

**AMERICAN SOCIETY OF APPRAISERS**

# **Gems and Jewelry**

**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 concerns that may arise. ASA’s accreditation manager for Gems and Jewelry (GJ) may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.*

# ASA's Advancement Process

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## Is It True?

Yes. It is true. The ASA advancement process does take time. When ASA receives your completed accreditation file, it is sent out for peer-review to two (2) GJ reviewers serving on the ASA International Board of Examiners (BOE). These reviewers go through your entire accreditation package. The initial reviewer will complete an evaluation of your file within forty (40) days and return the packet to ASA Headquarters. The file is then sent to a second reviewer who also has forty (40) days to review and return your file. **Please note that you will receive notifications from us during each stage of your accreditation process.**

## How Do I Submit My Accreditation Application Package?

Once you have completed all the necessary requirements, you may submit your complete accreditation application package to Accreditation Services at ASA's International Headquarters. These items may be sent via email, fax, or mail. **Please note that you will receive an email notification from Headquarters within two business days, once your package is received. If you do not receive our email notification, please contact ASA's International Headquarters at 1-800-272-8258 or 703-478-2228 for further assistance.**

## What Happens While My Reports Are Out For Review?

While your reports are being reviewed, your discipline accreditation manager at ASA Headquarters will verify all the information provided on your application. He/she will also contact you to discuss details of your experience, education and ethical standing.

## When Will I Get Some News?

You will receive notifications from us during each stage of your accreditation process. Additionally, if both reviewers take their allotted 40 days to process your file, it could take three (3) months (give or take a week for ASA staff to prepare and send your file and for UPS to get it back and forth) before you are notified of your final results. 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 manager) approves your full-time appraisal experience, educational background, appraisal reports and determines that you have successfully completed the education requirements of the GJ discipline to include the GJ specialty examination. Once approved, you will be awarded your designation. Your certificate and pin will be sent shortly thereafter.

## What if My File is Not Approved?

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 reached by the BOE, you may forward a written appeal to the attention of the GJ Vice Chair, ASA International Board of Examiners, in care of ASA Headquarters.

# Gems and Jewelry (GJ) Guidelines

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## Prerequisites

To apply for a designation in Gems and Jewelry, please be sure you meet the following prerequisites:

1. Hold a four-year college degree or its equivalent - see page 4 for details on equivalency;
2. Hold a gemological diploma (G.G., FGA, FGAA or a suitable equivalent);

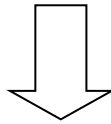
## The Designation Process

### Applicant

Within the first ten (10) months of membership, applicants need to complete:

**ASA Ethics Exam**

**USPAP**



### Candidate

*To apply for a designation with ASA, Candidates must first complete the following:*

**GJ PoV Courses\***

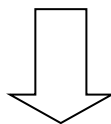
PG201

GJ202

GJ203

PG204

**GJ Discipline Exam**



### Submit GJ Advancement Application Packet

*Once you have two (2) years of full-time experience (AM) or five (5) years full-time experience, you may submit your GJ Advancement application packet to ASA:*

**Accreditation Application and Fee**  
**Copy of Gemological Diploma**  
**Proof of Required Education**  
**Appraisal Experience Log**  
**Two (2) Appraisal Reports (requirements outlined on page 10)**

*\*Please note, if it has been more than ten (10) years since you passed the Principles of Valuation courses, The Board of Examiners reserves the right to determine if the courses are still acceptable toward accreditation.*

# College Degree Equivalency Program Form

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

A college degree represents four (4) years of education beyond the high school level. Such a degree means the individual has completed approximately one hundred and twenty (120) semester hours or one hundred and eighty (180) quarter hours of college courses. This total does not include class preparation, laboratory work, study time or completing term papers and special projects. For ASA equivalency, four hundred and fifty (450) classroom hours is equivalent to thirty (30) creditable college hours or one (1) year of college.

ASA's policy equates business/work experience (and other non-college educational courses) to a four-year college program. This policy is similar to the policies of many colleges and universities which give credit for business/work/life experiences toward an undergraduate degree. Most of these institutions limit such credit to a maximum of two (2) years.

