AMERICAN SOCIETY OF APPRAISERS

Machinery and Technical Specialties

Guide to Professional Accreditation

American Society of Appraisers®
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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 Machinery and Technical Specialties (MTS) may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.

ASA's Advancement Process

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) MTS 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: you will receive an email notification from ASA Headquarters within two (2) business days, once your package is received. If you do <u>not</u> 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 specialist) approves your full-time appraisal experience, educational background, appraisal reports and determines that you have successfully completed the education requirements of the MTS discipline to include the 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 BOE Vice Chair – MTS, in care of ASA Headquarters.

Machinery and Technical Specialties (MTS) Guidelines

ASA offers 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 other than the "Machinery and Equipment" and "Aircraft" specialties must take a comprehensive specialty exam in that specialty AFTER all four (4) Principles of Valuation (POV) courses (ME201–ME204) have been successfully completed.

***NEW IN 2016!** For the aircraft specialty, candidates will now need to successfully complete all four Aviation-Specific POV courses (ME201ACS-ME204ACS) prior to applying for their designation. The comprehensive exam (for those taking all four (4) aviation specific POV courses) is no longer required. All Candidates that completed the ME201ACS and ME202ACS course series prior to August 15, 2016 are still eligible to meet their education requirements by successfully completing the four (4) hour aircraft specialty examination.

Four- (4) Hour Exams
Aircraft (see above for restrictions*)
Marine Surveys—Commercial
Marine Surveys—Yachts

Eight- (8) Hour Exams
Cost Surveys
Mines and Quarries
Oil and Gas
Public Utilities

To make preparations for the specialty examination, please contact your MTS discipline accreditation manager at (800) 272-8258 or (703) 478-2228.

Prerequisites

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

1. You must be a "Candidate," meaning you have passed both ASA's Ethics exam and the Uniform Standards of Professional Appraisal Practice (USPAP) exam;
2. You have met the discipline's education requirements*;
3. You must have a four-year college degree or its equivalent (see page 9 for more details); and
4. You need to have two (2) years of full-time appraisal experience for the Accredited Member (AM) designation or five (5) years of full-time appraisal experience for the Accredited Senior Appraiser (ASA) designation (2,000 hours = one (1) year of work experience).
   **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.*

Applying for the AM/ASA Designation

To apply for the AM or ASA designation, Candidates need to submit the following to ASA Headquarters:

1. The completed accreditation application (page 7-8);
2. The accreditation application fee;
3. Proof of education (copy of degree, transcript or education equivalency form found on page 9);
4. Appraisal experience log (example on page 5);
5. One (1) narrative, appraisal report performed in the last two (2) years (this refers to the report submission date, not the valuation date). This report must be an actual report that was prepared for a client; and
6. Download, complete and submit an MTS Appraisal Report Checklist with your appraisal report.

Appraisal Experience Requirements

Definitions

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 non-monetary benefits or characteristics that contribute to value. *Appraising* means the preparation of formal written or verbal opinions of value. Pricing is not necessarily appraising.

Full-Time-Equivalent Experience

Appraisal experience is experience in the act or process of estimating value. ASA requires two (2) years of such experience on a full-time basis to achieve the AM designation and five (5) years to achieve the ASA designation. Therefore, an appraiser can fulfill the experience requirement for an AM designation in two (2) years and an ASA designation in five (5) years provided he or she appraises full-time. If the Candidate appraises 50% of the time in the course of his/her work, the full-time experience requirement would be fulfilled in four (4) years for the AM and ten (10) years for the ASA.

Collateral Experience

Collateral experience, by ASA definition, is not appraisal experience for purposes of meeting the two (2) year and five (5) 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 is 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

Candidates need to supply sufficient information to enable the Board of Examiners to determine whether or not the Candidate meets the experience requirements. It is the obligation of the Candidate to present the actual, provable experience well enough to allow examiners to quantify it for the purpose of advancement. The experience must be relevant to the candidate's chosen specialty within the Machinery and Technical Specialties discipline.

Preparing an Appraisal Experience Log

Appraisal experience logs are common in the business world and are 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 suits 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 to verify your appraisal experience. It should cover a period of two (2) years or five (5) years, depending on whether you are applying for the AM or the ASA designation.

Appraisal Experience Log Sample

Appraisal Experience Log

Candidate's Name_____

Number of Pages _____

Company_____

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

SAMPLE

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

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), to the Principles of Appraisal Practice and Code of Ethics and any discipline-specific standards adopted by the American Society of Appraisers.

What is an Appraisal Report?

The following sources outline the requirements of an appraisal report for Advancement:

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

Candidate should keep in mind the intent of these standards. 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.

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 for submission 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 by facts shown in the report and explained in detail, including a market model and comparable data used in the analysis?
- Was credit given to the source of the value definitions and are the definitions used consistently throughout the report?
- Is the report understandable?

Submitting Appraisal Reports for Review

- All Candidates are required to submit a completed report checklist with each report.
- Appraisal reports submitted for accreditation purposes may be actual reports prepared for clients or employers or may be altered reports where the client's name has been changed.
- Appraisal reports must be no more than two (2) years old.
- 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.
- Client references must be redacted from the report unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 10).

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 _____ Email _____

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 your diploma/college transcript. If no college degree, attach College Degree Equivalency Program Form (page 9).

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 an approved ASA Candidate.

_____ 2. You demonstrated your appraisal expertise by passing the MTS Principles of Valuation (POV) courses (ME201-ME204).

_____ 3. You passed the MTS specialty exam (if required).

_____ 4. 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 9).

_____ 5. 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 (example on page 5).

_____ 6. You submitted one (1) appraisal report performed for actual clients within the last two (2) years (page 6). The report must be accompanied by a completed MTS Appraisal Report Checklist which may be obtained from ASA's Web site.

_____ 7. You included the signed client release form (page 10).

_____ 8. You included the signed affirmation statement (page 10).

_____ 9. You submitted the accreditation application fee.

_____ 10. You submitted the completed accreditation application (page 7-8).

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

ASA Accreditation Services
11107 Sunset Hills Rd., Ste 310
Reston, VA 20190

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) hours is equivalent to 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. College/university courses completed (attach transcripts with grades) _____ years
2. Professional designations earned (need not be related to the appraisal profession) _____ years
3. Seminars, courses, conferences, institutes, lectures, attended (need not be related to the appraisal profession) _____hours
4. Articles, papers and/or books published _____ years
5. Two (2) years of 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 _____ years
6. Business/work experience that is not appraisal/valuation related may be credited toward degree equivalency. The same is true for teaching, administrative or supervisory positions (other than those for appraisal functions), personal property acquisition and retailing, museum or gallery supervision, etc. Such experience may be credited as follows: two (2) years of work experience = one (1) year of degree equivalency _____ 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 _____

Release Forms and Affirmation Statement

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/or 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/or 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 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 _____

Additional Information

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; and
- 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 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.