

# How Do I...

## Utilize the Non-Traditional Client Scope of Work Option for Upgrade?

Because some Trainees may not have the ability or the opportunity to sign some appraisal assignments, the Division offers a Non-Traditional Client option.

Currently, no less than 50% of submitted appraisal experience MUST contain signed certifications by the Trainee. Applicants may not populate their Logs with "*significant contribution*" work, exclusively.

What is the difference between a Client and a Non-Traditional Client?

"**Client**" means the party or parties who engage an appraiser, by employment or contract, in a specific assignment. They can be lenders, AMCs, lawyers, members of the public, etc.

"**Non-traditional client**" means the Division or an approved practicum course provider.

Applicants must select a property that was NOT the subject of a previous assignment submitted on their Log. Example: Do NOT resubmit a report that already appears on your Log where you provided significant contribution, only now you're re-submitting it as a signed report.

This will be rejected.

If you choose to name the Department as a client, you will need to name the Division of Real Estate as the **client** and **intended user**.

**INTENDED USE:** The intended use of this appraisal report is for license upgrade.

**INTENDED USER:** The intended user of this appraisal report is the Division of Real Estate.