

**AMERICAN SOCIETY OF APPRAISERS**

# **Real Property**

## **Guide to Professional Accreditation**



# TABLE OF CONTENTS

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The Advancement Process .....	2
Real Property (RP) Guidelines .....	3
Professional Education Equivalency Certification Program .....	8
Appraisal Experience Requirements.....	10
Preparing an Appraisal Experience Log .....	11
Appraisal Reports.....	12
Accreditation Application.....	13
Appraisal Report Release Form .....	15
Affirmation Statement for Appraisal Reports.....	16
Moving from AM to ASA.....	17
Maintaining Your Designation.....	17
Earning an Additional Designation/Specialty.....	17

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

[VER. 0114]

# ASA's Advancement Process

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## **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 RP 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 RP 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 – RP, in care of ASA Headquarters.

# Real Property (RP) Guidelines

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## Real Property Specialties

ASA offers Real Property designations in the following specialties:

- Ad Valorem/Mass Appraisal – General
- Ad Valorem/Mass Appraisal – Residential
- Real Property
- Residential
- Rural
- Timber and Timberland

## Prerequisites

Before applying for a designation in Real Property, please make sure you meet the following prerequisites:

1. You are a “Candidate” meaning you have passed both ASA’s Ethics exam and the Uniform Standards of Professional Appraisal Practice (USPAP) exam;
2. You have met the Real Property education requirements or have an acceptable equivalency designation from another organization;
3. You have a two- (2) year (Associate’s Degree) or its equivalent for the AM designation or a four- (4) year degree or its equivalent for the ASA designation - more information is provided in the sections below;
4. You hold a valid State Certified Residential License, a valid State Certified General License or can provide supporting documentation of the equivalent educational hours required to obtain these licenses; and
5. You 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

Please see the corresponding sections below for detailed information and instructions.

- A. AM Designation for State Certified General Appraiser (page 3)
- B. AM Designation for State Certified Residential Appraisers (page 4)
- C. AM or ASA Designation in the Ad Valorem/Mass Appraisal - General Specialty through core course completion (page 4)
- D. AM or ASA Designation in the Ad Valorem/Mass Appraisal - Residential Specialty through core course completion (page 5)
- E. AM Designation through core courses and electives (page 5)
- F. ASA Designation through core courses and electives (page 6)

Information on obtaining a designation through an approved equivalency may be found on page 7.

We are throwing a lot of information at you in the following sections, so please make sure you contact your accreditation manager at ASA Headquarters if you have any questions.

### Section A: AM Designation Application Process for State Certified General Appraisers

If you have a current State Certified General License, this is what you need to do to apply for the AM designation:

1. Provide a valid copy of your State Certified General License or proof you have completed the education hour equivalent required to obtain your State Certified General License.
2. Provide proof of two (2) years of full-time appraisal experience - all experience being used toward this requirement must have been obtained after Jan. 30, 1989.
3. Submit two (2) market value reports (may be expanded form style appraisal reports) demonstrating all three (3) approaches to value performed within the last two (2) years (this refers to the report submission date, not the valuation date). These must be actual reports that were done for clients within your chosen specialty. No checklists are required for Real Property appraisal reports.

4. Enjoy the good news - the comprehensive specialty examination is optional!
5. After you have gathered the information above, send it along with your completed accreditation application (don't forget the application fee!) to ASA Headquarters for processing. We will take it from there.

### **Section B: AM Designation Application Process for State Certified Residential Appraisers**

If you have a current State Certified Residential License, this is what you need to do to apply for the AM designation:

1. Provide a valid copy of your State Certified Residential License or proof you have completed the education hour equivalent required to obtain your State Certified Residential License.
2. Provide proof of two (2) years of full-time appraisal experience. (Note: all experience being used toward this requirement must have been obtained after Jan. 30, 1989.)
3. Submit two (2) market value reports (may be expanded form style appraisal reports) demonstrating all three (3) approaches to value performed within the last two (2) years (this refers to the report submission date, not the valuation date). These must be actual reports that were done for clients within your chosen specialty. No checklists are required for Real Property appraisal reports.
4. Enjoy the good news - the comprehensive specialty examination is optional!
5. After you have gathered the information above, send it along with your completed accreditation application (don't forget the application fee!) to ASA Headquarters for processing. We will take it from there.

