



EXPERIENCE LOG INSTRUCTIONS

PRIMARY DOCUMENT

LOG-7500

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate

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Since **November 26, 2018**, applicants for a **Certified Residential** credential require a minimum of **1,500** hours of experience in no less than **12 months**.

Applicants for a **Certified General** credential require a minimum of **3,000** hours of experience in no less than **18 months**.

The **Experience Log** must be completed in chronological order from *oldest* to most *recent* assignment.

The **FIRST500** Log sheets are **NO LONGER REQUIRED** as of **September 24, 2024**.

Do **NOT** submit more than ONE **LOG-7501** cover page. The form allows for **six years** to complete the 12-month or 18-month timeframe.

Do **NOT** create or substitute with your own forms.

Do **NOT** submit a spreadsheet.

Properly *encrypted digital* signatures (i.e. *Adobe PKI*) are permitted for both the applicant and the supervisor.

Supervisors who supervise **Associate Real Estate Trainee Appraisers** **MUST** be pre-approved by the Division. There are **NO** exceptions. Any assignments co-signed by unapproved supervisors will be rejected. Supervisors holding credentials in other jurisdictions may be approved but only for work covered under their jurisdiction, **NOT** Illinois, unless they hold an active credential. Supervisors **MUST** be credential holders in good standing in order to supervise an Illinois **Associate Real Estate Trainee Appraiser**.

Good standing means that supervisors shall not have been subject to any disciplinary action, within any jurisdiction, within the last three (3) years prior to being eligible to become a supervisor and; supervisors shall not have been subject to any disciplinary action, within any jurisdiction, within the last three (3) years that affected the supervisor's legal ability to engage in appraisal practice, or to act as a supervisory appraiser. A supervisor would be considered to be in good standing three (3) years after the successful completion/termination of the imposed sanction.

If you have completed or provided significant appraisal assistance in appraisals in jurisdictions other than in Illinois, you must include these on separate Log pages. For example, if you have completed an appraisal in **Iowa** or **Texas**, you must include these properties on their own pages. Do **NOT** mix them on pages containing Illinois properties. Do **NOT** mix assignments completed in other states on the same page. There is only room for **ONE** supervisor signature and supervisor credential. Any deviation from this will be rejected.

If you were licensed in another jurisdiction, as a trainee, apprentice, assistant, etc., provide your license number from *that* jurisdiction. Do **NOT** include your Illinois credential or your supervisor's Illinois credential for assignments completed in other jurisdictions. They will be rejected.

Not less than three (3) appraisal reports will be selected from the **Experience Log** by Licensing and Testing staff. The applicant will receive a letter that identifies the addresses of the three assignments. The applicant will have seven (7) calendar days to submit the reports back to Licensing.

Make certain that you have properly identified the work product in your Log. This is especially true for agricultural assignments where there may not be a mailing address. Make certain that you have access to your work product. Access is your responsibility. Do NOT list assignments that cannot be accessed.

The reports must be “*true copies*”. True copies contain ALL signatures. Wet or digital. “*Drafts*” of any report will NOT be accepted. Failure to submit a signed report will result in a rejection of that report in its entirety.

Do NOT submit a copy of the workfile for any assignment unless asked to do so.

Those claiming experience who have NOT signed the Certification MUST be specifically and conspicuously acknowledged in the body of the report. Their “*significant contribution*” MUST be clearly and specifically documented. Sentences like, “*Mary provided significant assistance,*” will be rejected. You must identify the specific appraisal-related tasks that were performed if the trainee did not sign the certification.

Failure to detail specific tasks will result in a denial of application. Include **ONLY** appraisal reports that can be supported and documented.

