

SRA Final Level Experience Application Overview and Checklist

Your application for Residential Experience will require completion of the Application for Experience form and the List of Assignments. The following information is appropriate if you became an associate after January 1, 2005 and will be helpful for completing your application:

- Criteria and Review Procedures
- Instructions for Completing the Application for Experience Credits and List of Assignments
- List of Assignments Form is an excel document (downloadable separately)

The filing fee is \$300 for the final level Application for Experience Credits.

We suggest that you review the Experience Criteria and Review Procedures in their entirety before you complete and submit your Application for Experience Credits and List of Assignments. You may also download the article “Experience Review Guidance – Tips for Associate Members” from the Designation Requirement Tools page at www.appraisalinstitute.org It provides guidance for the review process.

Before you return your Application for Experience Credits - SRA for final level and the List of Assignments, please check that you have completed and/or enclosed the following items pertaining to your experience submission:

- On your List of Assignments, select five (5) reports (or assignments) that are representative of your best work. (Do not select assignments that were used for advisory review.) Indicate these on the List of Assignments by an asterisk, boldface, or highlighting.
- Sign and date the experience application.
- List all work that you performed during the time period that meets the definition of Residential Experience. (Please provide a written explanation of gaps in time of 3 months or more, in which you do not list work.) **This must be your most current work.**
- Submit a filing fee of \$300.
- Indicate on your application whether the appraisal report copies submitted for review should be returned to you or destroyed after the experience review.
- Verify that the first and last report shown on your List of Assignments correspond with the time period applied for on your Application for Experience Credits.
- Provide a written explanation for any reports on the List of Assignments for which you indicate that you “Did Not Sign.”

Please return the Application for Experience Credits along with the List of Assignments (unless filing electronically) and the filing fee to the national office:

The Appraisal Institute
Attn: Experience, Associate Member Services
550 W. Van Buren Street, Ste. 1000
Chicago, IL 60607

Please keep copies for your records.

Electronic Submission of Applications – The Appraisal Institute encourages you to file your experience submission electronically. Submitting electronically is simple, and saves processing time as well.

You may submit your List of Assignments using the Excel spreadsheet that can be downloaded from the Web site (or we can send it to you upon request). Your excel document should be accompanied by a scan (JPG, TIF or PDF) of your signed and dated application, if possible, or you may indicate that your hard copy application and payment will follow via postal mail.

Send your electronic submissions to experience@appraisalinstitute.org

SRA Experience Criteria and Review Procedures

(For Residential Associate Members who became an associate after 1/1/05)

Final Level - 3,000 Hours

I. Experience Requirement

The residential associate member must receive credit for 3,000 hours of Residential Experience. The work submitted for review must cover at least two years and be the most recent work. 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 Committee.

The work that is submitted for Experience credit must be the most recent qualifying work that has been performed within the previous 10 years. No more than 1,500 hours of credit will be awarded for work performed in a 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 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. **Consulting:** In performing real estate or real property consulting services, an appraiser must be aware of, understand and correctly employ those recognized methods and techniques that are necessary to produce a credible result. In reporting the results of a real estate or real property consulting service, 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 residential 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 Standards 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 the number of hours claimed in a residential associate member's application for experience credit and the 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 be referred to a review committee.

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 processes 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 significant professional responsibility for the identified work product, the reviewers may consider: (1) whether the residential associate member signed the reports or certification forms in the reports; (2) whether the residential associate member's name was listed in 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.

IV. Experience Submission

- A residential associate member shall apply for Residential Experience evaluation and credit in one submission.
- The work submitted for Residential Experience credit must have been performed within the previous ten (10) years.
- The work must have been performed after the work listed on a prior application for final level (if applicable)
- The work submitted must be the most recent work.
- The application must cover at least a 24-month period. No more than 1,500 hours of credit will be awarded for work performed in a twelve-month period.
- The work performed must deal with more than one type of residential real estate.
- During the time period for which credit is requested, you must list all assignments performed that meet the definition of Residential Experience and for which you have significant professional responsibility.

