

SRA Experience Criteria and Procedures

I. Experience Criteria

The residential Associate Member must receive credit for a specified number of hours of Residential Experience. The work submitted for review must cover a minimum time period and include the most recent work, which is counted from the current date going back in time. The work must deal with more than one type of residential real estate.

II. Definition of Residential Experience

Residential Experience is work relating to residential real estate that is covered by Standards Rules 1 through 6, of the Standards of Professional Appraisal Practice, or experience gained by providing practical solutions to residential real property economics problems as may be further defined by the Admissions and Designation Qualifications Committee (ADQC).

The work that is submitted for Experience credit must be the most recent, qualifying work that has been performed within the previous ten years. No more than 1,500 hours of credit may be received for work performed in a twelve (12) month period. Qualifying work includes:

- a) **Valuation of real estate:** In developing a real property appraisal, the appraiser must identify the problem to be solved and the scope of the work necessary to solve the problem, and correctly employ the appropriate research and analysis necessary to produce a credible appraisal. In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion and conclusion in a manner that is not misleading. (Qualifying work must meet Standards 1 and 2.)
- b) **Review of appraisal:** In reviewing an appraisal and reporting the results of that review, an appraiser must form an opinion as to the adequacy and appropriateness of the report being reviewed and must clearly disclose the nature of the review process. (Qualifying review appraisal work must meet Standard 3.)
- c) **Real Property Appraisal Consulting:** In developing a real property appraisal consulting assignment, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete the research and analysis necessary to produce credible results. In reporting the results of a real property appraisal consulting assignment, an appraiser must communicate each analysis, opinion and conclusion in a manner that is not misleading. (Qualifying work submitted must meet Standards 4 and 5.)
- d) **Mass appraisal:** In developing a mass appraisal, an appraiser must be aware of, understand and correctly employ those generally accepted methods and techniques necessary to produce and communicate credible appraisals. (Qualifying work must meet Standard 6.)
- e) **Real property economics:** Experience gained by providing practical solutions to real property economics problems. The experience must be real estate oriented. There must be a statement of a problem and/or scope-of-work outline. The Associate Member must demonstrate data collection and research techniques and provide analysis leading to a conclusion that is provided in a report format. This (problem, analysis, conclusion, reporting) would not be covered by Standard 1-6.

III. Other Requirements

A. Reasonable Relationship Between Hours and the Amount and Complexity of the Work

There must be a reasonable relationship between: (1) the number of hours claimed in a residential Associate Member's application for experience credit and "List of Assignments," and (2) the amount and complexity of the work. If, in the opinion of the Screener, the number of hours claimed appears to be inconsistent with this requirement, the work may not receive full credit.

B. Significant Professional Responsibility

The residential Associate Member must be able to demonstrate significant professional responsibility for work product submitted for experience credit. The residential Associate Member must be able to show that he or she followed the appropriate process (es) and arrived at the analyses, opinions, and conclusions that were incorporated in the report (or file memoranda showing data, reasoning, and conclusions). The mere assembling and analyzing of facts relating to the solution of a valuation or evaluation problem does not necessarily result in significant professional responsibility.

To determine if the residential associate member has significant professional responsibility for the identified work product, the reviewers may consider: (1) whether the Associate Member signed the reports or certification forms in the reports; (2) whether the Associate Member's name was listed in the certification forms as a person who had significant professional responsibility; and (3) other appropriate evidence. Standards Rule 2-2 (a, b, and c) (vii) indicates, "When any portion of the work involves significant real property appraisal assistance, the appraiser must summarize the extent of that assistance." Description of the assistance isn't required to be in the certification but must be in the report.

If you cannot meet the criteria for Significant Responsibility because you:

1. Supervise others who produce work under the Standards, or
2. Train associates who meet the criteria, or
3. Have not produced sufficient work for Experience Review over the past ten (10) years.

Please contact the Admissions Department for further information at, experience@appraisalinstitute.org or (312) 335-4111.

IV. Experience Submission

- A residential Associate Member shall apply for Residential Experience evaluation and credit in one (1) submission.
- The work submitted for Residential Experience credit must have been performed within the previous ten (10) years.
- The work submitted must have been performed after the work listed on a prior application (IF a final application has been submitted before).
- The work submitted for review must include the residential Associate Member's *most recent* work. (Start today and list going back in time).
- The List of Assignments must include ALL qualifying work over at least a minimum time period. No more than 1,500 hours of credit will be awarded for work performed in a twelve (12) month period.
- The work performed must deal with more than one type of residential real estate.