### **Section C: AM or ASA Designation in Ad Valorem/Mass Appraisal - General Specialty Through Core Course Completion**

To obtain the AM or ASA designation in the Ad Valorem/Mass Appraisal – General specialty, this is what you need to do:

1. Take and pass the following educational courses or their equivalents:
  - Basic Appraisal Principals and Procedures - 30 hours
  - 15-hour National USPAP - 15 hours
  - Income Approach to Valuation - 30 hours
  - Asset Administration or Government Budget/Management - 30 hours
  - Advanced Income Approach to Valuation (Income Approach II) - 30 hours
  - Valuation Modeling - 30 hours
  - Statistics in Assessment/Appraisal - 15 hours
  - Narrative Report Writing - 15 hours
  - Public Speaking - 15 hours
  - Computer Use or Financial Calculator - 15 hours
2. Provide proof of two (2) years of full-time appraisal experience or five (5) years of full-time appraisal experience in property assessment with emphasis (or 75% of time) involving commercial/industrial properties for the AM and ASA designations respectively (Note: all experience being used toward this requirement must have been obtained after Jan. 30, 1989.)
3. Provide proof of higher education (copy of degree, transcript or equivalency). Candidates seeking the AM designation must hold a two-year degree or higher in any field of study from an accredited college or university. Candidates seeking the ASA designation must hold a four-year degree in any field of study from an accredited college or university. For those without a degree, two (2) years of experience (above and beyond the experience requirement) is equivalent to one (1) year of college.
4. Submit two (2) appraisal reports; one utilizing residential real property and one utilizing commercial/industrial real property. One of the reports must be an improved single-property appraisal report demonstrating all forms of depreciation, including functional and external obsolescence.
  - The Residential project may consist of one of the following:
    - a. An appraisal report using all recognized approaches to value on an improved single family residence, or
    - b. An appraisal report on the computer assisted valuation of a group of improved residential properties.
  - The Commercial/Industrial project may consist of one of the following:
    1. A real property appraisal report using all recognized approaches to value on a commercial/industrial improved property, or
    2. An appraisal report on the computer assisted valuation of a group of improved commercial/industrial properties.

5. Pass the eight-hour comprehensive specialty examination. This exam may only be taken AFTER all education and project requirements have been satisfactorily completed. If you do not pass the comprehensive specialty examination, you will be permitted to retake the exam after thirty (30) days.

Please note: If you took the residential specialty exam when applying for an AM designation, you will only be required to take and pass the second half of the general specialty exam when applying for the ASA designation in Ad Valorem/Mass Appraisal - General.

#### **Section D: AM or ASA Designation in Ad Valorem/Mass Appraisal - Residential Specialty Through Core Course Completion**

To obtain the AM or ASA designation in the Ad Valorem/Mass Appraisal – Residential specialty, this is what you need to do:

1. Take and pass the following educational courses or their equivalents:
  - Basic Appraisal Principals and Procedures - 30 hours
  - 15-hour National USPAP - 15 hours
  - Valuation Modeling- 30 hours
  - Statistics in Assessment/Appraisal- 15 hours
  - Narrative Report Writing- 15 hours
  - Public Speaking- 15 hours
  - Computer Use or Financial Calculator- 15 hours
2. Provide proof of two (2) years of full-time appraisal experience or five (5) years of full-time appraisal experience in property assessment with emphasis (or 75% of time) involving commercial/industrial properties for the AM and ASA designations respectively (Note: all experience being used toward this requirement must have been obtained after Jan. 30, 1989.)
3. Provide proof of higher education (copy of degree, transcript or equivalency). Candidates seeking the AM designation must hold a two-year degree or higher in any field of study from an accredited college or university. Candidates seeking the ASA designation must hold a four-year degree in any field of study from an accredited college or university. For those without a degree, two (2) years of experience (above and beyond the experience requirement) is equivalent to one (1) year of college.
4. Submit one (1) residential project utilizing an improved single-property demonstrating all forms of depreciation, including functional and external obsolescence.
  - The Residential project may consist of one of the following:
    - a. An appraisal report using all recognized approaches to value on an improved single family residence or
    - b. An appraisal report on the computer assisted valuation of a group of improved residential properties.
5. Pass the four-hour comprehensive specialty examination. This exam may only be taken AFTER all education and project requirements have been satisfactorily completed. If you do not pass the comprehensive specialty examination, you may retake the exam after thirty (30) days.

#### **Section E: AM Designation Through Core Courses and Electives**

To obtain the AM designation by taking core courses and electives, this is what you need to do:

1. Take and pass the following core courses (totaling 90 hours)
  - Basic Appraisal Requirements (30 hours)
  - Basic Appraisal Procedures (30 hours)
  - Statistics Modeling and Finance (15 hours)
  - USPAP (15 hours)
2. Complete an additional ninety (90) hours of course work in your applicable specialty plus an additional twenty (20) hours of elective qualifying education courses. The courses need to be approved by a State Board of Certified Real Estate Appraisers and be in accordance with AQB requirements.
3. Provide proof of college level education (college degree or transcript). Candidates seeking an AM designation must hold an Associate's degree or higher in any field of study from an accredited college or university. In lieu of a degree, twenty-one (21) semester credit hours are required covering the following subjects:
  - Micro Economics
  - Macro Economics
  - Finance
  - Algebra
  - Geometry (or higher mathematics)

- Word Processing/ Spreadsheets
  - Business or Real Estate Law
  - Two (2) elective courses in accounting, geography, ag-economics, business management or real estate
4. Provide proof of two (2) years of full-time appraisal experience. (Note: all experience being used toward this requirement must have been obtained after Jan. 30, 1989.)
  5. Provide an appraisal experience log (an example is on page 10).
  6. Submit two (2) narrative-style, market value appraisal reports demonstrating the three (3) approaches to value performed in the last two (2) years. This refers to the report submission date, not the valuation date. These reports must be actual reports that were done for clients. No checklists are required for Real Property appraisal reports. (Note: All RP–Residential Candidates need to submit an appraisal of a single-family residential property as well as an appraisal of a two to four unit residential property. Both can be in a form style report, such as the Federal National Mortgage Association (FNMA) form or similar, with necessary supplemental data, OR the Candidate can submit a short narrative style report.)
  7. Pass the comprehensive specialty exam.

### **Section F: ASA Designation Through Core Courses and Electives**

To obtain the ASA designation by taking core courses and electives, this is what you need to do:

