

# Appraisal Review and Management

GUIDE TO PROFESSIONAL ACCREDITATION



*The International Society of Professional Valuers®*

September 27,  
2011

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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 problems you may have. ASA's accreditation specialists may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.**

# ASA's Advancement Process

The ASA advancement process does take time. When ASA receives your completed accreditation file, it is sent out for review by the International Board of Examiners (BOE) which is made up of volunteers including those specific to the Appraisal Review and Management (ARM) discipline. Two members of the BOE will review your entire accreditation package. The initial examiner will complete a review of your file within 40 days and return the packet to ASA Headquarters. The file is then sent to an adviser who also has 40 days to review and return your file to ASA Headquarters. The results will be mailed to you once the two reviews are completed.

While your reports are being reviewed, your discipline accreditation specialist will verify the information provided on your application. He/she will also contact you to conduct a short interview to discuss your experience, education and ethical standing.

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 specialist) approves your full-time appraisal experience, educational background (i.e., college degree) and appraisal reports, and determines that you completed and passed the education requirements of the ARM discipline and passed the comprehensive examination.

When all the requirements have been approved, you will be awarded your designation and provided with your AM or ASA certificate (this will be mailed to your chapter president within four to six weeks after your designation is awarded).

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 of the BOE, you may forward a written appeal to the attention of the Appraisal Review and Management Committee vice chair, in care of the director of education and accreditation at ASA Headquarters.

# Appraisal Review and Management (ARM) Guidelines

In order to apply for a designation with ASA, the following prerequisites must be met:

1. You must be a “Candidate,” meaning you have passed both the ASA’s Ethics exam and the Uniform Standards of Professional Appraisal Practice (USPAP) exam and you have met the Appraisal Review and Management educational requirements.
2. You must have a four-year college degree or its equivalent. For more information on degree equivalencies, see page 11.
3. You need to have two years of full-time appraisal review experience for the Accredited Member (AM) designation or five years of full-time appraisal review experience for the Accredited Senior Appraiser (ASA) designation (2,000 hours = one year of work experience).

## Applying for the AM/ASA Designation

Candidates must pass all four Principles of Valuation courses in ARM (ARM 201–ARM 204) and then submit the following information to ASA Headquarters:

- The completed accreditation application (page 4)
- The accreditation application fee
- Proof of education (copy of degree, transcript or the education equivalency form found on page 11)
- Appraisal review experience log (an example is on page 7)
- Two narrative, self-contained appraisal review reports performed in the last two years; these reports must be actual reports that were done for clients



# 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 in which you wish to be designated.

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 11.

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 \_\_\_\_\_ Date \_\_\_\_\_

*continued on next page*

# ASA Accreditation Application (Part 2)

## Payment

*The 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, complete this checklist and submit it with your application package.*

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

Please mail your complete accreditation packet to:

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

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

# Appraisal Experience Requirements

## Appraisal Report Review Experience

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

**Value**—The monetary worth of something

**Valuation or Appraisal**—The act or process of estimating the value of property

**Appraiser**—One who appraises

**Determine**—To come to a decision concerning, as a result of investigation, reasoning, etc.

## Experience Requirement for Accreditation

**AM:** At least two years of full-time-equivalent appraisal report review experience

**ASA:** At least five years of full-time-equivalent appraisal report review experience

2,000 hours = one year of experience

## Full-Time-Equivalent Experience

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

## Collateral Experience

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

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

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

## Understanding the Appraisal Experience Requirement

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

# Preparing an Appraisal Review Experience Log

Appraisal review experience logs are common in the business world and 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 review assignment. In that case, you should develop a log of your own that better fits your needs. Any log will do, as long as it is useful to you.

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

## Appraisal Review Experience Log Sample

Candidate's name \_\_\_\_\_ Company \_\_\_\_\_

Number of pages \_\_\_\_\_

Date	As of	Interest	Property Type	Purpose	Type of	Intended Use	Report	Value
Signature:						Date:		

### Definitions of Terms Used

**Date**—Date of the appraisal review report

**As of**—Effective date of value

**Interest**—Interest being valued (only if applicable to your discipline)

**Property Type**—Must be appropriate to the discipline in which certification is being sought

**Purpose**—Purpose of the appraisal

**Value**—Total appraised value

# Appraisal Review Reports

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

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

## What Is a Self-Contained Appraisal Review Report?

This question is answered in the following documents:

- Uniform Standards of Professional Appraisal Practice (USPAP)
- ASA's Principles of Appraisal Practice and Code of Ethics (Sections 6.2 and 8)
- ASA's discipline-specific standards
- ASA report guidance critique sheet

These references outline the requirements of a self-contained or comprehensive written appraisal report; however, the Candidate should keep in mind the intent as well as the letter. 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 to be submitted 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?
- Is the report understandable?