NOTE: Work that was selected for advisory review may be listed but not selected for review on the List of Assignments for experience credit.

V. Standards and Other Criteria

The work must meet the Standards of Professional Appraisal Practice. The Standards of Professional Appraisal Practice are composed of either: (1) The Uniform Standards of Professional Appraisal Practice (USPAP) and the Certification Standard of the Appraisal Institute OR (2) The International Valuation Standards (IVS), applicable national Standards, and the Certification Standard of the Appraisal Institute. The recognized methods and techniques necessary to perform a credible report in accordance with the Appraisal Institute's Standards of Professional Appraisal Practice are set forth in the Appraisal Institute's textbooks, courses, seminars, and other publications. The Standards in effect at the time of the work apply. If the Standards of Professional Appraisal Practice do not apply, the work must meet criteria appropriate to the type of work or the applicant's area of professional practice.

VI. Partial or No Credit

In addition to either no credit or full credit, partial credit may be awarded.

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VII. Procedure for Application

To apply for experience credit, you must complete and submit the following, electronically at experience@appraisalinstitute.org

- [SRA Experience Application: 3,000 Hours](#) (Associate Members admitted to membership ***after*** January 1, 2005)
- [SRA Experience Application: 2,000 Hours](#) (Associate Members admitted to membership ***prior to*** January 1, 2005)
- [List of Assignments For Residential Associate Members \[EXCEL\]](#)

List only work that meets the criteria. During the time period for which credit is requested, you must list ALL assignments performed during the time period that meet the definition of Residential Experience and for which you have significant professional responsibility.

Selection of work & Submission of Reports

Select five (5) assignments that represent your typical good work on your usual types of properties. If possible, select assignments that reflect different types of real estate. Do not select work that was chosen for an advisory review or discussed with a screener. Make note of the assignments you select by highlight or boldface. Do NOT send your reports with your application. You will be notified which reports from your List of Assignments are selected by the Screener. The Screener will select three assignments and you will select two assignments. You will be asked to upload your reports so they are available to the Appraisal Institute National office staff along with the screener. National staff will send you instructions for this process.

If your work includes Review of Appraisals you must submit the report reviewed in addition to the Review Report.

Reports must be submitted in their entirety, which means that the report is to be submitted just as it was sent to the client.

All of your reports must be submitted in English. A report prepared in a language other than English must be translated. The original report (in the native language) must be submitted in addition to the translated reports.

You should keep copies of your reports, to review prior to the interview and to have with you at the interview. Review the reports before the interview so you will be prepared to answer questions regarding the procedures and reasoning you applied in preparing the reports.

VIII. Experience Review Procedure

Once you submit your application to the Admissions Department, your application will be reviewed for sufficiency. National staff will forward your application to a screener, who will choose an additional five (5) reports. The screener will review the work and interview you. The screener will either approved your work or refer the work to an Experience Committee if he or she cannot clearly determine if the work meets the criteria.

Screener Review

A Screener will review your work product and interview you. The Screener can recommend that experience be awarded or that your application be referred to a Review Committee. The Screener will notify you of the date and time of the experience interview, which will take place by telephone. If the Screener has any unresolved questions about your work after the interview or cannot clearly determine that you met the criteria, the application will be referred to an Experience Committee for a second evaluation.

Experience Committee

If the Screener refers your work to an Experience Committee, and you choose this option, then an Experience Committee will be formed to review your work. The Experience Committee will be comprised of three members of the Experience Review Panel. They will be assigned to interview you and evaluate your experience. You will meet with the Experience Committee in person.

If you are referred, it is important to seriously consider attending the Experience Committee. If you are referred to an Experience Committee, and you choose not to go, you will be denied credit; you will receive NO credit for the time frame submitted. When you submit your experience again, you will be required to list work subsequent to the work listed for this application.

Recommendation as to the Award of Experience Credit

If the recommendation of the Screener or Experience Committee is that you receive all the experience credit requested, the Admissions Department will post the credit on your experience record and advise you via e-mail that the Experience Panel has awarded the requested experience credit. If the Experience Committee's recommendation is less than what you requested, a Critique form will be provided to you for each of the reports.

You may request to appeal the decision to the Admissions Appeal Board. Your request must be made in writing to the Admissions Department within sixty (60) days of the date of the letter of notification. Procedures governing appeal rights are described in Regulation No. 2.