

AMERICAN SOCIETY OF APPRAISERS

Gems and Jewelry

Guide to Professional Accreditation



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Congratulations on your decision to earn a professional designation from the American Society of Appraisers! 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 GJ credentialing specialist may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.

ASA's Advancement Process

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) GJ reviewers serving on the ASA International Board of Examiners (BOE). These reviewers go through your entire accreditation package. The initial reviewer will complete an evaluation of your file within forty to sixty (40-60) days and return the packet to ASA Headquarters. The file is then sent to a second reviewer who also has forty to sixty (40-60) 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 has been received.

What Happens While My Reports Are Out For Review?

While your reports are being reviewed, the GJ credentialing specialist will verify all the information provided on your application and will contact you to discuss details of your experience, education and ethical standing.

When Will I Get Some News?

You will receive notifications from us during each stage of your accreditation process. If both reviewers take their allotted forty to sixty (40-60) days to process your file, it could take three to four (3-4) months 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 GJ credentialing specialist) approves your full-time appraisal experience, educational background, and appraisal reports and determines you have successfully completed the education requirements of the GJ 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 BOE, you may forward a written appeal to the attention of the BOE Vice Chair – GJ, in care of ASA Headquarters.

Gems and Jewelry (GJ) Guidelines

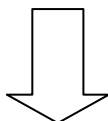
The Designation Process

Applicant

Within the first ten (10) months of membership, applicants need to complete:

ASA Ethics Exam

USPAP



Candidate

To apply for a designation with ASA, Candidates must first complete the following:

GJ Principles of Valuation (POV) Courses*

GJ201/202 GJ203/204

***For Candidates Currently Completing the Previous Versions of the GJ POV Courses:**

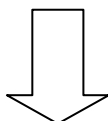
Took PG201 – Take New GJ201/202 and New GJ203/204 (when available)

Took PG201 and GJ202 – Take New GJ203/204 (when available)

Took PG201, GJ202 and GJ203 – Take Current PG204 OR New GJ203/204 (when available)

All New Candidates Who Have Not Taken any GJ Courses – Take New GJ201/202 and New GJ203/204 (when available)

GJ Discipline Exam



Submit GJ Online Advancement Application

Once you have two (2) years of full-time experience (AM) or five (5) years full-time experience (ASA), you may submit your GJ Advancement application packet to include:

Online Accreditation Application and Fee

Copy of Gemological Diploma

Proof of Required Education Appraisal Experience Log

Two (2) Appraisal Reports (requirements outlined on page 10)

Prerequisites

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

1. You are an approved ASA Candidate and your USPAP* continuing education requirements are up-to-date;
2. You have met the GJ discipline education requirements**;
3. You passed the GJ discipline exam;
4. You have met the college education requirement (see pages 12-13 for more details);
5. You hold a gemological diploma (G.G., FGA, FGAA or a suitable equivalent); and
6. 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 the Accredited Senior Appraiser (ASA) designation (2,000 hours = one (1) year of work experience).

**Please be advised that all Candidates and designated ASA members in the GJ, MTS, & PP disciplines, may only use the 7-hour or 15-hour Personal Property Specific USPAP courses to meet their continuing education USPAP requirements.*

***Please note, if it has been more than ten (10) years since you passed the Principles of Valuation courses, The International Board of Examiners reserves the right to determine if the courses are still acceptable toward accreditation.*

Professional Education Equivalency Certification Program (PEECP)

Applying Education from Other Appraisal Organizations

Appraisers who are members of and hold equivalent designations with other appraisal organizations may use education hours credited to their designation toward the 120 hours of theory education required by AQB towards a designation with the American Society of Appraisers. All those applying education from other appraisal organizations will need to complete the education requirements, go through the online new member application process, and reach Candidate status before applying for their designation.

ASA accepts appraisal theory education hours from the following designations:

International Society of Appraisers (ISA)

Certified Appraiser of Personal Property (CAPP) = 95 hours of educational equivalency (AM) = 80 hours

National Association of Jewelry Appraisers (NAJA)

Certified Master Appraiser (CMA) = 60 Hours of educational equivalency

Report writing requirements differ between these organizations. A candidate may wish to work with an ASA mentor on the ASA report-writing requirements.

