



APPRAISER ASSISTANT

CERTIFICATION OF INDIVIDUALS AFFILIATED WITH PARTICIPANT

The Participant, a licensed CCAR-member Appraiser, will be fully responsible for any actions of the Appraiser Assistant(s) with access to MLS data and shall provide CCAR with a list of those Appraiser Assistants.

Accordingly, the following is the list of Appraiser Assistants in the firm who have MLS access. This list will be used by the Association to authorize and admit individuals to MLS training, MRED training, and other educational programs endorsed by CCAR. A one-time initial fee of \$328.00 and a monthly participation fee of \$30.00 shall be assessed to the responsible Participant. The Participant will be held accountable and subject to disciplinary action for any unauthorized access.

NAME: _____

EMAIL: _____

AGENT(S) THAT THE ASSISTANT WILL BE WORKING UNDER: _____

As the Participant with whom the above Appraiser Assistant is affiliated, I endorse this application and specifically accept responsibility for further instructing the applicant in the proper conduct of business.

The Participant shall immediately notify the Association of any change in employment status of the above-named Appraiser Assistant with this firm.

Signature of Participant

Date

Firm

APPRAISER ASSISTANT GUIDELINES (MLS/MRED)

- **Support for Appraisers:** Assistants work under the direction of one or more licensed appraisers to support their daily tasks.
- **MLS Access & Permissions:** Assigned their own MLS ID (e.g., connectMLS), assistants log in on behalf of the appraiser and typically have the same system permissions.
- **Required Licensing: Must hold an Associate Real Estate Trainee Appraiser license** to serve as an Appraiser Assistant within MRED.
- **Purpose of Role:** Appraiser Assistants play a key role in helping appraisers operate efficiently by providing critical support in both data and administrative functions.

MRED User Privileges Policy

Appraiser Assistant

This user type works on behalf of one Appraiser or a group of Appraisers. They will be given their own ID number but will not be able to sign into connectMLS as themselves, but will select from a drop-down list upon whose behalf they are signing in for - in order to do this, they need to have at least one Appraiser set them up as an assistant to have access to connectMLS. Once signed in, they will have available the same permissions as the Appraiser they are signing in on behalf of.

NOTE: *If only one (1) Appraiser adds the Appraiser Assistant ID as an Assistant, the AA ID will immediately be signed into connectMLS on their behalf. **The only license an Appraiser Assistant can have is an Associate Real Estate Trainee Appraiser license. If they have any other active Appraiser license (Certified General Real Estate Appraiser, Certified Residential Real Estate Appraiser) they must join as an Appraiser.***