

Machinery and Technical Specialties

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 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 Machinery and Technical Specialties (MTS) 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 report is 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 report with Candidate checklist, and determines that you completed and passed the education requirements of the MTS discipline.

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 Machinery and Technical Specialties Vice Chair, in care of the Director of Education and Accreditation at ASA Headquarters.

Machinery and Technical Specialties (MTS) 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 have met the education 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 experience for the Accredited Member (AM) designation or five years of full-time appraisal experience for the Accredited Senior Appraiser (ASA) designation (2,000 hours = one year of work experience).

ASA offers professional Machinery and Technical Specialties designations in the following specialties:

Aircraft

Cost Surveys

Machinery and Equipment

Marine Surveys—Commercial

Marine Surveys—Yachts

Mines and Quarries

Oil and Gas

Public Utilities

Those who wish to become accredited in an MTS specialty (except for Machinery and Equipment) must take a comprehensive accreditation exam AFTER all four Principles of Valuation (POV) courses (ME201–ME204) have been completed and passed. The exam fee is \$550. The specific exam lengths are as follows:

4-hr exam

Marine Surveys—Commercial

Marine Surveys—Yachts

8-hr exam

Cost Surveys

Mines and Quarries

Oil and Gas

Public Utilities

Note: The Aircraft specialty, only, offers a four-hour accreditation exam in lieu of ME203 and ME204. Candidates must still take ME201AS and ME202AS.

To receive a specialty application form, please call your MTS discipline accreditation specialist at (800) 272-8258 or (703) 478-2228.

Applying for the AM/ASA designation

Candidates must pass all four Principles of Valuation (POV) courses in Machinery and Technical Specialties (ME201–ME204) 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 education equivalency form found on page 12)
- Appraisal experience log (an example is on page 7)
- One summary or self-contained appraisal report performed in the last two years along with the completed MTS checklist. The checklist may be obtained from ASA's Web site at www.appraisers.org/join/accreditation.htm or by calling your MTS discipline accreditation specialist at (800) 272-8258 or (703) 478-2228. The report must be an actual report that was done for a client.



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 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 \$275 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 experience log documenting two years (AM) or five years (ASA) of full-time appraisal experience or the equivalent part-time experience (an example is on page 7).
- _____ 4. You demonstrated your appraisal expertise by passing the ASA Principles of Valuation (POV) courses in Machinery and Technical Specialties.
- _____ 5. You submitted one summary or self-contained appraisal report that was completed within the past two years. The report must be actual report that was done for a client. (Candidate reports must be accompanied by a completed Candidate Report Checklist which can be downloaded from ASA's Web site at www.appraisers.org/join/accreditation.htm.)
- _____ 6. You included the signed client release form (page 9).
- _____ 7. You included the signed affirmation statement (page 10).
- _____ 8. You submitted the completed accreditation application.
- _____ 9. You submitted the \$275 accreditation application fee.

Please mail your complete accreditation packet to:

ASA Accreditation Services
555 Herndon Parkway, Suite 125
Herndon, VA 20170

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

Appraisal Experience Requirements

Appraisal Experience

Appraisal experience is difficult to define, especially for appraisers who appraise property 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.

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 nonmonetary benefits or characteristics that contribute to value. Appraising by definition, as adopted by ASA's International Board of Examiners, means the preparation of formal written opinions of value. Again, pricing is not necessarily appraisal.

Experience Requirement for Accreditation

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

ASA: At least five years of full-time-equivalent appraisal 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 specialty within the Machinery and Technical Specialties 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 Experience Log

Appraisal 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 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 experience log is helpful to the International Board of Examiners and to your chapter to verify your appraisal 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 Experience Log Sample

Candidate's name _____ Company _____

Number of pages _____

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

Definitions of Terms Used

Date—Date of the appraisal report

As of—Effective date of value

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

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

Purpose—Purpose of the appraisal

Value—Total appraised value

Appraisal Report

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 Report for Review

One report must be submitted to ensure that a candidate's report meets the Machinery and Technical Specialties criteria for written appraisal reports. The appraisal report 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.

These same documents are used by examiners in reviewing the candidate's reports and determining whether they meet the requirements for accreditation. In addition to the general checklists of the documentation that must be submitted (see page 3), the Candidate will also need to include a MTS specific checklist that can be downloaded from ASA's website (<http://www.appraisers.org/join/accreditation.htm>) for the report. Completing the checklist should help Candidates assess their report and determine whether or not it meets the required criteria. It is incumbent on the report writer to make clear his/her reasoning, especially in areas that lack universal acceptance. The report must comply with the guidelines set by USPAP and the ASA MTS Standards. Reports that do not meet these standards or are missing vital information will not be approved. If the report is not approved, the examiner will provide a list of Pass/Fail items omitted, if any, and specific reasons why the report was not accepted. If the report does pass, the examiner may still give constructive comments to help the Candidate improve their report. Even if a report contains all of the information noted in the checklist, it does not mean that it will be approved.

The report can be either a "Summary" or a "Self Contained" report. The report must deal with the premise of value being a "Market Value" or a "Liquidation Value."

As of August 1, 2010:

- All candidates are required to submit one report that is either a Self Contained or Summary Report as per USPAP, along with a completed report checklist.
- The report submitted must deal with either Market Value or Liquidation Value. Replacement cost studies do not demonstrate the candidate understands depreciation.
- The appraisal report 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 report unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 10).

Appraisal Report

What Is a Self-Contained Appraisal 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 an appraisal report submitted for accreditation purposes. Candidates should read the appraisal report 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 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.

Appraisal (Client) Report Release Form

This form must be signed by Candidates using appraisal report 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 Reports Submitted to ASA

I hereby affirm and certify the appraisal report I have submitted was primarily prepared by me and are copies of actual report 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 completed¹ _____ years
2. Professional designations earned² _____
3. Seminars, courses, conferences, institutes, lectures, etc., attended² _____ hours
4. Articles, papers and/or books published _____
5. Two years of appraisal 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 experience requirement but can be credited toward degree equivalency; the same is true for teaching, administrative or supervisory positions (other than those of appraisal 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 _____

¹ Attach transcripts or other appropriate documentation.

² 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
- \$275 accreditation application fee
- Appraisal 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 ASA applicant must write a letter to his/her chapter president stating briefly his or her qualifications in the particular discipline/specialty and request the chapter's recommendation for Accredited Senior Appraiser status in the additional designation.
- 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 the required number of appraisal reports required by each discipline 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 applicant's chapter and 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.