Quick Guide to Personal Property (PP) Accreditation

Please refer to the PP Accreditation Guide for specific requirements

STEP 1: Be a Candidate in ASA

- Apply for membership
- Complete and pass the Personal Property Specific 15-hour USPAP course and exam
- Pass the ASA ethics exam

STEP 2: Complete the Education Requirements

- PP201
- PP202
- PP203
- PP204

(Please note: Unless applying for the Professional Education Equivalency Certification Program)

STEP 3: Gather/Submit Accreditation Documents

Please submit the following to ASA Headquarters

- Ensure your USPAP* certificate on file with ASA is still valid.
- Submit two (2) appraisal reports as outlined in the reports section and/or the PEECP section of the Personal Property (PP) Guide to Professional Accreditation.
- Submit a copy of your college diploma or your completed education equivalency form.
- Submit an appraisal experience log documenting two (2) years of full-time experience for the Accredited Member (AM) designation or five (5) years of full-time experience for the Accredited Senior Appraiser (ASA) designation.
- Pass the accreditation exam in your chosen specialty.
- Sign and submit the appraisal report release form.
- Sign and submit the Affirmation Statement.
- Sign and submit your completed accreditation application and application fee.

STEP 4: Report Sent to First Member on the Board of Examiners (BOE)

- Up to 20 days for report review

STEP 5: Report Sent to Second Member on the Board of Examiners (BOE)

- Up to 20 days for report review

STEP 6: Decision of Board of Examiners (BOE)

September 2022
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