

**AMERICAN SOCIETY OF APPRAISERS**

# **Personal Property**

**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 PP Credentialing Specialist may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.**

# ASA's Advancement Process

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## Is It True?

Yes. It's 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) PP 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 ten to twenty (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 twenty (10-15) business days to review and return your file. **You will receive notifications from us during each stage of your accreditation process.**

## 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, all the information provided on your application will be verified and you may be contacted to discuss details of your experience, education and ethical standing. The Board of Examiners (BOE) will review your application package in its entirety and if the BOE 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 us during each stage of your accreditation process. If both reviewers take their allotted ten to twenty (10-15) business days to process your file, it could take two to six (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 PP Credentialing Specialist) approves your full-time appraisal experience, educational background, and appraisal reports and determines you have successfully completed the education requirements of the PP 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/reports 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 – PP, in care of ASA Headquarters.

# Personal Property (PP) Guidelines

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ASA offers Personal Property designations to individuals with specialized knowledge and areas of expertise in numerous specialties including:

- African Art
- American Indian Art
- Antique Firearms, Armor and Militaria
- Antique Furniture
- Antiques and Decorative Art
- Archives
- Asian Art
- Automotive Specialties
- Books and Manuscripts
- Clocks
- Costumes & Couture
- Dolls and Toys
- Ethnographic Art
- Fine Arts
- Fine Art Photography
- Furniture
- Guitars
- Japanese Prints
- Musical Instruments
- Numismatics
- Oriental Rugs
- Residential and General Contents
- Silver and Metalware
- Sports Collectibles and Memorabilia
- Stamps
- Textiles
- Wines—Fine and Rare

## Prerequisites

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

1. You are an approved Candidate and your USPAP\* continuing education requirements are up-to-date;
2. You have met the PP discipline education requirements;\*\*
3. You passed the 4-hour exam in your chosen specialty;\*\*\*
4. You have met the college education requirement (or its equivalent); and
5. 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 (1,800 hours = one (1) year of work experience). See page 7 for specific details.

## Applying for the AM or ASA Designation

To apply for the AM or ASA Designation, Candidates need to:

1. Complete the online accreditation application;
2. Pay the online accreditation application fee;
3. Online Upload: Provide proof of higher education (copy of degree/transcript or College Degree Equivalency Form (page 13));
4. Online Upload: Submit an [Advancement Experience Log](#) - For appraisers with extensive appraisal experience please contact your accreditation specialist for other options.
5. Online Upload: Submit two (2) appraisal reports prepared for an actual client (within two (2) years of submitting this accreditation application) in the specialty for which the Candidate is applying for a designation.
6. Online Upload: Submit a completed [PP Appraisal Report Checklist](#) to accompany each submitted report. Submitted appraisal reports should include a report concluding fair market value and a report concluding replacement value.\*\*\*\* The two (2) reports should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization). Restricted Appraisal Reports are not acceptable.

*\*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 USPAP continuing education requirements.*

*\*\*Please note, if it has been more than ten (10) years since you passed the Principles of Valuation courses, The Board of Examiners reserves the right to determine if the courses are still acceptable toward accreditation. In addition, successful completion of all four (4) POV courses may be used to meet ASA's experience requirement.*

*\*\*\*All PP Candidates in all specialties are required to pass a 4-hour specialty exam before submitting their accreditation application. PP Candidates who do not pass the specialty exam will need to wait thirty (30) days to retake the exam and an exam retake fee will apply. A fail in the second attempt will require the Candidate to wait an additional six (6) months before taking the exam again.*

*\*\*\*\* Intended uses for FMV reports can be estates, estate planning, non-cash charitable contributions, gift, property division, or probate. For Non-cash charitable contributions, one (1) property is acceptable, but for all other intended uses, at least three (3) properties should be included in the appraisal report. The intended use for RV reports should be insurance coverage.*

# 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 designation to bridge to a designation with the American Society of Appraisers. 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. All bridging candidates must upload documentation of their valuation education hours with their application and must be current with all USPAP continuing education requirements. ASA accepts the following equivalent designations:

