

ASA's

Reaccreditation Guide



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This guide was written to help you understand ASA’s reaccreditation procedures and to provide you with easy-to-follow steps to ensure a smooth and stress-free process.

Our dedicated specialists are happy to assist you with any questions you may have. They may be reached at (800) 272-8258 or [via email](#).

Important Procedural Information

Accessing Your Reaccreditation Information

All ASA reaccreditation information is available online. You may view your reaccreditation progress, renew your designation and print a copy of your reaccreditation certificate all on ASA's website.

1. Login to your account on [ASA's website](#);
2. Select "My Account" in the top right corner;
3. Select "My Credit Reporting" to view your current credits earned and to add credits you want to apply toward your reaccreditation;
4. After all your credits have been entered, select "My Credentials" and then select the "Reaccredit Now" to complete the online reaccreditation application.*

**In order for the "Reaccredit Now" button to appear on the website, you must have entered enough hours to reaccredit and be within one year of your reaccreditation due date.*

Credit Hours Summary Report

To access your Credit Reporting Summary, enter the desired date range and click the "Search" button. Auto-reported credits are limited to continuing education (CE) and professional activities (PA) that have been completed directly through ASA (excluding some meetings, conferences and/or chapter sponsored events). To report additional credits, use the Self-Report Credits section to ensure they display on your credit summary.

How to Calculate Credits

Reaccreditation credits are granted based on a 50-minute credit hour.

Your Attestation During the Reaccreditation Process

You will be asked to attest to the following as part of the online reaccreditation process:

1. I have read *ASA's Reaccreditation Guide* and I understand the requirements set forth therein. I have accounted for my reaccreditation hours as outlined in the guide.
2. The information submitted is correct and truthful.
3. It is my responsibility to maintain all supporting documentation regarding my reaccreditation for a period of five (5) years.
4. If audited by the International Board of Examiners, I will be required to provide any and all documentation required of me.
5. As a pre-condition to applying for and continuing membership in ASA, and by applying for reaccreditation, I hereby agree, that my membership in ASA is governed by the laws of the State of Delaware, and that any dispute I may have with ASA must be resolved by binding arbitration by one arbitrator under the Rules of Commercial Arbitration of the American Arbitration Association in Fairfax County, Virginia where ASA maintains its International Headquarters.

ASA's Reaccreditation Process

As a designated member of ASA, you are required to submit evidence of professional growth through continuing education and participation in professional activities every five (5) years in order to remain an Accredited Member (AM), Accredited Senior Appraiser (ASA), or Fellow (FASA)*. Your reaccreditation due date is five (5) years from your original accreditation date or five (5) years from your last reaccreditation date. Your reaccreditation due date will remain the same even if an additional designation is added.

**Please note: While the standard reaccreditation period is five (5) years, a shorter reaccreditation period may apply if your previous reaccreditation was completed as a "partial reaccreditation" or if you do not have enough hours for a full five-year renewal. Please contact your [discipline's credentialing specialist](#) for more information or refer to page 3.*

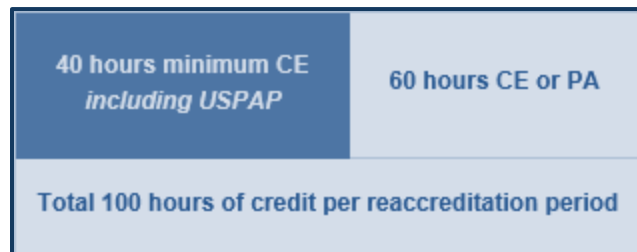
Definitions – These are Important!

Continuing Education (CE) is defined as time spent learning (whether in a face-to-face class, through an online class/webinar, at a conference, etc.). CE is earned only when the individual member is learning as a student.

Professional Activities (PA) is defined as time spent in instruction, giving speeches, participation in educational programs (other than as a student), publishing articles and/or other literary contributions to the appraisal profession and other organizational contributions.

Full Reaccreditation

One hundred (100) credit hours are required to earn a full five (5) year reaccreditation renewal. Credit hours must be earned within your five (5) year reaccreditation period and may not be carried over.



A minimum of forty (40) percent of the required hours earned must be obtained in the category of CE. This includes the minimum Uniform Standards of Professional Appraisal Practice (USPAP) requirement imposed by the Appraiser Qualifications Board of The Appraisal Foundation or by ASA.

