

# American Society of Appraisers Reaccreditation Program And Application



Thank you for your membership in the American Society of Appraisers. This guide was compiled to help our valued, designated members understand ASA's reaccreditation procedures and provide easy-to-follow steps to ensure the process is completed in a correct and timely manner. Our dedicated membership and reaccreditation specialists are happy to assist you with any problems or questions you may have. They can be reached by calling ASA's member service center at (800) 272-8258 or (703) 478-2228.

## TABLE OF CONTENTS

Accessing Your Reaccreditation Information Online .....	1
ASA's Reaccreditation Process .....	2
Discipline-Specific Reaccreditation Information	
Appraisal Review and Management (ARM) .....	3
Business Valuation (BV) .....	3
Gems and Jewelry (GJ) .....	3
Machinery and Technical Specialties (MTS) .....	4
Personal Property (PP) .....	4
Real Property (RP) .....	5
Multi-Designated Members .....	5
USPAP Classroom and Home Study Courses .....	6
Frequently Asked Questions .....	7
Reaccreditation Application .....	9
Continuing Education Credit Form .....	13

## Accessing Your Reaccreditation Information Online

### Obtaining a User Name and Password

Individual reaccreditation information is located in the "For Members" section of the ASA website. In order to gain access to this area, you must register by going to [www.appraisers.org](http://www.appraisers.org) and click on "New User?" and fill out the form. Create your user name and password and click "Submit" to submit your profile. Once ASA verifies your information, you will receive an e-mail within 48 hours granting you access to this area.

If you forget your user name or password, go to ASA's website ([www.appraisers.org](http://www.appraisers.org)) and click on "Forgot your User ID or Password?" and follow the instructions.

### Viewing Your Reaccreditation Information

Reaccreditation status can be viewed by logging into ASA's website ([www.appraisers.org](http://www.appraisers.org)), under the "Doing Business" tab which is located under the "For Members" section. The reaccreditation status form displays your earned hours along with a description of the activity. Reaccreditation hours sent to ASA Headquarters are uploaded by ASA's membership and reaccreditation specialists. Hours are also extracted from the ASA database if the member attends or teaches an ASA course, and information is uploaded when a member serves on an ASA committee or task force, or serves as an ASA officer, chapter officer or region governor, etc. Please note: Committee hours and credit for elected offices will be posted after a term has been completed. ASA's membership and reaccreditation specialists can manually prorate reaccreditation hours if your reaccreditation due date falls before your term has ended. If you have questions concerning your reaccreditation status or believe there is missing information, contact your discipline's membership and reaccreditation specialist at (800) 272-8258 or (703) 478-2228.

# ASA's Recreditation Process

Each designated member of ASA is required to submit evidence of professional growth through continuing education and participation in professional activities every five years in order to remain an Accredited Member (AM), Accredited Senior Appraiser (ASA) or Fellow (FASA). The recreditation deadline is five years from the member's original accreditation date or five years from his/her last rec-creditation date and that recreditation due date will remain the same even if an additional designation is added. It is important that members submit documentation for all continuing education and organizational participation in order to ensure it is acceptable for ASA recreditation purposes.

\*Please note that the standard recreditation period is five years. However, a shorter recreditation period may apply if the previous recreditation was completed as a "partial recreditaion".

## Full Recreditation

One hundred hours of credit are required to earn a full five-year recreditation period. Credit hours earned must be within that five-year recreditation period. Additional credit hours earned in a recreditation period (over the required 100) may not be rolled over. Evidence of professional growth must be documented and submitted to ASA International Headquarters in order to receive recreditation credit. A minimum of 40 percent of the required hours must be in the category of continuing education. This must include the minimum Uniform Standards of Professional Appraisal Practice (USPAP) requirement imposed by the Appraiser Qualifications Board of The Appraisal Foundation or by ASA. Continuing education is defined as lectures, seminars and instruction at educational conferences, colleges, universities or distance education offerings. The remaining 60 percent of the required hours can be in organizational participation.