## International Society of Appraisers (ISA)

ISA Accredited Member = ASA's PP201 and PP202

Candidates need to:

- Take and pass PP203 or take PP445\*;
- Take and pass PP204;
- Provide proof of at least thirty (30) hours of classroom or related course work
- Pass the 4-hour specialty exam;
- Ensure the USPAP certificate on file with ASA is still valid or upload a valid USPAP certificate;
- Upload ISA designation documentation;
- Upload documentation of at least 30 semester hours of college-level education;
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting this accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed [PP Appraisal Report Checklist](#). Submitted appraisal reports should include a report concluding fair market value (FMV) and a report concluding replacement value (RV)\*\*; and
- Submit an [Advancement Experience Log](#) documenting at least 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. See page 8 for specific details.

*\* If the courses are unavailable, please contact ASA's Credentialing Services for possible substitute options.*

*\*\* The two (2) reports should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization). Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. For Non-cash Charitable Contributions, one (1) property is acceptable. The intended use for RV reports should be insurance coverage. Restricted Appraisal Reports are not acceptable.*

ISA CAPP = ASA's PP201, PP202, and PP204

***New! Submission of an Appraisal Report and an Experience Log is No Longer Required When Applying for the Accredited Member (AM) Designation!***

Candidates need to:

- Take and pass PP203 or PP445\*;
- Upload ISA designation documentation;
- Ensure the USPAP certificate on file with ASA is still valid or upload a valid USPAP certificate;
- Upload documentation of at least 30 semester hours of college-level education; and

- If applying for the AM Designation, submission of an appraisal report and Experience Log is not required.
- If applying for the ASA Designation, submit two (2) reports prepared for actual clients (within two (2) years of submitting this accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed [PP Appraisal Report Checklist](#) and [Appraisal Report Release Forms](#). Submitted appraisal reports should include a report concluding fair market value (FMV) and a report concluding replacement value (RV). \*\*

*\* If the courses are unavailable, please contact ASA's Credentialing Services for possible substitute options.*

*\*\* The two (2) reports required for the ASA Designation should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization). Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. For Non-cash Charitable Contributions, one (1) property is acceptable. The intended use for RV reports should be insurance coverage. Restricted Appraisal Reports are not acceptable.*

## **Appraisers Association of America (AAA)**

### **AAA Accredited Members = PP201**

Candidates need to:

- Take and pass PP202, PP203, and PP204;
- Pass the 4-hour specialty exam;
- Provide proof of at least thirty (30) hours of classroom or related course work;
- Ensure the USPAP certificate on file with ASA is still valid or upload a valid USPAP certificate;
- Upload AAA designation documentation;
- Upload documentation of at least 30 semester hours of college-level education;
- Submit two (2) reports prepared for actual clients (within two (2) years of submitting this accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed [PP Appraisal Report Checklist](#) and [Appraisal Report Release Forms](#). Submitted appraisal reports should include a report concluding fair market value (FMV) and a report concluding replacement value (RV)\*; and
- Submit an [Advancement Experience Log](#) demonstrating you have at least 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. See page 8 for specific details.

*\* The two (2) reports should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization). Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. For Non-cash Charitable Contributions, one (1) property is acceptable. The intended use for RV reports should be insurance coverage. Restricted Appraisal Reports are not acceptable.*

### **AAA Certified Members = PP201, PP202, and PP204**

***New! Submission of an Appraisal Report and an Experience Log is No Longer Required When Applying for the Accredited Member (AM) Designation!***

Candidates need to:

- Take and pass PP203 or take PP445\*;
- Ensure the USPAP certificate on file with ASA is still valid or upload a valid USPAP certificate;
- Upload AAA designation documentation;
- Upload documentation of at least 30 semester hours of college-level education;

- If applying for the AM Designation, submission of an appraisal report and an experience log is not required.
- If applying for the ASA Designation, submit two (2) reports prepared for actual clients (within two (2) years of submitting this accreditation application) in the specialty for which the Candidate is applying for designation. All reports should be accompanied by a completed [PP Appraisal Report Checklist](#) and [Appraisal Report Release Forms](#). Submitted appraisal reports should include a report concluding fair market value (FMV) and a report concluding replacement value (RV).\*\*
- If applying for the ASA Designation, submit an [Advancement Experience Log](#) demonstrating a minimum of 750 hours of USPAP-compliant appraisal experience. See page 8 for specific details.

