

EXPERIENCE LOG INSTRUCTIONS

The Experience Log is very important in documenting your work. Please read these instructions carefully and make sure you fill out the log in its entirety. You should read these instructions and follow along with a blank log sheet to make sure you understand what information is to be documented. If the log is not completed correctly it will be returned to you.

1. **File #:** Enter the file number you and/or your supervisor assigns to the appraisal. This will help you locate the appraisal if it is needed for Board review.
2. **Date Signed:** Enter the date the appraisal is signed. Enter the date: month/day/year (example: 1/1/10). You are required to keep the log in chronological order by date.
3. **Property Identification:** Enter a street address or route and box number, with city and state. A commercial property may be identified by name if you appraise an entire project (example: Lakeside Mall, Charleston, WV). For platted properties, a legal description is sufficient (example: Log 7, Block G, King Park #3, Charleston, WV).
4. **Client:** Enter the name of the client, such as a lender, firm or individual. If you accept an assignment from an AMC, you must list the name of the AMC and the name of the client.
5. **Involvement:**
 - The applicant will use the section titled “A” on the form. The applicant must indicate his/her personal involvement in the appraisal process in this area by using check marks in the appropriate boxes.
 - The supervising appraiser will use the section titled “S” on the form. The supervising appraiser must indicate his/her scope of review and supervision of the applicant in the appraisal process by using check marks in the appropriate boxes.
6. **Property type:** Enter “R” for residential property; “C” for commercial property; or, “L” for vacant land.
7. **Form:** Enter the number of the form used (example: 1004, 2055, etc.). If you prepare a narrative report, indicate by using “N”.
8. **Hours:** Calculate and enter the actual hours you spend on the appraisal. Travel time cannot be claimed for experience credit. You may not claim more credit hours than shown in the table provided. Enter the total for each page in the space at the bottom of the page. Enter the cumulative hours in the space provided at the bottom of the page. Number each page of the log. Do not start the page numbering process over after each submission of the log to the Board – each page is to be numbered consecutively so easy referral can be made to particular reports.
 - The supervising appraiser should not enter any ‘hours’ on the log. This area should be left blank.
9. **Reviews:** An apprentice is not permitted to do desk reviews and, therefore, no experience hours will be given.
10. **Verification:** All appraisals submitted and claimed for experience credit are subject to verification by the Board. Applicants may not claim experience credit for reports that are not supported by written reports. The Board will request the applicant to provide documentation supporting the experience hours claimed.
11. **Confidentiality:** Appraisal reports and work files submitted to the Board will be treated as confidential to the extent permitted by law.

12. **Board Review:** The Board reserves the right, after reviewing the experience log and/or appraisal reports, to modify the number of experience hours claimed for credit.

MAXIMUM ALLOWABLE EXPERIENCE HOURS

Residential: Forms 2055, 1075, and vacant land: **6 Hours**
Forms 1004, 1025, 1073 and ERC: **12 Hours**

Non-Residential: Non-Complex Property: **8 Hours**
Complex Property: **32 Hours**