

**ASA's**

# **Business Valuation**

**Guide to Professional Accreditation**



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**Congratulations on your decision to earn a professional designation from ASA! 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 BV credentialing specialist](#) may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.**

# The ASA 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) BV reviewers serving on the ASA International Board of Examiners. These reviewers go through your entire accreditation package. The initial reviewer will complete an evaluation of your file within ten to fifteen (10-15) business days and return the packet to ASA Headquarters. The file is then sent to a second reviewer who also has ten to fifteen (10-15) business days to review and return your file. **You will receive notifications during each stage of the accreditation process so you may track your progress.**

## How Do I Submit My Accreditation Application Package?

Once you have completed all the necessary requirements, you may submit your accreditation application online. You will receive an email notification from ASA Headquarters once your completed application is received.

## What Happens While My Report is Out for Review?

While your report is being reviewed, the BV credentialing specialist will verify all the information provided on your application and will contact you to discuss any questions or concerns regarding your experience, education, and ethical standing. The Board of Examiners will review your application package in its entirety and if it determines that additional information is required, you will be notified. Requests for additional supporting documentation may include providing reference letters. Your references should be informed that they may be contacted for additional information. The references you select should be individuals you have currently or previously worked with in a business capacity.

## When Will I Get Some News?

You will receive notifications from ASA Headquarters during each stage of the accreditation process. If both reviewers take their allotted ten to fifteen (10-15) business days to process your file, it could take two to four (2-4) weeks 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 the BV credentialing specialist) approves your full-time appraisal experience, educational background, and appraisal report(s) and determines you have successfully completed the education requirements of the BV discipline. 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 your application/report 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 Board of Examiners, you may forward a written appeal to the attention of the Board of Examiners Vice Chair – BV, in care of ASA Headquarters.

# Business Valuation (BV) Guidelines

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## Prerequisites

**Before applying for a designation in BV, please be sure you meet the following prerequisites:**

1. You are a Candidate and your USPAP continuing education requirements are up-to-date;
2. You have met the discipline's education requirements\*;
3. You have a four-year college degree or its equivalent; and
4. You 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 Accredited Senior Appraiser (ASA) designation (2,000 hours = one (1) year of work experience).

*\* Your last Principles of Valuation (POV) course must have been passed within the last ten (10) years in order for your education to be acceptable by the International Board of Examiners.*

## Applying for the AM Designation

To apply for the AM, Candidates need to:

1. Pass the four (4) Principles of Valuation (POV) courses in Business Valuation (BV201-BV204), pass the BV 8-hour Challenge Exam, or have an accepted equivalency (see pages 4 and 5 for more details).
2. Complete the online accreditation application;
3. Upload a copy of your college degree or transcript, or if eligible, upload the College Degree Equivalency Form (page 14); and
4. Upload an appraisal experience log (see example on page 8) or a letter from an ASA or supervisor stating you have the requisite two (2) years of full-time appraisal experience.

## Applying for the ASA Designation

To apply for the ASA designation, Candidates need to:

1. Pass the four (4) Principles of Valuation (POV) courses in Business Valuation (BV201-BV204), pass the BV 8-hour Challenge Exam, or have an accepted equivalency (see pages 4 and 5 for more details);
2. Complete the online accreditation application;
3. Pay the online accreditation application fee;
4. Upload a copy of your college degree or transcript, or if eligible, upload the College Degree Equivalency Form (page 14);
5. Upload an appraisal experience log (see example on page 8) or a letter from an ASA or supervisor stating you have the requisite five (5) years of full-time appraisal experience;
6. Upload one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years (see Appraisal Report Requirements on pages 9-12); and
7. Upload a completed [ASA Candidate BV Report Review Checklist](#) to accompany your appraisal report.

# POV Curriculum Challenge Exam

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## **BV 8-Hour POV Curriculum Challenge Exam**

The Board of Examiners accepts successful completion of the 8-Hour BV POV Challenge Exam in lieu of completion of the four (4) individual POV courses (BV201-BV204). The Board of Examiners recognizes there are many experienced business valuation professionals who have already mastered the competencies taught in the POV courses. The BV 8-Hour Challenge Exam is geared toward these professionals as well as those with more than 10,000 hours (5 years) of business valuation engagement experience, and those who stay abreast of the ever-changing landscape of the profession.

For further information related to this exam, please contact [ASA's Education Department](#) or call 1-800-272-8258.

