

Gems and Jewelry

GUIDE TO PROFESSIONAL ACCREDITATION



The International Society of Professional Valuers®

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Congratulations on your decision to earn a professional designation from the American Society of Appraisers! You should be proud of what you have accomplished thus far with ASA and we are happy to help you move through the process of achieving either the Accredited Member (AM) or the Accredited Senior Appraiser (ASA) designation.

This guide will provide you with clear, step-by-step instructions on how to earn your designation. In addition, ASA has dedicated staff members, specifically trained in your discipline's accreditation process, to help you with any questions or problems you may have. ASA's accreditation specialists may be reached by calling our member service center at (800) 272-8258 or (703) 478-2228.

ASA Membership & Accreditation

Membership Package

- Membership application, with application fees and dues
- Resume
- Three References

On approval of your application (1-2 weeks), you will become an Applicant.

Applicant

- Pass the Ethics examination (open book, taken on the ASA website)
- Pass the 15-hour Uniform Standards of Professional Appraisal Practice (USPAP) course and examination

On completion of these requirements, you will become a Candidate.

Candidate

Complete the following educational requirements:

- Principles of Valuation Courses (POV) PP/GJ201-204 **OR** GJ205 and 206
- Pass the the Gems and Jewelry discipline exam

Submit the following:

- Accreditation application with application fee
- Proof of education (Bachelor's degree or equivalent)
- Proof of Graduate Gemologist diploma (GIA), FGA diploma (Gemological Association of Great Britain) or equivalent
- Current USPAP certificate
- Appraisal Experience Log
- Two appraisal reports meeting GJ requirements, each with a completed GJ checklist of required elements

On successful completion of these requirements:

- **If you have 2 to 5 years of full time appraisal experience, you will advance to Accredited Member (AM)**
- **If you have 5 or more years of full time appraisal experience, you will advance to Accredited Senior Appraiser (ASA)**

Master Gemologist Appraiser® (optional)

Must hold ASA designation, or may apply simultaneously with application for advancement to ASA

- Successfully complete an advanced class in gemology or jewelry connoisseurship for MGA certification
- Successfully complete the MGA practical exam
- Submit proof of lab equipment
- Submit proof of Color Vision Testing

For help with this process, call an ASA discipline-specific accreditation specialist at (800) 272-8258 or (703) 478-2228.

The Advancement Process

When ASA receives your completed accreditation file, it is sent for review to the International Board of Examiners (BoE). Two BoE members from the G&J discipline will review your entire application file. The first examiner will review your file within 40 days and return it to Headquarters. The second examiner then has 40 days to do the same. Upon completion your results will be mailed to you.

While your appraisal reports are being reviewed, your discipline accreditation specialist will verify the information provided in your application. The specialist will also contact you to conduct a short interview to discuss your experience, education and ethical standing.

After the BoE (with the assistance of your discipline accreditation specialist) approves your appraisal experience, educational background, and appraisal reports, and determines that you have completed and passed the education requirements of the Gems and Jewelry discipline, your advancement to AM or ASA status is complete.

You will be awarded your designation and your certificate will be mailed to your chapter president in four to six weeks.

If any portion of the advancement file fails to meet ASA guidelines, you will be advised as to what needs to be resubmitted or repeated. If you do not agree with the decision of the BoE, you may forward a written appeal to the attention of the Vice Chair of the Board of Examiners for the Gems and Jewelry Committee in care of the GJ accreditation specialist at Headquarters.

Professional Education Equivalency Certification Program (PEECP)

Bridging from Other Appraisal Organizations

ASA Gems & Jewelry Bridge Requirements for ISA CAPP and NAJA Certified Master Appraisers

CAPP (Certified Appraiser of Personal Property) is the highest designation for the International Society of Appraisers (ISA). Certified Master Appraiser is the highest designation for the National Association of Jewelry Appraisers. Appraisers who have achieved these designations have completed education and experiential requirements compatible with ASA's requirements. But report writing requirements differ between the associations.

A CAPP or CMA may still choose to take GJ205 or to work with an ASA mentor on the ASA report-writing requirements.

