



Requirements and Document

Step 1: Click “Do you qualify for Course Equivalency?”

| Basic Information | Education and Experience | Professional Organizations | Requirements and Document | Affirmation | Payment |
|---|--------------------------|----------------------------|---------------------------|---|---------|
| <h3>Course Requirements</h3> | | | |  Do you qualify for Course Equivalency? | |
| <p>Courses taken and completed with ASA may take up to 24-48hrs to display in your application.</p> | | | | | |
| | | | | Status | |
| RP Specialty Exam | | | | Incomplete  | |

Step 2: Select from each drop down and upload a copy of your designation certificate. If you do not have your designation certificate, you could also use a copy of your NAIFA membership dues invoice or your NAIFA membership card. Click save.

Course Equivalency Request

*** = required fields**

* Organization

* Designation

Description Full Reciprocity (ASA designation only): Education, Experience, & Report Requirements for Real Property Specialty

Submit all documentation including certificates and/or proof of experience as described above.

Step 3: Click “Do you qualify for IVS waiver or a non-ASA USPAP course?”

USPAP Requirements



Do you qualify for IVS waiver or a non-ASA USPAP course?

Courses taken and completed with ASA may take up to 24-48hrs to display in your application.

| | Units Req | Units Comp | Status |
|-------|-----------|------------|------------|
| USPAP | 7 | 0.00 | Incomplete |

Step 4: Select Non-ASA USPAP Certificate, enter 7 in the Units field, and enter the date of your last USPAP class. Upload a copy of your USPAP certificate. Click save.

USPAP Requirement Waiver

Requirement - USPAP

*** = required fields**

* Waiver Type

* Units

* Date Course Completed

Submit all documentation including certificates, proof of experience as described above.

Step 5: Click "Do you qualify for General Requirements waiver?"

General Requirements



Do you qualify for
General Requirements
waiver?

| | Units Req | Units Comp | Status | |
|-------------------------------|-----------|------------|------------|--|
| College Degree or Equivalency | 1 | 0.00 | Incomplete | |
| Experience Log | 1 | 0.00 | Incomplete | |
| First Appraisal Report | 1 | 0.00 | Incomplete | |
| Second Appraisal Report | 1 | 0.00 | Incomplete | |
| Release Form | 1 | 0.00 | Incomplete | |
| Education Requirements | 1 | 0.00 | Incomplete | |
| State License | 1 | 0.00 | Incomplete | |

Step 6: Select from each drop down and upload your designation certificate, or alternate paperwork, again. Click save.

General Requirements Waiver

* = required fields

* Organization

* Designation

Description Full Reciprocity (ASA designation only): Education, Experience, & Report Requirements for Real Property Specialty

Submit all documentation including certificates, proof of experience as described above.

Step 7: After clicking save, all fields except one will be marked with a green check. Click on State License.

General Requirements



[Do you qualify for General Requirements waiver?](#)

| | Units Req | Units Comp | Status | |
|-------------------------------|-----------|------------|------------|--|
| College Degree or Equivalency | 1 | 1.00 | Exempt | |
| Experience Log | 1 | 5.00 | Exempt | |
| First Appraisal Report | 1 | 1.00 | Exempt | |
| Second Appraisal Report | 1 | 1.00 | Exempt | |
| Release Form | 1 | 2.00 | Exempt | |
| Education Requirements | 1 | 390.00 | Exempt | |
| State License | 1 | 0.00 | Incomplete | |


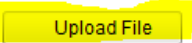
Step 8: Upload a copy of your state certification. Click save and move on to the next page.

Upload General Requirement

Requirement - State License

* = required fields

* Units

  Upload File

Upload new attachments to this requirement by using the Upload File button above.

Helpful Resources