

AMERICAN SOCIETY OF APPRAISERS

Appraisal Review and Management

Guide to Professional Accreditation



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Congratulations on your decision to earn a professional designation from the American Society of Appraisers! You should be proud of what you have accomplished thus far with ASA and we are happy to help you move through the process of achieving either the Accredited Member (AM) or the Accredited Senior Appraiser (ASA) designation.

This guide will provide you with clear, step-by-step instructions on how to earn your designation. In addition, ASA has dedicated staff members specifically trained in your discipline’s accreditation process to help you with any questions or concerns that may arise. ASA’s accreditation manager for Appraisal Review and Management (ARM) may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.

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ASA's Advancement Process

Is It True?

Yes. It is true. The ASA advancement process does take time. When ASA receives your completed accreditation file, it is sent out for peer-review to two PP reviewers serving on the ASA International Board of Examiners (BOE). These reviewers go through your entire accreditation package. The initial reviewer will complete an evaluation of your file within forty (40) days and return the packet to ASA Headquarters. The file is then sent to a second reviewer who also has forty (40) days to review and return your file.

What Happens While My Reports Are Out For Review?

While your reports are being reviewed, your discipline accreditation specialist at ASA Headquarters will verify all the information provided on your application. He/she will also contact you to discuss details of your experience, education and ethical standing.

When Will I Get Some News?

If both reviewers take their allotted forty (40) days to process your file, it could take three (3) months (give or take a week for ASA staff to prepare and send your file and for UPS to get it back and forth). Your advancement to Accredited Member (AM) or Accredited Senior Appraiser (ASA) is complete once the International Board of Examiners (with the assistance of your discipline accreditation manager) approves your full-time appraisal experience, educational background, appraisal reports and determines that you have successfully completed the education requirements of the ARM discipline to include the specialty examination. Once approved, you will be awarded your designation. Your certificate and pin will be sent shortly thereafter.

What if My File is not Approved?

If some portion of the package fails to meet ASA guidelines, you will be provided comments on what needs to be resubmitted or repeated. If you do not agree with the decision reached by the BOE, you may forward a written appeal to the attention of the BOE Vice Chair – ARM, in care of ASA Headquarters.

Appraisal Review and Management (ARM) Guidelines

Prerequisites

To apply for a designation in Appraisal Review and Management (ARM), please be sure you meet the following prerequisites:

1. You need to be a “Candidate,” meaning you have passed both ASA’s Ethics exam, the Uniform Standards of Professional Appraisal Practice (USPAP) exam and have met the discipline’s education requirements;
2. You need to have a four-year college degree or its equivalent; and
1. You need to have two (2) years of full-time appraisal experience for the Accredited Member (AM) designation or five (5) years of full-time appraisal experience for the Accredited Senior Appraiser (ASA) designation (2,000 hours = one year of work experience).

Applying for the AM or ASA Designation

To apply for the AM or ASA designation, Candidates need to submit the following to ASA Headquarters:

1. The completed accreditation application (page 7-8);
2. The accreditation application fee;
3. Proof of education (copy of degree, transcript or the education equivalency form found on page 9);
4. Appraisal review experience log (an example is on page 5); and
5. Two (2) narrative, appraisal review reports performed in the last two (2) years; these reports must be actual reports that were done for clients.

Appraisal Experience Requirements

Definitions

Appraisal report review experience is difficult to define, especially for those who review reports less than 100% of the time. These definitions may be helpful:

- *Value*—The monetary worth of something
- *Valuation or Appraisal*—The act or process of estimating the value of property
- *Appraiser*—One who appraises
- *Determine*—To come to a decision concerning, as a result of investigation, reasoning, etc.

Experience Requirement for Accreditation

At least two (2) years of full-time appraisal experience (or its equivalent) are required for the AM designation and at least five (5) years of full-time appraisal experience (or the equivalent) are required for the Accredited Senior Appraiser ASA designation. It is generally acknowledged that 2,000 hours equals one (1) year of experience. ASA's ARM Committee provides for one (1) year of experience credit to Candidates who have passed all four (4) POV courses (ARM201-ARM204). This qualification also covers the AQB education requirement.