The remaining sixty (60) percent of the required hours may either be earned in the PA category or in the CE category (or both).

Examples of acceptable CE and PA credit hours may be found in the [Reaccreditation Criteria](#) section beginning page 14.

Partial Reccreditation

A designated member who has not accumulated enough hours for a full reccreditation period may earn a partial reccreditation term as noted below:

Minimum CE* Hours	Renewal Period (Years)	Total Hours
32	4	80-99
24	3	60-79
16	2	40-59
8	1	20-39

Reccreditation Documentation

After completing your online reccreditation application, you will need to maintain your completed reccreditation documentation for your CE and PA activities for a period of five (5) years after your reccreditation is complete. Documents should be signed by a program official (if applicable). If you have questions about document retention requirements, contact your [discipline's credentialing specialist](#) or call (800) 272-8258.

Discipline-Specific Requirements

The following section provides discipline-specific reaccreditation and USPAP continuing education requirements.

Appraisal Review & Management (ARM)

USPAP Continuing Education Requirement

ARM members need to successfully complete a 7-Hour USPAP Update Course with every new release of USPAP (i.e., every time a new USPAP version and course is available - usually every two (2) years). ARM members may take any version of USPAP.

Business Valuation (BV)

USPAP Continuing Education Requirement

BV members need to successfully complete at least seven (7) hours of BV USPAP course work every five (5) years. If a USPAP cycle is missed, BV members must take a 15-Hour BV USPAP Course and pass the exam to get back into compliance. BV members should still obtain new releases of USPAP as they become available and should accommodate any change(s) to their practice methodology accordingly. BV members must take the BV specific USPAP courses.

BV Reaccreditation Guidelines for Intangible Assets Specialty

For individuals holding the BV Intangible Asset Specialty Designation, a minimum of twenty (20) percent of the continuing education hours required for reaccreditation must be earned in the category of intangible assets and/or financial reporting-specific continuing education.

Gems & Jewelry (GJ)

USPAP Continuing Education Requirement

GJ members may successfully complete their USPAP continuing education requirement in one of two ways.

Complete a PP-specific, 15-Hour USPAP Course and pass the exam with every new release of USPAP (usually every two (2) years).

OR

Complete a PP-specific, 7-Hour USPAP Update Course with every new release of USPAP (usually every two (2) years).

GJ Reaccreditation Guidelines for Master Gemologist Appraisers®

Recertification of the Master Gemologist Appraiser® certification mark must be completed every five (5) years at the same time as reaccreditation of your Accredited Senior Appraiser designation (there is no separate reaccreditation fee).

Recertification of your Master Gemologist Appraiser® certification mark includes:

- Successful completion of the GJ209 connoisseurship class once during your five (5) year recertification period. This class features a revolving curriculum and will also count toward your ASA continuing education requirement. Due to demand and limited capacity for the GJ209 class, we recommend you do NOT wait until the last year of your recertification period to register for a GJ209 class.
- Successful completion of GJ210 - Master Gemologist Appraiser® Practical Examination including the submission of an appraisal report for GJ BOE review.
- Proof of color vision testing by any optometrist, ophthalmologist or peer organization within the last five (5) years.

If you earn the Master Gemologist Appraiser® certification mark in the middle of your current reaccreditation period, you will not be required to recertify the mark until the end of your next reaccreditation period. For example, if you receive your ASA designation in 2020 and receive your Master Gemologist Appraiser® certification mark in 2023, you will complete the reaccreditation of your ASA designation in 2025, but you will not need to recertify the MGA mark until 2030.

If you fail to recertify your Master Gemologist Appraiser® certification mark, it will be revoked, and you will be reverted to an Accredited Senior Appraiser (assuming you have completed the reaccreditation requirements for the ASA designation). If you do not recertify the Master Gemologist Appraiser® certification mark and you do not complete the reaccreditation of your Accredited Senior Appraiser designation, your MGA will be revoked, and you will be reverted to an Accredited Member.

Machinery & Technical Specialties (MTS)

USPAP Continuing Education Requirement

MTS members may successfully complete their USPAP continuing education requirement in one of two ways.

Complete a PP-specific, 15-Hour USPAP Course and pass the exam with every new release of USPAP (usually every two (2) years).

OR

Complete a PP-specific, 7-Hour USPAP Update Course with every new release of USPAP (usually every two (2) years).