1. Take and pass the following core courses (totaling 270 hours)
  - Basic Appraisal Requirements (30 hours)
  - Basic Appraisal Procedures (30 hours)
  - Statistics Modeling and Finance (15 hours)
  - USPAP (15 hours)
  - General Appraiser Market Analysis and Highest and Best Use (30 hours)
  - General Appraiser Sales Comparison Approach (30 hours)
  - General Appraiser Site Valuation and Cost Approach (30 hours)
  - Introduction to General Appraiser Income Approach (30 hours)
  - Advanced General Appraiser Income Approach (30 hours)
  - General Appraiser Report Writing and Case Studies (30 hours)
2. Complete an additional 120 hours of elective qualifying education courses. The courses need to be approved by a State Board of Certified Real Estate Appraisers and be in accordance with AQB requirements.
3. Provide proof of college level education (copy of degree or transcript). Candidates seeking an ASA designation must hold a bachelor's degree or higher in any field of study from an accredited college or university. In lieu of a degree, thirty (30) semester credit hours are required covering the following subjects:
  - English Composition
  - Micro Economics
  - Macro Economics
  - Finance
  - Algebra
  - Geometry (or higher mathematics)
  - Statistics
  - Introduction to Computers (word processing/spreadsheets)
  - Business or Real Estate Law
  - Two elective courses in accounting, ag-economics, business management or real estate
4. Provide proof of five (5) years of full-time appraisal experience. (Note: all experience being used toward this requirement must have been obtained after Jan. 30, 1989.)
5. Provide an appraisal experience log (an example is on page 10).
6. Submit two (2) narrative-style, market value appraisal reports demonstrating the three (3) approaches to value performed in the last two (2) years. This refers to the report submission date, not the valuation date. These reports must be actual reports that were done for clients. No checklists are required for Real Property appraisal reports. (Note: All RP–Residential Candidates need to submit an appraisal of a single-family residential property as well as an appraisal of a two to four unit residential property. Both can be in a form style report, such as the Federal National Mortgage Association (FNMA) form or similar, with necessary supplemental data, OR the Candidate can submit a short narrative style report.)
7. Pass the comprehensive specialty exam.

# Professional Education Equivalency Certified Program

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## Obtaining a Designation Through an Approved Equivalency\*

ASA will accept the designations listed in the table to follow in lieu of certain accreditation requirements. To obtain an AM or ASA designation through an approved equivalency candidates need to:

- Verify you are a “Candidate” with ASA.
- Complete any additional requirements noted on the table to follow.
- Send the completed accreditation application, fee and all supporting documentation to ASA Headquarters along with a copy of your equivalent designation.

## Reciprocity

ASA offers full reciprocity with the Massachusetts Board of Real Estate Appraisers (MBREA) and the National Association of Independent Fee Appraisers (NAIFA). Those holding the “RA” or “MRA” designation with MBREA or the “IFA”, “IFAA”, “IFAS” or “IFAC” with NAIFA are eligible for an “AM” or “ASA” designation after completing ASA’s membership requirements (proof of five years of full-time appraisal experience may also be required for the ASA Designation). Both MBREA and NAIFA extend a similar reciprocity to ASA members wishing to obtain their designations.

*\* Please note: the equivalency program does not provide for an “instant” designation. All Candidates go through the accreditation approval process.*

AMERICAN SOCIETY OF APPRAISERS DESIGNATION EQUIVALENCIES TO COMPEER ORGANIZATIONS										
ORG./ DESIGNATION	ED HRS	EXPERIENCE	EDUCATION	REPORTS	COMP EXAM	OTHER	EQUIVALENT	BRIDGE/NOTES		
AM	200	2 yrs	2 yrs college	2	No					
AM*	200	2 yrs	2 yrs college	2	Yes			State certified license required		
ASA	390	5 yrs	4 yrs college	2	Yes					
IAAO/RES	135	3 yrs	High school	1	No		AM if →	+ 65 ed hrs + 2 yrs college (or equiv.) + 1 report		
IAAO/CAE	165	5 yrs	High school	2	No		ASA if →	+ 225 ed hrs + 4 yrs college (or equiv.)		
ASFMRA/JARA	419	5 yrs	yrs college	1	Yes		ASA			
ASFMRA/RPRA	480	5 yrs (incl 1 yr rev.)	yrs college	1 review	Yes		ASA			
AI/SRA (RM)	200	3000 hrs/2 yrs	2 yrs college	1 demo/alt	No		AM if →	+ 1 report (1) (2)		
AI/SRA (RM)	200	3000 hrs/2 yrs	2 yrs college	1 demo/alt	Yes		AM* if →	+1 report and comprehensive exam (1) (2)		
AI/MAI (SRPA)	401	4500 hrs/3 yrs	4 yrs college	1 demo/alt	yes		ASA if →	+ 1 report (3) (4)		
MBREA (RA)							AM	Full reciprocity is offered to ASA members joining MBREA		
MBREA (MRA)							ASA	Full reciprocity is offered to ASA members joining MBREA		
NAIFA/IFA							AM or ASA →	(5)		
NAIFA/IFAA							ASA →	Rural specialty; Reciprocity offered by NAIFA		
NAIFA/IFAS							ASA →	Real Property Specialty; Reciprocity offered by NAIFA		
NAIFA/IFAC							ASA →	Real Property Specialty; Reciprocity offered by NAIFA		
<b>BLUE CHARACTERS</b>	Available options for either the Report requirement or the Comprehensive Specialty Exam requirement.									
<b>NOTES:</b>	<p>1) The RM designation is no longer conferred by AI, but those who retain it are equivalent to SRA in the AI.</p> <p>2) If an individual designated SRA (RM) had submitted the optional three reports for their designation, the AM report requirement is waived.</p> <p>3) The SRPA designation is no longer conferred by AI, but those who retain it are at least equivalent to MAI in the AI (SRPAs were conferred MAI).</p> <p>4) If an individual designated MAI (SRPA) had submitted the optional three reports for their designation, the ASA report requirement is waived.</p> <p>5) Qualifies for AM with a residential specialty if IFA was earned within the last 5 years. If an individual has held the IFA designation for 5 years or more, they will qualify for the ASA designation with a residential specialty. An appraisal log will be required. Full reciprocity is offered by NAIFA.</p>									

