

AMERICAN SOCIETY OF APPRAISERS

Gems and Jewelry

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 Gems and Jewelry (GJ) may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.

[VER. 0114]

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 (2) GJ 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 manager 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 GJ discipline to include the GJ 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 GJ Vice Chair, ASA International Board of Examiners, in care of ASA Headquarters.

Gems and Jewelry (GJ) Guidelines

Prerequisites

To apply for a designation in Gems and Jewelry, please be sure you meet the following prerequisites:

1. You need to be a "Candidate," meaning you have passed both ASA's Ethics exam and the Uniform Standards of Professional Appraisal Practice (USPAP);
2. Completed the discipline's education requirements (PP/GJ 201-204 course series or PP/GJ 201, GJ 202, GJ 203 (currently in development) and GJ 209);
3. Have a four-year college degree or its equivalent - see page 12 for more details;
4. Have a gemological diploma (G.G., FGA, FGAA or a suitable equivalent);
5. 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 (1) year of work experience); and
6. Pass the Gems and Jewelry specialty examination.

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 10-11);
2. The accreditation application fee;
3. Proof of education (copy of degree, transcript or college equivalency form found on page 12);
4. Copy of gemological diploma and student number (see #4 above);
5. An appraisal experience log (see example on page 8); and
6. Two (2) comprehensive appraisal reports. Each report needs to be an actual report done for a client within the last two (2) years or should include items compiled from actual reports written for the appropriate intended use within the last two (2) years (this refers to the report submission date, not the valuation date). The first report should be written for the intended use of scheduling insurance coverage. The report may state the appropriate markets researched and may summarize the extent of research and results. The other report should be written for an intended use with "Fair Market Value" as the appropriate value definition. In this report, the appropriate markets researched and the analysis conducted should be explained and comparable sales addressed. Candidate reports must be accompanied by a completed Candidate Report Checklist which may be downloaded from ASA's Website at <http://www.appraisers.org/Accreditation/accreditation-guides-forms>.

Professional Education Equivalency Certification Program (PEECP)

Bridging from Other Appraisal Organizations

Appraisers who are members of and hold equivalent designations with other appraisal organizations may use their designation to bridge to a designation with the American Society of Appraisers. All those bridging to ASA will need to go through the applicant process and reach Candidate status before applying for their designation.

Obtaining an Accredited Senior Appraiser (ASA) Designation Through an Approved Equivalency

ASA accepts the following equivalent designations toward obtaining the ASA designation:

International Society of Appraisers (ISA)

Certified Appraiser of Personal Property (CAPP) = ASA's education and experience requirements

National Association of Jewelry Appraisers (NAJA)

Certified Master Appraiser (CMA) = ASA's education and experience requirements

Appraisers who have achieved these designations have completed education and experiential requirements compatible with ASA's requirements; however, report writing requirements differ between these organizations. A CAPP or CMA may work with an ASA mentor on the ASA report-writing requirements.

To obtain an ASA designation through an approved equivalency candidates need to:

- Complete ASA's application process, USPAP requirement, Code of Ethics exam requirement and move to Candidate Status*;
- Work with an ASA-assigned mentor on GJ report writing requirements**;
- Submit a complete accreditation package to ASA Headquarters including:
 1. Current CAPP or CMA certificate;
 2. Documentation verifying Graduate Gemologist diploma and student number or gemological diploma from an internationally recognized gemological association or school;
 3. Two (2) appraisal reports meeting the requirements outlined in the GJ Appraisal Report Requirement Checklist. One (1) report should be for Replacement Value for scheduling insurance coverage and the other for an intended use where the appropriate valuation is Fair Market Value;
 4. Completed Appraisal Report Requirement Checklist for each report submitted which may be downloaded from ASA's website (<http://www.appraisers.org/Accreditation/accreditation-guides-forms>); and
 5. Completed accreditation application and application fee.

