

**AMERICAN SOCIETY OF APPRAISERS**

# **Personal Property**

## **Guide to Professional Accreditation**



# TABLE OF CONTENTS

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ASA’s Advancement Process.....	2
Personal Property (PP) Guidelines .....	3
Professional Education Equivalency Certification Program (PEECP).....	4
Appraisal Experience Requirements.....	6
Preparing an Advancement Experience Log.....	7
Appraisal Reports.....	8
Accreditation Application.....	9
College Degree Equivalency Form .....	11
Changes to College Education Requirement .....	12
Release Forms and Affirmation Statement.....	13
Appraisal Report Release Form.....	13
Altered Appraisal Release Form.....	13
Affirmation Statement for Appraisal Reports.....	13
Additional Information.....	14
Moving from AM to ASA .....	14
Maintaining Your Designation.....	14
Earning an Additional Specialty .....	14
Earning an Additional 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 concerns that may arise. ASA’s accreditation manager for Personal Property (PP) 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's true; the ASA advancement process does take time. When ASA receives your completed accreditation file, it is sent out for peer-review to two PP 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 40 days and return the packet to ASA Headquarters. The file is then sent to a second reviewer who also has 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 (2) 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 specialist 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 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 PP 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 – PP, in care of ASA Headquarters.

# Personal Property (PP) Guidelines

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ASA offers Personal Property designations in the following specialties:

- African Art
- American Indian Art
- Antique Firearms, Armor and Militaria
- Antique Furniture
- Antiques and Decorative Art
- Asian Art
- Automotive Specialties
- Books and Manuscripts
- Clocks
- Dolls and Toys
- Ethnographic Art
- Fine Arts
- Fine Art Photography
- Firearms
- Japanese Prints
- Musical Instruments
- Numismatics
- Oriental Rugs
- Pre-Columbian Art
- Residential and General Contents
- Silver and Metalware
- Sports Collectibles and Memorabilia
- Stamps
- Textiles
- Wines—Fine and Rare

## Prerequisites

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

1. You need to be a “Candidate,” meaning you have passed both ASA’s Ethics exam, the Uniform Standards of Professional Appraisal Practice (USPAP) exam and have met the discipline’s education requirements.\*
2. You need to have a four (4)-year college degree or its equivalent.
3. 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 or ASA Designation

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

1. Pass all four Principles of Valuation (POV) courses in Personal Property (PG201, PP202, PP203, PG204) or have an accepted equivalency (see page 5 for more details)\*;
2. Pass the 4-hour exam in their chosen specialty\*\*;
3. Provide proof of higher education (copy of degree, transcript or education equivalency form found on page 13)\*\*\*;
4. Submit an Advancement Experience Log (template can be found on [ASA’s Web site](#))
5. Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA’s Web site](#)). Submit Appraisal Reports - one for fair market value\*\*\*\* and one for replacement value with a minimum of five properties, in a variety of types between the two reports. Restricted Appraisal Reports are not acceptable.

*\*One (1) year’s worth of appraisal experience will be counted towards the experience requirement for those who have passed all four (4) POV courses.*

*\*\*All PP Candidates in all specialties are required to pass a 4-hour specialty exam before submitting their accreditation application. PP Candidates who do not pass the specialty exam will need to wait thirty (30) days to retake the exam and exam retake fee will apply. A fail in the second attempt will require the Candidate to wait an additional six (6) months before taking the exam again.*

*\*\*\*Those candidates requesting college education equivalency may submit education equivalency prior to taking the specialty exam.*

*\*\*\*\* For Non-cash Charitable Contributions, one property is acceptable but for all other intended uses, at least three properties should be included in the appraisal report.*

# 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 new member application process and reach Candidate status before applying for their designation. All bridging candidates must provide documentation of their valuation education hours with their application. ASA accepts the following equivalent designations:

## International Society of Appraisers (ISA)

ISA Accredited Member = ASA's PG201, PP202 and PG204. Candidates need to:

- Pass PP203.
- Pass the 4-hour specialty exam.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)). Submit Appraisal Reports - one for fair market value\* and one for replacement value with a minimum of five properties, in a variety of types between the two reports. Restricted Appraisal Reports are not acceptable.
- Submit an Advancement Experience Log documenting two (2) years of full-time appraisal experience for the AM designation and five (5) years of full-time appraisal experience for the ASA designation.