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

1. Graduate Gemologist diploma (or the equivalent). \_\_\_\_\_1\_\_\_\_\_ years
2. College/university courses completed (attach transcripts with grades). \_\_\_\_\_ years
3. Professional membership and/or designations in other appraisal organizations or associations related to a Candidate's field of expertise may qualify as the equivalent for \_\_\_\_\_ years up to two (2) years towards a college degree.
4. Seminars, courses, conferences, lectures, attended at a ratio of 15:1, with 15 attendance hours being the equivalent of one (1) credit hour. \_\_\_\_\_ hours
5. Articles, papers and/or books published. \_\_\_\_\_ years
6. Two (2) years of full time appraisal experience may be credited as one (1) year of college over and above the experience requirement of two (2) years for Accredited Member or five (5) years for Accredited Senior Appraiser. This experience is limited to one year of college equivalency. \_\_\_\_\_ years
7. Two (2) years of business/work experience that is not appraisal or valuation related may be credited toward one (1) year of college. This experience is limited to a total of two (2) years of college equivalency. Any experience credited toward degree equivalency may not be simultaneously credited toward appraisal experience. \_\_\_\_\_ years

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

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

# Changes to College Education Requirement

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There is a new requirement of thirty (30) semester hours related to college-level education for all applicants seeking accreditation with ASA in the PP, GJ, & MTS disciplines. All new applicants must provide the approved documentation verifying completion of this requirement starting **January 01, 2018** when applying for accreditation with ASA.\*

This new requirement may be met by supplying documentation for one of the following options:

- o Holding an Associate degree, or higher, from an accredited college, junior college, community college, or university
- o Successfully completion of thirty (30) semester hours of college-level (i.e. post high school) education through one or more of the following organizations:
  1. Nationally accredited, degree-granting colleges or universities;
  2. Personal property appraiser professional organizations;
  3. Government entities; and
  4. Proprietary or not-for-profit schools
  5. If an accredited college or university (accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education) accepts the College-Level Examination Program® (CLEP) examination(s) and issues a transcript for the exam, it will be considered as credit for the college course.
- o International members (only): Applicants with a college degree from a foreign country may have their education evaluated for “equivalency” by one of the following:
  - An accredited, degree-granting domestic college or university;
  - The American Association of Collegiate Registrars and Admissions Officers (AACRAO);
  - A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
  - A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

Credit for courses taken to satisfy the qualifying education requirements shall not be repetitive in subject matter.

Please note that experience and education are NOT interchangeable. Therefore, the applicant may not use experience to meet the thirty (30) semester hours of college-level education requirement.

*\*All members of ASA that hold the Candidate status of membership (or higher) prior to TAF's effective date of January 01, 2018 are not required to submit documentation related to this new thirty (30) semester hours of college-level education requirement.*

# Professional Education Equivalency Certification Program (PEECP)

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## Bridging from Other Appraisal Organizations

Appraisers who are members of and hold equivalent designations with other appraisal organizations may use their designation to bridge to a designation with the American Society of Appraisers. All those bridging to ASA will need to go through the applicant process and reach Candidate status before applying for their designation.

## Obtaining an Accredited Senior Appraiser (ASA) Designation through an Approved Equivalency

ASA accepts the following equivalent designations toward obtaining the ASA designation:

### International Society of Appraisers (ISA)

Certified Appraiser of Personal Property (CAPP) = ASA's education and experience requirements

### National Association of Jewelry Appraisers (NAJA)

Certified Master Appraiser (CMA) = ASA's education and experience requirements

Appraisers who have achieved these designations have completed education and experiential requirements compatible with ASA's requirements; however, report writing requirements differ between these organizations. A CAPP or CMA may work with an ASA mentor on the ASA report-writing requirements.

To obtain an ASA designation through an approved equivalency candidates need to:

- Complete ASA's application process, USPAP requirement, Code of Ethics exam requirement and move to Candidate Status\*;
- Work with an ASA-assigned mentor on GJ report writing requirements\*\*;
- Submit a complete accreditation package to ASA Headquarters including:
  1. Current CAPP or CMA certificate;
  2. Documentation verifying Graduate Gemologist diploma and student number or gemological diploma from an internationally recognized gemological association or school;
  3. Two (2) appraisal reports meeting the requirements stated in this Accreditation Guide on page 10 and outlined in the GJ Appraisal Report Requirement Checklist;
  4. Completed Appraisal Report Requirement Checklist for each report submitted which may be downloaded from [ASA's website](#); and
  5. Completed accreditation application and application fee.