Full-Time-Equivalent Experience

Appraisal experience is experience in the act or process of estimating value. ASA requires five (5) years of such experience, on a full-time basis, to achieve the Accredited Senior Appraiser (ASA) designation. Therefore, an appraiser can fulfill the experience requirement for ASA in five years, provided he or she appraises full time. This is not the case if, for example, the appraiser spends only 75% of his or her time appraising. In such a case, more time will be required to achieve five (5) years of full-time experience. (In the 75% example, it would be equivalent to six (6) years, eight (8) months.)

Collateral Experience

Collateral experience, by ASA definition, is not appraisal experience for purposes of meeting the two-year and five-year minimum experience requirements. Evaluation of comparable sales or determination of authenticity is frequently a necessity for the determination of value. When the purpose of that work is to determine value, it is part of appraisal experience. When it's not, the work is considered collateral experience. The determination of problems in a business, auditing the books of a corporation, authenticating an art object or determining its provenance may or may not be appraisal work. By themselves (i.e., not as a part of an appraisal/valuation assignment) these functions are not classified by ASA as appraisal experience. As noted in ASA's Code of Ethics, appraisal is the determination of value. Although collateral experience is extremely important to a professional, it does not qualify as full-time-equivalent appraisal experience and will not be credited as such by ASA.

The following are examples of collateral experience that are not considered appraisal experience by ASA:

- A fine art appraiser's experience in art restoration or the sale of estate items
- A financial analyst's experience in determining whether an asset meets specified investment requirements
- A lawyer's experience acting as a mediator on valuation issues
- Time spent attending auctions

Understanding the Appraisal Experience Requirement

When a Candidate fills out ASA's accreditation application, he or she should supply sufficient information to enable the International Board of Examiners to determine whether or not the Candidate meets ASA's experience requirements. It is the obligation of the Candidate to portray the actual, provable experience sufficiently well to allow examiners to quantify that experience in terms of months and years of full-time or full-time-equivalent experience. It should be noted that appraisal experience is specific, not generic. The experience must be relevant to the Appraisal Review and Management discipline.

Preparing an Appraisal Experience Log

Appraisal review experience logs are common in the business world and are an excellent tool for all appraisers to keep track of their assignments. The sample log shown below is an example and the definitions may not apply to your type of appraisal assignment. In that case, you should develop a log of your own that better suits your needs. Any log will do as long as it is useful to you.

An appraisal experience log is helpful to the International Board of Examiners to verify your appraisal experience. It should cover a period of two (2) years or five (5) years, depending on whether you are applying for the AM or the ASA designation.

Appraisal Experience Log Sample

Appraisal Experience Log							
Candidate's Name _____				Company _____			
Number of Pages _____							
Date As of	Interest	Property Type	Purpose	Assignment Type	Intended Use	Report	Value
Signature: _____						Date: _____	
Definitions of Terms Used <ul style="list-style-type: none">• Date—Date of the appraisal report• As of—Effective date of value• Interest—Interest being valued (only if applicable to your discipline)• Property Type—Must be appropriate to the discipline in which certification is being sought• Purpose—Purpose of the appraisal• Value—Total appraised value							

Appraisal Review Reports

Appraisal review reports represent an important component of the accreditation process. Reports that are prepared by a Candidate, for clients, demonstrate the quality and professionalism offered by the Candidate to the public. Such reports assist the Board of Examiners in evaluating the scope of practice, ethical attitude and levels of education and appraisal competence achieved by the Candidate.

Appraisal review reports must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) and to the Principles of Appraisal Practice and Code of Ethics and discipline-specific standards adopted by the American Society of Appraisers.

What is an Appraisal Report?

The following sources outline the requirements of an appraisal review report for Advancement:

- Uniform Standards of Professional Appraisal Practice (USPAP)
- ASA's Principles of Appraisal Practice and Code of Ethics, Sections 6.2 and 8

Candidate should keep in mind the intent of these standards. For example, Section 6.2 of ASA's Principles of Appraisal Practice and Code of Ethics states:

The procedure and method for determining the particular value in question is a matter for the appraiser to determine—the appraiser cannot be held responsible for the result unless he or she has a free hand in selecting the process by which that result is to be obtained. However, good appraisal practice requires that the method selected be adequate for the purpose, embrace consideration of all the factors that have a bearing on the value, and be presented in a clear and logical manner.