## Partial Recreditation

A designated member who has not accumulated enough hours for the full recreditation period may earn a partial recreditation term using these equations:

80–99 hours = four years of recreditation (with at least 32 hours in continuing education)

60–79 hours = three years of recreditation (with at least 24 hours in continuing education)

40–59 hours = two years of recreditation (with at least 16 hours in continuing education)

## Submitting Recreditation Documentation

Members must submit completed forms or letters of attendance showing dates, hours of educational activities or school transcripts. All forms must be signed by a program official of the course or seminar. Copies of articles for journals, magazines, trade papers, books and other publications must be provided for review with word counts before recreditation credits are awarded. If you have questions about document requirements, contact your discipline's membership and recreditation specialist at (800) 272-8258 or (703) 478-2228.

Your recreditation packet should be mailed to:

American Society of Appraisers

Attention: Membership and Recreditation Services

555 Herndon Parkway, Suite 125

Herndon, VA 20170

## Chapter Meeting Attendance and Recreditation

Although local chapters are required to maintain member attendance records at chapter meetings and submit them to ASA Headquarters, individual members should also keep records of their own in case questions or disputes arise regarding their recreditation hours. Members receive one attendance credit for the first meeting, four credits for the second meeting and one credit for each additional meeting within that year, with a maximum of 10 hours of attendance credits each membership year.

## Tax-Deductible Tuition

All expenses (including registration fees, travel, meals and lodging) related to continuing education courses and seminars taken to maintain or improve professional skills may be tax deductible. Consult your tax adviser for more information.

# Discipline-Specific Guidelines for Reaccreditation

This section provides discipline-specific information, including USPAP continuing education requirements. USPAP is updated every two years. All appraisers must practice in accordance with the current edition of USPAP regardless of their discipline's USPAP requirements. Members are responsible for reviewing newly released editions of USPAP, noting updates in the "Revisions to USPAP and USPAP Advisory Opinions" and making changes in their practices and reports as necessary.

---

## APPRAISAL REVIEW AND MANAGEMENT (ARM)

### USPAP Requirement

The ARM Committee requires its designated members to take a seven-hour USPAP update course every five years. All USPAP courses must be taken from an Appraiser Qualifications Board (AQB)-approved instructor.

---

## BUSINESS VALUATION (BV)

### USPAP Requirement

The Appraisal Foundation requires BV appraisers to successfully complete at least 7 hours of USPAP course work every five years. However, the Foundation unintentionally miscommunicated information to ASA in early 2009 and, therefore, have agreed not to enforce this requirement until April 1, 2014. A 15-hour USPAP for BV Appraisers course (BV USPAP) is available and BV appraisers are encouraged to register. The hours will count toward the 100 hours of continuing education every five years necessary for ASA reaccreditation. BV appraisers should still obtain the new releases of USPAP as they become available and should accommodate any change to their practice methodology accordingly.

---

## GEMS AND JEWELRY (GJ)

### USPAP Requirement

The Appraisal Foundation (TAF) requires USPAP continuing education hours for personal property (PP) appraisers (to include GJ appraisers); therefore GJ designated members must complete a 15-hour USPAP course and pass the exam every five years OR a 7-hour USPAP update course every two years for ASA reaccreditation. All USPAP courses must be taken from an Appraiser Qualifications Board (AQB)-approved instructor, and the exam must be approved by TAF. In addition, TAF recently approved a new PP-specific USPAP course for users of Standards 7 and 8. This new course and the standard USPAP course are both acceptable options for GJ appraisers as long as they meet the aforementioned requirements. Any other PP USPAP courses will not be acceptable. The 7-hour PP-specific update course is approved and available, so this course will also be acceptable every two years.

### GJ Reaccreditation Guidelines for Master Gemologist Appraisers®

Recertification of the Master Gemologist Appraiser® certification mark must be completed every five years, at the same time as reaccreditation of the member's Accredited Senior Appraiser designation (there is no separate reaccreditation fee). There are four ways to recertify your Master Gemologist Appraiser® certification mark:

- Successfully complete all four ASA Principles of Valuation courses in Personal Property/Gems and Jewelry (PP/GJ201–PP/GJ204).
- Retake and successfully complete ASA's Master Gemologist Appraiser® course, Gems and Jewelry Appraisal Techniques and Standards (GJ206).
- Challenge the Master Gemologist Appraiser® course by successfully completing the written and practical exams.
- Pass the exam for Gems and Jewelry Appraisal Theory, Methods and Application (GJ205). This may be used for reaccreditation one time only.

