

ASA INTERNATIONAL HEADQUARTERS  
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**For Office Use Only**

Chapter \_\_\_\_\_  
Region \_\_\_\_\_  
Account # \_\_\_\_\_  
Referred by \_\_\_\_\_  
ID# \_\_\_\_\_

## INTERNATIONAL MEMBERSHIP APPLICATION

**This application is *only* for appraisers practicing outside of North America.**

Complete this form in its entirety. Be sure to *sign* and *date* the IVS Agreement on page 2 and mail along with payment, résumé and reference letters to ASA International Headquarters at the address printed above. Please type or print clearly.

Name of Applicant (Mr./Mrs./Ms./Dr.) \_\_\_\_\_  
(Circle preference) First Middle Last Suffix

Birth Date \_\_\_\_\_ Gender  M  F

How did you hear about ASA? \_\_\_\_\_

### PRIMARY ADDRESS (This address is where mailed correspondence from ASA will be sent.)

Address Type  Work  Home  Other \_\_\_\_\_

Name of Firm \_\_\_\_\_

Position/Title \_\_\_\_\_ How long at present job? \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_  
(E-mail address is required.)

### EDUCATION

High School Diploma  Yes  No

College/Other \_\_\_\_\_ Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

College/Other \_\_\_\_\_ Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

College/Other \_\_\_\_\_ Years Attended \_\_\_\_\_ Degree \_\_\_\_\_

### ASSOCIATION MEMBERSHIPS (If you belong to any other associations, please list them here. Attach a separate sheet if necessary.)

Association \_\_\_\_\_ Designation \_\_\_\_\_

Association \_\_\_\_\_ Designation \_\_\_\_\_

### APPRAISAL DISCIPLINE (Check your area of appraisal interest. Please choose only one.)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Appraisal Review & Management | <input type="checkbox"/> Gems & Jewelry                    | <input type="checkbox"/> Personal Property |
| <input type="checkbox"/> Business Valuation            | <input type="checkbox"/> Machinery & Technical Specialties | <input type="checkbox"/> Real Property     |

## APPRAISAL EXPERIENCE SUMMARY

Indicate by percentages how much of your time was devoted to appraisal work in each year of your experience and show the number of written appraisals completed each year, along with the estimated total of appraised values. If appraisal work involved more than one appraisal specialty, show separate percentages for each specialty for each year. Attach a separate sheet if necessary.

Year	% Appraisal Time	# of Appraisals	Total Dollar Amount	Specialty	Remarks

## RÉSUMÉ OR QUALIFICATIONS STATEMENT

Please submit one copy of your résumé or one copy of your qualifications statement with your application.

**HAVE YOU EVER BEEN CONVICTED OF A FELONY?** (You must check one of the boxes below. If “yes,” please attach an explanation.)

Yes     No

## BUSINESS REFERENCES

Applications for membership in the American Society of Appraisers cannot be processed without written letters from three business references. Please provide your references with these guidelines *before* they write their letters. References should be informed that they may be contacted for additional information. You may also download a Reference Letter Form for your references to complete in the “Join” section of the ASA Web site. Each letter must address *all* of the following items:

- If you are a person of good character
- The number of years the reference has known you
- Whether or not the reference has worked with you in a business capacity
- If you are financially responsible, to the best of the reference’s knowledge
- If you are presently engaged in the field of appraising
- A telephone number where the reference can be reached

## INTERNATIONAL VALUATION STANDARDS (IVS) AGREEMENT

The undersigned applicant certifies that he or she is either (1) employed in the appraisal profession or (2) interested in becoming an appraiser. Applicant further agrees to take and pass the society’s examination in the Principles of Appraisal Practice and Code of Ethics within 10 months of the approval of his or her application for membership.

In addition, applicant agrees that (1) he or she does not currently engage in appraisal work in North America, (2) he or she has read and conducts his or her appraisal practice in accordance with the International Valuation Standards set forth by the International Valuation Standards Committee and (3) should there be a time in the future when he or she does conduct appraisal work within North America, it is his or her responsibility to inform ASA and complete an AQB-approved 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and examination.

Applicant further agrees that at such a time in the future, should ASA develop a course and exam reflective of the IVS standards, he or she will be asked to take the course and pass the exam in order to maintain member status and must pass the exam every five years as part of ASA’s reaccreditation process.

I hereby certify that the statements contained herein are correct and if elected to membership, I agree to abide by the constitution, bylaws,\* administrative rules,\* and Principles of Appraisal Practice and Code of Ethics\* of the society.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\*Copies of these documents are available on the ASA Web site at [www.appraisers.org](http://www.appraisers.org).