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

The work must meet the Standards of Professional Appraisal Practice. 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, a review committee may grant partial credit of 1,500 hours. If no credit or partial credit is granted, the residential associate member may reapply, for the 3,000 or 1,500 hours of experience, with work that began accruing after the date of the latest work in the previously submitted *List of Work*.

VII. Application Procedure

To apply for experience credit, you must complete and submit the forms titled: **Application for Experience Credit and List of Assignments** to the Associate Member Services Department at the National Appraisal Institute office.

These completed forms must be submitted with a \$300 application fee.

We encourage you to review the applicable sections in Regulation No. 2 prior to completing your application and List of Assignments. Guidance for the experience process may also be found in the Designation Requirement Tools section of the AI Web site.

List only work that meets the criteria, but 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. On the List of Assignments, mark five (5) reports that are representative samples of your work. The Appraisal Institute suggests that you select assignments that are current and that reflect different types of real estate, if possible. Do not choose work that previously was the subject of an advisory review.

VIII. Experience Review Procedure

Your application will be sent to a screener who will choose an additional 5 reports. The screener will review the work and interview you. The screener will either approve your work or refer the work to a review committee if he or she cannot clearly determine if the work meets the criteria.

Assignments Selected for Review. You will be notified which reports from your List of Assignments to forward to the Screener prior to the interview. The Screener will select five assignments in addition to your choices. You will have 5 days to send the reports to the Screener.

You should plan to send hard copies of the reports to the screener and keep copies 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.

The copies of the reports you send to the Appraisal Institute will be destroyed after the experience review process is completed, *unless you request on your application form that the reports be returned to you—in which case the reports will be returned at your expense.*

Screening 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 Review Committee for a second evaluation.

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

Recommendation as to the Award of Experience Credit

If the recommendation of the Screener or Review Committee is that you receive all the experience credit requested, the Associate Member Services Department will post the credit on your experience record and advise you that the requested experience credit has been awarded. If the Review 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 Associate Member Services Department within sixty (60) days of the date of the letter of notification from the Associate Services Department. Procedures governing appeal rights are described in Regulation No. 2.

Application for Experience Credits and List of Assignments SRA – 3,000 Hours

(For Residential Associate Members who became an associate after 1/1/05)

Application for Final Level Experience Credit includes submitting an Application and a List of Assignments. Residential Associate members must submit 3,000 hours of experience over 24 months. No more than 1,500 hours of credit may be awarded for work performed in a twelve-month period.

Instructions for Completing the Application for Experience Credits

The top portion of the Experience Application is for information about you and will be used for contacting you. Please make sure the information is current.

Please indicate if your residence or business address(s) has changed. Check the appropriate box to indicate at which address you would like to receive mail from the Appraisal Institute.

Prior Business/Employment. List all previous business and/or employment, encompassing the time period of the work listed for the Initial Experience Level. (Attach supplemental list if space is not sufficient.)

Associate Member's Request. Fill in the dates of the time period for which you have listed work. Verify that the dates of the time period on the application correspond to the dates of the assignments listed on the List of Assignments.

Make sure that the number of hours requested on the application is the same as the total number of hours recorded on your *List of Assignments*. No more than 1,500 hours of Residential Experience credit may be received for work performed in a twelve-month period.

Reports. Reports or work that you submit to the Appraisal Institute will be destroyed after the experience review process is complete unless you make specific arrangements. Please **do not send original reports**. You must retain copies for reference during the interview. Check the appropriate box on your application indicating whether the work submitted for review should be returned to you or destroyed. If you would like your work returned to you, it will be returned at your expense. Check the appropriate box for return delivery and provide payment or billing information.

Sign and date the application. If you are mailing a hard copy, make a copy of the application for your records and return the original application to the national office. Instructions for either mailing or electronic submission are outlined on the second page of this packet.

