

Responsibilities of a Mentor

- The Mentor is responsible for training the Trainee in the proper development and reporting of the appraisal in accordance with USPAP.

- The Mentor is to carefully review the report with the Trainee and accept full responsibility for its contents before signing the report as being independently and impartially prepared in compliance with USPAP.

- A Mentor shall:
 - Within ten (10) days, inform the Board of the name and address of his/her trainee(s).
 - Within ten (10) days, notify the Board when Mentor/Trainee relationship is terminated.
 - For the duration of the mentor/trainee relationship the Trainee must work out of the Mentor's office and cannot establish a separate business office.
 - Review and sign the experience log required to be kept by the trainee and maintain a copy in his/her records on a monthly basis.
 - Upon request, the Mentor shall provide the Board a copy of any appraisal report that the trainee signed under his/her supervision.
 - Provide the Trainee with copies of his/her work even if the relationship is broken.
 - Diligent adherence to USPAP guidelines is mandatory in all areas of responsibility.

- A Mentor may not make an assignment to the Trainee for a residential appraisal where the subject property is located more than fifty (50) miles from the Mentor's office unless the Mentor accompanies the Trainee on the inspection of the subject property and comparable sales and is equally involved with the Trainee in the collection of all data used in the development of the appraisal.

- The Mentor's supervision responsibilities, as prescribed here, over the activities of Trainee appraisers are not intended to and should not be construed as creating an employer-employee relationship contrary to any expressed intent of the Mentor and Trainee to the contrary.

Any violation of these responsibilities can result in the suspension of supervisory status or other disciplinary action.