



Dear Personal Property Candidate for Accreditation,

The attached template has been provided by the Personal Property Board of Examiners to assist you in preparing your own advancement experience log, as required for applying for accreditation as either an “ASA” or “AM”

The goal of the log is not for you to provide a numbers heavy accounting of your time (minutes and seconds) but to provide a summary of your experience and background as it relates to Personal Property accreditation. You should think of this log as a narrative version of your resume rather than a spreadsheet.

Your log should consist of 4 parts: an Introduction (1 page summary of your experience); Yearly Summary of Hours and Activities (your experience on a yearly basis in the 4 categories as outlined on pages 6-7 in the Personal Property accreditation guide); Yearly Summary of Prior Experience and Hours Worked (summary of specific collateral work experience prior to moving into appraisal profession (if needed)); and finally, a Conclusion (estimate of how many hours you spent in each category per year).

The attached template includes specific footnotes for each section to assist you in transferring your information into this format. This template is provided here for you as a MODEL only. We know that everyone brings to this profession, a unique and individual background of experience and education.

Questions? Feel free to contact the [PP credentialing specialist](#) OR any members of the Personal Property Board of Examiners.

Thank you for the time and attention you are giving to complete your log – it will definitely help expedite your application for advancement and accreditation.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Tropper', is written over a light gray rectangular background.

Sandie Tropper, Vice Chair
Personal Property Board of Examiners
American Society of Appraisers

Name
Work Log
Date

Summary of Work Log X to X¹
and
Summary of Prior Experience in (stated) Area of Expertise

Name
Street Address
City, State Zip

Phone
Email

¹The information in this template has been provided by a recent PP candidate. **This is intended only as a suggested format for putting together your own log. The PP Board of Examiners know that everyone's experience is individual and unique and your log should reflect that.**

Name
Work Log
Date

1. Introduction²

This summary documents my work activity for the years I have worked as an art appraiser as well as my prior work experience. It is organized as follows:

1. Introduction
2. Yearly summary of hours and activities
3. Explanation of prior experience and hours worked
4. Conclusion

It includes setting up and maintaining work operations (Office Management and Business Development) with **Company**, a business **Name**, an accredited member of the **Appraisal Organization**, created. This also includes my developing a website, service on several museum, art center and regional museum organization boards and other activities described below.

This marks my beginnings as an appraiser while maintaining other art-related work (Collateral Work Experience), including art consultant, artist's representative, artist coach, art travel guide and other as seen below. This work and other activities follow my over 30 years of working in the art field as a Curator, Executive Director and other earlier positions working for art non-profits.

My Ancillary Field Work is a continuation of my role as a leader in **City's** art scene as well as my interest in lifelong learning in my field. I was invited to teach **Name of Course** at **College** and taught one-two classes per year for five years. I am a regular attendee at gallery and museum openings, lectures and seminars and other events as described below.

Appraisal preparation has been part-time over these five years, starting mid-year, 2009, gradually increasing to the present. I continue to work with **Name** two days a week and now work on my own on other days. From the beginning, we have appraised a range of work from the very modest to important collections due to my and **Name's** many contacts in **City's** art scene. The appraisals have been for insurance, gift tax, donation, estate planning and for possible sale. We have increased the number clients every year.

This summary also includes my attendance at ASA's appraisal "boot camp" in 2013, which contributes 2000 hours to my total appraisal hours.

I have included a spreadsheet that outlines all numerical aspects of the work log, both for the years **Date - Date** and for my prior experience.

²This should be a one-page summary of your experience.

Name
Work Log
Date

2. Yearly Summary of Hours and Activities

Year.³:

Office Management/Business Development:⁴

- Setting up all office systems for **Company**.
- Start of developing website.
- Membership on **X** board for **X** Museum
- Community Board member for **X** Art Center
- Candidate Member of ASA, attending local chapter meetings
- Bookkeeping
- Developing forms

Ancillary Field Work and Research:

- Taught two sections of **Course Name** at **College**
- Attendance at **X** Lectures at **X**, **X** Museum and many other art programs and events
- Presentation at **X** Museum
- 15-hour USPAP course
- Public art panel for City of **X**
- Regular attendance at exhibition openings at museums and galleries
- Attendance at art fund raisers
- Member of art discussion group with curators and artists
- Art travel to NYC-intensive art viewing
- Art travel to **City**

Collateral Work Experience:

- Artist representative
- Artist coach
- Art consultant

Appraisal Preparation:

- Involved in all aspects of appraisal preparation, including inspection, property and market research, development of rationale, reconciliation of value and drafting reports
- Appraisals for insurance, charitable donation, estate planning, gift tax, possible sale
- Items of modest value to very valuable, internationally known artists

³You should outline your experience on a yearly basis in the 4 categories: 2 years for AM or 5+ years for ASA.