If an Accredited Senior Appraiser receives the Master Gemologist Appraiser® certification mark in the middle of his/her current reaccreditation period, he/she will not be required to recertify it until the end of the next Accredited Senior Appraiser reaccreditation period. For example, a member who receives his/her Accredited Senior Appraiser designation in 2008 and receives his/her Master Gemologist Appraiser® certification mark in 2010 will have to have the ASA designation recertified in 2013, but the mark will not have to be recertified until 2018.

Any Master Gemologist Appraiser® failing to recertify his/her Master Gemologist Appraiser® certification mark will be reverted to an Accredited Senior Appraiser, assuming he/she has completed the reaccreditation requirements for the ASA designation. Any member failing to recertify the Master Gemologist Appraiser® certification mark and reaccredit the Accredited Senior Appraiser designation will be reverted to an Accredited Member.

---

## MACHINERY AND TECHNICAL SPECIALTIES (MTS)

### USPAP Requirement

The Appraisal Foundation (TAF) requires USPAP continuing education hours for personal property (PP) appraisers (to include MTS appraisers); therefore MTS designated members must complete a 15-hour USPAP course and pass the exam every five years OR a 7-hour USPAP update course every two years for ASA reaccreditation. All USPAP courses must be taken from an Appraiser Qualifications Board (AQB)-approved instructor, and the exam must be approved by TAF. In addition, TAF recently approved a new PP-specific USPAP course for users of Standards 7 and 8. This new course and the standard USPAP course are both acceptable options for MTS appraisers as long as they meet the aforementioned requirements. Any other USPAP courses will not be acceptable. The 7-hour PP-specific update course is approved and available, so this course will also be acceptable every two years.

### MTS Reaccreditation Guidelines

Designated members who have previously completed the MTS Principles of Valuation (POV) courses and passed the corresponding exams will not be allowed to retake any of the POV courses just to receive CE credit. Members are encouraged to take courses in other disciplines to expand their knowledge. Designated members who have not previously completed the POV courses and exams (i.e., those who earned their designations by taking the comprehensive exam) may take the POV courses for CE credit, but they must pass the corresponding exam and attend the classroom course (the online and audio versions will not be accepted).

---

## PERSONAL PROPERTY (PP)

### USPAP Requirement

The Appraisal Foundation (TAF) requires USPAP continuing education hours for PP appraisers; therefore PP designated members must complete a 15-hour USPAP course and pass the exam every five years OR a 7-hour USPAP update course every two years for ASA reaccreditation. All USPAP courses must be taken from an Appraiser Qualifications Board (AQB)-approved instructor and the exam must be approved by TAF. In addition, TAF recently approved a new PP-specific USPAP course for users of Standards 7 and 8. This new course and the standard USPAP course are both acceptable options for PP appraisers as long as they meet the aforementioned requirements. Any other PP USPAP courses will not be acceptable. The 7-hour PP-specific update course is approved and available, so this course will also be acceptable every two years.

### PP Reaccreditation Guidelines

#### A. Continuing Education and Valuation Theory

The total of 100 reaccreditation hours must include at least 40 hours of continuing education. Of these 40 hours, 20 hours of coursework must be in valuation theory. The Appraisal Foundation defines “theory” as consisting of knowledge, principles or methods (as opposed to “application”). The Personal Property Committee will accept anything that has to do with the appraisal process, rules, standards, policies, etc. The Principles of Valuation courses serve as good examples of theory.

Credit may be granted for educational offerings which are consistent with the purpose of maintaining and increasing skill, knowledge and competency in personal property appraising, such as, but not limited to:

- Arbitration
- Business courses related to practice of personal property appraisal
- Ethics and standards of professional practice
- Valuation
- Personal property law or litigation
- Personal property financing and investment
- Personal property appraisal-related computer applications
- Workshops or training given by artists, restorers or conservators or other experts to enhance an appraiser’s connoisseurship

- Tours of museum exhibits or conservation laboratories designed as continuing education experiences and led by experts in the particular field (volunteer docent-led tours are not acceptable)
- Personal property field trips (travel time is not acceptable unless specific instruction occurs)
- Conferences sponsored by other accrediting appraisal organizations

Note: The PP Committee will award continuing education credit for attending a lecture offered at an auction; however, just attending an auction is considered a business activity and not an out of the ordinary continuing education activity that would earn reaccreditation points.

