PP Quick Guide to Professional Accreditation for ISA Accredited Member

A Quick Guide to ASA’s Personal Property (PP) Accreditation Program

It’s as easy as One, Two, Three.

**Step 1: Become a Candidate Member of ASA**
- Pass ASA’s Online Ethics Exam
- Complete PP USPAP course and exam (if applicable)

**Step 2: Complete Education Requirements**
- Pass PP203 OR PP445
- Pass PP204
- Pass PP specialty exam
- Provide documentation of at least thirty (30) hours of classroom or related coursework equivalency

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

Candidates should provide:
- A copy of your ISA Accredited Member designation certificate
- Documentation of college-level education requirements
- Two (2) appraisal reports (and the accompanying report checklists and appraisal report release forms) as outlined in the PP Guide to Professional Accreditation.
- An Appraisal Experience Log (this must include 750 hours of USPAP-compliant appraisals, per AQB) documenting two (2) years of full-time experience for the AM designation and five (5) years of full-time experience for the ASA designation
- A current USPAP certificate (if required)
- Completion of the online accreditation application

*Details on these requirements may be found in the Personal Property (PP) Guide to Professional Accreditation*

**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

- **Awarded Accredited Member (AM) Designation**
  If you have between two (2) and five (5) 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

*Updated September 2023*