*\*If the courses are unavailable, please contact ASA's Credentialing Services for possible substitute options.*

*\*\* The two (2) reports required for the ASA Designation should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization). Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. For Non-cash charitable contributions, one (1) property is acceptable. The intended use for RV reports should be insurance coverage. Restricted Appraisal Reports are not acceptable.*



# Appraisal Experience Requirements

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## Appraisal Experience

ASA's Personal Property Committee continues to refine a list of experience requirements for advancement to Accredited Member (AM) and Accredited Senior Appraiser (ASA). The Committee recognizes that appraisal experience should consider all of the activities in which a person must engage to develop their connoisseurship skills, their market knowledge, and their understanding of the appraisal process. That being said, advancement activities need to conform to ASA's requirements as well as the requirements of the Appraisal Qualifications Board (AQB) of The Appraisal Foundation (TAF). The AQB establishes requirements for the accreditation of Personal Property appraisers. These requirements include both education (105 hours + 15 hours USPAP) and experience hours (total of 2,500).\*

To complete the experience requirement, the ASA, as a sponsor of TAF, requires candidates to provide a log of their hours of work as an appraiser, called *Appraisal Practice*, and also for work that they have done in other *Valuation Services*. The experience hour calculation depends on the past activities of the appraiser.

These activities are defined in four (4) categories: \*\*

1. Valuation Services;
2. Appraisal Practice (excluding appraisals);
3. USPAP-compliant appraisals; and
4. Ancillary Experience (i.e., office development and marketing of appraisal practice)

Please note that TAF does not accept more than 1800 hours of work in one year. However, there is no minimum number of hours that must be recorded in one year.

*\*ASA requires two years of experience for the AM Designation (2 years × 1800 hours per year = 3,600 hours) and five years of experience for the ASA Designation (5 years × 1800 hours per year = 9,000 hours). ASA also provides 1,100 hours toward the experience requirement for all those who complete the four Principles of Valuation (POV) classes (PP201 – 204).*

*\*\*Experience in these categories should be specifically appraisal- or market-related in the area the Candidate is accrediting. Non-specific activities such as general museum visits, reading trade publications, travel/trips for pleasure, etc. are not to be included.*

## Definitions

The following terms are defined in USPAP. *Valuation Services* is defined as "a service pertaining to an aspect of property value, regardless of the type of services and whether it is performed by appraisers or by others." *Appraisal Practice* is defined as "valuation services performed by an individual acting as an appraiser..." Therefore, *Appraisal Practice* is provided only by appraisers, while *Valuation Services* are provided by a variety of professionals.

## Appraisal-Equivalent Experience

ASA's Personal Property Committee will accept the activities listed in the categories below toward fulfillment of the experience requirement. This list is not inclusive. ASA's Board of Examiners (BOE) will also consider other activities on a case-by-case basis.

**For appraisers with extensive appraisal experience, please contact your accreditation specialist regarding your Experience Log.** Summations of experience may be acceptable for calculating the time components of your experience; however, all appraisers need to document completion of "USPAP-compliant appraisals" with a log demonstrating 700 hours (for an AM Designation) or 900 hours (for an ASA Designation).

## 1. VALUATION SERVICES:

*These experience hours are calculated as follows - 2.5 hours of valuation service = 1 hour of experience.*

To obtain experience hours in this category, the appraiser should engage in “market-related non-appraisal” activities. The AQB defines these activities as, “knowledge obtained through actual observation contact or from what has been gained through time and practice application such as direct inspection, identification or sales with regard to personal property specialty area. Such knowledge includes connoisseurship which is a combination of formal or informal hands-on experience to achieve expertise (or product knowledge) which is needed to value property.”