Upon successful review of the entire accreditation package, the Candidate will be awarded the Accredited Senior Appraiser (ASA) designation. Please note that certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

**The equivalency program does not provide for an "instant" designation. All Candidates go through the ASA membership and accreditation approval process.*

***The bridging candidate's background will be submitted to the Gems & Jewelry Education Chair to determine the applicant's status and to assign a mentor. This decision will be made in conjunction with the Gems and Jewelry Vice Chair of the Board of Examiners. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.*

Obtaining an Accredited Member (AM) Designation Through an Approved Equivalency

ASA accepts the following equivalent designations toward obtaining the Accredited Member (AM) designation:

American Gem Society (AGS)

Independent Certified Gemologist Appraisers (ICGA)

National Association of Jewelry Appraisers (NAJA)

Certified Senior Members (CSM)

Master Valuer Program

Graduate

To obtain an AM designation through the equivalencies noted above, candidates need to:

- Complete ASA's application process, USPAP requirement and Code of Ethics exam requirement and move to Candidate status;
- Request mentor assignment from ASA Headquarters*
- Provide documentation verifying Graduate Gemologist diploma and student number or gemological diploma from an internationally recognized gemological association or school;
- Submit a basic appraisal log documenting appraisal experience; and
- Submit a copy of a current, basic appraisal report for any intended use with the client's information redacted.

**The candidate's background will be submitted to the Gems & Jewelry Education Chair for review and to assign a mentor. This decision will be made in conjunction with the Gems & Jewelry Vice Chair of the Board of Examiners. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.*

After successfully working with your mentor, please submit the following to ASA Headquarters:

- Current ICGA, CSM, Master Valuer certificate;
- Documentation verifying completed appraisal coursework from American Gem Society, National Association of Jewelry Appraisers or the Master Valuer Program;
- Two (2) appraisal reports (three (3) copies of each report) meeting the requirements outlined in the Gems and Jewelry Appraisal Report Requirement Checklist. One report should be for Replacement Value for scheduling insurance coverage and the other for an intended use where the appropriate valuation is Fair Market Value;
- Completed Gems and Jewelry Appraisal Report Requirement Checklist for each report submitted; and
- Completed accreditation application and application fee.

Upon successful review, the bridging process is complete and the candidate will receive the Accredited Member (AM) designation.

Further Advancement to Accredited Senior Appraiser (ASA)

After achieving the Accredited Member (AM) designation through the bridging process outlined above, the Accredited Member may advance to the ASA designation by successfully completing two (2) PP/GJ courses (PP/GJ 201-204) or by successfully completing two (2) GJ POV courses (GJ 202, GJ 203 (currently in development) or GJ 209). Any bridged Accredited Member (AM) will lose their accreditation and return to Candidate status if the above advancement to Accredited Senior Appraiser (ASA) is not completed within an absolute maximum of a five (5) year standard reaccreditation period.

Please note this bridging process only addresses advancement to the ASA designation. Certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

Master Gemologist Appraiser®

The Master Gemologist Appraiser® (MGA) designation is one of the most respected designations in the gems and jewelry appraisal profession. In order to achieve this level of distinction, one must already be an Accredited Senior Appraiser (ASA) or one may apply for the MGA designation at the same time as making application for the ASA designation.

Applying for the MGA®:

In addition to the requirements for the Accredited Senior Appraiser (ASA) designation, candidates for the MGA also need to complete the following:

- Successfully complete an advanced class in gemology or jewelry connoisseurship (i.e. GJ209);
- Successfully complete ASA's MGA practical exam (GJ210);
- Submit proof of Color Vision Testing*;
- Submit proof of lab equipment**; and
- Submit completed application and fee.

*Color vision testing may be performed by any ophthalmologist or optometrist within the last five (5) years.

