



Enforcement
(512) 936-3621
Enforcement.talcb@talcb.texas.gov

Dear Mentor:

Thank you for your participation in the Board's mentor program. Your training functions as an integral component of the remedial education efforts our enforcement staff undertakes in fulfilling the Board's mission of consumer protection and help appraiser's improve their practice.

Attached you will find the following documentation, which is being sent to you to aid you in your upcoming mentoring sessions.

- A copy of the final order approved by the Board or a copy of the contingent dismissal agreement reached between staff and the appraiser;
- A copy of the investigative report completed by the investigator. Please keep in mind that the ultimate factual findings and legal conclusions reached in a complaint case are those contained in the Board's final order. They often differ to some degree from the investigative report as a result of the negotiation and/or litigation process. In cases involving a contingent dismissal, the investigator's findings are not final / conclusive;
- A copy of the complaint and complaint response submitted by the appraiser (which includes a copy of the appraisal report(s) at issue in the complaint)

Please do not hesitate to contact our offices if you have any questions or concerns or wish to provide feedback. As a reminder, after completion of the mentorship, you will be receiving a short survey via e-mail that we ask you to complete so that we can continue to improve this important program. Thank you for your continued participation in this key program that serves both appraisers and the public.

Very Respectfully,

Texas Appraiser Licensing and Certification Board



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CERTIFICATION OF COMPLETION OF MENTORSHIP

I hereby certify to the Texas Appraiser Licensing and Certification Board that during the time period of _____ to _____, I conducted a total of _____ hour(s), of either in-person or videoconference meetings with _____ (“Appraiser”). During each of these mentorship meetings I discussed the Uniform Standards of Professional Appraisal Practice, real estate appraisal practices, skills, methods, techniques, processes or other germane material with the Appraiser in an effort to improve this individual’s skills as a real estate appraiser. The Appraiser was interactive and collaborative with me in our common goal to improve this individual’s skills as a real estate appraiser.

NAME (PRINT)

SIGNATURE

DATE: _____



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GUIDELINES FOR TEXAS APPRAISER LICENSING AND CERTIFICATION BOARD MENTORS AND MENTEES

The Texas Appraiser Licensing and Certification Board (the “TALCB” or “Board”) has instituted the approval of Mentors to provide tutorial/education sessions to appraisers credentialed or seeking a credential in the State of Texas. The Guidelines for Texas Appraiser Licensing and Certification Board Mentors and Mentees (the “Guidelines”) provide the requirements within which the mentorship program shall be conducted.

Purpose of the Mentorship Program:

The purpose of the mentorship program is to assist appraisers in improving their competency through:

- Heightened awareness of, understanding, and correct use of those recognized methods and techniques that are necessary to produce a credible appraisal; and
- Increased familiarity and understanding of the relationship between the application of the appraisal process and the Uniform Standards of Professional Appraisal Practice (and laws and regulations of the State of Texas).

Responsibilities of Mentor:

The Mentor represents a key remedial measure component of the TALCB’s process to ensure appraiser competency.

The Mentor must be able to work one-on-one with appraisers needing remedial training/education. The Mentor is expected to:

- Review the relevant Final Order, Agreed Order, or contingent dismissal agreement, investigator’s report or samples of the Mentee’s work product and work files and develop a plan to address the identified deficiencies, prior to the first mentoring session;
- Communicate effectively with the appraiser;
- Control the mentoring process to assure educational goals are met; and,
- Confirm competency and appropriate license type for the topics the mentee is seeking mentorship on.
- It is not the role of the Mentor to question the investigative results.

Responsibilities of Mentee:

The Mentee’s role is to work to improve appraiser competency in identified areas. The mentoring session(s) require the active participation of the Mentee.

The Mentee must be willing to work one-on-one with the Mentor providing remedial training/education. The Mentee is expected to:

- Communicate effectively with the Mentor, engage in open and frank discussion of the Mentee’s work product;
- Actively participate in each session;



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- Review the Mentee's appraisal report(s) and/or workfile(s);
- Demonstrate recognized appraisal methodology and/or techniques as required to improve Mentee's appraisal practice; and
- Refer to additional resources beyond the mentoring session(s).

Administration of the Mentorship Process:

Neither the Mentors nor Mentees are employees, agents or contractors of the TALCB. The Board makes no representations, warranties or guaranties regarding the mentorship or tutorial/educational sessions and expressly disclaims any liability arising from the mentorship or tutorial process. It is the sole responsibility of the Mentor and Mentee to determine the appropriateness of the mentoring session(s) to correct appraisal practice deficiencies.

The Mentor and Mentee are responsible for completing and submitting their respective documentation within required timeframes.

The Mentoring Process:

Mentoring is a required remedial measure as a result of a complaint resolution from a Final Order, an Agreed Order or contingent dismissal agreement.

The Mentee is provided a list of Mentors approved by the Board.

The Mentee contacts the Mentor and they reach a mutual agreement as to the terms of the mentorship process, including dates, location and fees.

The location of the mentorship session(s) must be in a public and safe location, offer an environment conducive to the education process and provide sufficient privacy to allow frank and candid discussion of relevant issues. Videoconferencing mentorship sessions are also permitted, but not teleconferencing.

Either participant may terminate the mentoring session at any time and for any reason. Termination does not relieve the Mentee of the mentorship obligation and it is the Mentee's sole responsibility to find a replacement Mentor.

At the inception of the mentoring session, the Mentor and Mentee will review the terms of the mentoring session and sign any agreement(s) required by these guidelines.

It is the Mentee's sole responsibility to ensure delivery of the signed certification documenting the successful completion of the mentoring process to the Board. The certification, documenting successful completion of the mentoring process, must be signed by the Mentor and delivered within seven (7) days of completion or, if specified, delivered according to the terms of the Final Order, Agreed Order or contingent dismissal agreement.

At the discretion of the Board, the Mentor may be required to provide further documentation as to the topics covered and the outcome of any mentoring session(s).



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Qualifications of Mentor:

The Board approves Mentors following review of a filed application. The minimum requirements to act as a Board-approved mentor include:

- 10+ years as a Texas certified residential or certified general appraiser
- In good standing in Texas and any other state(s) of licensure/certification, with no disciplinary history
- Certification as a USPAP instructor; OR hold a recognizable appraiser designation and are approved to teach courses to obtain that designation
- Willing and able to perform a minimum of 32 hours a year of in-person mentorship sessions
- No Conflicts of Interest

Steps to Become/Remain a Mentor:

Complete and submit a Mentor application;
Approval by the Board;
Participate in prescribed Mentor training; and
Conduct mentoring sessions according to TALCB guidelines.

We hereby agree and acknowledge that we have reviewed and will comply with the Guidelines.

SIGNATURE OF MENTOR

DATE

NAME (PRINT)

SIGNATURE OF MENTEE

DATE

NAME (PRINT)