Upon successful review of the entire accreditation package, the Candidate will be awarded the Accredited Senior Appraiser (ASA) designation. Please note that certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

*\*The equivalency program does not provide for an "instant" designation. All Candidates go through the ASA membership and accreditation approval process.*

*\*\*The bridging candidate's background will be submitted to the Gems & Jewelry Education Chair to determine the applicant's status and to assign a mentor. This decision will be made in conjunction with the Gems and Jewelry Vice Chair of the Board of Examiners. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.*

## Obtaining an Accredited Member (AM) Designation through an Approved Equivalency

ASA accepts the following equivalent designations toward obtaining the Accredited Member (AM) designation:

### American Gem Society (AGS)

Independent Certified Gemologist Appraisers (ICGA)

### National Association of Jewelry Appraisers (NAJA)

Certified Senior Members (CSM)

### Master Valuer Program

Graduate

To obtain an AM designation through the equivalencies noted above, candidates need to:

- Complete ASA's application process, USPAP requirement and Code of Ethics exam requirement and move to Candidate status;
- Request mentor assignment from ASA Headquarters\* and submit a copy of a current, basic appraisal report for any intended use with the client's information redacted;
- Provide documentation verifying Graduate Gemologist diploma and student number or gemological diploma from an internationally recognized gemological association or school; and
- Submit a basic appraisal log documenting appraisal experience.

*\*The candidate's background will be submitted to the Gems & Jewelry Education Chair for review and to assign a mentor. This decision will be made in conjunction with the Gems & Jewelry Vice Chair of the Board of Examiners. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.*

After successfully working with your mentor, please submit the following to ASA Headquarters:

- Current ICGA, CSM, Master Valuer certificate;
- Two (2) appraisal reports meeting the requirements stated in this Accreditation Guide on page 10;
- Completed Gems and Jewelry Appraisal Report Requirement Checklist for each report submitted; and
- Completed accreditation application and application fee.

## Further Advancement to Accredited Senior Appraiser (ASA)

After achieving the Accredited Member (AM) designation through the bridging process outlined above, the Accredited Member may advance to the ASA designation by successfully completing two (2) of the following GJ PoV courses:

- PG201
- GJ202
- GJ203
- PG204

Advancement to Accredited Senior Appraiser (ASA) from bridged Accredited Member (AM) status must be completed within five (5) years from the application date. Failure to complete the advancement requirements within that timeframe will result in a return to Candidate status.

Please note this bridging process only addresses advancement to the ASA designation. Certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.



# Master Gemologist Appraiser®

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The Master Gemologist Appraiser® (MGA) designation is one of the most respected certifications in the gems and jewelry appraisal profession. In order to achieve this level of distinction, one must already be an Accredited Senior Appraiser (ASA) or apply simultaneously for ASA designation and MGA certification.

## Applying for the MGA®:

In addition to the requirements for the Accredited Senior Appraiser (ASA) designation, candidates for the MGA also need to:

- Successfully complete an advanced class in gemology or jewelry connoisseurship (GJ209 series);
- Successfully complete ASA's MGA practical exam (GJ210);
- Submit proof of Color Vision Testing\*;
- Submit proof of lab equipment\*\*; and
- Submit completed application and fee.

\*Color vision testing may be performed by any ophthalmologist or optometrist within the last five (5) years.

\*\*Required lab equipment includes:

- Binocular Microscope, minimum 45 power magnification, bright field & dark field illumination, zoom capability;
- Diamond Color Grading Light Source;
- Master Diamond Set – You must have a minimum of 5 stones;
- Scales
  - Diamond Scale- accurate to .005 ct. or .001 gram
  - Pennyweight or Gram Scale - accurate to .10 dwt or .1 gram
- Millimeter Measuring Device—accurate to .1 mm minimum with high setting attachment;
- Certified Gauge Blocks (two required);
- Ultraviolet Light Source - must have longwave and shortwave capability;
- Diamond Thermal Tester;
- Colored Stone Color Grading System;
- Refractometer with polarizing filter;
- Polariscope with optic condensing sphere;
- Spectroscope;
- Specific Gravity Measurement Equipment;
- Fiber-Optic Light Source;
- Monochromatic Light Source or filter;
- Precious Metal Testing Capability;
- Photographic Equipment—Both macro (full scale) and micro required; and
- Radiation Monitor (optional but strongly suggested).

# Appraisal Experience Requirements

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## Full-Time-Equivalent Experience

ASA defines full time appraisal experience as 2,000 hours per year (40 hours per week for 50 weeks).