Other acceptable continuing education activities include:

- Teaching appraisal- or specialty-related courses (one hour credit per course hour)
- Presenting speeches or seminars (one hour credit given per hour, per speech)
- Writing and publishing articles in professional publications, journals, magazines or trade papers (one hour credit per 250 words; requires committee review for appropriateness; articles must be submitted with a word count)
- Authoring of published texts, reference materials, Web sites and specialty guides (one hour credit per 250 words; requires committee review for appropriateness)
- Participating in the development of valuation courses and exams, or in course and exam reviews and revisions

It is recommended that members use the Continuing Education Credit Form found on page 13 to help keep track of his/her hours. The form must be signed by the expert, leader or appropriate designee and must include the location of the event and the number of hours awarded. It is the responsibility of the member to submit his/her forms to ASA for credit. Members should keep a copy of any submitted forms for their own records.

## B. Distance Education

The Appraisal Foundation defines distance education as any educational offering based on the geographical separation of the instructor and learner; i.e., correspondence or online courses. The course must fall into one of the following two categories:

1. The course must be presented to an organized group in an instructional setting with a person qualified and available to answer questions, provide information and monitor student attendance. It must be a at least one classroom hour in length and meet the criteria for acceptable continuing education courses.
2. The course must be given by an accredited college or university that offers distance education programs in other disciplines or has received either the American Council on Education's Program on Non-Collegiate Sponsored Instruction (ACE/PONSI) approval for college credit or the AQB's approval through the AQB Course Approval Program. The course must be at least one classroom hour in length and meet the requirements for PP appraisal-related courses. In addition, the student must successfully complete a written exam proctored by an official approved by the presenting college or university or by the sponsoring organization consistent with the requirements of the course.

---

## REAL PROPERTY (RP)

### USPAP Requirement

The Appraiser Qualifications Board (AQB) of The Appraisal Foundation requires all RP appraisers to take one seven-hour USPAP update course at least once every two years. All USPAP courses must be taken from an AQB-approved instructor. Since state requirements for Ad Valorem appraisers vary, ASA requires Ad Valorem appraisers to follow the one seven-hour USPAP update course at least once every two years requirement.

### RP Reaccreditation Guidelines

RP members may submit their current RP state license for a one-time only, full five-year reaccreditation. In addition, RP members may submit their current state license as documentation that they have met the USPAP reaccreditation requirement.

---

## MULTI-DESIGNATED MEMBERS

Appraisers holding designations in more than one discipline may use the chart on page 6 to determine the USPAP continuing education requirement they need to meet. Members with more than two designations should contact their discipline's membership and reaccreditation specialist at (800) 272-8258 or (703) 478-2228 to determine the appropriate USPAP continuing education requirement.

## USPAP CONTINUING EDUCATION CHART FOR DUALY-DESIGNATED MEMBERS

	ARM	BV	GJ	MTS	PP	RP
ARM	7 hrs of USPAP course work every 5 yrs	7 hrs of USPAP course work every 5 yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	7-hr update class every 2 yrs
BV	7 hrs of USPAP course work every 5 yrs	7 hrs of USPAP course work every 5 yrs*	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	7-hr update class every 2 yrs
GJ	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	7-hr update class every 2 yrs
MTS	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	7-hr update class every 2 yrs
PP	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	15-hr course and pass associated exam every 5 yrs OR 7-hr update course every 2 calendar yrs	7-hr update class every 2 yrs
RP	7-hr update class every 2 yrs	7-hr update course every 2 yrs	7-hr update class every 2 yrs	7-hr update class every 2 yrs	7-hr update class every 2 yrs	7-hr update class every 2 yrs

\*This requirement does not go into effect until April 1, 2014.

