193F—15.2 (543D) Supervisory appraiser responsibilities. Supervisory appraisers shall:

1. Ensure that the information presented in the appraisal report is accurate and dependable in order to provide a valid and credible report.

2. Adequately supervise a trainee in the data-gathering process to ensure that the trainee is correctly and properly collecting pertinent and factual data for analysis.

3. Ensure that the trainee is knowledgeable about the various sources from which to gather data and that the data collected is reliable. The trainee should be exposed to any sources of research that would be considered by one's peers in the marketplace including cost manuals, multiple listing services, public records and Internet study.

4. Teach the trainee to reason independently and formulate reasonable conclusions based upon the analysis of the information gathered.

5. Teach the basic routine of the appraisal process including a consistent and regular pattern of data gathering, analysis, and report writing.

6. Review and critique appraisal reports for accuracy, ease of reading, understanding and purpose, and ensure that all addenda are both relevant and pertinent.

7. Ensure that factual data is reliable and that analysis is both supported and documented. All necessary certification and limiting conditions should be up to date and applicable to the assignment.

8. Expose a trainee to as many different property types, report formats and value ranges as possible with the understanding that each time a new or unique assignment is introduced, there is a responsibility to instruct and educate the trainee to ensure competency.

9. Inspect each appraised property with the trainee until the supervisor determines the trainee is competent, in accordance with the COMPETENCY RULE of USPAP for the property type and geographic location.

10. Bring the trainee appraiser to a professional level that enables the trainee to demonstrate competency independently.

[**ARC 0881C**, IAB 7/24/13, effective 8/28/13]