- AM Designation requires two (2) years of full time appraisal experience (4,000 hours)
- ASA Designation requires five (5) years full time appraisal experience (10,000 hours)

For example, if the Candidate appraises 50% of the time (1000 hours/year) in the course of his/her work, the full time experience would be fulfilled in four (4) years for the AM designation and ten (10) years for the ASA designation.

## Collateral Experience

Collateral experience is work experience not directly related to determining authenticity or value. The GJ Committee accepts three (3) or more years of approved collateral experience as equivalent to one (1) year of full time appraisal experience when applying for the ASA designation. A maximum of two (2) years full time equivalent appraisal experience is accepted from collateral experience.

Approved collateral experience includes but is not limited to:

- Attending auctions
- Creating jewelry
- Running a jewelry store
- Inventory control

Collateral experience applied toward degree equivalency may not be simultaneously applied toward appraisal experience.

## Understanding the Appraisal Experience Requirement

Candidates need to supply sufficient actual documented appraisal experience to allow the Board of Examiners to determine whether or not their experience meets the requirements for advancement. The experience must be relevant to the Gems and Jewelry discipline.



# Appraisal Reports

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## What Type of Reports Should be Submitted?

Two (2) comprehensive appraisal reports must be submitted when applying for advancement.

**Report 1)** For the intended use of Scheduling Insurance Coverage. The relevant markets and research may be summarized.

**Report 2)** Any intended use where Fair Market Value is the appropriate type of value. The relevant markets, research and comparable sales must be analyzed and explained.

Appraisal reports submitted for advancement must comply with the following standards and requirements:

- Uniform Standards of Professional Appraisal Practice (USPAP), Standards 7 and 8
- ASA's Principles of Appraisal Practice and Code of Ethics, Sections 6.2 and 8
- ASA Gems and Jewelry Appraisal Report Checklist

Appraisal reports submitted for Advancement must:

- Be presented in a clear and logical manner
- Summarize or explain in detail appropriate to the intended use:
  - Relevant market
  - Research and analysis of comparable sales data

The appraisal reports submitted for advancement must have been done for a client within the last two (2) years or were compiled from actual reports within that time frame. If actual reports are submitted, client information must be redacted or a signed Appraisal Report Release Form (page 13) must be submitted. If redacted reports are submitted, an Altered Appraisal Report Release Form (page 13) must be submitted.

***Each appraisal report must contain a minimum of four (4) items that meet the following parameters:***

- One (1) item which contains a diamond that warrants a plot;
- One (1) item which contains an important colored gemstone;
- One (1) item or watch considered antique or vintage; and
- One (1) item of the candidate's choosing.

All Candidates are required to submit a completed report checklist with each report.

If a Candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal should provide a signed letter indicating that the Candidate did the work on the report.

Pdf files of accreditation application documents and reports should be emailed to [GJaccred@appraisers.org](mailto:GJaccred@appraisers.org). Please make sure a confirmation email is sent with two (2) days confirming receipt of your accreditation application documents.

If you prefer, a printed copy of the application documents may be mailed to ASA Headquarters. Two (2) copies of the advancement reports with accompanying checklists must be included with printed documents.



# ASA Accreditation Application (Part 1)

- Candidate to Accredited Member (AM)  Candidate to Accredited Senior Appraiser (ASA)  AM to ASA  
 Additional Designation  Master Gemologist Appraiser®

Full Name \_\_\_\_\_ ASA Chapter \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Will you accept referrals?  Yes  No

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 4.*

Name of College/University \_\_\_\_\_ Location \_\_\_\_\_

Years of Attendance Fr \_\_\_\_\_ 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)*

# ASA Accreditation Application (Part 2)

## Membership Agreement

*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.*

*As a pre-condition to applying for and continuing membership in the American Society of Appraisers, I understand, and by making this membership application (advancing to a designation, re-accreditation, paying this dues statement) I hereby agree, that my membership in ASA is governed by the laws of the State of Delaware, and that any dispute that I may have with ASA must be resolved by binding arbitration by one arbitrator under the Rules of Commercial Arbitration of the American Arbitration Association in Fairfax County, Virginia where ASA maintains its International Headquarters.*

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

## Payment

A 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, please use the following checklist:*

