ASA INTERNATIONAL HEADQUARTERS
11107 Sunset Hills Road, Suite 310
Reston, VA 20190
Phone: (800) 272-8258 or (703) 478-2228
Fax: (703) 742-8471
E-Mail: asainfo@appraisers.org
Web site: www.appraisers.org

For Office Use Only
Chapter _____
Region _____
Account # _____
Referred by _____
ID# _____

MEMBERSHIP APPLICATION

Complete this form in its entirety. Be sure to ***sign*** and ***date*** the Membership 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? ☐ ASA Member ☐ Work ☐ Mail/Email ☐ Other _____

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.)*

☐ Appraisal Review & Management ☐ Gems & Jewelry ☐ Personal Property ☐ Business Valuation ☐ Machinery & Technical Specialties ☐ 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

RESUME OR QUALIFICATIONS STATEMENT

Please submit one copy of your resume 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

MEMBERSHIP 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 to complete an AQB-approved 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and exam within 10 months of the approval date of his or her application for membership.

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.***

APPLICATION FEE AND MEMBERSHIP DUES

Application fees are nonrefundable. However, if your application is not approved, your dues and journal subcription 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.

Application Fee . . . . . waived ~~$125~~

Dues for United States/Canada/International **$460**

(Dues for Mexico are billed by the chapter. No dues are required at this time.)

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		
Electronic Delivery	$45	_____
Paper Delivery	$80	_____
Paper Delivery International	$100	_____
Machinery & Technical Specialties Applicants	$35	_____
Personal Property/Gems & Jewelry Applicants*	$35	_____
Real Property Applicants*	$25	_____

TOTAL ☐

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

** The Real Property discipline and the Personal Property discipline are not currently publishing a journal; however, the optional fee is used toward course development and educational offerings.*

PAYMENT

☐ Check enclosed (made payable to ASA) ☐ 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 membership agreement (page 2)

☐ Three business references, making sure each letter addresses all of the bullet points outlined on page 2

☐ Resume or qualifications statement

☐ Payment, to include $125 application fee, $460 membership dues and optional journal subscription fee

Winter '12

ASA MEMBERSHIP REQUIREMENTS

MEMBERSHIP PACKAGE

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

- Completed/signed membership application
- Resume 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.

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."

7/2012