MTS Reaccreditation Guidelines

If you previously completed the MTS Principles of Valuation (POV) courses and passed the corresponding exams, you may not retake any of the POV courses for CE credit. You are encouraged to take other MTS courses or courses in other disciplines to expand your knowledge. If you did not previously complete the POV courses and exams (i.e., you earned your designation by passing the comprehensive exam) you may take the POV courses for CE credit, but you must attend a live classroom or a live, virtual course (recorded/audio versions will not be accepted) and you must pass the exam.

Personal Property (PP)

USPAP Continuing Education Requirement

PP members may successfully complete their USPAP continuing education requirement in one of two ways.

Complete a PP-specific, 15-Hour USPAP Course and pass the exam with every new release of USPAP (usually every two (2) years).

OR

Complete a PP-specific, 7-Hour USPAP Update Course with every new release of USPAP (usually every two (2) years).

PP Reaccreditation Guidelines

Valuation Theory – Fifty (50) percent of the minimum CE credits required for reaccreditation must include valuation theory coursework. The Appraisal Foundation defines “theory” as consisting of knowledge, principles, or methods (as opposed to “application”). The PP Committee will accept anything that has to do with the appraisal process, rules, standards, policies, etc. The PP Principles of Valuation (POV) courses serve as good examples of theory.

Continuing Education – CE 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 including, but not limited to:

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

- Tours of museum exhibits or conservation laboratories designed as CE experiences and led by field experts (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
- Attending a lecture offered at an auction (just attending an auction is considered a business activity and not an out of the ordinary CE activity that would earn reaccreditation credit)

Distance Education – The Appraisal Foundation defines distance education as any educational offering based on the geographical separation of the instructor and learner, i.e., live, virtual or OnDemand courses. To qualify for CE credit, the course must fall into one of the following categories:

Category A

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 at least one (1) classroom hour in length and meet the criteria for acceptable CE courses.

Category B

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 (1) classroom hour in length and should 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 Continuing Education Requirement

RP appraisers (including Ad Valorem appraisers) need to complete the 7-Hour National USPAP Update Course with every new release of USPAP (usually every two (2) years). RP members may only take the national USPAP course offerings.

RP Reaccreditation Guidelines

RP members may submit their current RP state license for a one-time only, full five (5) year reaccreditation. In addition, RP members may submit their current state license as documentation they have met their USPAP CE requirement.

USPAP

USPAP is updated approximately every two (2) years. All appraisers must practice in accordance with the current edition of USPAP and are responsible for reviewing newly released editions of USPAP, noting updates in the “Revisions to USPAP and USPAP Advisory Opinions” sections and making changes in their practices and reports as necessary. All USPAP courses must be taken from an Appraiser Qualifications Board (AQB)-approved instructor. Additionally, the hours earned from successful completion of a USPAP course(s) will count toward your CE reaccreditation requirement.

USPAP Course Options

- Option 1* Real Property (RP) appraisers must take the national USPAP course offerings. The 15-Hour National USPAP Course and the 7-Hour National USPAP Update Course are available in an [OnDemand/Self-Study format](#). Please be sure an online version is acceptable to your state real estate appraisal board.

- Option 2* PP/GJ/MTS appraisers must take the PP-specific USPAP courses. ASA offers a PP-specific, 15-Hour USPAP Course (in a live, virtual format) and a PP-specific, 7-Hour USPAP Update Course (in a live, virtual format) specifically for users of Standards 7 and 8. Only these ASA, PP-specific courses are approved for ASA’s USPAP CE credit. Other USPAP courses will be considered on a case-by-case basis only. Please obtain approval BEFORE you take a USPAP class outside of ASA.

- Option 3* BV appraisers must take the BV specific USPAP courses. ASA offers BV-specific, 7-Hour and 15-Hour USPAP courses in an OnDemand/Self-Study format.

USPAP Chart - For Those with Multiple Designations in Different Disciplines

For those with multiple designations in different disciplines, use this chart to determine which USPAP CE requirement you should be completing.