To obtain an ASA designation through an approved equivalency, candidates need to:

- Complete ASA's online new member application process (USPAP* requirement, Code of Ethics requirement) and move to Candidate Status**;
- Complete the education hours necessary to fulfill the 120 hour AQB requirement
- Work with an ASA-assigned mentor on GJ report writing requirements***;
- Submit an online accreditation application including:
 1. Online Upload: Current proof of theory education or designation from compeer association
 2. Online Upload: Documentation verifying Graduate Gemologist diploma and student number or gemological diploma from an internationally recognized gemological association or school;
 3. Online Upload: Current CV - Applicant maybe asked to submit a basic appraisal log documenting appraisal experience.
 4. Online Upload: Two (2) appraisal reports meeting the requirements stated in this Accreditation Guide on page 10 and outlined in the [GJ Appraisal Report Requirement Checklist](#);
 5. Online Upload: Completed [GJ Appraisal Report Requirement Checklist](#) for each report submitted; and
 6. Payment of the accreditation application fee.

Upon successful review of the entire accreditation application and reports by the International Board of Examiners (BOE), the Candidate will be awarded the Accredited Senior Appraiser (ASA) designation. Please note that certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

**Please be advised that all Candidates and designated ASA members in the GJ, MTS, & PP disciplines, may only use the 7-hour or 15-hour Personal Property Specific USPAP courses to meet their continuing education USPAP requirements.*

****The bridging candidate's background will be submitted to the Gems & Jewelry Vice Chair of the Board of Examiners to determine the applicant's status and to assign a mentor. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.*

Obtaining an Accredited Member (AM) Designation through an Approved Equivalency

ASA accepts the following equivalent designations toward obtaining the Accredited Member (AM) designation:

American Gem Society (AGS)

Independent Certified Gemologist Appraisers (ICGA) = 60 hours of educational equivalency

National Association of Jewelry Appraisers (NAJA)

Certified Senior Members (CSM) + Submit completed theory hours for review and approval

Master Valuer Program

Graduate = 60 hours of educational equivalency

**Please be advised that all Candidates and designated ASA members in the GJ, MTS, & PP disciplines, may only use the 7-hour or 15-hour Personal Property Specific USPAP courses to meet their continuing education USPAP requirements.*

Please note this bridging process only addresses advancement to the ASA designation. Certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

Master Gemologist Appraiser®

The Master Gemologist Appraiser® (MGA) certification is one of the most respected in the gems and jewelry appraisal profession. In order to achieve this level of distinction, one must already be an Accredited Senior Appraiser (ASA) or you may apply simultaneously for ASA designation and MGA certification.

Applying for the MGA®

In addition to the requirements for the Accredited Senior Appraiser (ASA) designation, candidates for the MGA also need to:

- Successfully complete an advanced class in gemology or jewelry connoisseurship (GJ209 series);
- Successfully complete ASA's MGA practical exam (GJ210);
- Submit proof of Color Vision Testing*;
- Submit proof of lab equipment**; and
- Submit completed application and fee.

*Color vision testing may be performed by any ophthalmologist or optometrist within the last five (5) years.

**Required lab equipment includes:

- Binocular Microscope, minimum 45 power magnification, bright field & dark field illumination, zoom capability;
- Diamond Color Grading Light Source;
- Master Diamond Set – You must have a minimum of 5 stones;
- Scales
 - Diamond Scale- accurate to .005 ct. or .001 gram
 - Pennyweight or Gram Scale - accurate to .10 dwt or .1 gram
- Millimeter Measuring Device—accurate to .1 mm minimum with high setting attachment;
- Certified Gauge Blocks (two required);
- Ultraviolet Light Source - must have longwave and shortwave capability;
- Diamond Thermal Tester;
- Colored Stone Color Grading System;
- Refractometer with polarizing filter;
- Polariscope with optic condensing sphere;
- Spectroscope;
- Specific Gravity Measurement Equipment;
- Fiber-Optic Light Source;
- Monochromatic Light Source or filter;
- Precious Metal Testing Capability;
- Photographic Equipment—Both macro (full scale) and micro required; and
- Radiation Monitor (optional but strongly suggested).