*\* For Non-cash Charitable Contributions, one property is acceptable but for all other intended uses, at least three properties should be included in the appraisal report.*

ISA CAPP = ASA's PG201, PP202 and PG204. Candidates:

- May choose to take PP203 or they may work with an ASA mentor on ASA's report-writing requirements.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)). Submit Appraisal Reports - one for fair market value\* and one for replacement value with a minimum of five properties, in a variety of types between the two reports. Restricted Appraisal Reports are not acceptable.

*\* For Non-cash Charitable Contributions, one property is acceptable but for all other intended uses, at least three properties should be included in the appraisal report.*

## Appraisers Association of America (AAA)

AAA Members need to:

- Pass PG201, PP202, PP203, PG204.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)). Submit Appraisal Reports - one for fair market value\* and one for replacement value with a minimum of five properties, in a variety of types between the two reports. Restricted Appraisal Reports are not acceptable.

- Submit an Advancement Experience Log documenting two (2) years of full-time appraisal experience for the AM designation and five (5) years of full-time appraisal experience for the ASA designation.

*\* For Non-cash Charitable Contributions, one property is acceptable but for all other intended uses, at least three properties should be included in the appraisal report.*

AAA Certified Members = ASA's PG201, PP202 and PG204.

Candidates need to:

- Pass PG203.
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting your accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed PP checklist (obtained from [ASA's Web site](#)). Submit Appraisal Reports - one for fair market value\* and one for replacement value with a minimum of five properties, in a variety of types between the two reports. Restricted Appraisal Reports are not acceptable.
- Submit an Advancement Experience Log documenting two (2) years of full-time appraisal experience for the AM designation and five (5) years of full-time appraisal experience for the ASA designation.

*\* For Non-cash Charitable Contributions, one property is acceptable but for all other intended uses, at least three properties should be included in the appraisal report.*

# Appraisal Experience Requirements

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## Appraisal Experience

ASA's Personal Property Committee continues to refine a list of experience requirements for advancement to Accredited Member (AM) and Accredited Senior Appraiser (ASA). The Committee recognizes that appraisal experience should consider all of the activities a person must engage in to develop both his/her connoisseurship skills and his/her appraisal knowledge. That being said, advancement activities also need to conform to both the ASA requirements as well as the requirements of the Appraisal Qualifications Board (AQB) of the Appraisal Foundation.

These activities are defined in four (4) categories:

1. Office Management and Business Development;
2. Ancillary Field Work and Research;
3. Collateral Work Experience; and
4. Appraisal Preparation.

## Experience Requirement for Accreditation

At least two (2) years of full-time appraisal experience (or its equivalent) are required for the AM designation and at least five (5) years of full-time appraisal experience (or the equivalent) are required for the Accredited Senior Appraiser ASA designation. It is generally acknowledged that 2,000 hours equals one (1) year of experience. ASA's Personal Property Committee provides for one (1) year of experience credit to Candidates who have passed all four (4) POV courses (PG201, PP202, PP203, PG204). This qualification also covers the AQB education requirement.

## Full-Time-Equivalent Experience

ASA's Personal Property Committee will accept the activities listed in the categories below toward fulfillment of the full-time experience requirement (please note the accepted percentage of hours per year for each category). This list may not be inclusive. ASA's Board of Examiners (BOE) will also consider other activities on a case-by-case basis.

1. Office Management & Business Development:  
*No more than 10% of the equivalent hours (or 200 hours) may come from this category:*
  - Prior office management experience;
  - Establishing or setting up an office, including computer systems;
  - Human resources experience;
  - Accounting and bookkeeping experience;
  - Marketing and promotional activities;
  - Website development; and
  - Participation in various business clubs such as Lion's Club, Rotary, Chamber of Commerce, Empire Club, etc as well as other professional non-appraisal associations.
2. Ancillary Field Work and Research:  
*No more than 40% of the equivalent hours (or 800 hours) may come from this category:*
  - Connoisseurship courses;
  - Lectures, seminars organized and given by museums, galleries, historical societies;
  - Auction attendance;
  - Actual field work - archaeological digs;
  - Gallery "hop", art fair attendance, market information gathering;
  - Participation in seminars, panels, etc.;