**Required lab equipment includes:

- Binocular Microscope, minimum 45 power magnification, bright field & dark field illumination, zoom capability;
- Diamond Color Grading Light Source;
- Master Diamond Set – You must have a minimum of 5 stones;
- Scales
 - Diamond Scale- accurate to .005 ct. or .001 gram
 - Pennyweight or Gram Scale - accurate to .10 dwt or .1 gram
- Millimeter Measuring Device—accurate to .1 mm minimum with high setting attachment;
- Certified Gauge Blocks (two required);
- Ultraviolet Light Source e—must have longwave and shortwave capability;
- Diamond Thermal Tester;
- Colored Stone Color Grading System;
- Refractometer with polarizing filter;
- Polariscope with optic condensing sphere;
- Spectroscope;
- Specific Gravity Measurement;
- Fiber-Optic Light Source;
- Monochromatic Light Source or filter;
- Precious Metal Capability;
- Photographic Equipment—Both macro (full scale) and micro required; and
- Radiation Monitor (optional but strongly suggested).

Appraisal Experience Requirements

Definitions

Appraisal Practice, as defined by ASA, encompasses estimating the value of property, forecasting the earning power of property, estimating the cost of property and determining non-monetary benefits or characteristics that contribute to value. *Appraising* means the preparation of formal written or verbal opinions of value. Pricing is not necessarily appraising.

Full-Time-Equivalent Experience

Appraisal experience is experience in the act or process of estimating value. ASA requires two (2) years of such experience on a full-time basis to achieve the AM designation and five (5) years to achieve the ASA designation. Therefore, an appraiser can fulfill the experience requirement for an AM designation in two (2) years and an ASA designation in five (5) years provided he or she appraises full-time. If the Candidate appraises 50% of the time in the course of his/her work, the full-time experience requirement would be fulfilled in four (4) years for the AM and ten (10) years for the ASA.

Collateral Experience

Evaluation of comparable sales or determination of authenticity is frequently a necessity for establishing an item's value. When the purpose of that work is to determine value, it is considered appraisal experience. When it isn't, the work is considered collateral experience as in the following examples:

- Attending auctions
- Creating jewelry
- Running a jewelry store
- Inventory control

The Gems and Jewelry Committee accepts three (3) or more years of approved collateral experience as equivalent to one (1) year of full-time-equivalent appraisal experience. Up to six (6) years of approved collateral experience is accepted for a maximum of two (2) years of appraisal experience.

Collateral experience applied toward degree equivalency may not be simultaneously applied toward appraisal experience.

Understanding the Appraisal Experience Requirement

Candidates need to supply sufficient information to enable the Board of Examiners to determine whether or not the Candidate meets the experience requirements. It is the obligation of the Candidate to present the actual, provable experience well enough to allow examiners to quantify it for the purpose of advancement. The experience must be relevant to the Gems and Jewelry discipline.

Appraisal Reports

Appraisal 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 reports must conform to the Uniform Standards of Professional Appraisal Practice (USPAP), to the Principles of Appraisal Practice and Code of Ethics and the standards of the Gems and Jewelry discipline.

What is an Appraisal Report?

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

- Uniform Standards of Professional Appraisal Practice (USPAP), Standards 7 and 8
- ASA's Principles of Appraisal Practice and Code of Ethics, Sections 6.2 and 8
- ASA Gems and Jewelry Appraisal Report Checklist

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 Reports for Review

- All Candidates are required to submit a completed report checklist with each report.
- Three (3) copies of each report should be sent with your accreditation package.
- Appraisal reports must be actual reports prepared for clients or employers or contain items compiled from actual reports for the stated intended use.
- Appraisal reports must be no more than two (2) years old.
- If a Candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal should provide a signed letter indicating that the Candidate did the work on the report.
- Client references must be redacted from the report unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 13).



ASA Accreditation Application (Part 1)

- Candidate to Accredited Member (AM) Candidate to Accredited Senior Appraiser (ASA) AM to ASA
 Additional Designation Master Gemologist Appraiser®

Full Name _____ ASA Chapter _____

Address _____

Phone _____ Fax _____

E-mail Address _____

Will you accept referrals? Yes No

Discipline _____

Education

Please submit a copy of your diploma or college transcript. If no college degree, please attach College Degree Equivalency Program Form on page 12.