Examples of Valuation Services activities include:

- Acting as a dealer, broker, or salesperson
- Auctioneering or working as staff in an auction house
- Running estate sales or handling property disposition when not specifically hired as an appraiser
- Instructing or teaching in relevant subject area
- Lecturing or presenting as a panelist in forums about markets in the relevant subject area
- Managing, curating, disposition or acquisition of property in private or public collections
- Advising or consulting for property purchase or sale (when not hired as an appraiser)
- Practicing as an attorney or paralegal (in an advocacy role) in cases pertinent to the relative subject area
- Providing financial advice on property in subject area
- Curating for a public or private collection
- Acting as a registrar or other museum staff member when duties include market research, acquisition or disposition of property, or appraisal oversight
- Authoring books and articles that deal with markets and/or specialty property
- Acting as a leasing agent
- Producing or marketing property (i.e., studio assistant, professional involved in design of pertinent products)
- Handling costs, estimates for conserving, refurbishing or restoring relevant property type

*Note: The hours recorded in the Experience Log must be for services within the Specialty the candidate is seeking accreditation.*

## 2. APPRAISAL PRACTICE:

Examples of activities included in Appraisal Practice experience include work on USPAP-compliant appraisals. For an activity to be part of Appraisal Practice, the individual must have been hired as an appraiser and must meet the definition of an appraiser (see definition of “appraiser” in USPAP).

Examples of Appraisal Practice activities include:

- Preparing a USPAP-compliant appraisal (See Section 3 below)
- Preparing a USPAP-compliant appraisal review
- Conducting property research (history, background)
- Identifying property or working with experts on authentication
- Conducting and preparing market studies or providing raw sales data
- Teaching or creating appraisal courses and educational texts
- Consulting on property disposition or acquisition
- Preparing computations for activities such as blockage

- Preparing inventories
- Providing litigation support or acting as an expert witness
- Inspecting property

### 3. USPAP-COMPLIANT APPRAISALS:

The requirements for an “accreditation,” per the AQB, include at least 700 hours of work on USPAP-compliant appraisals. ASA accredits appraisers that have completed a minimum of 700 hours with an AM Designation, if they have met all other requirements. 900 hours of work on USPAP-compliant appraisals are required for an ASA Designation, if all other requirements are met. (Please see previous sections of the Accreditation Guide for information on the additional requirements.)

If you are advancing from AM to ASA, please provide documentation of at least 200 hours in this experience category. To get an ASA, assuming all other criteria are met, requires 900 appraisal hours. *Appraisers are asked to be more specific to show they have met these requirements in their log.*

The only hours that should be included in this category are for work done to prepare USPAP-compliant appraisals. The appraisals may be for the appraiser’s own assignment(s) or on a collaborative assignment for another appraiser.

Hours calculated should be actual hours worked, even if the appraiser billed for less time.

Examples of activities for which applicants may obtain USPAP-Compliant “experience” include:

- Inspecting property in an appraisal
- Participating in the authentication process for property in an appraisal
- Conducting property research (history, background) for an appraisal
- Researching markets for an appraisal (including field work for specific assignments)
- Analyzing data and implementing the approaches to value (and reconciling of those approaches)
- Developing a rationale for opinions and conclusions
- Drafting, editing of appraisal report
- Managing large and/or multi-participant appraisal assignments
- Preparing appraisal reports
- Preparing for court or legal actions in relation to appraisals
- Providing litigation support for appraisal cases

### 4. ANCILLARY EXPERIENCE:

Ancillary experience cannot be counted toward the required hours for an AM Designation but can be used for the additional hours required for an ASA. The total amount of time for ancillary experience cannot exceed 10% of total annual work hours.