Updated March 2024	ARM	BV	GJ	MTS	PP	RP
ARM	7-Hour USPAP Update Course with every new USPAP version. Any version of USPAP is acceptable	15-Hour BV USPAP Course and exam OR 7-Hour BV USPAP Update Course every five (5) years	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version
BV	15-Hour BV USPAP Course and exam OR 7-Hour BV USPAP Update Course every five (5) years	15-Hour BV USPAP Course and exam OR 7-Hour BV USPAP Update Course every five (5) years	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version
GJ	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version AND 15- or 7-Hour PP USPAP Course with every new USPAP version
MTS	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version AND 15- or 7-Hour PP USPAP Course with every new USPAP version
PP	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	15-Hour PP USPAP Course and exam OR 7-Hour PP USPAP Update Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version AND 15- or 7-Hour PP USPAP Course with every new USPAP version
RP	7-hour National USPAP Update Course with every new USPAP version	7-hour National USPAP Update Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version AND 15- or 7-Hour PP USPAP Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version AND 15- or 7-Hour PP USPAP Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version AND 15- or 7-Hour PP USPAP Course with every new USPAP version	7-Hour National USPAP Update Course with every new USPAP version

Frequently Asked Questions

What is involved in the reaccreditation process? Designated ASA members must complete the ASA reaccreditation process to maintain their designations. The standard renewal term is five (5) years. Members renew their reaccreditation online* and submit payment for the current processing fee(s). Additionally, continuing education (CE) and professional activities (PA) hours need to be properly documented. **If your designation has been reverted, you will need to submit your reaccreditation application to ASA Headquarters for processing. You will not be able to reaccredit online.*

What activities may I receive credit for? You may receive credit for the activities listed in the Reaccreditation Criteria section of this document (starting on page 14). These activities include seminars, courses, conferences, chapter functions, speaking engagements, serving as an instructor, publishing an appraisal-related article, holding a chapter or international office, serving on a committee, volunteering as a mentor, etc. These activities may be through ASA or through other organizations as long as they pertain to continued growth in the appraisal field. Additionally, all credits are granted based on a 50-minute credit hour.

Does the time invested in preparing to teach a course, workshop or seminar count toward reaccreditation credit? Yes. Two (2) hours of preparation time for everyone (1) hour of presentation time up to a maximum of ten (10) hours per year will be accepted toward PA.

How will I know when it's time for me to reaccredit? Your reaccreditation due date is always available online in the "My Credentials" section of the ASA website. You will also receive helpful reminders from ASA's International Headquarters before your reaccreditation due date.

May I reaccredit early? Yes. You may renew your reaccreditation online starting one (1) year in advance of your reaccreditation due date.

If I earn more than one hundred (100) hours, will those hours roll over to my next reaccreditation cycle? No. You may only apply CE and PA hours earned during your current reaccreditation period.

What should I do if I don't have enough hours for a full reaccreditation? You may reaccredit your designation for a shorter amount of time. See [Partial Reaccreditation](#) on page 3 for more information.

What happens if I don't reaccredit? If you do not reaccredit your designation, your membership level will drop. An Accredited Senior Appraiser failing to reaccredit will revert to an Accredited Member. An Accredited Member failing to reaccredit will revert to Candidate and will be required to go back through the accreditation process in order to restore his/her designation.

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

To restore your designation, please complete the necessary requirements to fulfill your reaccreditation and submit the reaccreditation application and fees to ASA's International Headquarters. You will not be able to reaccredit online. Please contact your [discipline's credentialing specialist](#) for more information.

May I receive CE credit for reading appraisal-related articles or technical journals? No. Reading articles or technical journals is not acceptable for continuing education credit.

Do I have to earn sixty (60) credit hours in PA? No. Your one hundred (100) hours may all be earned in CE. If you choose to include PA credit hours, you may claim no more than sixty (60) hours over the five (5) year reaccreditation period.

Do online courses (webinars, OnDemand classes, virtual classes) count toward reaccreditation? Yes, if they are appraisal-related and offered through a recognized provider. Please be sure to maintain a copy of the certificate you receive after taking the course within your personal records.

Do self-study courses (you are provided course materials and study at your own pace) count toward reaccreditation? Yes. Hours will be determined on a case-by-case basis. Your discipline's credentialing specialist will submit the supporting documentation you provide to the International Board of Examiners and will let you know when a decision on hours has been made.