Appraisal review 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 Review Reports for Review

- Appraisal review reports submitted for accreditation purposes must be actual reports prepared for clients or employers.
- Appraisal review reports submitted for accreditation purposes must be no more than two years old.
- If the Candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal should send a letter with the report indicating that the Candidate did the majority of work on the report.
- Client references must be deleted from the appraisal review report unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 9).

# Appraisal (Client) Review Report Release Form

This form must be signed by Candidates using appraisal review 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 the following provision of 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 Review Reports Submitted to ASA

*I hereby affirm and certify the appraisal review 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 \_\_\_\_\_

# College Degree Equivalency Program Form

Name of Candidate \_\_\_\_\_

Chapter name \_\_\_\_\_

A college degree represents four years of education beyond the secondary (high school) level. In terms of hours, such a degree means that the individual has completed approximately 120 semester hours, or 180 quarter hours, of college courses, or the equivalent of 1,800 hours of classroom instruction time. This total does not include class preparation, laboratory time, study time or the time required to do term papers and the special projects required by some courses of study. In other words, 450 hours of equivalency equals one year of college.

ASA's equivalency policy attempts to equate business/work experience (other than that required for accreditation as an appraiser—two years for AM and five years for ASA) and other noncollege educational courses to a four-year college program. This policy is similar to that of many colleges and universities that give credit for business/work/life experiences toward an undergraduate degree. Most of these institutions limit such credit to an equivalency maximum of two years.

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

1. College/university courses completed<sup>1</sup> \_\_\_\_\_ years
2. Professional designations earned<sup>2</sup> \_\_\_\_\_
3. Seminars, courses, conferences, institutes, lectures, etc., attended<sup>2</sup> \_\_\_\_\_ hours
4. Articles, papers and/or books published \_\_\_\_\_
5. Two years of appraisal review experience can be credited for one year of college over and above the two-year Accredited Member and five-year Accredited Senior Appraiser requirement. \_\_\_\_\_ years
6. Business/work experience that is not appraisal/valuation related cannot be counted toward the Society's full-time appraisal review experience requirement but can be credited toward degree equivalency; the same is true for teaching, administrative or supervisory positions (other than those of appraisal review functions), personal property acquisition and retailing, museum or gallery supervision, etc. Such experience, for equivalency, may be credited at the rate of one year of experience for two years of degree equivalency. \_\_\_\_\_ years

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

Signature of Candidate \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Attach transcripts or other appropriate documentation.

<sup>2</sup> Need not be related to the appraisal profession.

## Moving From AM to ASA

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

- Accreditation application
- \$300 accreditation application fee
- Appraisal review experience log

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

## Earning an Additional Designation

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

- The ASA applicant must demonstrate, at minimum, the equivalent of three years of full-time-equivalent appraisal experience in the discipline/specialty requested.
- The applicant must submit to ASA International Headquarters, along with a copy of the letter, an accreditation application and fee, a log documenting three years of appraisal experience in his or her discipline/specialty, and two appraisal reports demonstrating knowledge in the particular discipline/specialty.
- If the applicant has not already taken the necessary discipline appraisal education courses (i.e., POV courses, etc.), the applicant must take ASA's current accredited specialty examination if it is offered by the discipline. If the exam is not offered, the applicant must take the necessary appraisal education courses or hold an appropriate equivalency.
- Upon recommendation of the International Board of Examiners, the applicant will be granted Accredited Senior Appraiser status in that particular additional appraisal discipline/specialty.

## Reaccreditation/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 years to remain an accredited and designated ASA or AM. Those ASAs failing to reaccredit will revert to the grade of Accredited Member. Those AMs failing to reaccredit will revert to the grade of Candidate. Questions regarding the reaccreditation process can be answered by your discipline's membership and reaccreditation specialist at (800) 272-8258 or (703) 478-2228.