



New Mexico Regulation and Licensing Department

BOARDS AND COMMISSIONS DIVISION

NM Real Estate Appraisers Board

Toney Anaya Building ▪ 2550 Cerrillos Road ▪ Santa Fe, New Mexico 87505
(505) 476-4860 ▪ Fax (505) 476-4645 ▪ www.rld.state.nm.us/realestateappraisers

SUPERVISOR/TRAINEE INFORMATION

Changes in the rules regarding trainee supervision became effective June 13, 2008. The most important change requires that an appraiser who wants to declare a new trainee must first take the Board's new 4-hour course in trainee supervision. This applies even if the appraiser has had trainees previously. **Previous supervisors of trainees are not grandfathered in under the new rules.**

The course costs \$25 and participants will receive 4 hours of continuing education credit. Trainees are also required to attend the course if they were declared as a trainee after June 13, 2008, and will also receive CE credit for attendance. Appraisers whose trainees were declared prior to June 13, 2008 do not have to take this course for those particular trainees. However, this course is required for every appraiser who wishes to add a trainee after June 13, 2008.

Another change in the rules requires trainees to take responsibility for making sure their supervisor has properly completed and sent the **SUPERVISOR DECLARATION FORM** (available on the New Mexico Real Estate Appraisers Board website **Forms** page) to the Board on or before the trainee begins assisting the supervising appraiser. Supervisor Declarations are not retroactive. The date of association or disassociation will be the date stated on the form or the date received, whichever is later. Trainees will not receive appraisal experience credit for appraisals performed if their supervisor was not declared with the Board on or before the date the trainees performed those appraisals. Supervising appraisers who utilize the service of a trainee not declared or registered with the Board will be subject to disciplinary action.

Effective June 13, 2008, Board rules allow supervisors 90 days to complete the Board's Supervisor Course. This means that supervisors who have not completed the course may declare a trainee and take up to 90 days to complete the Board's 4-hour Supervisor Course. If a supervisor fails to complete the course within 90 days from the date of association, the Board will then disassociate the trainee from that supervisor.

If you have any questions regarding the supervision of trainees, read Board rule *16.62.1.12*. If you still have a question after reading the Board rules, call or e-mail the Board office.

A copy of the **SUPERVISOR DECLARATION FORM** as well as the date and location of the next course will be posted on the Board website.

To register for the Supervisor/Trainee class, use the following registration form.

NM Real Estate Appraisers Board

SUPERVISOR / TRAINEE COURSE REGISTRATION

Name: _____

Appraiser License number: _____

E-mail (required): _____

Address: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Course date: December 7, 2010

Location: 5200 Oakland Ave., Albuquerque, NM

Time: 1:00 PM to 5:00 PM. Registration begins at 12:45 PM.

Credit hours: You will receive 4 hours of CE credit for this course.

Mail to: NM Real Estate Appraisers Board, P.O. Box 25101, Santa Fe, NM 87504

Complete and mail by November 30, 2010 with your check for \$25 made payable to NM Real Estate Appraisers Board.

Keep a copy of your registration form. When attending the course, bring a copy of the current Rules and Regulations, available on the Board's website.

This is your only notification regarding this class. **The Board does not send confirmations.**

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