## USPAP Classroom and Home Study Courses

### USPAP Classroom Course

USPAP reaccreditation requirements may be met by taking the 15-hour USPAP course and exam or the seven-hour USPAP Update course in a traditional classroom setting (depending on your discipline's USPAP reaccreditation requirements). All USPAP courses being used toward any ASA requirements must be taught by an Appraiser Qualifications Board (AQB)-approved USPAP instructor. For a schedule of classroom USPAP courses, go to [www.appraisers.org/Education/CourseCatalog.aspx](http://www.appraisers.org/Education/CourseCatalog.aspx) or visit the Education section of ASA's website ([www.appraisers.org](http://www.appraisers.org)).

For any questions about the USPAP reaccreditation requirements, contact ASA's membership and reaccreditation specialists at (800) 272-8258 or (703) 478-2228.

### USPAP Home Study Course

USPAP reaccreditation requirements may be met by taking the USPAP home study course. This can be ordered by calling National Media Services at (800) 541-0551. If you purchase the seven-hour USPAP Update course, you must complete and sign the continuing education form that is included with your materials and return it to ASA. Approved proctors\* for the 15-hour USPAP exam are:

- Any Accredited Member, Accredited Senior Appraiser or Fellow
- Any public and/or private community college, four-year college or university counseling/testing center
- Any independent testing center

\*The proctor cannot be a relative or client of the test taker; the proctor and test taker cannot work in the same office; the proctor must be preapproved by ASA Headquarters.

# Frequently Asked Questions

## What's involved in the reaccreditation process?

ASA members must complete the reaccreditation process to maintain their designations. Typically, this requirement is due every five years. You will need to submit the reaccreditation application (pages 9–11) and the \$250 processing fee. Additionally, your continuing education and organizational participation hours must be properly documented.

## What activities can I get credit for?

Many of the activities are listed in the reaccreditation application (pages 9–11) and include seminars, courses, conferences, chapter functions, speaking engagements, serving as an instructor, publishing an appraisal-related article, holding a chapter or international office, being a committee member, serving as a mentor, etc. These activities can be done through other organizations as long as they pertain to your continued growth in the appraisal field.

## Does the time invested in preparing to teach a course, workshop or seminar count for reaccreditation?

Yes. The Board of Examiners has recently changed its policy. Two hours of preparation time for every one hour of presentation time up to a maximum of 10 hours per year will be accepted.

## How will I know when it's time for me to reaccredit?

ASA Headquarters will send you a reminder one year before and again six months before your reaccreditation due date. Your reaccreditation due date is also available online in the "For Members" section of the ASA website.

## May I reaccredit early?

Yes. The credits earned will be applied to your current reaccreditation due date.

## If I earn more than 100 hours, will those hours roll over to my next reaccreditation cycle?

No. Reaccreditation hours earned cannot be rolled over into the next cycle.

## What should I do if I don't have enough hours for a full reaccreditation?

You can reaccredit your designation for a lesser amount of time. See page 2 for more information.

## What happens if I don't reaccredit?

An Accredited Senior Appraiser failing to reaccredit will revert to an Accredited Member. An Accredited Member failing to reaccredit will revert to a Candidate and will be required to go through the accreditation process again in order to restore his/her designation.

## I did not reaccredit on time and my designation was reverted. How can I restore my designation?

Any member who has been reverted from an ASA to an AM may restore his/her original designation by completing the necessary requirements for reaccreditation and submitting the reaccreditation application form, supporting documentation and payment to ASA Headquarters. There is a \$25 restore-designation fee, in addition to the \$250 reaccreditation processing fee.

## May I receive CE credit for reading appraisal-related articles or technical journals?

No. The reading of articles or technical journals for CE credit is not allowed.

## Do I have to earn 60 hours in organizational participation?

No. Your 100 hours could all be earned in continuing education; however, you may have no more than 60 hours in organizational participation for a five-year reaccreditation period.

## Do online courses count toward reaccreditation?

Yes, if they are appraisal related. Please be sure to submit a copy of the certificate you receive after taking the course.

## Do self-study courses count toward reaccreditation?

Yes. Hours will be determined on a case-by-case basis. Your membership and reaccreditation specialist will let you know when a decision has been made once your information is received.