# Appraisal Experience Requirements

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## 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

Collateral experience 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

Candidates need to supply sufficient information to enable the International Board of Examiners to determine whether or not they meet ASA's experience requirements. Candidates should portray the actual, provable experience sufficiently well to allow the examiners to quantify that experience in terms of months and years of full-time or full-time-equivalent experience. Please note that appraisal experience is specific, not generic. The experience must be relevant to the candidate's chosen specialty within the Real Property discipline.



# Appraisal Reports

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## 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 any discipline-specific standards adopted by the American Society of Appraisers.

## What Is a Self-Contained Appraisal Report?

The following sources outline the requirements of a self-contained, written appraisal report:

- 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)

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.*

In other words, 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?
- Was credit given to the source of the value definitions and are the definitions used consistently throughout the report?
- Is the report understandable?

Appraisal reports that do not meet these requirements are not “self-contained,” “complete” or “comprehensive” as required for ASA accreditation purposes by the International Board of Examiners.

## Submitting Appraisal Reports for Review

- 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, but a principal of the firm signed the report, the principal must provide a letter signed by the principal 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 14).



# 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.*

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)

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## 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 demonstrated your appraisal expertise by meeting the Real Property education requirements or by holding an approved equivalency through the Professional Education Equivalency Certification Program (PEECP) (see pages 7-8 for more details).
- \_\_\_\_\_ 3. You passed the RP comprehensive specialty exam (if required).
- \_\_\_\_\_ 4. You submitted a copy of your college diploma or transcript for a two-year or four-year degree (noted in the details on pages 4 and 5).
- \_\_\_\_\_ 5. You submitted an appraisal experience log documenting two (2) years (AM) or five (5) years (ASA) of fulltime appraisal experience or the equivalent part-time experience (example on page 10).
- \_\_\_\_\_ 6. You submitted two (2) narrative, self-contained appraisal reports in your chosen specialty performed for actual clients within the last two (2) years.
- \_\_\_\_\_ 7. You included the signed client release form (page 14).
- \_\_\_\_\_ 8. You included the signed affirmation statement (page 15).
- \_\_\_\_\_ 9. You submitted the accreditation application fee.
- \_\_\_\_\_ 10. You submitted the completed accreditation application (page 12-13).

If you would like to submit your documents electronically, please call your RP 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

# Appraisal Report Release Form

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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

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*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

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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; and
- 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

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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

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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.