**APPLICATION FEE AND MEMBERSHIP DUES**

Application fees are nonrefundable. However, if your application is not approved, your dues and journal subscription payment are fully refundable. Dues and fees are subject to change without notice. Please verify current rates with ASA Headquarters at (800) 272-8258 or (703) 478-2228 before submitting your application.

<b>Application Fee</b> .....	<u>\$100</u>
<b>Dues for United States/Canada/International</b> .....	<u>\$415</u>
<i>(Dues for Mexico are billed by the chapter. No dues are required at this time.)</i>	

**OPTIONAL JOURNAL SUBSCRIPTION**

The prices listed below are for applicants within their **chosen discipline only**. If you would like to purchase a journal subscription in a discipline other than your own, please call a membership specialist at ASA Headquarters for prices at (800) 272-8258 or (703) 478-2228.

Business Valuation Applicants	
U.S. <i>(includes Canada and Mexico)</i>	\$45 .....
International	\$60 .....
Machinery & Technical Specialties Applicants	
U.S.	\$35 .....
International <i>(includes Canada and Mexico)</i>	\$75 .....
Personal Property/Gems & Jewelry Applicants	
U.S.	\$35 .....
International <i>(includes Canada and Mexico)</i>	\$45 .....
Real Property Applicants	
<i>(The Real Property discipline is not currently publishing a journal; however, the \$25 optional fee is used toward real property course development and educational offerings.)</i>	
	\$25 .....

**TOTAL**   
*(Be sure to include application fee and membership dues.)*

**PAYMENT**

- Check enclosed (made payable to ASA and drawn from U.S. bank in U.S. dollars)
- VISA     MasterCard     American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**MEMBERSHIP APPLICATION CHECKLIST**

Before submitting your application, please verify that you have included all of the following:

- Completed application, including felony question (page 2) and signed IVS agreement (page 2)
- Three business references, making sure each letter addresses all of the bullet points outlined on page 2
- Résumé or qualifications statement
- Payment, to include \$100 application fee, \$415 membership dues and optional journal subscription fee

# ASA MEMBERSHIP REQUIREMENTS



## MEMBERSHIP PACKAGE

Begin the process by submitting your membership package to ASA including:

- Completed/signed membership application
  - Résumé or qualifications statement
  - Three references
- Application fee, dues and optional journal subscription fee

**Upon approval of your application (1–2 weeks), you will become an applicant.**

*For help with the membership application process, call an ASA membership specialist at (800) 272-8258 or (703) 478-2228.*



## APPLICANT

After membership approval, applicants have 10 months to:

- Pass the ASA Ethics exam (open book exam taken on ASA's Web site)
- Pass the 15-hour National Uniform Standards of Professional Appraisal Practice (USPAP) course and exam
  - Real Property applicants may provide their current state license in lieu of the 15-hour USPAP requirement.*
  - International applicants may submit the IVS waiver in lieu of taking the USPAP course if they meet the requirements to do so.*

**Upon completion of these requirements, you will become a Candidate.**

*For help with the applicant requirements, call an ASA membership specialist at (800) 272-8258 or (703) 478-2228.*



## CANDIDATE

Candidates fall into one of two groups:

1. Those who are working toward meeting their discipline education requirements through Principles of Valuation (POV) courses or an education equivalency program
2. Those who have already met their discipline education requirements and are in the process of applying for a designation or are waiting to gain additional experience in order to meet the requirements for designation

Candidates who are ready to apply for a designation will need to pass their discipline's specialty/comprehensive exam (if applicable) and submit to ASA:

- Completed/signed accreditation application
  - Proof of education
  - Appraisal experience log
  - Appraisal report(s)
- Current USPAP certificate

**Upon completion of these requirements, you will become either an Accredited Member or an Accredited Senior Appraiser.**

*For help with the advancement process, call an ASA discipline-specific accreditation specialist at (800) 272-8258 or (703) 478-2228.*



## ACCREDITED MEMBER

If you have 2–5 years of full-time appraisal experience, you will become an Accredited Member (AM) upon approval of your accreditation package.



## ACCREDITED SENIOR APPRAISER

If you have 5 or more years of full-time appraisal experience, you will become an Accredited Senior Appraiser (ASA) upon approval of your accreditation package.

## A Note on Reaccreditation:

All designated members of the American Society of Appraisers (ASA) are required to submit evidence of professional growth through continuing education and/or participation in professional activities every 5 years to remain an active AM, ASA or FASA. Our dedicated discipline-specific specialists are well-versed in ASA's reaccreditation policies and are available to answer your questions. Complete information can be found in ASA's Reaccreditation Booklet, which can be accessed by logging into the ASA Web site and selecting "For Members."