



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Real Estate

[idfpr.illinois.gov](http://idfpr.illinois.gov)

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Secretary

**LAURIE MURPHY**  
Director

### **Real Estate Appraisal Administration and Disciplinary Board** **Minutes of Open Session**

Meeting Date: April 8, 2025

Location: IDFPR - Division of Real Estate  
555 West Monroe Street 5<sup>th</sup> Floor, Conference Room 5C5  
Chicago, IL 60661  
And  
Via Interactive Video Conference  
320 West Washington Street, 2<sup>nd</sup> Floor, Conference Room 258  
Springfield, IL 62786

Board Member(s) Present:  
At Chicago Location: Douglas Anderson, Gail Lissner, Cecelia Marlow, Jonathan Michie, Ken Mrozek, Christopher Posey, Brain Weaver (Non-Voting)

Board Member Present  
Via WebEx: Patricia McGarr

Board Member Absent: Faiq Mihlar

Division Staff Present: Jeremy Reed – Deputy Director of the Division of Real Estate  
Nathaniel Chandler – Chief of Licensing and Education  
Adrienne Levatino – Associate General Counsel  
Merle Shearer – Chief of Prosecutions  
Hector Rodriguez – Chief of Investigations  
Kim Prickett – Operations Manager  
Mary Crocker – Appraisal Education  
Susan Sigourney – Board Liaison  
Maria Lopez – Board Liaison

Guest(s) Present: Jim Blaydes – ICAP  
Melissa Cannata – CE Shop  
TJ McCarthy – ASA  
Randy Neff – ICAP  
Sara Walsh – ICAP, Chicago and St. Louis Chapters of Appraisal Institute  
Scott Dibiasio – Appraisal Institute

Call to Order: The meeting was called to order at 10:01 a.m. by Chair Jonathan Michie. The Board members present constituted a quorum of the Board.

Approval of Minutes: Board members reviewed the Minutes of the Open Session of the March 11, 2025, Appraisal Board meeting. A motion was made by Lissner and seconded by Mrozek to approve those minutes. The motion carried unanimously.

Public Comments: There were no comments from members of the public.

Staff Reports:

Licensing: The Licensing Report for activity conducted in March 2025, was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Nathaniel Chandler informed the Board that notices were sent on April 1 to the Appraisal Management Companies (AMCs) regarding the National Report filing which will go live on the IDFPR online renewal services portal on May 1. The AMCs will have through June 30, 2025, to file without a late fee.

Education: Mary Crocker reported that since the last Board meeting, the following have been approved: 14 education courses, 3 log audits, 3 endorsement applications, and 4 application reviews.

A motion was made by Anderson and seconded by Lissner to recommend approval of the 14 appraisal education course applications reviewed by the Board members:

Appraisal Education Provider reviewed and approved by Brian Weaver:

- Walitt Solutions (555)

Appraisal Courses reviewed and approved by Douglas Anderson:

- ASFMRA (CE) Barn Dominion/Shouse/Shome-What Is It and What It's not, 4 hours.
- Champions School of Real Estate (QE) Residential Market Analysis and Highest and Best Use, 15 hours.
- Champions School of Real Estate (QE) Residential Valuation: Advanced Applications and Case Studies, 15 hours.
- Champions School of Real Estate (QE) Residential Valuation: Report Writing & Case Studies, 15 hours.
- Champions School of Real Estate (QE) Residential Valuation: Sales Comparison Approach and Income Approach, 30 hours.

Appraisal Courses reviewed and approved by Gail Lissner:

- Champions School of Real Estate (QE) Residential Valuation: Site Evaluation and Cost Approach, 15 hours.
- Champions School of Real Estate (QE) Statistical Analysis and Real Estate Finance, 15 hours.
- Illinois Department of Transportation (CE) Eminent Domain and Appraisal Issues, 5 hours.
- Illinois Department of Transportation (CE) Income Property Valuation Techniques, 4 hours.

Appraisal Courses reviewed and Christopher Posey:

- Champions School of Real Estate (CE) Residential Valuation: Site Valuations and Cost Approach, 14 hours.
- Chicago Chapter of the Appraisal Institute (CE) Residential Market Analysis and Highest and Best Use, 14 hours.

Appraisal Courses reviewed and Jonathan Michie:

- Appraiser eLearning (CE) Staying Out of the Courtroom Unless You're Being Paid to be There, 2 hours.
- Appraiser eLearning (CE) Understanding the Role of Collateral Underwriter, 4 hours.

Investigations:

The 2025 Investigations Report through the month of March was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Prosecutions:

The 2025 Prosecutions Report through the month of March was presented and distributed. A copy of the report is attached to and made a part of these minutes.

Formal Hearing Schedule:

There are no Formal Hearings scheduled at this time.

Old Business:

Brian Weaver and the Board discussed reviewing the outdated experience credit matrix used for appraisers who are upgrading.

Adrienne Levatino introduced Maria Lopez. Maria was working with Complaint Intake and now she has taken the position vacated by Debra Malinowski. Maria will be the liaison to the Real Estate Administrative and Disciplinary Board (READ Board) and the Community Association Manager Administration and Disciplinary Board (CAM Board), as well as back up to Susan Sigourney with the Appraisal and the Auction Boards.

