



STATE OF NEW YORK  
**DEPARTMENT OF STATE**  
DIVISION OF LICENSING SERVICES  
ONE COMMERCE PLAZA  
99 WASHINGTON AVENUE  
P.O. BOX 22001  
ALBANY, NY 12201-2001

ANDREW M. CUOMO  
GOVERNOR

CESAR A. PERALES  
SECRETARY OF STATE

September 10, 2014

Dear Supervisory Appraiser:

Pursuant to the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010, the Department of State is responsible for implementing changes to the New York Appraiser Program that becomes effective January 1, 2015. Among these changes include new standards that have been established which affect Supervisory Appraisers in New York. Based on these recent revisions, please see the below requirements for both Supervisory Appraisers and new Appraiser Assistants:

- As of January 1, 2015, all new Supervisory Appraisers and new Appraiser Assistants must complete a four hour Supervisory Appraiser/Trainee Appraiser course prior to application. In addition, all currently approved Supervisory Appraisers who enter into a new supervisor/trainee relationship must complete this new course prior to assuming the new supervision. All other currently approved Supervisory Appraisers who do not enter into a new supervisor/trainee relationship must complete the course by December 31, 2015. Please note that Appraiser Assistants who hold a current license will not need to complete this course.

In order for credit to be granted for this course, 100% student attendance is required. In addition, completion of this course by an appraiser can be applied toward the continuing education requirement if completed within an appraiser's two year license term. Upon completion of this course, a Supervisory Appraiser should maintain the course completion in their records for future audit.

There are Real Estate Appraiser Schools that have developed and received DOS approval to offer this course as of September 1, 2014. We anticipate additional approvals being granted. The Division of Licensing Services goal is to ensure that Appraiser Supervisors and Trainees have the necessary time to locate and complete this required course prior to the mandated time frames.

Further information regarding the schools approved to offer this course along with updates on the New York Appraiser Program is available on the 2015 Appraiser Qualification Changes link found on our website: [http://www.dos.ny.gov/licensing/re\\_appraiser/re\\_a.html](http://www.dos.ny.gov/licensing/re_appraiser/re_a.html)

Any questions you have regarding the Supervisory Trainee/Appraiser Trainee Course should be directed to the Bureau of Educational Standards at (518) 486-3803.

Bureau of Educational Standards  
NYS Department of State  
Division of Licensing Services