To fulfill the bridging requirements, a CAPP or CMA now must:

- First apply to ASA, submitting the ASA fee and complete application form, along with ASA-stipulated documentation.
- Pass the ASA Code of Ethics examination
- Submit proof of completion and passing an AQB-approved USPAP course within the five years prior to their ASA application. Proof in the form of an official USPAP certificate stating applicant's grade must be submitted with the ASA application for membership.
- Submit documentation verifying current CAPP status in good standing with ISA or CMA status in good standing with NAJA.
- Submit documentation verifying Graduate Gemologist diploma or gemological diploma from an internationally recognized gemological association or school.
- Submit accreditation application and fee.
- ASA will provide a copy of the current Appraisal Report Requirement Checklist
- Bridging applicant's request and information about applicant's background will be submitted to the ASA G&J Education Chair to determine applicant's status and to assign a mentor for the Candidate. This decision will be made in conjunction with the G&J Chair of the Board of Examiners. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.
- No advancement log will be required for ISA CAPP or NAJA CMA bridging applicants.

After approval to Candidate status, the CAPP or CMA must submit two appraisal reports *meeting the requirements laid out in the Appraisal Report Requirement Checklist* for peer review by two Examiners, neither being the Candidate's mentor. One report should be for Replacement Value for scheduling insurance coverage and the other for an intended use where the appropriate valuation is Fair Market Value.

Upon successful review, the bridging process is complete and the CAPP or CMA will receive the ASA designation.

Certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

Professional Education Equivalency Certification Program (cont'd)

Bridging from Other Appraisal Organizations

Requirements for Bridging to ASA Accreditation in Gems & Jewelry from Other Appraisal Backgrounds

ASA recognizes that appraisal education is offered in the profession by a variety of sources, both academic and association sponsored. We would like to recognize the value that these courses have to offer a Candidate toward the advancement to the designation of Accredited Senior Appraiser in Gems and Jewelry in the American Society of Appraisers.

Members of the following professional organizations at the designated levels or appraisal professionals with the following educational backgrounds:

- American Gem Society - Independent Certified Gemologist Appraisers (ICGA)
- National Association of Jewelry Appraisers – Certified Senior Members
- Graduates of the Master Valuer Program

To fulfill the initial bridging requirements, a potential candidate should:

- First apply to ASA, submitting the ASA fee and complete application form, along with ASA-stipulated documentation.
- Pass the ASA Code of Ethics examination.
- Submit proof of completion and passing an AQB-approved USPAP course within the five years prior to their ASA application. Proof in the form of an official USPAP certificate stating applicant's grade must be submitted with the ASA application for membership.
- Submit documentation verifying completed appraisal coursework from one of the approved associations/educators.
- Submit documentation verifying Graduate Gemologist diploma or gemological diploma from an internationally recognized gemological association or school.
- Submit a basic advancement log documenting appraisal experience.
- Submit a copy of a current basic appraisal report for any intended use with the client's information redacted. A copy of the current Appraisal Report Requirement Checklist will be provided to the applicant.
- Bridging applicant's request, appraisal report and information about applicant's background will be submitted to the ASA G&J Education Chair to determine applicant's status and to assign a mentor for the Candidate. This decision will be made in conjunction with the G&J Chair of the Board of Examiners. The mentor will be a current or past member of the Board of Examiners or a mentor or instructor approved by the Education Chair and Board of Examiners for this purpose.

After approval to Candidate status, the Candidate must submit two appraisal reports meeting the requirements laid out in the Appraisal Report Requirement Checklist for peer review by two Examiners, neither being the Candidate's mentor. One report should be for Replacement Value and the other for an intended use where the appropriate valuation is Fair Market Value.

Upon successful review, the bridging process is complete and the candidate will receive the AM designation.

Requirements for advancement to ASA-level accreditation

To advance to the ASA-level of accreditation, the bridged Accredited Member must successfully complete GJ205 or the equivalent.

This bridging addresses only advancement to the ASA-level of accreditation for Gems and Jewelry. Certification as a Master Gemologist Appraiser® is a separate program with additional education and laboratory requirements.

Any bridged AM will lose their accreditation and return to a Candidate member if the above requirements are not completed within an absolute maximum of a five year standard reaccreditation period.



ASA Accreditation Application (Part 1)

Candidate to Accredited Member (AM) Candidate to Accredited Senior Appraiser (ASA) AM to ASA
 Additional Designation Master Gemologist Appraiser®

Full name _____ ASA chapter _____
Address _____
Phone _____ Fax _____
E-mail address _____
Will you accept referrals? Yes No
Discipline _____

Education

Please submit a copy of your diploma or college transcript. If no college degree, please attach College Degree Equivalency Program Form on page 8.

Name of college / university _____ Location _____
Years of attendance _____ To _____ Degree(s) secured, and year(s) _____

Current Employment

Applicant may attach personal resumé or curriculum vitae in lieu of completing this section.