Online Application

If you already have your ASA designation and would like to apply for the MGA certification, you may use ASA's online application process. If you are applying for both the ASA designation and the MGA certification at the same times, please contact ASA's credentialing specialist at ASA Headquarters for application instructions.

Appraisal Experience Requirements

Full-Time-Equivalent Experience

ASA defines full time appraisal experience as 2,000 hours per year (40 hours per week for 50 weeks).

- AM Designation requires two (2) years of full-time appraisal experience (4,000 hours)
- ASA Designation requires five (5) years full-time appraisal experience (10,000 hours)

For example, if the Candidate appraises 50% of the time (1000 hours/year) in the course of his/her work, the full time experience would be fulfilled in four (4) years for the AM designation and ten (10) years for the ASA designation.

Collateral Experience

Collateral experience is work experience not directly related to determining authenticity or value. The GJ Committee accepts three (3) or more years of approved collateral experience as equivalent to one (1) year of full time appraisal experience when applying for the ASA designation. A maximum of two (2) years full-time equivalent appraisal experience is accepted from collateral experience.

Approved collateral experience includes, but is not limited to:

- Attending auctions
- Creating jewelry
- Running a jewelry store
- Inventory control

Collateral experience applied toward degree equivalency may not be simultaneously applied toward appraisal experience.

Understanding the Appraisal Experience Requirement

Candidates need to supply sufficient actual documented appraisal experience to allow the Board of Examiners to determine whether or not their experience meets the requirements for advancement. The experience must be relevant to the Gems and Jewelry discipline.

Preparing an Appraisal Experience Log

Experience logs are common in the business world and an excellent tool for all appraisers to keep track of their assignments. The sample log shown below is an example and the definitions may not apply to your type of appraisal assignment. In that case, you should develop a log of your own that better suits your needs. Just be sure you can document the number of appraisals you have completed and other pertinent information.

An appraisal experience log is helpful to the International Board of Examiners to verify your appraisal experience. It should cover a period of two (2) years or five (5) years of full-time experience, depending on whether you are applying for the AM or the ASA designation.

The following may be helpful should you choose to compile an appraisal log using Professional Appraisal Software (PAS).

If you use PAS (Quantum Leap) your appraisal log may be developed by using a Data Report. For your log, supply your name and address, the Document Number, the Document Date, the Intended Use, the Report Items Count and the Report Final Total. You do not need to put client identification in the log.

1. Open Windows Explorer and go to the file holding your appraisal documents. Click "View" and make sure "Details" is selected. Adjust the size of the columns to show the important data ("Name" - very important; "File Location" - not important; "Size" - important; "Type" - not important; "Date Modified" - very important.)
1. Next, hold down the "Control" button and press "PrintScreen".
2. Open Microsoft Word and hold down "Control" and press the letter "V". You may need to do this a few times to get copies of all your appraisal files.

Next, use the Experience Summary Log below to summarize your data. For each month, COUNT the number of appraisals. ESTIMATE the number of items, the approximate value for the month and the percentage of your working life devoted to appraising for that month, including research, etc. Remember, you need to count the appraisals, but you do not need to go back to each appraisal and add up the total value of items appraised. You may estimate it.

Appraisal Experience Log Summary Sample

Appraisal Experience Log Summary					
Year	Month	Number of Appraisals	Approximate Number of Items	Approximate Cumulative Appraised Value	% of Month Spent Appraising

Appraisal Reports

What Type of Reports Should be Submitted?

Two (2) comprehensive appraisal reports must be submitted when applying for advancement. Students completing GJ201/202 and 203/204 will complete these reports as a part of their course requirements. Candidates bridging from other organizations and Candidates having completed previous ASA education are required to submit both reports.

Report 1) For the intended use of Scheduling Insurance Coverage. The relevant markets and research may be summarized.

Report 2) Any intended use where Fair Market Value is the appropriate type of value. The relevant markets, research and comparable sales must be analyzed and explained.

What is Required in an Appraisal Report?