### May I submit reaccreditation documentation as I earn hours instead of submitting everything at once?

Yes. If you send copies of the documents to your discipline's membership and reaccreditation specialist, your hours will be entered and your record on the ASA Web site will be updated. (See page 1 for more information on accessing your information online.)

### How far back can I count my hours?

You may count back five years from your last reaccreditation due date up to your current due date, which is typically a five-year period. However, please check your reaccreditation status form for your exact dates (available in the "For Members" section of the ASA website).

### May I request an exemption from reaccreditation?

No. There is no exemption from reaccreditation. All designated members must reaccredit.

### If I am partially retired, do I need to reaccredit and take USPAP?

Yes. You still need to reaccredit and meet your discipline's USPAP requirements. However, please check with your discipline's membership and reaccreditation specialist for your specific requirements.

### How long does it take to get my record updated once I have sent ASA my documentation?

It usually takes one week to 10 days for your information to be posted to your record.

### Do I need to provide documentation for ASA courses and seminars I attend?

That depends. ASA automatically pulls information from its database for POV courses and other discipline seminars, workshops, etc.; however, it is always a good idea to maintain and submit documentation for all of your program attendance since the registration of some courses/seminars/workshops is managed by other organizations or outside groups (e.g., chapter seminars).

### What about credits for attending the ASA annual conference?

Credits for the annual conference are not automatically pulled from ASA's database as the number of credits awarded depends on the sessions you attend. ASA provides a CE form to all attendees in their registration materials that should be completed and returned to ASA Headquarters for processing after the conference is over.

### I am a USPAP instructor. Do I need to meet the USPAP requirement for reaccreditation?

AQB-qualified USPAP instructors who have taught at least two USPAP courses within the five-year ASA reaccreditation period will not have to meet any additional USPAP reaccreditation requirements. Documentation of the courses taught will need to be provided.

### Are hours for pro bono work for a government agency acceptable for reaccreditation credit?

Yes. These hours will be accepted as organizational participation (not continuing education) hours. Additionally, a maximum of eight hours per year, per committee or board will be granted for your participation as a committee chair or board member on a local state committee/board related to the appraisal field.

### Are appraisal-related podcasts acceptable for CE credit?

Yes. Up to five hours per year may be earned toward continuing education. A summary of the topic discussed is required and subject to approval.

### May I submit employer CE logs for CE credit?

Yes, however, supporting documentation is required.

### Is the writing and publishing of appraisal-related Web articles or blogs acceptable for CE credit?

Yes. Up to five hours per year may be earned toward continuing education. One hour will be credited for every 250 words written. Copies of the Web articles or blogs must be submitted and are subject to approval. Word counts must be provided with each article or blog.

### In addition to ASA, what other societies can be included in the organizational participation section (pages 10–11)?

- American Society of Farm Managers and Rural Appraisers
- Appraisal Institute
- Appraisers Association of America
- International Association of Assessing Officers
- International Right of Way Association
- Massachusetts Board of Real Estate Appraisers
- National Association of Independent Fee Appraisers
- National Association of Master Appraisers

# ASA Recreditation Application

1. Review this guide, paying particular attention to your discipline's specific information before completing the application.
2. Complete sections 1–4 on continuing education and organizational participation.
3. Sign the affirmation statement on page 11.
4. Pay the \$250 processing fee by enclosing a check or by filling in the credit card information on page 11.
5. Enclose documentation supporting your participation in all activities for which you are requesting continuing education credit and organizational participation hours.
6. Detach and send pages 9–12, your documentation and the processing fee to: American Society of Appraisers; Attention: Membership and Recreditation Services; 555 Herndon Parkway, Suite 125; Herndon, VA 20170.

## SECTION 1

### Continuing Education: Courses and Seminars

Supporting documentation must be attached and should include the name of the course or seminar, the sponsoring organization, the course date, the course location and the number of activity hours. Certificates of completion must be signed by the program official. Supporting documents include course description, program outline, schedule, etc.