Examples of ancillary experience include:

- Marketing and promotional activities for appraisal practice
- Development or update of website for appraisal practice
- Attendance at courses and seminars in the appraiser’s area of expertise that included information about the property and its markets

# Preparing an Advancement Experience Log

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Experience Logs are common in the business world and are an excellent tool for all appraisers to keep track of their assignments. The PP Board of Examiners has developed [Advancement Experience Log Templates](#) to assist you in creating your log. Your log should include the requisite number of hours, depending on whether you are applying for the AM or the ASA Designation. **For appraisers with extensive appraisal experience please contact your Credentialing Specialist for other options.**

## Sample Log Formats (by Activity Category)

### Sample Log for Valuation Services

Time Period	Hrs/Wk	Activity	Employers	Hours
1/2006-6/2009	30	Gallery Sales	ABC Fine Art	4950
8/2009-12/2013	40	Gallery Mngt.	XYZ Gallery	7950
1/2014-12/2014	20	Mngt. of Private Collection	Private Client	900

Total Hours of Valuation Services = 13,800 Hours

*Note: 13,800 of Valuation Services experience = 5,520 hours toward accreditation (or  $13,800 \div 2.5$ )*

### Sample Log for Appraisal Practice

*Note: This does not include USPAP-compliant appraisals*

Time Period	Activity	Client*	Hours
1/2014-4/2014	Inventory	Corp Client	50
1/2014	Market Study for Possible Sales	Client A	8
1/2014-3/2014	Litigation support	Client B	30
6/2014-9/2014	Consulting for Disposition	Estate	60
10/2014-11/2014	Inventory	Artist	40

Total Hours of Appraisal Practice = 188 Hours

### Sample Log for USPAP -Compliant Appraisals

Time Period	Type of Value	Intended Use	Client*	Hours
1/2018-3/2018	FMV	Probate	A	20
1/2018-4/2018	RV	Ins. Coverage	B	40
2/2018	FMV	Loss claim	C	20
3/2018-5/2018	RV	Ins. Coverage	D	45

Total Hours of USPAP-Compliant Appraisals = 125 Hours

*\*Note: Do not provide client's identification*

**Sample Log for Ancillary Experience**

<b>Time Period</b>	<b>Activity</b>	<b>Hours</b>
1/2017- 3/2017	Install and set up Accounting system	9
1/2017	Website development	15
5/2018	Attended FMV course	16
2/2017	Research phone system for office	3

Total Ancillary Hours = 43 Hours

# Appraisal Reports

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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 Board of Examiners in evaluating the scope of practice, ethical attitude, level of knowledge and appraisal competence achieved by the Candidate.

Appraisal reports must conform to the Uniform Standards of Professional Appraisal Practice (USPAP)\*, ASA's Principles of Appraisal Practice and Code of Ethics, and discipline-specific standards adopted by ASA.

## Submitting Appraisal Reports for Review

1. All Candidates are required to submit a completed [PP Report Review Checklist](#) with each report.
2. Appraisal reports must be actual reports prepared for clients or employers.
3. Appraisal reports must be no more than two (2) years old.
4. If the candidate completed the work on the appraisal, but a principal of the firm signed the report, the principal must provide a signed letter indicating that the candidate prepared the appraisal and the appraisal report
5. Client references must be redacted from report, unless the Candidate has written permission from the client to use the report for accreditation purposes (see the release form on page 17)
6. Submitted appraisal reports should include a report concluding fair market value and a report concluding replacement value.\*\* The two (2) reports should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization). Restricted Appraisal Reports are not acceptable; and
7. The reports must include enough variation to show the appraiser's command of the subject matter in the specialty. While the properties do not need to be of high value, they should be significant enough to warrant the appraisal assignment.

*\*All members in the GJ, MTS, & PP disciplines, may only use the 7-hour or 15-hour Personal Property Specific USPAP courses to meet their USPAP continuing education requirement.*

*\*\*Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. For Non-cash charitable contributions, one (1) property is acceptable but for all other intended uses, at least three (3) properties should be included in the appraisal report. The intended use for RV reports should be insurance coverage.*

# Changes to College Education Requirement

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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 requirement may be met by providing documentation which satisfies one of the following:

- o Hold an Associate Degree, or higher, from an accredited college, junior college, community college, or university
- o Successful 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/or
  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, Candidates may not use experience to meet the thirty (30) semester hours of college-level education requirement.

