

Real Property

GUIDE TO PROFESSIONAL ACCREDITATION



The International Society of Professional Valuers®

February 1, 2012

Table of Contents

ASA's Advancement Process.....	2
Real Property (RP) Guidelines	3
ASA Accreditation Application.....	7
Appraisal Experience Requirements	9
Preparing an Appraisal Experience Log	10
Appraisal Reports.....	11
Appraisal (Client) Report Release Form	12
Affirmation Statement for Appraisal Reports Submitted to ASA	13
Moving from AM to ASA.....	14
Earning an Additional Designation	14
Reaccreditation/Maintaining Your 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 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 Real Property (RP) 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 RP 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 Real Property Committee vice chair, in care of the director of education and accreditation at ASA Headquarters.

Real Property (RP) 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 Ethics exam and the Uniform Standards of Professional Appraisal Practice (USPAP) exam and either you have met the Real Property education requirements or you have an acceptable equivalency designation from another organization.
2. 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 Real Property designations in the following specialties:

**Ad Valorem
Residential
Rural
Timber and Timberland**

The Real Property discipline offers two ways for Candidates to obtain the AM or the ASA designation. In addition to the experience requirements and passing the comprehensive exam, Candidates must either take a series of core courses and electives to meet the requirements (which are currently 200 hours for the AM designation and 390 hours for the ASA designation) or hold an equivalent designation from another Real Property appraisal group that is acceptable to ASA’s standards (a list can be found on page 5).

Obtaining the AM Designation by Taking Core Courses and Electives Equaling 200 Hours

In order to obtain the AM designation by taking core courses and electives, Candidates must:

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 90 hours of applicable specialty qualifying education courses. These are courses that have a State Board of Certified Real Estate Appraisers approval number and are in accordance with Appraisal Qualifications Board (AQB) requirements. As the name implies, “specialty” means that they are courses within your real estate appraisal specialty (i.e., residential, urban, rural, etc.). An additional 20 hours of elective qualifying education courses (which are approved by a State Board of Certified Real Estate Appraisers and are in accordance with AQB requirements) are also required.
3. Provide proof of education (copy of degree or transcript). Candidates seeking the AM designation in Real Property–Residential must hold an associates degree or higher in any field of study. In lieu of a degree, 21 semester credit hours covering all of the following subjects will count:
 - English Composition
 - Principles of Economics (Micro or Macro)
 - Finance
 - Algebra
 - Geometry (or higher mathematics)
 - Statistics
 - Introduction to Computers (word processing/ spreadsheets)
 - Business or Real Estate Law
4. Have two years of full-time RP 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 narrative appraisal reports performed in the last two years. 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 must submit 1) an appraisal of a single family residential property and 2) 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 exam (Not required for AM*).
8. Send the completed accreditation application and the accreditation application fee to ASA Headquarters.

Obtaining the ASA Designation by Taking Core Courses and Electives Equaling 390 Hours

In order to obtain the ASA designation by taking core courses and electives, Candidates must:

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 must be approved by a State Board of Certified Real Estate Appraisers and be in accordance with AQB requirements.
3. Provide proof of 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, 30 semester credit hours are required covering the following subject matter courses:
 - 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. Have five 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 narrative appraisal reports performed in the last two years. 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 must submit 1) an appraisal of a single family residential property and 2) an appraisal of a two to four unit residential property. Both can be in a form style report, such as the FNMA form or similar, with necessary supplemental data, or the Candidate can submit a short narrative style report.)*
7. Pass the eight-hour comprehensive exam.
8. Send the completed accreditation application and the accreditation application fee to ASA Headquarters.

Obtaining a Real Property Designation by Using an Approved Equivalency

ASA will accept the below designations in lieu of certain requirements. To obtain an AM or ASA designation via equivalency, Candidates must:

1. Receive approval as a Candidate member (passed the ASA Ethics Exam and the 15-hour USPAP course and provided documentation of appropriate equivalency)
2. Send the completed accreditation application and the accreditation application fee to ASA Headquarters

(Note: your equivalency does not provide you with an instant ASA designation. Your information still needs to be verified and you must still go through a chapter approval process.)

State Certified General License = AM* + Education hours and option of taking comprehensive exam at initial AM application or may wait until moving to ASA designation

IAAO RES = AM if applicant has 65 hours of appropriate education + two years of college (or equivalency) + one appraisal report submission + passes the comprehensive exam

IAAO CAE = ASA if applicant has 225 hours of appropriate education + four years of college (or equivalency) + passes the comprehensive exam

ASFMRA AAC = ASA Rural

ASFMRA AFM = ASA Rural

ASFMRA ARA = ASA Rural

ASFMRA RPRA = ASA Rural

AI SRA (RM) = AM if applicant passes the comprehensive exam and submits and passes one appraisal report (1)(2)

AI MAI (SRPA) = ASA if applicants submits and passes one appraisal report (3)(4)

NAIFA (IFA) = AM if applicant passes the comprehensive exam (5)(6) (AM* level ONLY)

NAIFA (IFAA) = AM if applicant passes the comprehensive exam (7)(8) (AM* level ONLY)

NAIFA (IFAS) = ASA if education hours are 90 hours over AQB requirement + submits and passes one appraisal report + passes the comprehensive exam (7)

NAIFA (IFAC) = ASA if education hours are 90 hours over AQB requirement + passes the comprehensive exam (7)(9)

(1) The RM designation is no longer conferred by the Appraisal Institute (AI), but those who retain it are equivalent to SRA in the AI.