From	To	Company	Location	Position and type of work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Organization(s) of Which You Are a Member and Designation(s) Held

Have you ever been declined for membership in a professional organization or had such a membership revoked?
 Yes No If yes, please explain _____

Have you taken USPAP (Uniform Standards of Professional Appraisal Practice)? Yes No
If yes, please enter date of last course taken _____
(Attach a copy of your certificate or letter)

I hereby certify that the statements contained herein are correct and, if elected to designated membership, I agree to abide by ASA's constitution, bylaws, administrative rules, Principles of Appraisal Practice and Code of Ethics, and by the provisions of the Uniform Standards of Professional Appraisal Practice of The Appraisal Foundation.

Signature _____ Date _____

continued on next page

ASA Accreditation Application (Part 2)

Payment

The fee of \$300 must be enclosed with this accreditation application.

Check enclosed (payable to ASA) VISA MasterCard American Express

Credit card # _____ Exp. date _____

Signature _____

AM and ASA Accreditation Checklist

To ensure you have completed your accreditation packet, complete this checklist and submit it with your application package.

- _____ 1. You are an approved ASA Candidate.
- _____ 2. You demonstrated your appraisal expertise by passing the ASA Principles of Valuation (POV) courses in Gems and Jewelry or, if applying through the Professional Education Equivalency Certification Program, submitted the appropriate documentation and passed GJ205 and GJ206.
- _____ 3. You passed the GJ specialty exam.
- _____ 4. You submitted the completed accreditation application (page 6).
- _____ 5. You submitted the \$300 accreditation application fee.
- _____ 6. You submitted a copy of your G.G. diploma awarded by GIA and your student number.
- _____ 7. You submitted a copy of your college diploma or transcript for a four-year degree or completed the required education equivalency form if you do not have a degree (page 8).
- _____ 8. You submitted an appraisal experience log documenting two years (AM) or five years (ASA) of full-time appraisal experience or the equivalent part-time experience (an example is on pages 9-11).
- _____ 9. You submitted one self-contained narrative report for fair market value for estate taxes or charitable contributions (completed in the past two years) and one summary report for replacement value for the intended use of insurance coverage (completed within the past two years). These reports must be actual reports that were done for clients. (Candidate reports must be accompanied by a completed Candidate Report Checklist which can be downloaded from ASA's Website at www.appraisers.org/join/accreditation.htm).
- _____ 10. You included the signed client release form (page 13).
- _____ 11. You included the signed affirmation statement (page 14).

Please mail your complete accreditation packet to:

ASA Accreditation Services
11107 Sunset Hills Rd., Suite 310
Reston, VA 20190

If you would like to submit your documents electronically, please call your GJ accreditation specialist at (800) 272-8258 or (703) 478-2228 for special instructions.

College Degree Equivalency Form

Name of Candidate _____

Chapter name _____

A college degree represents four years of education beyond the high school level. Such a degree means that the individual has completed approximately 120 semester hours or 180 quarter hours of college courses (180 hours of classroom instruction). This total does not include class preparation, laboratory work, study time or completing term papers and special projects. In other words, 450 hours is equivalent to one year of college.

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

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

1. Graduate Gemologist diploma (or the equivalent) ___1___ year
2. College/university courses completed (attach transcripts with grades) _____ years
3. Professional designations earned (need not be related to the appraisal profession) _____
4. Seminars, courses, conferences, institutes, lectures, etc, attended (need not be related to the appraisal profession) _____hours
5. Articles, papers and/or books published _____
6. Two years of appraisal experience can be credited as one year of college if they exceed the experiential requirement of two years for Accredited Member or five years for Accredited Senior Appraiser _____ years
7. Business/work experience that is not appraisal/valuation related can be credited toward degree equivalency. The same is true for teaching, administrative or supervisory positions (other than those for appraisal unctions), personal property acquisition and retailing, museum or gallery supervision, etc. Such experience may be credited at the rate of one year of experience for two years of degree equivalency. For example, your full-time work in a retail jewelry business for four years may be credited toward two years of college. _____ years

I hereby certify that the above equivalencies are a true and correct representation of my applicable education and experience. I understand that any misrepresentation may result in a denial of my application for accreditation and other appropriate disciplinary actions under ASA's constitution, bylaws and administrative rules.

Signature of Candidate _____ Date _____

Appraisal Experience Requirements

Appraisal Experience

Appraisal practice, as defined by ASA, encompasses estimating the value of property; forecasting the earning power of property, estimating the cost of property; and determining non-monetary benefits or characteristics that contribute to value.

