

AMERICAN SOCIETY OF APPRAISERS

Personal Property

Guide to Professional Accreditation



TABLE OF CONTENTS

The Advancement Process	2
Personal Property (PP) Guidelines	3
Professional Education Equivalency Certification Program	4
Appraisal Experience Requirements.....	5
Preparing an Advancement Qualifications Tracking Form.....	7
Appraisal Reports.....	8
Accreditation Application.....	9
College Degree Equivalency Form.....	11
Appraisal Report Release Form	12
Affirmation Statement for Appraisal Reports.....	13
Moving from AM to ASA.....	14
Maintaining Your Designation.....	14
Earning an Additional Designation.....	14

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 Personal Property (PP) may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.

[VER. 0114]

ASA's Advancement Process

Are e There Yet?

Almost. 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 40 days and return the packet to ASA Headquarters. The file is then sent to a second reviewer who also has 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 40 days to process your file, it could take three 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 PP 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 – PP, in care of ASA Headquarters.

Personal Property (PP) Guidelines

ASA offers Personal Property designations in the following specialties:

- African Art
- American Indian Art
- Antique Firearms, Armor and Militaria
- Antique Furniture
- Antiques and Decorative Art
- Asian Art
- Automotive Specialties
- Books and Manuscripts
- Clocks
- Dolls and Toys
- Ethnographic Art
- Fine Arts
- Fine Art Photography
- Firearms
- Japanese Prints
- Musical Instruments
- Numismatics
- Oriental Rugs
- Pre-Columbian Art
- Residential and General Contents
- Silver and Metalware
- Sports Collectibles and Memorabilia
- Stamps
- Textiles
- Wines—Fine and Rare

Prerequisites

To apply for a designation in PP, 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 (4)-year college degree or its equivalent.
3. 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 (1) year of work experience).

Applying for the AM or ASA Designation

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

1. Pass all four Principles of Valuation (POV) courses in Personal Property (PP/GJ201–PP/GJ204) or have an accepted equivalency (see page 4 for more details)*;
2. Pass the 4-hour exam in their chosen specialty**;
3. Provide proof of higher education (copy of degree, transcript or education equivalency form found on page 11)***;
4. Submit an Advancement Qualification Tracking Report (example on page 7)
5. Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation.

All reports should be accompanied by a completed PP checklist (obtained from [ASA’s Web site](#)).

For reports dated prior to December 31, 2013 - Submit a Self-Contained Appraisal Reports that concludes fair market value and either a Summary Appraisal Report or a Self-Contained Appraisal report that concludes replacement value.

For reports dated after January 1, 2014 - Submit Appraisal Reports - one for fair market value and one for replacement value. Restricted Appraisal Reports are not acceptable.

**One (1) year’s worth of appraisal experience will be counted towards the experience requirement for those who have passed all four (4) POV courses.*

***All PP Candidates in all specialties are required to pass a 4-hour specialty exam before submitting their accreditation application. PP Candidates who do not pass the specialty exam will need to wait thirty (30) days to retake the exam and an exam retake fee will apply. A fail in the second attempt will require the Candidate to wait an additional six (6) months before taking the exam again.*

****Those candidates requesting college education equivalency may submit education equivalency prior to taking the specialty exam.*

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 new member application process and reach Candidate status before applying for their designation. ASA accepts the following equivalent designations:

International Society of Appraisers (ISA)

ISA Accredited Member = ASA's PP/GJ201, 202 and 204. Candidates need to:

- Pass PP/GJ203.
- Pass the 4-hour specialty exam.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)).
For reports dated prior to December 31, 2013 - Submit a Self-Contained Appraisal Reports that concludes fair market value and either a Summary Appraisal Report or a Self-Contained Appraisal report that concludes replacement value.
For reports dated after January 1, 2014 - Submit Appraisal Reports - one for fair market value and one for replacement value. Restricted Appraisal Reports are not acceptable.
- Submit an Advancement Qualifications Tracking Form documenting two (2) years of full-time appraisal experience for the AM designation and five (5) years of full-time appraisal experience for the ASA designation.