*\*Anyone that was a Candidate (or higher) prior to the effective date of this requirement (January 01, 2018) does not have to meet this new requirement and is **NOT** required to submit any of the documentation noted above. Additionally, this requirement does not apply to appraisers that only perform appraisals outside of the US, Mexico and Canada and follow the International Valuation Standards (IVS). These appraisers may instead refer to the college degree equivalency program form on page 16.*

*\*\*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.*

# College Degree Equivalency Form

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**Please Note: This form is only applicable to those that solely perform appraisals outside of the US, Mexico and Canada and follow the International Valuation Standards (IVS).**

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) hours is equivalent to one (1) year of college.

ASA's policy equates business/work experience (and other non-college educational courses) to a four (4)-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. 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 \_\_\_\_\_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 ASA's Governing Documents.*

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



# Online Accreditation Application Checklist

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## 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 PP Credentialing Specialist for assistance.

## AM and ASA Accreditation Application Checklist

- 1. You are an approved ASA Candidate.
- 2. You passed the PP Principles of Valuation (POV) courses (PP201, PP202, PP203, PP204) or submitted the appropriate documentation if applying through an equivalency.
- 3. You passed the PP Specialty Exam in the specialty for which you are applying for your designation.
- 4. You uploaded a copy of your college diploma/transcript or uploaded the College Degree Equivalency Form (if you are eligible) (pages 14 and 15).
- 5. You uploaded an [Advancement Experience Log](#) documenting two (2) years (AM) or five (5) years (ASA) of full-time appraisal experience or the equivalent part-time experience (page 11 and 12).
- 6. You uploaded two (2) appraisal reports performed for an actual client within the last two (2) years (page 13).
- 7. You uploaded a completed [PP Appraisal Report Checklist](#) to accompany each report.
- 8. You uploaded a signed release form (page 17).
- 9. You signed the online affirmation statement.
- 10. You paid the online accreditation application fee



# Appraisal Report Release Form

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Please sign and upload one (1) of the following release forms below.

## 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/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 PP

Any PP 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;
- Uploading an [Advancement Experience Log](#) demonstrating an additional three (3) years of full-time appraisal experience (or the equivalent); and
- Uploading one (1) FMV\* appraisal report performed for an actual client within the last two (2) years.

*\*Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. For Non-cash Charitable Contributions, one (1) property is acceptable but for all other intended uses, at least three (3) properties should be included in the appraisal report.*

## 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 an Additional Specialty in PP

Any PP Accredited Senior Appraiser (ASA) or Accredited Member (AM) in good standing may apply for Accredited Senior Appraiser (ASA) or Accredited Member (AM) status in more than one appraisal specialty within PP. The procedure is as follows:

- Successfully complete the appropriate specialty examination;
- Complete the online application process – upload any required documentation, pay the application fee, and upload an [Advancement Experience Log](#) documenting (at minimum) one (1) year of full-time/equivalent appraisal experience in the new specialty; and
- Upload one (1) appraisal report (FMV or RV)\* demonstrating knowledge in the new specialty along with the completed [PP Appraisal Report Checklist](#).

*\*The appraisal report must be for Fair Market Value (FMV) or Replacement Value (RV) and must include a minimum of six (6) varied items. Intended uses for FMV reports can be estates, estate planning, non-cash charitable contribution, gift, property division, or probate. The intended use for RV reports should be insurance coverage. Exceptions will be made for specific property types (i.e. archives).*

## Earning an Additional Designation in PP

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

- Successfully complete PP201, PP202, PP203, PP204 (or provide the appropriate equivalency);
- Successfully complete the appropriate specialty examination;
- Complete the online application, pay the application fee and upload an [Advancement Experience Log](#) documenting (at minimum) three (3) years of full-time/equivalent appraisal experience in the new discipline; and
- Submit two (2) appraisal reports and corresponding [PP Appraisal Report Checklists](#) demonstrating knowledge in the PP discipline and chosen specialty. Submitted appraisal reports should include a report concluding fair market value and a report concluding replacement value. The two (2) reports should cover a minimum of five (5) total properties between them in a variety of media, types of properties, and artists or makers (depending on specialization).

**Please contact the PP Credentialing Specialist for other specific requirements or to answer any questions.**