Appraising means the preparation of formal written or verbal opinions of value. Pricing is not necessarily appraising.

Experience Required for Accreditation

AM: At least two years of full-time-equivalent appraisal experience

ASA: At least five years of full-time-equivalent appraisal experience
2,000 hours = one year of experience

Full-Time-Equivalent Experience

Appraisal experience is experience in the act or process of estimating value. ASA requires five years of such experience on a full-time basis to achieve the ASA designation. Therefore, an appraiser can fulfill the experience requirement for ASA in five years provided he or she appraises full-time. If the Candidate appraises 75% of the time in the course of his or her work, the full-time experience requirement would be fulfilled in six years and eight months. If he or she appraises 50% of the time, the full-time experience requirement would be fulfilled in ten years.

Collateral Experience

Evaluation of sales of items that are comparable to a specific item or determining an item's authenticity is frequently a necessity for establishing an item's value. Then it is considered to be appraisal experience. However, if these activities are not intended to establish value, then they are considered to be collateral experience, as in the following examples:

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

The G&J Discipline accepts three or more years of approved collateral experience as equivalent to one year of full-time-equivalent appraisal experience. Up to six years of approved collateral experience is accepted for a maximum of two years of appraisal experience.

Understanding the Appraisal Experience Requirement

When the Candidate fills out the accreditation application, he or she should supply sufficient information to enable the BoE and the local chapter to determine whether or not the Candidate meets the experience requirements. It is the obligation of the Candidate to present the actual, provable experience well enough to allow examiners to quantify it for the purpose of Advancement. The experience **MUST** be relevant to the Gems and Jewelry discipline.

Tips for Compiling an Appraisal Experience Log

The form in your advancement packet is an example. It is not required that you use that particular log. You are allowed to develop your own log, as long as you can document the number of appraisals that you have done. The following are suggestions for compiling an appraisal log using PAS and Microsoft Word.

PAS

If you use PAS (Quantum Leap) your appraisal log can be developed by using a Data Report. (Contact Thom Underwood if you have questions). For your log, please supply your name and address, the Document Number, the Document Date, the Intended Use, the Report Items Count and the Report Final Total. You should not need to put any client identification in the report. If you do not use PAS, you might be able to find similar information in whatever program database you use. Remember, the Experience Log does not have to look exactly the same as the sample provided.

Microsoft Word

1. Open Windows Explorer and go to the file holding your appraisal documents. Click "View" and make sure "Details" is selected. Adjust the size of the columns to show the important data ("Name" - very important; "File Location" - not important; "Size" - important; "Type" - not important; "Date Modified" - very important.)
2. Next, "Print Screen".
3. Open the program you use to format photos. Click "New" for a new document, then type "Ctrl V" or your "Paste" command and a copy of your entire screen will be inserted, just as it looked in "Explorer". Save it as an image file.
4. Open Word and "Insert Picture" "from file" and insert your Print Screen image.

You will need to do this a few times to get copies of all your appraisal files, but it is easier than going through years of documents. Now, you should fill out the Experience Summary Log to summarize the data. For each month, COUNT the number of appraisals. ESTIMATE the number of items, the approximate value for the month, and the percentage of your working life devoted to appraising for that month, including research, etc.

If anyone out there does not yet have their appraisal files somewhere on the computer, you'll have to resort to going back to your physical files and summarizing the information for each month on the Experience Summary Log. Remember, you need to count the appraisals, but we are NOT asking you to go back to each appraisal and add up the total value of items appraised. ESTIMATE it.

Now, after all this, it would be wise from this point forward to build in some kind of system that will give you an experience log when you need it. If you are advancing to Member, you will need to document 3 more years of experience when you advance to Senior. (But you don't have to do all the other steps.)

If in the future you work as an expert witness, it is possible that you will need to document your appraisal experience in order to be qualified as an expert. Keep it in mind.

Appraisal Reports

Appraisal reports are an important component of the accreditation process, demonstrating professionalism. Such reports help the Board of Examiners evaluate the Candidate's scope of practice, ethical attitude and levels of education and appraisal competence.

These reports must conform to the Uniform Standards of Professional Appraisal Practice (USPAP), the ASA's Principles of Appraisal Practice and Code of Ethics, and the standards of the Gems and Jewelry discipline.

What Is a Self-Contained Appraisal Report?