The conclusions that have a bearing on value must be supported and presented in a clear and logical manner. Failure in this area is the most common weakness in appraisal reports submitted for accreditation purposes. Candidates should read the appraisal reports selected for submission through the eyes of an outsider and ask such questions as:

- Are all relevant standards adhered to?
- Is the report clear and logical?
- Are all statements and conclusions that contribute to value supported by facts shown in the report and explained in detail, including a market model and comparable data used in the analysis?
- Was credit given to the source of the value definitions and are the definitions used consistently throughout the report?
- Is the report understandable?

Submitting Appraisal Review Reports for Review

- Appraisal review reports submitted for accreditation purposes must be actual reports prepared for clients or employers.
- Appraisal review reports submitted for accreditation purposes must be no more than two (2) years old.
- If the Candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal should send a letter with the report indicating that the Candidate did the majority of work on the report.
- Client references must be deleted from the appraisal review report unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 10).



ASA Accreditation Application (Part 1)

Candidate to Accredited Member (AM) Candidate to Accredited Senior Appraiser (ASA) AM to ASA Additional Designation

Full Name _____ ASA Chapter _____

Address _____

Phone _____ Fax _____

E-mail Address _____

Will you accept referrals? Yes No

Appraisal Specialization

Indicate the appraisal discipline and specialty (if applicable) in which you wish to be designated..

Discipline _____ Specialty _____

Education

Please submit a copy of your diploma or college transcript. If no college degree, please attach College Degree Equivalency Program Form on page 9.

Name of College/University _____ Location _____

Years of Attendance _____ To _____ Degree(s) Secured, and Year(s) _____

Current Employment

Applicant may attach personal résumé or curriculum vitae in lieu of completing this section.

From	To	Company	Location	Position and type of work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Organization(s) of Which You Are a Member and Designation(s) Held

Have you ever been declined for membership in a professional organization or had such a membership revoked?

Yes No If yes, please explain _____

Have you taken USPAP (Uniform Standards of Professional Appraisal Practice)?

Yes No If yes, please enter date of last course taken _____

(Attach a copy of your certificate or letter)

I hereby certify that the statements contained herein are correct and, if elected to designated membership, I agree to abide by ASA's constitution, bylaws, administrative rules, Principles of Appraisal Practice and Code of Ethics, and by the provisions of the Uniform Standards of Professional Appraisal Practice of The Appraisal Foundation.

Signature of Candidate _____ Date _____

ASA Accreditation Application (Part 2)

Payment

A fee of \$300 must be enclosed with this accreditation application.

Check Enclosed (payable to ASA) VISA MasterCard American Express

Credit Card # _____ Exp. Date _____

Signature _____

AM and ASA Accreditation Checklist

To ensure you have completed your accreditation packet, please use the following checklist:

- _____ 1. You are an approved ASA Candidate.
- _____ 2. You submitted a copy of your college diploma or transcript for a four-year degree or completed the required education equivalency form if you do not have a degree (page 9).
- _____ 3. You submitted an appraisal review experience log documenting two (2) years (AM) or five (5) years (ASA) of full-time appraisal review experience or the equivalent part-time experience (an example is on page 5).
- _____ 4. You demonstrated your appraisal review expertise by passing the ASA Principles of Valuation (POV) courses in Appraisal Review and Management.
- _____ 5. You submitted two (2) narrative appraisal review reports that were completed within the past two (2) years. These reports must be actual reports that were done for clients.
- _____ 6. You included the signed release form (page 10).
- _____ 7. You included the signed affirmation statement (page 11).
- _____ 8. You submitted the completed accreditation application.
- _____ 9. You submitted the \$300 accreditation application fee.

If you would like to submit your documents electronically, please call your ARM accreditation manager at (800) 272-8258 or (703) 478-2228 for special instructions or please mail your complete accreditation packet to:

ASA Accreditation Services
11107 Sunset Hills Rd., Ste 310
Reston, VA 20190

College Degree Equivalency Program Form

Name of Candidate _____ Chapter Name _____

A college degree represents four (4) years of education beyond the high school level. Such a degree means the individual has completed approximately one hundred and twenty (120) semester hours or one hundred and eighty (180) quarter hours of college courses. This total does not include class preparation, laboratory work, study time or completing term papers and special projects. For ASA equivalency, four hundred and fifty (450) hours is equivalent to one (1) year of college.