New Business:

There was no New Business.

Closed Session:

A motion was made at 10:20 a.m. by Lissner and seconded by Mrozek to enter Closed Session for the purposes set forth in Sections 2(c)(4), (15)

and 21 of the Open Meetings Act. The Motion was passed unanimously upon a roll call vote.

Review of Minutes: The Board reviewed the closed minutes of the March 11, 2025, Appraisal Board meeting.

Deliberations: The Board deliberated on pending disciplinary matters.

Motion To Return to Open Session: A Motion was made at 10:23 a.m. by McGarr and seconded by Mrozek, to return to open session. The Motion carried unanimously.

Approval of Closed Minutes: A motion was made by McGarr and seconded by Lissner to approve the minutes of the closed session of the March 11, 2025, pending the Closed Minutes are amended to reflect the Closed session from the February 11, 2025, meeting. The motion carried unanimously.

Ratify Actions Taken in Closed Session: A motion was made by Lissner and seconded by Anderson to ratify the actions of the recommendations made by the Board in Closed Session. The motion carried unanimously.

Recommendations: There were no deliberations for the Board to consider.

Orders: There were no Orders for the Board to consider.

The Board received a report reflecting that the Director had taken final action on one Consent Order previously signed by the Board:  
2025-00901 Dylan Michael Ciraldo

Minutes Remain Closed: A motion was made by Posey and seconded by Lissner that the minutes of all the closed sessions remain and be kept closed. The motion carried unanimously.

Adjournment: There being no further business, a motion was made at 10:25 a.m. by Posey and seconded by Mrozek to adjourn the meeting. The motion carried unanimously.

# Licensing Report

Prepared by Nathaniel Chandler

## March 2025

### Filtered By

- Board = APPRAISAL
- START DATE = 03/01/2025
- END DATE = 03/31/2025

4/1/2025 at 11:53:08 AM

Profession	ProfessionDescription	Sponsor_Chg	Applications	Initial_lic	Transitions	Renewals	Active_Licenses
553	Certified General Real Estate Appraiser	0	9	8	0	0	1,423
555	Licensed Appraiser Education Provider	0	1	1	0	2	19
556	Certified Residential Real Estate Appraiser	0	3	1	0	0	1,719
557	Associate Real Estate Trainee Appraiser	0	6	5	0	0	357
558	Appraisal Management Company	0	0	1	0	0	119
572	Temporary Practice Real Estate Appraiser	0	7	8	0	0	53
573	Licensed Appraiser Pre-Lic Course	0	0	5	0	5	108
575	Licensed Appraiser CE Course	0	9	9	0	31	437
<b>Totals</b>		0	35	38	0	38	4,235

### Illinois Real Estate Appraiser Program

From: 3/1/2025 To: 3/31/2025

		Pass		Fail		Total
		N	%	N	%	N
Certified General Appraiser Examination	First Time	0	0.00	1	100.00	1
	Repeat	0	0.00	0	0.00	0
	<b>Total</b>	0	0.00	1	100.00	1
Certified Residential Appraiser Examination	First Time	0	0.00	1	100.00	1
	Repeat	0	0.00	2	100.00	2
	<b>Total</b>	0	0.00	3	100.00	3



# APPRAISAL INVESTIGATIONS REPORT

MARCH 2025

	Current Appraisal Caseload	Cases over 1 Year old	New Appraisal Cases Received	Referred to Prosecutions	Cases Closed in Investigations	
JANUARY	6	0	3	2	0	
FEBRUARY	6	0	1	0	1	
MARCH	8	0	3	0	1	
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL			7	2	2	

APPRAISAL PROSECUTION REPORT 2025

March

	Pending /Open Cases	AP cases less than 3 months	AP cases over 3 months	AP cases over 6 months	AP cases over 9 months	AP cases over 12 months	AP cases over 24 months	Formal Complaints Filed	Informal Conferences held	New Cases Rec'd	CLOSED	CLOSED Admin	CLOSED Admin Warn Letter	Closed CE with memo	CLOSED Formal Order	CLOSED: Consent Order	CLOSED: Non-Disc Order / CAS	IL Inc Tax	Motion for Rehearing filed
JANUARY	13	6	1	3	0	1	2	2	1	4	2	0	0	0	1	0	0	0	0
FEBRUARY	13	6	1	3	0	1	2	1	0	3	3	0	0	0	0	2	1	0	0
MARCH	14	8	0	3	0	1	2	0	1	4	3	1	0	0	0	1	0	1	0
APRIL																		0	
MAY																		0	
JUNE																		0	
JULY																		0	
AUGUST																		0	
SEPTEMBER																		0	
OCTOBER																		0	
NOVEMBER																		0	
DECEMBER																		0	
TOTAL																		0	

NEW		CASES		RECEIVED					Nov	
investigations	applicant w/criminal	CE	applicant sister discipline	tax	child support	pettion for hearing	reopen	USPAP	petition for restoration	TOTAL
0	0	0	0	4	0	0	0	0		4