

To: Chairman Gil Cox  
ADALB Members

From: Don Spinelli

RE: Licensing Exam Subcommittee

Date: March 13, 2007

Gil, Joe, Dave---

The Licensing Exam Subcommittee met today in Plymouth at King Collision. All members were present. Members are:

Tom Ricci, body and Paint Center  
Frank DeSario, Safety Insurance and course instructor  
Susan Conena, Commerce Insurance and course instructor  
Michael Moran, Liberty Mutual  
Denis LaFleur, Commerce Insurance  
Bruce King, King Collision and Board Member  
Don Spinelli, Premier Insurance and Board Member

The following will summarize what we have agreed upon at this point and what our recommendations to the full Board will include.

- I. The objective of the testing process needs to test the applicants' knowledge of the MA insurance policy, the state regulations, and his/her technical skills.
- II. We will recommend that we begin to offer reciprocity and will not require applicants having an appraiser's license from another state to be subject to our course and testing requirements.
- III. The state approved courses will become a requirement and work experience will no longer be substituted, as it can be today with the Board's approval.
- IV. The final exam, given by the various statewide appraisal schools, will become a standardized test, containing questions as agreed upon by this subcommittee.
- V. The final exam will serve as the new Appraisers Licensing exam, replacing what is known today as the Part 1. This gives us the connection we wanted between course material and the written exam.
- VI. We will recommend that much more importance be placed on the apprentice step to the application process and more responsibility be placed on the applicants' sponsors.
- VII. At the conclusion of the apprentice period, the applicant will submit 10 appraisals with photos, signed and sealed by the sponsor. The Board will review these appraisals and, if approved, will issue a license to the applicant.

The proposed steps to the application process will be as follows:

- 1) Applicant will take a state approved appraiser course.
- 2) The applicant will need to pass the standardized exam, administered by the course provider.
- 3) A course certificate will be issued to the applicant.
- 4) The 3 month apprenticeship is completed.
- 5) The applicant submits to the MA DOI his/her application, along with the 10 appraisals with photos that are signed and sealed by the sponsor.
- 6) The application is screened and approved by the DOI.
- 7) The Board reviews the application, along with the 10 appraisals and will either grant a license or reject the application.

Next steps for the subcommittee:

- Subcommittee member Sue Conena will review the application used today and, at our next meeting, make recommendations as to what revisions (if any) we should consider.
- We will work to develop the new standardized test, which will become our new exam.

Our next meeting is scheduled for Tuesday, April 10 at 9:30. Location will be Body and Paint Center, Hudson, MA.

Thank you to Bruce King for hosting today's meeting and for his great refreshments.

Subcommittee members: please let me know if I omitted anything or if the above needs any corrections.