# 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 education and/or designation to bridge to a designation with ASA. All those bridging to ASA will need to go through the online new member application process and reach Candidate status before applying for their designation. ASA accepts the following equivalent education/designations:\*

### American Institute of Certified Public Accountants (AICPA)

Candidates holding the Accredited Business Valuer (ABV) designation need to:

- Submit proof of ABV designation.
- Submit proof of 100 CE hours of business valuation education completed in the last five (5) years.
- Submit an appraisal experience log (see example on page 8) or provide a letter from an ASA or supervisor stating that you have the requisite full-time appraisal experience (two (2) years for the AM, five (5) years for the ASA).
- If applying for the AM designation, pass the BV 8-hour Challenge Exam.\*
- If applying for the ASA designation, submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years. A report is not required when applying for the AM designation.

### CBV Institute

Candidates holding the Chartered Business Valuer (CBV) designation need to:

- Submit proof of CBV designation.
- Submit an appraisal experience log (see example on page 8) or provide a letter from an ASA or supervisor stating that you have the requisite full-time appraisal experience (two (2) years for the AM, five (5) years for the ASA).
- If applying for the ASA designation, submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years.

### The CFA Institute

Candidates holding the Certified Financial Analyst (CFA) designation need to:

- Submit proof of CFA designation.
- Submit an appraisal experience log (see example on page 8) or provide a letter from an ASA or supervisor stating that you have the requisite full-time appraisal experience (two (2) years for the AM, five (5) years for the ASA).
- If applying for the AM designation, pass the BV 8-hour Challenge Exam (waived for Candidates holding the CFA designation with five (5) years of full-time appraisal experience.)\*
- If applying for the ASA designation, submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years.

### Institute of Valuers and Appraisers, Singapore (IVAS)

Candidates holding the Chartered Valuer and Appraiser (CVA) designation need to:

- Submit proof of CVA designation.
- Submit an appraisal experience log (see example on page 8) or provide a letter from an ASA or supervisor stating that you have the requisite full-time appraisal experience (two (2) years for the

AM, five (5) years for the ASA).

- If applying for the ASA designation, submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years.

### **International Institute of Business Valuers (iiBV)**

Candidates that have passed the iiBV Principles of Valuation courses (iiBV BV101-104) need to:

- Submit proof of completion of the iiBV POV courses.
- Submit an appraisal experience log (see example on page 8) or provide a letter from an ASA or supervisor stating that you have the requisite full-time appraisal experience (two (2) years for the AM, five (5) years for the ASA).
- If applying for the ASA designation, submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years.

### **Saudi Authority for Accredited Valuers (TAQEEM)**

Candidates that have passed the TAQEEM Principles of Valuation courses (TAQEEM BV201-204) need to:

- Submit proof of completion of the TAQEEM POV courses.
- Submit an appraisal experience log (see example on page 8) or provide a letter from an ASA or supervisor stating that you have the requisite full-time appraisal experience (two (2) years for the AM, five (5) years for the ASA).
- If applying for the ASA designation, submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years.

\* In lieu of passing the BV 8-hour Challenge Exam, Candidates may submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two (2) years.

# 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. It is generally acknowledged that 2,000 hours equals one (1) year of experience. 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.

## Understanding the Appraisal Experience Requirement

The required minimum full-time appraisal experience may include experience in activities that involve the application of business valuation principles and approaches, and must fall within the following parameters:

1. A minimum of one-half (1/2) of the full-time appraisal experience must consist of Core Appraisal Experience. **Core Appraisal Experience** is experience in activities where a written or verbal opinion of value related to a business, business interest, security, or intangible asset is rendered in conformity with appraisal standards such as the *Principles of Appraisal Practice and Code of Ethics* and the *ASA Business Valuation Standards* of ASA or the standards of other appraisal organizations.
2. The balance of the required full-time appraisal experience may consist of other activities consistent with business valuation principles and approaches, (considered to be Non-Core Appraisal Experience or Collateral Experience).
  - a. **Non-Core Appraisal Experience** is experience in activities that involve directly applying business valuation principles and approaches but do not necessarily involve rendering an opinion of value. Non-Core Valuation Experience may include:
    - i. activities in connection with financial litigation support and the quantification of economic losses;
    - ii. activities in connection with the review of third-party business valuations for the purpose of financial reporting, bank financing, or other purposes;
    - iii. activities in an investment banking capacity including, but not limited to, preparation of analyst's reports and studies, and investment analysis;
    - iv. acting as a business broker to the extent that it involves activities such as pricing, negotiating, and reviewing bids and proposals; and
    - v. corporate finance advisory activities, to the extent that time is spent in the process of pricing, negotiating or structuring.
  - b. **Collateral Experience** is experience in activities that involve indirectly applying business valuation principles and approaches where no conclusion of value of businesses, business ownership interests, securities, and intangible assets is determined. One-half (1/2) credit will be given for Collateral