Does ASA require submission of my reaccreditation documentation? No*; however, you are required to maintain your supporting documentation in your personal files for a minimum of five (5) years from your reaccreditation completion date. **If you are selected for audit, you will be required to submit copies of your supporting documentation for all hours claimed during your online reaccreditation renewal.*

Do I need to provide documentation for ASA courses and seminars I attend? That depends. ASA automatically pulls information from its database for ASA-sponsored courses, seminars, workshops, etc. (excluding some conferences and meetings). These hours may be viewed online in My Course History. It is always a good idea to maintain documentation for all of your reaccreditation activities since the registration of some courses/seminars/workshops is managed by other organizations or outside groups (i.e., chapter seminars).

What about credits for attending the ASA annual conference or discipline-specific conference? Credits for the ASA International Appraisers Conference will automatically be awarded to you after the conference has concluded. If you did not attend all sessions, [please contact us](#) so we may adjust your hours.

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 be current with USPAP CE? Yes. Partially retired members are required to meet all reaccreditation requirements; however, the requirement is reduced from one hundred (100) hours to seventy-five (75) hours every five (5) years. A minimum of forty (40) percent of the required hours must be obtained in the CE category. You will still need to meet your discipline's USPAP requirements. If you do not accumulate enough hours for a full reaccreditation period, you may earn a partial reaccreditation term as noted below (Note: Please contact your [discipline's credentialing specialist](#) for assistance with your reaccreditation process):

Minimum CE Hours	Renewal Period (Years)	Total Hours
24	4	60-74
18	3	45-59
12	2	30-44
6	1	15-29

I am a USPAP instructor. Do I need to meet the USPAP CE requirement for reaccreditation? AQB-qualified USPAP instructors who have taught at least two (2) USPAP courses within the five (5) year reaccreditation period will not have to meet any additional USPAP CE requirements. Documentation of the courses taught will need to be self-reported online and kept within your personal records.

I have been appointed to the Appraisal Standards Board of The Appraisal Foundation. Do I need to meet the USPAP (CE) requirement for reaccreditation? Members appointed to the Appraisal Standards Board of The Appraisal Foundation (with the exception of those in the Real Property discipline) are excused from the seven (7) hour USPAP (CE) requirement during their term as an Appraisal Standards Board Member. These members are still responsible for accumulating the stated and required number of CE hours for reaccreditation. Confirmation of such participation on the Appraisal Standards Board in the form of a log should be self-reported online and kept within your personal records.

Are hours for pro bono work for a government agency acceptable for reaccreditation credit? Yes. These hours will be accepted as PA (not CE) hours. Additionally, a maximum of eight (8) hours per year/per committee or board will be granted for your participation as a committee chair or board member on a local or state appraisal-related committee/board.

Are appraisal-related, online educational opportunities acceptable for CE credit? Yes. Appraisal-related continuing education, regardless of delivery platform, shall be credited as one (1) hour of credit per one (1) hour of instruction based on a 50-minute credit hour, as long as it is provided by a recognized appraisal organization/company/institute.

Is the writing and publishing of appraisal-related, online articles or blogs acceptable for reaccreditation credits? Yes, credit may be claimed under the PA category. One (1) hour will be credited for every 250 words written (restrictions may apply; see the [Reaccreditation Criteria](#) section starting on page 14 for further details). These hours will need to be self-reported online and copies of the online articles or blogs (including the word counts) should be maintained within your personal records.

In addition to ASA, what other societies can be included in the professional activities section on page 17? Professional activities from other societies that are sponsors of the Appraisal Foundation are acceptable PA activities for ASA. Those organizations are as follows:

- American Society of Farm Managers and Rural Appraisers
- Appraisal Institute
- Appraisers Association of America
- Instituto de Evaluadores de Puerto Rico
- International Association of Assessing Officers
- International Society of Appraisers
- International Right of Way Association
- Massachusetts Board of Real Estate Appraisers
- North Carolina Professional Appraisers Coalition
- National Association of Realtors
- Farm Credit
- Royal Institute of Chartered Surveyors
- Canadian National Association of Real Estate Appraisers

Is reaccreditation credit provided for chapter board meetings? Chapter officers automatically receive credit each year for serving on their chapter board. They do not receive additional credit for attending chapter board meetings. See the [Reaccreditation Criteria](#) section starting on page 14 for a breakdown of the credits provided.

Reaccreditation Criteria

Section 1 - Continuing Education (CE): Courses and Seminars

Supporting documentation should include the name of the course/seminar attended, the sponsoring organization, course date, course location, course description, course schedule and number of CE hours earned. Course certificates must be signed by a program official. Any CE hours earned outside of ASA may be self-reported online during the reaccreditation process. As a reminder, CE hours are only awarded when you are actively learning as a student.