ASA's policy equates business/work experience (and other non-college educational courses) to a four-year college program. This policy is similar to the policies of many colleges and universities which give credit for business/work/life experiences toward an undergraduate degree. Most of these institutions limit such credit to a maximum of two (2) years.

Attach to this application all appropriate documentation to support your equivalency as described below:

1. College/university courses completed (attach transcripts with grades) _____ years
2. Professional designations earned (need not be related to the appraisal profession) _____ years
3. Seminars, courses, conferences, institutes, lectures, attended (need not be related to the appraisal profession) _____ hours
4. Articles, papers and/or books published _____ years
5. Two (2) years of appraisal review experience may be credited as one (1) year of college over and above the experience requirement of two (2) years for Accredited Member or five (5) years for Accredited Senior Appraiser _____ years
6. Business/work experience that is not appraisal/valuation related may be credited toward degree equivalency. The same is true for teaching, administrative or supervisory positions (other than those for appraisal functions), personal property acquisition and retailing, museum or gallery supervision, etc. Such experience may be credited as follows: two (2) years of work experience = one (1) year of degree equivalency _____ years

I hereby certify the above equivalencies are a true and correct representation of my applicable education and experience. I understand that any misrepresentation may result in the denial of my application for accreditation and other appropriate disciplinary actions under ASA's constitution, bylaws and administrative rules.

Signature of Candidate _____ Date _____

Appraisal Report Release Form

This form must be signed by Candidates using appraisal reports containing a client's name and information. In addition, a signed letter from the client giving written permission to use the report for accreditation purposes must accompany this form. Each applicant for accreditation as an Accredited Member or Accredited Senior Appraiser is requested to proceed in conformance with ASA's Code of Ethics.

I have requested and received authorization from my client(s) that the appraisal report(s) submitted herewith may be used for professional examination review purposes by the ASA International Board of Examiners for its evaluation as part of my accreditation application for professional appraisal designation.

Signature of Candidate _____ Date _____

Print Name _____

Affirmation Statement for Appraisal Reports

I hereby affirm and certify the appraisal reports I have submitted were primarily prepared by me and are copies of actual reports prepared for an actual client.

I hereby affirm and certify that the statements contained herein are truthful and, if approved for a designation, I agree to abide by ASA's constitution, bylaws, administrative rules, Principles of Appraisal Practice and Code of Ethics and by the provisions of the Uniform Standards of Professional Appraisal Practice of The Appraisal Foundation.

Signature of Candidate _____ Date _____

Print Name _____

Moving From AM to ASA

Any Accredited Member (AM) may apply to advance to Accredited Senior Appraiser (ASA) status by submitting the following items to ASA Headquarters:

- Completed accreditation application;
- Accreditation application fee;
- An Advancement Qualifications Tracking Report demonstrating an additional three (3) years of full-time appraisal experience or the equivalent; and
- One (1) fair market value appraisal report that includes at least three (3) or more properties. If appropriate or applicable, those properties should be different types of objects. The report should be an actual report done for a client within the last two (2) years.

Contact your discipline's accreditation manager at (800) 272-8258 or (703) 478-2228 for more information.

Maintaining Your Designation

All designated members are required to submit evidence of professional growth through continuing education and/or participation in professional activities every five (5) years to maintain the AM and ASA designations. ASAs who do not reaccredit will be reverted to the grade of Accredited Member (AM). AMs who do not reaccredit will be reverted to the grade of Candidate. Information and reminders are sent by ASA Headquarters providing you ample notice of your upcoming reaccreditation due date.

Earning an Additional ASA Designation in ARM

Any Accredited Senior Appraiser (ASA) in good standing may apply for Accredited Senior Appraiser (ASA) status in the ARM discipline. The procedure is as follows:

- Successfully complete ARM201 and ARM 204;
- Submit to ASA Headquarters the completed and signed accreditation application, application fee and an appraisal review log documenting (at minimum) three (3) years of full-time appraisal review experience;
- Submit one (1) appraisal review report for review. Contact your accreditation manager at ASA Headquarters for more specific report information; and
- Upon recommendation of the International Board of Examiners, those successfully completing the above requirements will be granted an additional Accredited Senior Appraiser status noted as follows – ARM, XX where XX represents the original discipline of the member (for example, John Smith, ASA, ARM, RP).