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 in Candidate status with ASA.
- _____ 2. You demonstrated your appraisal expertise by successfully completing the PP/GJ course series (PP/GJ 201-204), by successfully completing the GJ course series (PP/GJ 201, GJ 202, GJ 203 (in development) and GJ 209) or submitted the appropriate documentation if applying through the Professional Education Equivalency Program (PEECP) (page 4 and 5).
- _____ 3. You passed the GJ specialty exam.
- _____ 4. You submitted a copy of your Graduate Gemologist diploma and student number or provided a gemological diploma from an internationally recognized gemological association or school;
- _____ 5. You submitted a copy of your college diploma or transcript or completed the required education equivalency form if you do not have a degree (page 12).
- _____ 6. You submitted an appraisal experience log documenting two (2) years (AM) or five (5) years (ASA) of full-time appraisal experience or the equivalent part-time experience (an example is on page 8).
- _____ 7. Two (2) comprehensive appraisal reports. Each report needs to be an actual report done for a client within the last two (2) years or should include items compiled from actual reports written for the appropriate intended use within the last two (2) years (this refers to the report submission date, not the valuation date). The first report should be written for the intended use of scheduling insurance coverage. The report may state the appropriate markets researched and may summarize the extent of research and results. The other report should be written for an intended use with "Fair Market Value" as the appropriate value definition. In this report, the appropriate markets researched and the analysis conducted should be explained and comparable sales addressed. Candidate reports must be accompanied by a completed Candidate Report Checklist which may be downloaded from ASA's Website at <http://www.appraisers.org/Accreditation/accreditation-guides-forms>.
- _____ 8. You included the signed client release form (page 13).
- _____ 9. You included the signed affirmation statement if applicable (page 14).
- _____ 10. You submitted the accreditation application fee.
- _____ 11. You submitted the completed accreditation application (page 10-11).

If you would like to submit your documents electronically, please call your GJ 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., Suite 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) classroom 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. Graduate Gemologist diploma (or the equivalent). _____1_____ years
2. College/university courses completed (attach transcripts with grades). _____ years
3. Professional designations earned (need not be related to the appraisal profession) _____ years
4. Seminars, courses, conferences, institutes, lectures, attended (need not be related to the appraisal profession). _____hours
5. Articles, papers and/or books published. _____ years
6. Two (2) years of full time appraisal 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. This experience is limited to one year of college equivalency. _____ years
7. Business/work experience that is not appraisal/valuation related may be credited toward two (2) years of college. This experience is limited to a total of two (2) years of college equivalency. Any experience credited toward degree equivalency may not be simultaneously credited toward appraisal experience. _____ 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;
- Appraisal experience log demonstrating an additional three (3) years of full-time appraisal experience or the Equivalent

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 Designation/Specialty

Any Accredited Senior Appraiser (ASA) in good standing may apply for Accredited Senior Appraiser (ASA) status in more than one appraisal specialty or discipline. The procedure is as follows:

- In lieu of the discipline's Principles of Valuation (POV) courses, the individual may take the specialty/discipline examination (if one is offered). If an exam is not offered, the individual will need to take the necessary POV courses or hold an appropriate equivalency;
- Submit to ASA Headquarters the completed and signed accreditation application, application fee and an appraisal log documenting (at minimum) three (3) years of full-time/equivalent appraisal experience in the new discipline/specialty;
- Submit two (2) appraisal reports demonstrating knowledge in the new discipline/specialty (BV and MTS require only one (1) report). Contact your accreditation manager at ASA Headquarters for more specific report information; and
- Upon recommendation of the International Board of Examiners, the ASA member will be granted Accredited Senior Appraiser status in the new appraisal discipline/specialty.