Experience (e.g., two years of Collateral Experience equals one year of Non-Core Appraisal Experience). Collateral Experience may include:

- i. due diligence;
  - ii. transfer pricing for intangible assets;
  - iii. forensic accounting; and
  - iv. teaching and research in the field of business and securities valuation.
- c. Five (5) years of experience as a practicing certified public accountant (CPA) or equivalent = one (1) year of Non-Core Appraisal Experience requirement credit.

### **Documenting the Appraisal Experience Requirement**

In order to document the Candidate's appraisal experience, the Candidate may either submit (1) an appraisal experience log (see example on page 8) or (2) a letter from an ASA or supervisor stating that the Candidate has the requisite full-time appraisal experience (two (2) years for AM, five (5) years for ASA). The appraisal experience log or letter should supply sufficient information to enable ASA Headquarters to determine whether or not the Candidate meets the ASA experience requirements. It is the obligation of the Candidate to portray the actual, provable experience sufficiently well to allow ASA's credentialing specialist to quantify that experience in terms of months and years of full-time or full-time-equivalent experience.



# Appraisal Report Requirements

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## Appraisal Reports

Appraisal reports represent an important component of the accreditation process. Reports that are prepared by a Candidate for a client demonstrate the quality and professionalism offered by the Candidate to the public. Such reports assist the ASA International Board of Examiners in evaluating the scope of practice, ethical attitude, level of education and appraisal competency achieved by the Candidate.

Advancement to Accredited Senior Appraiser (ASA) requires the submission of one (1) appraisal report deemed to be acceptable by the Board of Examiners. A report is not required when applying for the Accredited Member (AM) designation, however, report submission is optional.

In addition to submitting an appraisal report, the Candidate will also need to submit a BV Report Review Checklist (referenced below). Completing this checklist should help the Candidate assess their report and determine whether it meets the required criteria.

To ensure that a Candidate's report meets the Business Valuation criteria for written appraisal reports, the following documents should be used:

- [Uniform Standards of Professional Appraisal Practice \(USPAP\)](#)
- [ASA Principles of Appraisal Practice and Code of Ethics \(Sections 6.2 and 8\)](#)
- [ASA Business Valuation Standards \("BV Standards"\)](#)
- [International Valuation Standards \(IVS\)](#)
- [ASA Candidate BV Report Review Checklist \("BV Checklist"\)](#)

These same documents are used by the examiners in reviewing reports and determining whether a Candidate's report meets the requirements for accreditation.

The litmus test for any report is whether the reader (i.e., the Examiner) is able to replicate the concluded value in the report based solely on the report, the reasoning and logic provided therein, the resources used, and the analysis provided. It is incumbent upon you, the report writer, to make clear your reasoning, especially in areas that lack universal acceptance.

Not all elements on the BV Report Review Checklist are required or appropriate for every appraisal; however, your report must comply with the guidelines set by USPAP (or IVS for international Candidates) and the BV Standards. Reports that do not meet these standards or are missing vital information will not be approved. For example, if your report does not include a valuation date, the purpose of the appraisal, a certification statement, qualifications, or if it is not signed by you, etc., it will be rejected.

If your report is rejected, the Board of Examiners will provide you with a list of fatal flaws that cumulatively led to the rejection. Even if your report is accepted, you may also receive constructive comments from the examiner. These comments are meant to help you improve your report writing capabilities.

## Submitting Appraisal Reports for Review

Candidates must submit one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report ("Comprehensive Report") that has been issued in the last two years. See BVS-VIII of the BV Standards for the requirements for a Comprehensive Report. Restricted appraisal reports or summary/letter reports will not be accepted. The report submitted should be sufficiently comprehensive that the reader (examiner) should be able to understand the rationale and logic for the selection of every valuation metric employed to develop an opinion of value, even though such might not be required for the purpose and intended user of the original report.

