciplinary actions against a mentor's appraiser license in any state where licensure is held must be disclosed in writing to the board within five days of receiving notification of the disciplinary action.

(4) The board may, in its discretion, allow a mentor to provide limited supervision to a trainee with whom the mentor has not inspected a minimum of 50 properties when:

(a) the mentor making this evaluation has personally inspected a minimum of ten properties with the trainee and supervised the trainee, with respect to all corresponding assignments;

(b) the trainee has completed a minimum of 50 assignments related to properties that were personally inspected an approved mentor for the trainee at the time of the inspection;

(c) the mentor has evaluated all appraisal activity the trainee completed under the mentor's supervision, including the appraisal assignments involving properties which the mentor inspected with the trainee;

(d) on the basis of the mentor's evaluation of the appraisal assignments completed, while the trainee was under the mentor's supervision, the mentor has determined that the trainee is competent to perform appraisal assignments within the minimum criteria of USPAP, with limited supervision by the mentor; and

(e) the mentor and trainee request and receive approval from the board to allow the trainee to complete appraisal assignments with limited supervision.

(5) A mentor shall complete a course that, at a minimum, complies with the specifications for course content established by the Appraiser Qualifications Board (AQB). The course will be oriented toward the requirements and responsibilities of mentors and trainees. The course must be completed by the mentor prior to the mentor's supervision of a trainee.

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of REAL ESTATE APPRAISERS.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application. I pledge to comply and abide by the *Uniform Standards of Professional Appraisal Practice*. I affirm that I understand the types of misconduct for which disciplinary action may be initiated against me.

Legal Signature of Applicant

Date