ISA CAPP = ASA's PP/GJ201, 202 and 204. Candidates:

- May choose to take PP/GJ203 or they may work with an ASA mentor on ASA's report-writing requirements.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)).
For reports dated prior to December 31, 2013 - Submit a Self-Contained Appraisal Reports that concludes fair market value and either a Summary Appraisal Report or a Self-Contained Appraisal report that concludes replacement value.
For reports dated after January 1, 2014 - Submit Appraisal Reports - one for fair market value and one for replacement value. Restricted Appraisal Reports are not acceptable. Will receive the ASA designation upon successful review of the bridging process requirements.

Appraisers Association of America (AAA)

AAA Members need to:

- Pass PP/GJ201–204.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)).
For reports dated prior to December 31, 2013 - Submit a Self-Contained Appraisal Reports that concludes fair market value and either a Summary Appraisal Report or a Self-Contained Appraisal report that concludes replacement value.
For reports dated after January 1, 2014 - Submit Appraisal Reports - one for fair market value and one for replacement value. Restricted Appraisal Reports are not acceptable. Submit an Advancement Qualifications Tracking Form documenting two (2) years of full-time appraisal experience for the AM designation and five (5) years of full-time appraisal experience for the ASA designation.

AAA Certified Members = ASA's PP/GJ201, 202 and 204. Candidates need to:

- Pass PP/GJ203.

- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)).
For reports dated prior to December 31, 2013 - Submit a Self-Contained Appraisal Reports that concludes fair market value and either a Summary Appraisal Report or a Self-Contained Appraisal report that concludes replacement value.
For reports dated after January 1, 2014 - Submit Appraisal Reports - one for fair market value and one for replacement value. Restricted Appraisal Reports are not acceptable. Submit an Advancement Qualifications Tracking Form documenting two (2) years of full-time appraisal experience for the AM designation and five (5) years of full-time appraisal experience for the ASA designation.

Appraisal Experience Requirements

Appraisal Experience

ASA's Personal Property Committee continues to refine a list of experience requirements for advancement to Accredited Member (AM) and Accredited Senior Appraiser (ASA). The Committee recognizes that appraisal experience should consider all of the activities a person must engage in to develop both his/her connoisseurship skills and his/her appraisal knowledge. That being said, advancement activities also need to conform to both the ASA requirements as well as the requirements of the Appraisal Qualifications Board (AQB) of the Appraisal Foundation. These activities are defined in four (4) categories:

1. Office Management and Business Development;
2. Ancillary Field Work and Research;
3. Collateral Work Experience; and
4. Appraisal Preparation.

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 Personal Property Committee provides for one (1) year of experience credit to Candidates who have passed all four (4) POV courses (PP/GJ201-204). This qualification also covers the AQB education requirement.

Full-Time-Equivalent Experience

ASA's Personal Property Committee will accept the activities listed in the categories below toward fulfillment of the full-time experience requirement (please note the accepted percentage of hours per year for each category). This list may not be inclusive. ASA's Board of Examiners (BOE) will also consider other activities on a case-by-case basis.

1. Office Management & Business Development: *No more than 10% of the equivalent hours (or 200 hours) may come from this category:*
 - Prior office management experience;
 - Establishing or setting up an office, including computer systems;
 - Human resources experience;
 - Accounting and bookkeeping experience;
 - Marketing and promotional activities;
 - Website development; and
 - Participation in various business clubs such as Lion's Club, Rotary, Chamber of Commerce, Empire Club, etc as
 - well as other professional non-appraisal associations.
2. Ancillary Field Work and Research: *No more than 40% of the equivalent hours (or 800 hours) may come from this category:*
 - Connoisseurship courses;
 - Lectures, seminars organized and given by museums, galleries, historical societies;
 - Auction attendance;
 - Actual field work - archaeological digs;
 - Gallery "hop", art fair attendance, market information gathering;
 - Participation in seminars, panels, etc.;
 - Author of relevant essays, monographs; and
 - Teaching or other classroom instruction.