⁴For more detail on the kinds of activities that fall in each category, please refer to pages 6 & 7 of PP accreditation guide.

Name
Work Log
Date

Year:

Office Management/Business Development:

- Maintaining and improving all office systems for **Company**.
- Completing a website for **Company**.
- Membership on **X** board for **X** Museum
- Community Board member for **X** Art Center
- Presentations on artist business practices
- Candidate Member of ASA, attending local chapter meetings
- Bookkeeping
- Developing forms

Ancillary Field Work and Research:

- Taught **Course** at **College**
- Attendance at **X** Lectures at **X**, **X** Museum, and others
- Public art panel for City of **X**
- Regular attendance at exhibition openings at museums and galleries, **X** Art museum grand opening
- Attendance at art fund raisers
- Member of art discussion group with curators and artists
- Art travel to NYC-intensive art viewing. Two trips

Collateral Work Experience:

- Artist representative
- Artist coach
- Art consultant

Appraisal Preparation:

- Involved in all aspects of appraisal preparation, including inspection, property and market research, development of rationale, reconciliation of value and drafting reports
- Appraisals for insurance, charitable donation, estate planning, gift tax, possible sale
- Items of modest value to very valuable, internationally known artists

Name
Work Log
Date

Year:

Office Management/Business Development:

- Maintaining and improving all office systems for **Company**.
- Maintaining website for **Company**.
- Board chair, **X** board for **X** Museum
- Presentations on artist business practices
- Candidate Member of ASA, attending local chapter meetings
- Bookkeeping
- Improving forms

Ancillary Field Work and Research:

- Taught **Course** at **College**
- Attendance at **X** Lectures at **X**, Lectures at **X** Museum, **X** Museum and others
- Regular attendance at exhibition openings at museums and galleries
- Attendance at art fund raisers
- Attended **X** Museum ceramics symposium
- Advise retirement home on art gallery
- Member of art discussion group with curators and artists
- Art travel to NYC-intensive art viewing.

Collateral Work Experience:

- Artist representative
- Artist coach
- Art consultant: Oversaw move of **Company's** art collection to new offices-two trips to **City**. Also inventoried **Company's City** art collection

Appraisal Preparation:

- Involved in all aspects of appraisal preparation, including inspection, property and market research, development of rationale, reconciliation of value and drafting reports
- Appraisals for insurance, charitable donation, estate planning, gift tax, possible sale
- Items of modest value to very valuable, internationally known artists

Name
Work Log
Date

Year:

Office Management/Business Development:

- Maintaining and improving all office systems for **Company**.
- Maintaining website for **Company**.
- Board chair, **X** board for **X** Museum
- Candidate Member of ASA, attending local chapter meetings
- Bookkeeping
- Developing forms

Ancillary Field Work and Research:

- Attendance at **X** Lectures at **X**, Lectures at **X** Museum, **X** Museum and others
- Taught **Course** at **College**
- Presentation on appraising
- Regular attendance at exhibition openings at museums and galleries, **X** Art museum grand opening
- Attendance at art fund raisers
- Member of art discussion group with curators and artists
- Art travel to NYC-intensive art viewing. Two trips.
- Art travel to **City, City, and City**

Collateral Work Experience:

- Artist representative
- Artist coach
- Organized artist's estate
- Prepare plan for traveling exhibition
- Residential art installation

Appraisal Preparation:

- Involved in all aspects of appraisal preparation, including inspection, property and market research, development of rationale, reconciliation of value and drafting reports
- Appraisals for insurance, charitable donation, estate planning, gift tax, possible sale
- Items of modest value to very valuable, internationally known artists

Name
Work Log
Date

Year:

Office Management/Business Development:

- Maintaining and improving all office systems for **Company**.
- Maintaining website for **Company**.
- Membership on **X** board for **X** Museum
- Candidate Member of ASA, attending local chapter meetings
- Bookkeeping
- Developing forms

Ancillary Field Work and Research:

- Completed ASA's Appraisal Boot Camp-4 courses.
- Passed ASA Fine Arts Exam
- Attendance at **X** Lectures at **X**, Lectures at **X** Museum, **X** Museum and others
- Juried exhibitions
- Regular attendance at exhibition openings at museums and galleries, **X** Art museum grand opening
- Attendance at art fund raisers
- Member of art discussion group with curators and artists
- Art travel to NYC-intensive art viewing. Two trips.
- Art travel to **City**, **City**, and **City**

Collateral Work Experience:

- Artist representative
- Artist coach
- Organized artist's estate
- Plan and present 5 day tour of **City** art
- Residential art installation

Appraisal Preparation:

- Involved in all aspects of appraisal preparation, including inspection, property and market research, development of rationale, reconciliation of value and drafting reports
- Appraisals for insurance, charitable donation, estate planning, gift tax, possible sale
- Items of modest value to very valuable, internationally known artists

Name
Work Log
Date

Year:

Office Management/Business Development:

- Maintaining and improving all office systems for **Company**.
- Maintaining website for **Company**.
- Membership on **X** board for **X** Museum, charity or organization
- Candidate Member of ASA, attending local chapter meetings
- Bookkeeping
- Developing forms

Ancillary Field Work and Research:

- Attendance at various lectures and seminars, and others
- Presentation on appraising at Senior Housing, Rotary and other speaker opportunities
- Regular attendance at exhibition openings at museums and galleries
- Attendance at art fund raisers
- Member of art discussion group with curators and artists

Collateral Work Experience:

- Artist representative
- Artist coach
- Organized and led three art tours: one in **City**, two to **City** for **X** and **Y**
- Prepare plan for traveling exhibition
- Residential art installation
- Juried exhibition

Appraisal Preparation:

- Involved in all aspects of appraisal preparation, including inspection, property and market research, development of rationale, reconciliation of value and drafting reports
- Appraisals for insurance, charitable donation, estate planning, gift tax, possible sale
- Items of modest value to very valuable, internationally known artists

Name
Work Log
Date

3. Yearly Summary of Prior Experience and Hours Worked⁵

Since **Year**, I have worked continuously in my Field of expertise. I am including in this summary only career positions I held in **City**:

Year - Year: Curator : X Center for Visual Art. Full time position responsible for presenting a full exhibition schedule of modern and contemporary art at an off-campus downtown gallery which is considered to be one of the region's finest contemporary art venues. Supervised 5 staff.

Year - Year: Administrator, : X Center for the Arts and Humanities. Full time position responsible for visual arts programming at the largest regional arts center in the **City** Metro area, presenting exhibitions and educational programming of local, regional and national artists. This included international exhibition exchanges, national and international art travel, collaborations with many art institutions and showing hundreds of artists' work. Supervised 3 staff.

Year - Year: Museum Curator: X Center for the Arts and Humanities. Full time position responsible for art and historical collections, history and historical art exhibitions. Also in charge of docent training and educational programs.

During this time, I also served on two important boards: **X**, of which I was President, and **X**. I also during those years interacted outside of work with the art community by attending art events, including lectures, seminars and gallery and museum openings.

I worked **X** hours in the **X** years between **Year** and **Year**. As this falls into the Collateral Work Experience category, I would like to apply 10%, or 200 hours per year to my total=4,200 hours.

⁵In this section you should include a summary of your specific collateral work experience prior to moving into appraisal profession.

Name
 Work Log
 Date

4. CONCLUSION⁶

HOURS WORKED:

YEAR	OFFICE MNGT/BUSINESS DEVELOPMENT	Ancillary	Collateral	Appraisals	Total all categories (allowed)
1	180	319	74	332	
2	275	357	264	589	
3	205	479	314	617	
4	207	431	325	710	
5	196	348	346	2542	
6	151	374	228	550	
TOTALS	1214	2308	1551	5340	
Office-up to 10% of 10,000					1,000
Ancillary- up to 40% of 10,000					2,308
Collateral- up to 10% of 10,000					1,000
Appraisals- min 800/yr (4000)					5340
TOTAL Year-Year					8,544
Prior prof. experience- Collateral up to 200 hours per year			42,000		4,200
Prior Ancillary Work up to 800 hours per year			2100		2100
TOTAL					14,844

⁶ On this page you should estimate how many hours you spent in each category per year. You should also include your estimate for additional collateral experience and combine for your grand total. You should have a minimum of 4,000 hours for AM and a minimum of 10,000 hours for ASA.