(2) If an individual designated SRA (RM) had submitted the optional three reports for their designation, the AM two-report requirement is waived. As ASA requires a minimum submission of two appraisal reports, if only one report was submitted through AI, a second report is required by ASA.

(3) The SRPA designation is no longer conferred by AI, but those who retain it are at least equivalent to MAI in the AI (SREAs were conferred MAI).

(4) If an individual designated MAI (SRPA) had submitted the optional three reports for their designation, the ASA two-report requirement is waived. As ASA requires a minimum submission of two appraisal reports, if only one report was submitted through AI, a second report is required by ASA.

(5) If an individual designated IFA completed the National Association of Independent Fee Appraisers (NAIFA) comprehensive exam in addition to being state certified, the AM* comprehensive exam is waived.

(6) If an individual designated IFA completes the comprehensive exam at the ASA level and has or completes 390 education hours, the equivalency is at ASA level.

(7) If an individual designated IFAA, IFAS or IFAC completed the NAIFA comprehensive exam in addition to being state certified, the ASA comprehensive exam is waived.

(8) If an individual designated IFAA completes the comprehensive exam at the ASA level, and has or completes 390 education hours, the equivalency is at ASA level.

(9) In addition to the IFAC requirements, the applicant must have been a designated IFAS for a minimum of three years.

AMERICAN SOCIETY OF APPRAISERS DESIGNATION EQUIVALENCIES TO COMPEER ORGANIZATIONS - UPDATED MARCH 2011

ORG./ DESIGNATION	NOTE	ED HRS	EXPERIENCE	EDUCATION	REPORTS	COMP EXAM	OTHER	EQUIVALENT	BRIDGE
ASA/AM		200	2 yrs	2 yrs college	2	yes			
ASA/AM*		200	2 yrs	2 yrs college	2	no			
ASA/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 + exam
IAAO/CAE		165	5 yrs	high school	2	no		ASA if →	+ 225 ed hrs + 4 yrs college (or equiv.) + exam
ASFMRA/ARA		419	5 yrs	4 yrs college	1	yes		ASA	
ASFMRA/RPRA		480	5 yrs (incl 1 yr rev.)	4 yrs college	1 review	yes		ASA	
AI/SRA (RM)	(2)(3)	200	3000 hrs/2 yrs	2 yrs college	1 demo/alt	no		AM if →	+ comprehensive exam (AM level) + 1 report (3)
AI/MAI (SRPA)	(4)(5)	401	4500 hrs/3 yrs	4 yrs college	1 demo/alt	yes		ASA if →	+ 1 report (5)
NAIFA/IFA	(6)(7)	AQB/200	AQB	4 yrs college	1 demo/form	NOTE (6)	experience form	AM if →	+ comprehensive exam (AM level) (6)
NAIFA/IFAA	(8)(9)	AQB	AQB	4 yrs college	1 demo/agri	NOTE (8)	experience form	AM if →	+ comprehensive exam (AM level) (8)
NAIFA/IFAS		AQB/300	AQB	4 yrs college	1 demo/income	NOTE (8)	experience form	ASA if →	+ ed hrs (90) over AQB + 1 report + comp. exam (ASA level) (8)
NAIFA/IFAC	(10)	AQB/300	AQB	4 yrs college	2 reports	NOTE (8)(10)	experience form	ASA if →	+ ed hrs (90) over AQB + comp. exam (ASA level) (8)

BLUE CHARACTERS = Available options for either the Report requirement or the Comprehensive Exam requirement.

- NOTES:
- (1) Compeer organization data is per direct contact with the respective organization's membership/accreditation authorities.
 - (2) The RM designation is no longer conferred by AI, but those who retain it are equivalent to SRA in the AI.
 - (3) If an individual designated SRA (RM) had submitted the optional three reports for their designation, the AM two-report requirement is waived.
 - (4) The SRPA designation is no longer conferred by AI, but those who retain it are at least equivalent to MAI in the AI (SREAs were conferred MAI).
 - (5) If an individual designated MAI (SRPA) had submitted the optional three reports for their designation, the ASA two-report requirement is waived.
 - (6) If an individual designated IFA completed the NAIFA comprehensive exam in addition to being state certified, the AM comprehensive exam is waived.
 - (7) If an individual designated IFA completes the comprehensive exam at the ASA level, and has or completes 390 ed hrs, the equivalency is at ASA level.
 - (8) If an individual designated IFAA, IFAS or IFAC completed the NAIFA comprehensive exam in addition to being state cert., the ASA comprehensive exam is waived.



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, 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.
- _____ 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 10).
- _____ 4. You demonstrated your appraisal expertise by meeting the Real Property education requirements or by holding an approved equivalency from another organization.
- _____ 5. You submitted two narrative appraisal reports that were completed within the past two years. These reports must be actual reports that were done for clients.
- _____ 6. You passed your comprehensive exam unless waived through reciprocity.
- _____ 7. You included the signed client release form (page 12).
- _____ 8. You included the signed affirmation statement (page 13).
- _____ 9. You submitted the completed accreditation application.
- _____ 10. You submitted the \$300 accreditation application fee.

Please mail your complete accreditation packet to:

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

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

The Appraisal Report Development Process

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 reports that do not meet these requirements are not in compliance with USPAP as is required for ASA accreditation purposes by the International Board of Examiners.

Submitting Appraisal Reports for Review

- Appraisal reports submitted for accreditation purposes must be actual reports prepared for clients or employers.
- Appraisal 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 report unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 12).

Appraisal (Client) 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 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 that 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 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 experience log
- Accredited Members (AM*) that elected not to take the comprehensive exam at the time of initial accreditation must pass the comprehensive exam at this time in order to advance to ASA status.

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.