3. Collateral Work Experience: *No more than 10% of the equivalent hours (or 200 hours) may come from this category:*
 - • Public or commercial gallery, museum experience - docent, registrar, curator, exhibition installer and preparatory, even security guard, volunteer;
 - • Framing gallery experience, framer;
 - • Work experience with an auction house or estate sale company;
 - • Experience with transportation, restoration, conservation;
 - • Arts association/organization management; and
 - • Publishing industry experience.

4. Appraisal Preparation: *An unlimited number of hours may come from this category, but a minimum of 40% of the equivalent hours (or 800 hours) must come from this category:*
 - • Inspection participation;
 - • Relevant property research;
 - • Relevant market research;
 - • Development of rationale;
 - • Reconciliation of value(s); and
 - • Drafting of a Report.

Understanding the Appraisal Experience Requirement

To track appraisal experience, ASA's PP Committee requires an Advancement Qualification Tracking Report, which allows candidates to record their hours worked on a weekly and annual basis. For any one project that requires more than twenty hours, the committee also requests an addendum which identifies the activity and the hours worked.

Advancement Qualification Tracking Report

Work 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 and the required information is present. This includes total hours/days.

A tracking report 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.

Advancement Qualification Tracking Report Sample

Advancement Qualification Tracking Report									
Candidate's Name _____					Company _____				
Number of Pages _____									
Week #	Office Mgmt. & Business Dev.	Ancillary Field Work Res.	Collateral Work Exp.	Appraisal Assignment	Week #	Office Mgmt. & Business Dev.	Ancillary Field Work Res.	Collateral Work Exp.	Appraisal Assignment
1					21				
2					22				
3					23				
4					24				
5					25				
6					26				
7					27				
8					28				
9					29				
10					30				
11					31				
12					32				
13					33				
14					34				
15					35				
16					36				
17					37				
18					38				
19					39				
20					40				

SAMPLE

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) and to the Principles of Appraisal Practice and Code of Ethics and discipline-specific standards adopted by the American Society of Appraisers.

Submitting Appraisal Reports for Review

- All Candidates are required to submit a completed report checklist with each report.
- Appraisal reports must be actual reports prepared for clients or employers.
- Appraisal reports 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 must provide a signed letter indicating that the candidate did the work on the report.
- Client references must be redacted from 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

Full Name _____ ASA Chapter _____

Address _____

Phone _____ Fax _____

E-mail Address _____

Will you accept referrals? Yes No

Appraisal Specialization

Indicate the appraisal discipline and specialty in which you wish to be designated. See page 3 for the list of specialties.

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 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:

Part One

- _____ 1. You are an approved ASA Candidate.
- _____ 2. You demonstrated your appraisal expertise by passing the PP Principles of Valuation (POV) courses (PP/GJ 201 - 204) or submitted the appropriate documentation if applying through the Professional Education Equivalency Program (PEECP) (page 4).
- _____ 3. You passed the PP exam in the specialty for which you are requesting designation.
- _____ 4. 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 12).
- _____ 5. You submitted a Qualification Tracking Report 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 pages 8).

Part Two (upon completion of part one)

- _____ 6. You submitted the required appraisal reports as outlined in the guidelines or in the PEECP section of this handbook.
- _____ 7. You included the signed client release form (page 13).
- _____ 8. You included the signed affirmation statement (page 14).
- _____ 9. You submitted the accreditation application fee.
- _____ 10. You submitted the completed accreditation application (pages 10-11).

Candidates submitting reports electronically for accreditation are encouraged to do so either by providing the report on a CD with color photos inserted or by providing a color scan of the report (with color photos) in PDF format. Supplying reports electronically will reduce the response time in the accreditation process.

If you would like to submit your documents electronically, please call your PP 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 (4)-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 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
- **For reports dated prior to December 31, 2013** - Submit one (1) self-contained appraisal report that includes at least three (3) properties performed for actual clients within the last two (2) years. If appropriate or applicable, those properties should be different types of objects.
For reports dated after January 1, 2014 - Submit one (1) appraisal report that includes at least three (3) properties performed for actual clients within the last two (2) years. If appropriate or applicable, those properties should be different types of objects.

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 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.