Activity	Hours Granted
A. Completed course related to the appraisal profession at a fully accredited college or university	Maximum twenty (20) hours per year*
B. Attended/participated in an ASA-sponsored seminar or course	One (1) hour per seminar hour*
C. Participated in a non-ASA, appraisal-related educational program	One (1) hour per classroom hour*
D. Attended educational session at an ASA-sponsored conference	One (1) hour per session hour* <i>A bonus of three (3) hours are provided for verified attendance at all conference continuing educational sessions within your discipline.</i>
E. Completed USPAP continuing education requirements as required by your discipline	Maximum of fifteen (15)** hours per reaccreditation period <i>Class must be approved by The Appraisal Foundation and taught by an AQB-certified USPAP instructor.</i>
F. Taught 15-hour USPAP course as an AQB-certified instructor to satisfy USPAP continuing education requirement	Maximum of fifteen (15)** hours per reaccreditation period <i>Any hours earned beyond this within a given reaccreditation period shall be accepted as PA hours (not as CE hours).</i>
G. Taught two (2) different versions of the 7-hour USPAP Update courses as an AQB-certified instructor to satisfy USPAP continuing education requirement	Maximum of fourteen (14)** hours per reaccreditation period <i>Any hours earned beyond this within a given reaccreditation period shall be accepted as PA hours (not as CE hours).</i>

H. Attended other educational courses/seminars	Subject to the review and judgment of ASA. <i>Hours will be determined on a case-by-case basis.</i>
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*ASA calculates continuing education (CE) credit based on a 50-minute credit hour; therefore, a 60-minute educational offering is calculated as 1.2 hours of continuing education.

**USPAP courses provide 7 hours of CE for the update course and 15 hours of CE for the full course (to include the exam).

Section 2 - Professional Activities (PA) Credits: Instruction, Speeches and Presentations

Supporting documentation should include the name of the program, your involvement (speaker, instructor, etc.), the sponsoring organization, the length of the speech/presentation, and a copy of the speech/presentation along with the program outline or agenda. Any PA hours earned outside of ASA may be self-reported online during the reaccreditation process.

Activity	Hours Granted
A. Taught an appraisal course sponsored by a recognized appraisal organization or by an accredited university or college.	One (1) hour per course hour <i>An instructor may only receive credit once per year for teaching any given course.</i>
B. Instructed/led ASA educational program or workshop	One (1) hour per course hour
C. Panel leader, workshop leader or featured speaker at an ASA Conference	One (1) hour per course hour
D. Speaker at an ASA chapter meeting	One (1) hour per meeting hour
E. Served as a counselor/adviser to an accredited valuation sciences degree program	One (1) hour per counseling hour to a maximum of fifteen (15) hours per year
F. Instructor or panel/workshop leader at an appraisal-related course	One (1) hour per course hour
G. Guest speaker representing ASA at a non-ASA function	One (1) hour per course hour
H. Participated in an ASA-sponsored exhibit	One (1) hour per exhibit hour
I. Participated in other activities related to instruction, speeches or program participation	Subject to the review and judgment of ASA. <i>Hours will be determined on a case-by-case basis.</i>

Section 3 - Professional Activities (PA) Credits: Published Articles and Other Contributions

Supporting documentation should include the title of the published work, the publication in which it appears, the publisher, and the date of publication. Be sure to maintain proof of publication. Any PA hours earned outside of ASA may be self-reported online during the reaccreditation process.