Each appraisal report must contain a minimum of four (4) items that meet the following parameters:

- One (1) item which contains a diamond that warrants a plot;
- One (1) item which contains an important colored gemstone;
- One (1) item or watch considered antique or vintage; and
- One (1) item of the candidate's choosing.

All Candidates are required to submit a completed [ASA Gems and Jewelry Appraisal Report Checklist](#) with each report.

Submitting Appraisal Reports for Review

1. Appraisal reports submitted for advancement must comply with the following standards and requirements:
 - [Uniform Standards of Professional Appraisal Practice \(USPAP*\), Standards 7 and 8](#)
 - [ASA's Principles of Appraisal Practice and Code of Ethics, Sections 6.2 and 8](#)
 - [ASA Gems and Jewelry Appraisal Report Checklist](#)
2. Appraisal reports submitted for advancement must:
 - Be presented in a clear and logical manner; and
 - Summarize or explain in detail appropriate to the intended use:
 - Relevant market
 - Research and analysis of comparable sales data
3. Appraisal reports submitted for advancement must have been done for a client within the last two (2) years or compiled from actual reports within that time frame. If actual reports are submitted, client information must be redacted or a signed Appraisal Report Release Form (page 15) must accompany the report. If redacted reports are submitted, an Altered Appraisal Report Release Form (page 15) must also be submitted.
4. If a Candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal should provide a signed letter indicating that the Candidate did the work on the report.

**Please be advised that all Candidates and designated ASA members in the GJ, MTS, & PP disciplines, may only use the 7-hour or 15-hour Personal Property Specific USPAP courses to meet their continuing education USPAP requirements.*

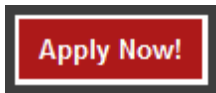
Online Accreditation Application Checklist

NEW! Online Application

ASA's accreditation application process is now 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 GJ credentialing specialist for assistance.

AM and ASA Accreditation Application Checklist

- _____ 1. You are an approved ASA Candidate.
- _____ 2. You passed the GJ Principles of Valuation (POV) courses (PG201, GJ202, GJ203, PG204) or submitted the appropriate documentation if applying through an equivalency.
- _____ 3. You passed the GJ Discipline Exam
- _____ 4. You submitted a copy of your Graduate Gemologist diploma and student number or provided a gemological diploma from an internationally recognized gemological association or school;
- _____ 5. You uploaded a copy of your college diploma/transcript or uploaded the College Degree Equivalency Form if you do not have a degree (pages 13 and 14).
- _____ 6. 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).
- _____ 7. You uploaded two (2) comprehensive appraisal reports performed for an actual client or compiled from actual reports within the last two (2) years (page 10).
- _____ 8. You uploaded and completed a [GJ Appraisal Report Checklist](#) to accompany each report.
- _____ 9. You uploaded a signed release form (page 14). (if applicable)
- _____ 10. You signed the online affirmation statement.
- _____ 11. You paid the online accreditation application fee.



Changes to College Education Requirement

Effective 1/1/2018, The Appraisal Foundation (TAF) now requires thirty (30) semester hours of college-level education for all Candidates seeking accreditation with ASA in the PP, GJ, & MTS disciplines. All Candidates must provide the approved documentation verifying completion of this requirement when applying for accreditation with ASA.*

This new requirement may be met by supplying documentation for one of the following options:

- o Holding an Associate degree, or higher, from an accredited college, junior college, community college, or university
- o Successfully completion of thirty (30) semester hours of college-level (i.e. post high school) education through one or more of the following organizations:
 1. Nationally accredited, degree-granting colleges or universities;
 2. Personal property appraiser professional organizations;
 3. Government entities; and
 4. Proprietary or not-for-profit schools
- o If an accredited college or university (accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education) accepts the College-Level Examination Program® (CLEP) examination(s) and issues a transcript for the exam, it will be considered as credit for the college course.
- o International Members Only: Candidates with a college degree from a foreign country may have their education evaluated for “equivalency” by one of the following:
 1. An accredited, degree-granting domestic college or university;
 2. The American Association of Collegiate Registrars and Admissions Officers (AACRAO);
 3. A foreign degree credential evaluation service company that is a member of the National Association of Credential Evaluation Services (NACES); or
 4. A foreign degree credential evaluation service company that provides equivalency evaluation reports accepted by an accredited degree-granting domestic college or university or by a state licensing board that issues credentials in another discipline.