The following sources outline the requirements of a self-contained written appraisal report:

- Uniform Standards of Professional Appraisal Practice (USPAP), Standards 7 and 8
- ASA's Principles of Appraisal Practice and Code of Ethics (Sections 6.2 and 8)
- ASA Gems and Jewelry discipline-specific standards (G&J Appraisal Report Checklist)

The Candidate should keep in mind the intent of these standards. The attributes of an item or on the market chosen that have a bearing on value must be supported and presented in a clear and logical manner. Problems in this area are the most common weakness in appraisal reports submitted for accreditation purposes. Candidates should read their appraisal reports through the eyes of an outsider and ask such questions as:

- Does the report conform to all relevant standards?
- Is the report clear, logical and easily understood?
- Are all statements and conclusions that have a bearing on the value supported by facts shown in the report and explained in detail, including a market model and comparable data used in the analysis?
- Is the report understandable to a person unfamiliar with gemological terms?
- Was credit given to the source of the value definitions and are the definitions used consistently throughout the report?

Appraisal reports that do not meet these requirements are not "self-contained," "complete" or "comprehensive" as required for ASA accreditation purposes.

Submitting Appraisal Reports for Review

- All Candidates are required to submit a completed report checklist with each report.
- Appraisal reports must be actual reports prepared for clients or employers or compiled from actual reports.
- Appraisal reports must be no more than two years old.
- If the Candidate completed the work, but a principal of the firm signed the report, the principal must provide a letter signed by the principal indicating that the Candidate did the work on the report.
- Client references must be redacted from the report unless you have written permission from the client to submit the report for the purpose of accreditation. A client release form is included on page 13).

Appraisal (Client) Report Release Form

This form must be signed by Candidates using appraisal reports containing a client's name and information. In addition, a signed letter from the client giving written permission to use the report for accreditation purposes must accompany this form. Each applicant for accreditation as an Accredited Member or Accredited Senior Appraiser is requested to proceed in conformance with the following provision of ASA's Code of Ethics.

I have requested and received authorization from my client(s) that the appraisal report(s) submitted herewith may be used for professional examination review purposes by the ASA International Board of Examiners for its evaluation as part of my accreditation application for professional appraisal designation.

Signature of Candidate _____ Date _____

Print name _____

Affirmation Statement for Appraisal Reports Submitted to ASA

I hereby affirm and certify the appraisal reports I have submitted were primarily prepared by me and are copies of actual reports prepared for an actual client.

I hereby affirm and certify that the statements contained herein are truthful and, if approved for a designation, I agree to abide by ASA's constitution, bylaws, administrative rules, Principles of Appraisal Practice and Code of Ethics and by the provisions of the Uniform Standards of Professional Appraisal Practice of The Appraisal Foundation.

Signature of Candidate _____ Date _____

Print name _____

Moving From AM to ASA

Any Accredited Member may apply to advance to Accredited Senior Appraiser status by submitting the following items to ASA International Headquarters:

- Accreditation application
- \$300 accreditation application fee
- Appraisal experience log

Contact your discipline's accreditation specialist at (800) 272-8258 or (703) 478-2228 for more information.

Earning an Additional Designation

Any Accredited Senior Appraiser in good standing may apply for Accredited Senior Appraiser status in more than one appraisal specialty. The procedure is as follows:

- The ASA applicant must demonstrate, at minimum, the equivalent of three years of full-time-equivalent appraisal experience in the discipline/specialty requested.
- The ASA applicant must write a letter to his/her chapter president stating briefly his or her qualifications in the particular discipline/specialty and request the chapter's recommendation for Accredited Senior Appraiser status in the additional designation.
- The applicant must submit to ASA International Headquarters, along with a copy of the letter, an accreditation application and fee, a log documenting three years of appraisal experience in his or her discipline/specialty, and two appraisal reports demonstrating knowledge in the particular discipline/specialty.
- If the applicant has not already taken the necessary discipline appraisal education courses (i.e., POV courses, etc.), the applicant must take ASA's current accredited specialty examination if it is offered by the discipline. If the exam is not offered, the applicant must take the necessary appraisal education courses or hold an appropriate equivalency.
- Upon recommendation of the applicant's chapter and the International Board of Examiners, the applicant will be granted Accredited Senior Appraiser status in that particular additional appraisal discipline/specialty.

Reaccreditation/Maintaining Your Designation

All designated members are required to submit evidence of professional growth through continuing education (100 hours every five years) and/or participation in professional activities every five years to remain an accredited and designated ASA or AM. Those ASAs failing to reaccredit will revert to the grade of Accredited Member. Those AMs failing to reaccredit will revert to the grade of Candidate. Questions regarding the reaccreditation process can be answered by your discipline's membership and reaccreditation specialist at (800) 272-8258 or (703) 478-2228.