- Author of relevant essays, monographs; and
  - Teaching or other classroom instruction.
3. Collateral Work Experience:  
*No more than 10% of the equivalent hours (or 200 hours) may come from this category:*
- Public or commercial gallery, museum experience - docent, registrar, curator, exhibition installer and preparatory, even security guard, volunteer;
  - Framing gallery experience, framer;
  - Work experience with an auction house or estate sale company;
  - Experience with transportation, restoration, conservation;
  - Arts association/organization management; and
  - Publishing industry experience.
4. Appraisal Preparation:  
*An unlimited number of hours may come from this category, but a minimum of 40% of the equivalent hours (or 800 hours) must come from this category:*
- Inspection participation;
  - Relevant property research;
  - Relevant market research;
  - Development of rationale;
  - Reconciliation of value(s); and
  - Drafting of a Report.

### **Understanding the Appraisal Experience Requirement**

To track appraisal experience, ASA's PP Committee requires an Advancement Experience Log, which allows candidates to record their experience in each of the four categories listed above.

## **Preparing an Advancement Experience Log**

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Experience logs are common in the business world and are an excellent tool for all appraisers to keep track of their assignments. The PP board of examiners has developed a template to assist you in creating your log, which is available on the [ASA website](#) or upon request from the PP accreditation specialist. An 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 Reports

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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.

## Submitting Appraisal Reports for Review

- All Candidates are required to submit a completed report checklist with each report.
- Appraisal reports must be actual reports prepared for clients or employers.
- Appraisal reports must be no more than two (2) years old.
- If the candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal must provide a signed letter indicating that the candidate did the work on the report.
- Client references must be redacted from report, unless you have written permission from the client to use the report for accreditation purposes (see the release form on page 14).



# ASA Accreditation Application (Part 1)

Candidate to Accredited Member (AM)  
AM to ASA

Candidate to Accredited Senior Appraiser (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 a copy of your diploma/college transcript. If no college degree, attach College Degree Equivalency Form (page 13).

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:*

### Part One

- \_\_\_\_\_ 1. You are an approved ASA Candidate.
- \_\_\_\_\_ 2. You demonstrated your appraisal expertise by passing the PP Principles of Valuation (POV) courses (PG201, PP202, PP203, PG204) or submitted the appropriate documentation if applying through the Professional Education Equivalency Program (PEECP) (page 5).
- \_\_\_\_\_ 3. You passed the PP exam in the specialty for which you are requesting designation.
- \_\_\_\_\_ 4. You submitted a copy of your college diploma or transcript for a four-year degree or completed the required education equivalency form if you do not have a degree (page 13).
- \_\_\_\_\_ 5. You submitted an Advancement Experience Log documenting two (2) years (AM) or five (5) years (ASA) of full-time appraisal experience or the equivalent part-time experience.

### Part Two (upon completion of part one)

- \_\_\_\_\_ 6. You submitted the required appraisal reports as outlined in the guidelines or in the PEECP section of this handbook.
- \_\_\_\_\_ 7. You included the signed client release form (page 12).
- \_\_\_\_\_ 8. You included the signed affirmation statement (page 12).
- \_\_\_\_\_ 9. You submitted the accreditation application fee.
- \_\_\_\_\_ 10. You submitted the completed accreditation application (pages 9-10).

Candidates submitting reports electronically for accreditation are encouraged to do so by providing a color scan of the report (with color photos) in PDF format. Supplying reports electronically will reduce the response time in the accreditation process.

If you would like to submit your documents electronically, please call your PP 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

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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 (4)-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 \_\_\_\_\_

# 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.*

# 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/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

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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;
- An Advancement Experience Log demonstrating an additional three (3) years of full-time appraisal experience or the equivalent; and
- Submit one (1) appraisal report that includes at least three (3) properties performed for actual clients within the last two (2) years. If appropriate or applicable, those properties should be different types of objects. **Contact your accreditation specialist at ASA Headquarters for specific requirements related to your process.**

## 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.

Upon recommendation of the International Board of Examiners, the ASA member will be granted Accredited Senior Appraiser status in the new appraisal discipline.

**Contact your accreditation specialist at ASA Headquarters (1-800-272-8258 or 703-478-2228) for specific requirements related to the above information.**