Credit for courses taken to satisfy the qualifying education requirements shall not be repetitive in subject matter. [Also note that experience and education are NOT interchangeable. Therefore, the applicant may not use experience to meet the thirty (30) semester hours of college-level education requirement.]

All members of ASA that hold the Candidate status of membership (or higher) prior to the effective date of January 01, 2018 are **NOT required to submit documentation related to this new thirty (30) semester hours of college-level education requirement.*

College Degree Equivalency Form

Name of Candidate _____ Chapter Name _____

A college degree represents four (4) years of education beyond the high school level. Such a degree means the individual has completed approximately one hundred and twenty (120) semester hours or one hundred and eighty (180) quarter hours of college courses. This total does not include class preparation, laboratory work, study time or completing term papers and special projects. For ASA equivalency, four hundred and fifty (450) classroom hours is equivalent to thirty (30) creditable college hours or one (1) year of college.

ASA's policy equates business/work experience (and other non-college educational courses) to a four-year college program. This policy is similar to the policies of many colleges and universities which give credit for business/work/life experiences toward an undergraduate degree. Most of these institutions limit such credit to a maximum of two (2) years.

Attach to this application all appropriate documentation to support your equivalency as described below:

1. Graduate Gemologist diploma (or the equivalent). _____ 1 years
2. College/university courses completed (attach transcripts with grades). _____ years
3. Professional membership and/or designations in other appraisal organizations or _____ years related to a Candidate's field of expertise may qualify as the equivalent for up to two (2) years towards a college degree.
4. Seminars, courses, conferences and lectures with one (1) full day equivalent _____ hours to one (1) credit hour of college coursework.
5. Articles, papers and/or books published. _____ hours
6. Two (2) years of full-time appraisal experience may be credited as one (1) year of _____ years college over and above the experience requirement of two (2) years for Accredited Member or five (5) years for Accredited Senior Appraiser. This experience is limited to one (1) year of college equivalency.
7. Two (2) years of business/work experience that is not appraisal or valuation related _____ years may be credited toward one (1) year of college. This experience is limited to a total of two (2) years of college equivalency. Any experience credited toward degree equivalency may not be simultaneously credited toward appraisal experience.

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 ASA's constitution, bylaws and administrative rules.

Signature of Candidate _____ Date _____

Appraisal Report Release Form

Please sign and upload one (1) of the two (2) release forms below and the Affirmation Statement.

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 applicant for accreditation as an Accredited Member or Accredited Senior Appraiser is requested to proceed in conformance with ASA's 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-

Altered Appraisal Report Release Form

This form must be signed by Candidates using appraisal reports where the client's name and other 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 identifying 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

Moving From AM to ASA in GJ

Any GJ Accredited Member (AM) may apply to advance to Accredited Senior Appraiser (ASA) status by:

- Completing the online AM to ASA accreditation application;
- Paying the online accreditation application fee; and
- Uploading an appraisal experience log demonstrating an additional three (3) years of full-time appraisal experience or the equivalent

Maintaining Your Designation

All designated members are required to submit evidence of professional growth through 100 hours of continuing education and/or participation in professional activities every five (5) years to maintain the AM and ASA designations including 20 hours of appraisal theory as required by the AQB. 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 an Additional Designation in GJ

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

- Successfully complete PG201, GJ202, GJ203 and PG204 (or the appropriate equivalency)
- Successfully complete the corresponding discipline examination (if required);
- Ensure your USPAP continuing education requirements are up-to-date;
- Complete the online application, pay the application fee and upload an appraisal log documenting (at minimum) three (3) years of full-time/equivalent appraisal experience in the GJ discipline; and
- Upload two (2) appraisal reports demonstrating knowledge in the GJ discipline.
- Upload documentation verifying G.G. diploma and student number or gemological diploma from an internationally recognized gemological association or school.

Please contact the GJ credentialing specialist for other specific requirements or to answer any questions.