Activity	Hours Granted
A. Published article or editor for an ASA publication*	One (1) hour per 250 words to a maximum of ten (10) hours per article. Editors submit log. <i>Maximum of thirty (30) hours per year.</i>
B. Created a new discipline, examination, or appraisal course for ASA including a new study guide (if applicable), bibliography, course materials, examination, and retake examination (if applicable)	Maximum of forty (40) hours per pre-approved request <i>The total number of hours granted in this category will be determined by the discipline Vice Chair on the Board of Examiners (BOE) and is subject to approval by the Chair of the discipline education committee. Hours will be divided if more than one member is involved.</i>
C. Major revision of an ASA discipline, examination or appraisal course including a new study guide (if applicable), bibliography, course materials, examination and retake examination (if applicable)	Maximum of twenty-five (25) hours per pre-approved request <i>The total number of hours granted in this category will be determined by the discipline Vice Chair on the Board of Examiners (BOE) and is subject to approval by the Chair of the discipline education committee. Hours will be divided if more than one member is involved.</i>
D. Appraisal articles published in an ASA or other trade journal, published editorials, letters to the editor, book reviews (or similar contributions), magazines or monographs*	One (1) hour per 250 words to a maximum of ten (10) hours per article and a maximum of thirty (30) hours per year
E. Published textbooks or appraisal-related books - relevance shall be pre-determined by the International Board of Examiners	One (1) hour per 250 words to a maximum of fifty (50) hours per reaccreditation period <i>This is subject to pre-approval by the Board of Examiners.</i>
F. Other published appraisal-related materials, including books and chapters in books	Subject to the review and judgment of ASA. <i>Hours will be determined on a case-by-case basis.</i>

**Please attach a word count to each published article and maintain this information in your personal records.*

Section 4 - Professional Activities (PA) Credits: Organizational Participation

Supporting documentation for PA credits should include the office or position held, the organization, and the date(s) of service. Any PA hours earned outside of ASA may be self-reported online during the reaccreditation process. Members serving as officers, governors, committee chairs, or committee members in any professional appraisal organization that is a sponsor of The Appraisal Foundation will be awarded PA credit on the same schedule as established for ASA participation. Please Note: ASA Committee/Board hours and credit for elected offices are posted after one’s year/term has been completed.

Activity	Hours Granted
A. Local chapter officer	Fifteen (15) hours per year
B. Local chapter board/committee chair*	Maximum of twenty (20) hours per year, percommittee
C. Local chapter board/committee/task force member*	Maximum of fifteen (15) hours per year, percommittee or task force
D. Mentor in local chapter or other appraisal-related mentoring program	Two (2) hours per month to a maximum of twenty (20) hours per year
E. Participation as a committee chair or board member on a local state committee/board related to the appraisal field	Eight (8) hours per year, per committee/board
F. Proctoring exam	One (1) hour per exam to a maximum of ten (10)hours per year
G. Region/discipline governor & chair of International Board/Committee/Task Force	Twenty (20) hours per year
H. Member of International Board Committee/ Task Force/Educational Foundation	Fifteen (15) hours per year, per committee
I. International president	One hundred (100) hours per year
J. International officer	Fifty (50) hours per year
K. Attended ASA chapter meetings	Two (2) hours per meeting (as of January 22, 2013)
L. Examiner or adviser on ASA’s International Board of Examiners	Four (4) hours for each advancement package“completed”

**To receive PA credit hours, please obtain time logs signed by the chapter president verifying the time spent planning, coordinating, and executing chapter activities and events.*

Audits

The Board of Examiners will conduct random audits of reaccreditation submissions to ensure accuracy and compliance with the policies and procedures stated in this document. During an audit, you may be required to submit documentation supporting the reaccreditation hours you submitted online.

Failure to comply with an audit request or misrepresentation of any hours documented for reaccreditation shall result in prompt action by the International Board of Examiners which may include the following:

- Rejection of the application with required corrective action;
- Reverting the membership level from Accredited Senior Appraiser (ASA) to Accredited Member(AM);*
- Reverting the membership level from Accredited Member (AM) to Candidate;** and/or
- Referral of the matter to ASA's Ethics Committee.

**Should an Accredited Senior Appraiser (ASA) be reverted as a result of an action taken by the International Board of Examiners during an audit, the member will be informed that his/her membership level as an ASA has been revoked, he/she is now an AM and may no longer use the ASA designation.*

***Should an Accredited Member (AM) be reverted as a result of an action taken by the International Board of Examiners during an audit, the member will be informed that his/her membership level as an AM has been revoked, he/she is now a Candidate and may no longer use the AM designation.*

Appeals

If you do not agree with the findings of the International Board of Examiners, you have the right to file an appeal in writing within thirty (30) days of receipt of audit findings stating the basis of your appeal to the Chair of the International Board of Examiners.

Upon receipt of such an appeal, the Chair of the International Board of Examiners will review the basis of the appeal and will inform you in writing of his/her decision. This decision shall be final.

If you have any questions regarding this process, please contact [ASA's Credentialing Department](#) or call 800-272-8258.