MTS Quick Guide to Designation

A Quick Guide to ASA’s Machinery & Technical Specialties (MTS) Accreditation Program

It’s as easy as One, Two, Three.

**Step 1: Become a Candidate Member of ASA**
- Pass ASA’s Online Ethics Exam;
- Pass USPAP Exam (if applicable)

**Step 2: Complete Education Requirements**
- Pass the four MTS Principles of Valuation (POV) Courses (MTS201-204) OR
- Qualify for an education equivalency*

**Step 3: Apply for Accredited Member (AM) or Accredited Senior Appraiser (ASA) Designation**

Candidates who have met the AM or ASA accreditation criteria are ready to submit an online accreditation application which includes:*  
- Proof of college education or submit the Education Equivalency Form
- Submit one (1) narrative appraisal report (and report checklist) completed within the past two (2) years. This must be an actual report that was completed for a client.
- An Appraisal Experience Log documenting two (2) years of full-time experience for the AM designation and five (5) years of full-time experience for the ASA designation
- Pass the accreditation exam in your chosen specialty (if applicable)
- A current USPAP certificate (if required)
- Submission of completed online accreditation application

*Details on these requirements may be found in the Machinery & Technical Specialties (MTS) Guide to Professional Accreditation

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**Report Peer-Review Process**

1. **Report Sent to First Examiner on ASA’s Board of Examiners**
   - 10-20 Days for Review

2. **Report Sent to Second Examiner on ASA’s Board of Examiners**
   - 10-20 Days for Review

3. **Board of Examiners Decision Provided to Candidate**

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**Awarded Accredited Member (AM) Designation**
If you have two (2) years of full-time appraisal experience

**Awarded Accredited Senior Appraiser (ASA) Designation**
If you have five (5) years or more of full-time appraisal experience

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