1. Type or print all information. Submission of any unapproved format will result in a denial of the application.
2. Entries must be made for each assignment claimed as follows:
 - **Date of Report**: Indicate in chronological order the “*signature date*” of each report. In many cases the “*signature date*” will be the same or near to the *effective date* of value. However, in *retrospective* reports, there could be a considerable gap in time between the *effective date* of value and the “*signature date*”.
 - **Address of Subject Property**: The report should be identified in such a way to make your report retrieval easy. If you are submitting a condominium property, then include the unit number. If you are submitting farmland with NO numeric address, find a way to identify it for retrieval. It is NOT the Division’s responsibility to figure out which parcel you submitted.
 - **Client Name**: The client should be clearly identified. Do NOT redact any client information. If you do, these assignments will be rejected. If you are using the Division of Real Estate as the client to satisfy the non-traditional client option, then identify the client as “**IDFPR**”.
 - **Type of Property**: Indicate the type by using **ONLY** the following abbreviations:
 - **SFR** = Single Family Residence
 - **CDO** = Condominium (residential ONLY, or condotels)
 - **COOP** = Cooperative
 - **AP2, AP3, AP120** = Apartments followed by units (no matter how many units)
 - **VAC** = Vacant Land (NOT for subdivisions or agricultural use)
 - **IND** = Industrial (including industrial condominiums)
 - **COM** = Commercial (including mixed-uses and commercial condominiums)
 - **AGR** = Agriculture (including grain elevators, ranches, farms, etc)
 - Anything outside of these common property types should be identified as **SPEC** = Special (including houses of worship, fire stations, subdivisions, schools, skilled nursing facilities, athletic fields, quarries, CAFOs, etc) **No other abbreviations will be accepted.** Failure to adhere to these codes may result in a rejection of the Log. Do **NOT** create your own terminology.
 - **Site Area**: Choose *either* square footage or acreage. If it is a condominium, then indicate “Common area” or “0”.

- **Primary Improvement GLA:** In most cases there is only one primary improvement (*i.e. house, apartment building, condominium unit, warehouse, etc.*). In some cases, there may be many substantial structures on the site. Choose **one** for the GLA. If NONE exist; indicate the GLA as 0 or NA.
- **Hours Claimed:** These are the hours that **you**, as the applicant, are claiming for the specific assignment. Please refer to the most current Real Estate Appraiser Experience Guide Matrix for **maximum** assignment hours. Travel to and from an appraisal will **NOT** be counted. Do **NOT** claim fractions of hours. Round to the nearest whole hour. An assignment that took 9.5 hours may be rounded to 10 hours. Anything exceeding the matrix for any property type **MUST** be separately documented on the **LOG-7575** form. There are **NO** exceptions.
- **Applicant's Signature:** The applicant must sign each page as it is completed.
- **Certification/License:** The applicant must indicate their current appraisal credential in this space. This means that if you completed an appraisal in Indiana with a pre-approved supervisor; both of you will affix your Indiana credential. Not Illinois.
- **Supervisor's Signature:** The pre-approved supervising appraiser must sign each page that pertains to the work that they supervised. **ONLY ONE** supervisor may sign. There is **NO** space for multiple supervisors.

The Division of Real Estate may request copies of the workfile. The applicant should have taken appropriate steps to retrieve their workfile. However, IDFPR cannot retrieve workfile contents on behalf of the applicant. USPAP is clear as to access to workfiles:

“An appraiser must have custody of his or her workfile, or make appropriate workfile retention, access, and retrieval arrangements with the party having custody of the workfile.”

SAMPLES of how to complete the forms:

Year	Assignments On Pages To - From	Residential		# Signed Certification Hours	Non-Residential		# Signed Certification Hours	Total Hours R + NR
		Completed Assignments	Hours R		Completed Assignments	Hours NR		
2020	1 to 15	25	550	150				550
2021	16 to 40	35	620	1050				620
2022	41 to 67	40	525	300				525
								0
								0
								0
Totals		100	1695	1500	0	0	0	1695

Above is a sample of how a Certified Residential applicant's Log Cover Sheet might be completed. **Hours R** = residential work. **Hours NR** = non-residential work.

Supplemental Appraisal Experience Log 2023 Revision		Last Name, First, MI (PRINTED)		
		Hours on this Page	Page 7 of 52	
List assignments for which experience credit is requested. List ONLY the number of actual hours worked. Travel TO and FROM assignments cannot be accepted.				
<input type="checkbox"/> I have signed the Certification		<input checked="" type="checkbox"/> I have ONLY provided significant assistance		
Date of Report		Address of the Subject	City	State
Year	Month			
2023	02	RR5 Box 257B	Monee	IL
Identify the Client		Rural Bank		
Property Type	Site Area (Sq.Ft. or Acres)	Primary Improvement GLA	Hours Claimed	
AGR	157 acres	985	30	

The above is an example of how the Real Estate Appraisal Experience Log might be completed.

The Logs are self-calculating for every page. Do NOT adjust the calculation. You have to tabulate the total number of hours on each page to arrive at the total.

This process can take time. Do not expect to be issued a new credential within the first 30 days of submitting your work product. Each report is reviewed for USPAP compliance and adherence to the Act and Administrative Rules by a Board member. If there are problems with your work product, this process can take longer.