*Note: The file you upload should be in a format that allows it to utilize the search tool.*

The Candidate must be the primary preparer (substantially responsible) for the appraisal report. Complete narrative reports such as gift-tax-related, estate-tax-related, or ESOP purposes are the best types of reports to submit for review. The report may be an intangible asset valuation (see second bullet below). **FLP or LLC "discount" reports are not accepted by the Board of Examiners.**

- Operating business valuation reports—The report submitted must include the use of both the income approach AND the market approach. Based on the facts and circumstances, it is up to the Candidate to determine which method(s) within each of the approaches will be used (i.e. merger and acquisition or guideline public company methods under the market approach, or the capitalization or discounted future income methods under the income approach). The report must contain at least one (1) method under each of these two (2) approaches.
- Intangible asset valuation reports—In addition to the valuation of the subject intangible asset(s), an intangible asset valuation report must involve the valuation of the enterprise or operating unit or it will not be accepted. As discussed above, the valuation of the enterprise or operating unit must include the use of both the income approach AND the market approach.
- Lost profits and damages reports—Lost profits and damages reports will only be accepted as valuation reports if they involve a valuation of the enterprise or an interest in the enterprise (i.e., but-for the damage, the fair market value of the business or business interest would have been a specific value determined under USPAP and the BV Standards).

## Redacted Reports

ASA prefers the Candidate submit an appraisal report that was prepared for an actual client assignment; however, it is acceptable for the Candidate to redact certain client-specific information such as: (1) the name of the subject company, (2) names of individuals referenced in the report and (3) specific location of the subject company. If certain client information is redacted from the report, the Candidate is asked to (1) not redact background information that is necessary for the Examiner to understand the company and (2) substitute generic names or locations as opposed to blacking out or eliminating client-specific information. **Reports that redact information that is required by the Examiner to adequately review the report (i.e., background of the company or numerical amounts) will be returned to the Candidate for correction and resubmission.**

If the Candidate does not redact the client's name and information, the Candidate is required to submit (1) a signed letter from the client giving written permission to use the report for accreditation purposes and (2) a signed Appraisal Report Release Form (see form on page 15). If the Candidate redacts the client's name and information, the Candidate is required to submit a signed a Redacted Report Release Form (see form on page 15).

## Demonstration Reports

If the original appraisal report does not meet the requirements for a Comprehensive Report or does not include one or more of the pass/fail items noted in the BV Report Review Checklist, the Candidate is allowed to expand the original report to make it a Demonstration Report. A Demonstration Report is a report prepared by the Candidate for an actual client that has been expanded to include items required by ASA that were not included in the original report. In addition, some international Candidates perform valuations in countries that lack the requisite market information to adequately perform the market approach. In these cases, it is permissible for the Candidates to (1) expand the universe of guideline companies or transactions beyond what may have been appropriate for the actual report and (2) either submit a Demonstration Report that includes the application of the market approach or submit a separate document that includes the information that would have been included in the report had the market approach been used.

**If you submit a Demonstration Report for this reason, you must clearly indicate that it is a Demonstration Report and state why a Demonstration Report is being submitted, including your firm's policies (or other reasons) that limited the completeness of the original report.**

## Use of Appraisal Software

The use of appraisal software programs and inclusion of direct printouts from such software in the report is highly discouraged. The appraisal report must be the work of the Candidate and not the work of software developers or authors. The report narrative must be written in the Candidate's own words and not copied from other sources. As part of the review process, ASA is assessing the ability of the Candidate to perform the necessary computations and prepare the necessary narrative, not the software.

## Critical Points to Remember Regarding Reports

Just because a report contains all the information noted in the checklist does not mean that it will be approved. **The report must be supported, logically consistent and replicable by the Examiner in order to pass.** Also, superficial inclusion in the report of the individual items in the checklist (i.e., two sentences about Management or Competition) may be wholly insufficient to convey to the reader of the report the relevance of these items to the valuation and its findings. This is a common error. The reader of the report should be able to develop a full and comprehensive understanding of the company being valued, its risks and opportunities, factors internal and external to it as well as a full understanding of how and why the appraiser took the steps he or she did in assessing the company and arriving at a valuation conclusion. While not authoritative, Candidates should take into consideration the theories and principles outlined in the ASA Principles of Valuation course materials. Candidates should also take into consideration the business valuation terms and definitions included in the Glossary of the BV Standards.

**Candidates must identify the form of ownership (e.g., C corp., S corp., limited partnership, general partnership, LLC, etc.) and the degree of control exhibited by the subject ownership interest (i.e., minority or controlling ownership interest).** These characteristics should be considered in (1) the selection of the appropriate valuation methodologies, (2) the application of normalization adjustments to the financial statements and (3) the application of any valuation discounts or premiums. Failure to properly consider and support these procedures is a fatal flaw and will result in the report not being approved.