	Hours Requested	Hours Approved
A. Completed course related to the appraisal profession at a fully accredited college or university (maximum 20 hours per semester or quarter; attach transcript)	_____	_____
B. Attended/participated in ASA-sponsored seminar or course (1 hour per seminar hour)	_____	_____
C. Participated in educational program of other appraisal society (1 hour per classroom hour)	_____	_____
D. Attended educational session at ASA-sponsored conference (1 hour per session hour; attach conference continuing education form)	_____	_____
E. Acted as counselor/adviser to an accredited valuation sciences degree program (15 hours per year)	_____	_____
F. Completed USPAP course as required by your discipline (attach certificate of completion)	_____	_____
G. Attended other educational course/seminar (subject to the review and judgment of the International Board of Examiners; hours will be determined on a case-by-case basis)	_____	_____

## SECTION 2

### Continuing Education: Instruction, Speeches and Presentations

Supporting documentation must be attached and should include the name of the program, the type of involvement (speaker, instructor, etc.), the sponsoring organization and the length of the speech, presentation or program. Attach a copy of the speech/presentation along with the program outline or agenda.

	Hours Requested	Hours Approved
A. Taught appraisal course sponsored by recognized appraisal organization or by accredited university or college (1 hour per course hour)	_____	_____
B. Instructed/led ASA educational program or workshop (1 hour per course hour)	_____	_____
C. Gave presentation as panel leader, workshop leader or featured speaker at the ASA International Appraisal Conference (1 hour per course hour)	_____	_____
D. Featured speaker at ASA chapter meeting (1 hour per meeting hour)	_____	_____

## Reaccreditation Application (cont'd)

	Hours Requested	Hours Approved
E. Gave presentation as instructor, panel leader or workshop leader at appraisal-related course (1 hour per course hour)	_____	_____
F. Featured guest speaker representing ASA at a non-ASA function (1 hour per course hour)	_____	_____
G. Participated in ASA-sponsored exhibit (1 hour for each hour)	_____	_____
H. Participated in other activities related to instruction, speeches or program participation (subject to the review and judgment of the International Board of Examiners; hours will be determined on a case-by-case basis)	_____	_____

## SECTION 3

### Continuing Education: Published Articles and Other Literary Contributions

Supporting documentation must be attached and should include the title of the published work, the publication in which it appears, the publisher and the date of publication. Proof of publication must be attached.

	Hours Requested	Hours Approved
A. Published article in ASA Professional magazine (1 hour per 250 words)*	_____	_____
B. Created new discipline or specialty exam or revised an existing exam (100 hours; hours will be divided if more than one member is involved; the exam must include a new study guide, bibliography and retake exam; the project must be pre-approved by the discipline committee)	_____	_____
C. Published article in an ASA discipline journal (1 hour per 250 words)*	_____	_____
D. Published article on appraising in trade journal, book, magazine or newspaper other than above (1 hour per 250 words)*	_____	_____
E. Published one of the following: editorial, letter to the editor, critique of previous article on appraisal, book review or similar literary contribution to a discipline journal (1 hour per 250 words)*	_____	_____
F. Published contribution to an ASA monograph (1 hour per 250 words)*	_____	_____
G. Published contribution to Valuation journal (1 hour per 250 words)*	_____	_____
H. Published other appraisal-related materials (subject to the review and judgment of the International Board of Examiners; hours will be determined on a case-by-case basis; includes books and chapters in books)	_____	_____

\*Word counts must be provided with each published article submitted.

## SECTION 4

### Organizational Participation

Supporting documentation for organizational contributions must be attached and should include the office or position held, the organization and the date of service.

Members serving as officers, governors, directors, committee chairs or committee members in other professional appraisal organizations that are members of The Appraisal Foundation will be awarded reaccreditation credit on the same schedule established for ASA participation. Hours will be credited as follows:

	Hours Requested	Hours Approved
A. Local chapter officer (15 hours per year)	_____	_____
B. Branch officer (8 hours per year)	_____	_____