- \_\_\_\_\_ 1. You are in Candidate status with ASA.
- \_\_\_\_\_ 2. You demonstrated your appraisal expertise by successfully completing the GJ PoV course series (PG201, GJ202, GJ203 and PG204) or submitted the appropriate documentation if applying through the Professional Education Equivalency Program (PEECP - page 5 and 6).
- \_\_\_\_\_ 3. You passed the GJ specialty exam.
- \_\_\_\_\_ 4. You submitted a copy of your Graduate Gemologist diploma and student number or provided a gemological diploma from an internationally recognized gemological association or school;
- \_\_\_\_\_ 5. You submitted a copy of your college diploma or transcript or completed the required education equivalency form if you do not have a degree (page 4).
- \_\_\_\_\_ 6. You submitted an appraisal experience log documenting two (2) years (AM) or five (5) years (ASA) of full-time appraisal experience or the equivalent part-time experience (an example is on page 9).
- \_\_\_\_\_ 7. You submitted two (2) comprehensive appraisal reports (page 10). Candidate reports must be accompanied by a completed Candidate Report Checklist which may be downloaded from [ASA's Website](#).
- \_\_\_\_\_ 8. You included the signed client release form, if applicable (page 13).
- \_\_\_\_\_ 9. You included the signed affirmation statement, if applicable (page 13).
- \_\_\_\_\_ 10. You submitted the accreditation application fee.
- \_\_\_\_\_ 11. You submitted the completed accreditation application (page 11-12).

Please submit your documents electronically to [GJaccred@appraisers.org](mailto:GJaccred@appraisers.org). Please make sure a confirmation email is sent within two (2) days confirming receipt of your accreditation application documents.

# Release Forms and Affirmation Statement

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Please sign and submit one (1) of the two (2) release forms below and the Affirmation Statement.

## Appraisal 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 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 \_\_\_\_\_

**-or-**

## Altered Appraisal Report Release Form

This form must be signed by Candidates using appraisal reports where the client's name and other identifying information has been changed.

*I hereby affirm that the appraisal report submitted for accreditation purposes is an actual report prepared for a client; however, the client's name and identifying information has been altered in lieu of obtaining permission and submitting a client release and accompanying letter of approval.*

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

Print Name \_\_\_\_\_

**-and-**

## Affirmation Statement for Appraisal Reports

*I hereby affirm and certify the appraisal reports I have submitted were prepared by me and are copies of actual reports prepared for an actual client or compiled from actual reports prepared for actual clients.*

*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 \_\_\_\_\_

# Additional Information

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## Moving From AM to ASA

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

- Completed accreditation application;
- Accreditation application fee;
- Appraisal experience log demonstrating an additional three (3) years of full-time appraisal experience or the Equivalent

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

## Maintaining Your Designation

All designated members are required to submit evidence of professional growth through 100 hours of continuing education and/or participation in professional activities every five (5) years to maintain the AM and ASA designations. ASAs who do not reaccredit will be reverted to the grade of Accredited Member (AM). AMs who do not reaccredit will be reverted to the grade of Candidate. Information and reminders are sent by ASA Headquarters providing you ample notice of your upcoming reaccreditation due date.

## Earning an Additional Specialty

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

- Successfully complete the appropriate specialty examination;
- Submit two (2) appraisal reports demonstrating knowledge in the new discipline/specialty (ARM, BV and MTS require only one (1) report); and
- Submit to ASA Headquarters the completed and signed accreditation application, application fee and an appraisal log documenting (at minimum) one (1) year of full-time/equivalent appraisal experience in the new specialty.

**Contact your accreditation specialist at ASA Headquarters for specific requirements related to your process.** Upon recommendation of the International Board of Examiners, the ASA member will be granted Accredited Senior Appraiser status in the new appraisal specialty.

## Earning an Additional Designation

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

- Successfully complete the discipline's Principles of Valuation (POV) courses (or the appropriate equivalency) and the corresponding specialty examination (if needed);
- Submit to ASA Headquarters the completed and signed accreditation application, application fee and an appraisal log documenting (at minimum) three (3) years of full-time/equivalent appraisal experience in the new discipline (note: this experience requirement does not apply to those seeking an additional discipline in the discipline-specific ARM designation); and
- Submit two (2) appraisal reports demonstrating knowledge in the new discipline/specialty (ARM, BV and MTS require only one (1) report). Contact your accreditation manager at ASA Headquarters for more specific report information.

**Contact your accreditation specialist at ASA Headquarters for specific requirements related to your process.** Upon recommendation of the International Board of Examiners, the ASA member will be granted Accredited Senior Appraiser status in the new appraisal discipline.