Candidates should also be careful to ensure their report fully documents all the adjustments and other steps taken in arriving at valuation findings, including careful citation of all sources relied upon. **The report must stand on its own such that a reader could fully reproduce every adjustment, calculation and source of information in the report without having to talk to the appraiser or review his/her work papers. Reports that do not meet this acid test will not pass, regardless of discussing the items in the checklist.**

**If the report is rejected, the Candidate must submit a new report.\*** Please note that an appraisal of the same entity, even with a different valuation date, will not be accepted. If you do not agree with the decision of the Board of Examiners, you may forward a written appeal to the attention of the BV Vice Chair of the Board of Examiners, in care of ASA Headquarters.

*\*A report may only be corrected and resubmitted, if the BV Vice Chair of the Board of Examiners decides it was rejected for one or more technical issues (such as lack of a signature, missing page, etc.).*

# Online Accreditation Application Checklist

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## Online Application

The ASA accreditation application process may be completed online! Please be sure all of the items below have been confirmed and/or submitted during the online application process. Should you have any questions along the way, please contact the BV credentialing specialist for assistance.

## AM and ASA Accreditation Application Checklist

- \_\_\_ 1. You are an approved ASA Candidate.
  
- \_\_\_ 2. You passed the BV Principles of Valuation (POV) courses (BV201-BV204), you passed the BV 8-Hour Challenge Exam or submitted the appropriate documentation if applying through an equivalent designation or education.
  
- \_\_\_ 3. You uploaded a copy of your college diploma/transcript or uploaded the College Degree Equivalency Form if you do not have a degree (page 14).
  
- \_\_\_ 4. You uploaded 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 8).
  
- \_\_\_ 5. If applicable, you uploaded one (1) appraisal report performed for an actual client within the last two (2) years (pages 9-12).
  
- \_\_\_ 6. If applicable, you uploaded the accompanying completed [BV Appraisal Report Checklist](#).
  
- \_\_\_ 7. If applicable, you uploaded a signed release form (page 15).
  
- \_\_\_ 8. You signed the online affirmation statement.
  
- \_\_\_ 9. You paid the online accreditation application fee.

# College Degree Equivalency Program Form

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

A college degree is a qualification awarded to a student upon successful completion of a course of study in higher education, usually at a college or university. This qualification is often referred to as a bachelor's degree. For those without a degree, ASA will accept four hundred fifty (450) classroom hours of formal post-high school education as equivalent to one (1) year of college.

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 \_\_\_\_\_ Hours
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 the ASA Constitution, Bylaws, and Administrative Rules.*

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

Date \_\_\_\_\_

# Appraisal Report Release Form

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The release statements below will be found online during the application process and can be completed at that time. Candidates should use the statement best suited for their report.

## 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 Candidate for accreditation as an Accredited Member or Accredited Senior Appraiser is requested to proceed in conformance with the ASA 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-**

## Redacted Appraisal Report Release Form

This form must be signed by Candidates using appraisal reports in which the client's name and/or 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 \_\_\_\_\_

# Additional Information

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## Moving from AM to ASA in BV

Any BV AM may apply to advance to ASA status by:

1. Completing the online AM to ASA accreditation application;
2. Uploading an appraisal experience log demonstrating an additional three (3) years of full-time appraisal experience or the equivalent;
3. Submitting one (1) Comprehensive (i.e., complete narrative) Written Business Valuation Report that has been issued in the last two years (see Appraisal Report Requirements on pages 9 - 12)\*; and
4. Submit a completed [BV Candidate Report Review Checklist](#).

*\*Accredited Members that have previously submitted a report when applying for the AM designation are not required to submit a report when moving from AM to ASA.*

## 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 the Intangible Asset Specialty Designation

Information on earning the Intangible Asset Specialty Designation may be found in the credentialing section of the ASA website. Under the BV section, please locate the Intangible Asset Specialty Designation Information and Application.

## Earning an Additional Designation in BV

Any Accredited Senior Appraiser (ASA) in good standing in disciplines other than BV may apply for Accredited Senior Appraiser (ASA) status in the BV discipline. The procedure is as follows:

- Successfully complete BV201-BV204;
- Complete the online application, pay the application fee and upload an appraisal experience log documenting (at minimum) three (3) years of full-time/equivalent appraisal experience in the BV discipline; and
- Submit one (1) appraisal report demonstrating knowledge in the BV discipline accompanied by a completed [BV Candidate Report Review Checklist](#).

Please contact the [BV credentialing specialist](#) for other specific requirements or to answer any questions.