C. Local chapter committee chair or board member. Additionally, participation as a committee chair or board member on a local state committee/board related to the appraisal field. (8 hours per year, per committee or board)	_____	_____
D. Local chapter committee member/task force (4 hours per year, per committee or task force)	_____	_____
E. Mentor in local chapter’s mentoring program or other appraisal-related mentoring program (2 hours per month, 20 hours per year maximum)	_____	_____
F. Proctoring exam, one hour per exam (maximum 10 hours per year)	_____	_____
G. Chair of international committee/task force/Educational Foundation (20 hours per year, per committee or task force)	_____	_____
H. Member of international committee/Educational Foundation (12 hours per year, per committee)	_____	_____
I. District director (10 hours per year)	_____	_____
J. Region governor (20 hours per year)	_____	_____
K. International president (100 hours per year)	_____	_____
L. International officer (50 hours per year )	_____	_____
M. Attended ASA chapter meetings (1 hour for first meeting in membership year, 4 hours for second meeting, 1 hour for each additional meeting within that membership year, maximum of 10 hours per membership year)	_____	_____
N. Examiner or adviser on Board of Examiners (4 hours for each advancement package “completed” up to a maximum of 20 hours per year)	_____	_____
TOTAL OF SECTIONS 1–4	_____	_____

**Affirmation Statement**

I hereby affirm and certify that the information submitted and included with this booklet is truthful. I am aware that fraudulent use of any data or documentation used in support of this claim for reaccreditation hours will subject me to the penalties prescribed under the constitution, bylaws and administrative rules of the American Society of Appraisers.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reaccreditation Fees**

Payment must accompany your application. The processing fee is \$250 regardless of the reaccreditation term. If you have been reverted to a previous membership grade and want to restore your original designation, please follow all of the instructions on page 9 and pay a total of \$275 (\$250 processing fee plus \$25 restore-designation fee). Payment must accompany your completed application and proper documentation.

I am reaccrediting for (check one)

- 5 Years     4 Years     3 Years     2 Years

I am restoring my designation

- Yes     No

- Check enclosed     MasterCard     Visa     American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

# ASA Recreditation Checklist

Please fill out this checklist before submitting your materials to ensure that your reaccreditation packet is complete.

- \_\_\_\_\_ 1. Application has been completed (pages 9–11)
- \_\_\_\_\_ 2. Affirmation statement has been signed (page 11)
- \_\_\_\_\_ 3. Reccreditation processing fee has been included
- \_\_\_\_\_ 4. Documentation of all continuing education and organization participation hours has been included
- \_\_\_\_\_ 5. Word counts for any written articles being considered for credit have been included
- \_\_\_\_\_ 6. Discipline USPAP requirements have been met and are documented (pages 3–5)

Send your reaccreditation packet to:

American Society of Appraisers  
Attention: Membership and Reccreditation Services  
555 Herndon Parkway, Suite 125  
Herndon, VA 20170

Questions on any of the reaccreditation guidelines? Please call your discipline's membership and reaccreditation specialist at (800) 272-8258 or (703) 478-2228.

## Continuing Education Credit Form

This form was developed for your convenience in reporting continuing education to various appraisal organizations. It does not imply automatic acceptance by any organization of an educational program. Each group retains its own reaccreditation requirements and procedures for requesting credit.

1. Complete this form in its entirety.
2. Submit a copy to each organization from which you are requesting credit, along with a copy of the program brochure or outline (required).
3. Keep a photocopy of each form submitted for your records.

Member Name \_\_\_\_\_ Member ID # \_\_\_\_\_

Member Address \_\_\_\_\_

Discipline \_\_\_\_\_ Number of Instructional Hours \_\_\_\_\_

Organization to Which Submitted \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Title of Program \_\_\_\_\_

Program Location \_\_\_\_\_ Program Dates \_\_\_\_\_

Instructors/Presenters \_\_\_\_\_

Description of Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of Completion \_\_\_\_\_

(Signature of Instructor or Program Official)

I certify that I have completed the above-described professional activity. I am aware that any misrepresentations by me may be subject to disciplinary action.

Signature of Member \_\_\_\_\_ Date \_\_\_\_\_

THIS SECTION FOR OFFICE USE ONLY



*The International Society of Professional Valuers®*

ASA Reaccreditation Program

\_\_\_\_\_ Number of Acceptable Hours \_\_\_\_\_



*The International Society of Professional Valuers®*

555 Herndon Parkway, Suite 125  
Herndon, VA 20170

Telephone (800) 272-8258 or (703) 478-2228

Fax (703) 742-8471 • E-mail [asainfo@appraisers.org](mailto:asainfo@appraisers.org) • Web [www.appraisers.org](http://www.appraisers.org)