Instructions for Completing the List of Assignments for SRA Experience

List ALL work performed during the time period that meets the definition of Residential Experience and for which you had significant professional responsibility. Work must be the most recent so it is appropriate to start your list with current work and list assignments going back in time. You may list your most recent work first or last – either method is acceptable.

Your work should all be listed on a single spreadsheet; please do not divide into separate spreadsheets or separate documents. You may add rows to the template as necessary. Please note that handwritten Lists of Assignments CANNOT be accepted.

Your final level consists of at least 3000 hours acquired over a minimum of 24 months. You must apply for the full number of hours needed for final level credit in one submission. If you received partial credit for a prior submission, you must list all the remaining required hours for final level credit.

Review your list and check for “gaps.” “Gaps” are periods of inactivity of three (3) months or more where one report ends and another begins. These periods of inactivity may be explained by a host of reasonable answers, which may include vacation time, pursuit of other economic endeavors, or performing reports that do not meet the definition of Residential Experience. You must submit a statement explaining all gaps.

Fill in your name, account number, and your mailing address.

Verify that the dates of the time period on the List of Assignments correspond to the start and end dates on the *Application for Experience Credits*.

Date. Indicate the date of the report or date report was completed.

Assignment Identification/[Size or Units]. Fill in the address of the appraised property or the identification number and the size or units.

Age of Property. Indicate the year(s) for each property.

Use. Indicate the intended use of the report, e.g., mortgage, tax appeal, estate, condemnation, etc.

Value Range. Indicate the dollar range of property value:

0-200, 201-400, 401-600, 601-999, 1 Million and Over

Property Type. Enter one of the following:

Multi-Family

Condominium

Single Family

Subdivision

Misc.*

*If you do analyst and consultant work, e.g., highest and best use studies, feasibility studies, market studies indicate so as “Misc.”

Report Format. For appraisals, enter one of the following:

SC = Self-Contained

S = Summary

R = Restricted

For non-appraisals, enter “NA”

Significant Professional Responsibility. Fill in one of the following:

SS = Sole Signer

C-S = Co-Signer

DNS = Did not Sign (Provide a written explanation if you did not sign.)

Standards. Indicate the type of experience:

V = Valuation

R = Review (Enter "Y" if you adjusted the value conclusion. For example: R/Y)

C = Consulting

M = Mass

O = Standards 1-6 do not apply (Must be non-valuation assignments)

Grand Total Hours. Total the hours for the entire experience submission.

Note: No more than 1,500 hours of credit may be awarded for work performed in a twelve-month period. The final 3,000 hours must cover at least a 24-month period, be the most recent work, and deal with more than one type of residential real estate.

After you complete your List of Assignments, complete the Application for Experience Credits. The Experience Application must be submitted with your List of Assignments.

Identify with an asterisk, highlighting or boldface the five (5) reports that are representative samples of your best work. Do not submit the reports with the application. Later, you will send these reports to the Screener along with five more reports selected by the Screener.

Submitting Your Application

The Appraisal Institute encourages you to file your experience submission electronically. Submitting electronically is simple, and saves processing time as well. You may submit your List of Assignments using the Excel spreadsheet that can be downloaded from the Web site (or we can send it to you upon request). Your excel document should be accompanied by a scan (JPG, TIF or PDF) of your signed and dated application, if possible, or you may indicate that your hard copy application and payment will follow via postal mail. Send your electronic submissions to experience@appraisalinstitute.org

If you choose to mail your application, please make a copy for your records and send to:

The Appraisal Institute

Attn: Experience, Associate Member Services

550 W. Van Buren Street, Ste. 1000

Chicago, IL 60607

If you need assistance completing your Application for Experience Credits and/or List of Assignments, please contact the Associate Member Services Department at 312-335-4111 or experience@appraisalinstitute.org

Application for Experience Credits–SRA

(Please type or print legibly)

Name	Date
Home Address	
City/State/Zip	Phone
Company Name	
Business Address	
City/State/Zip	Phone
Position or Title	Starting Date
Chapter	E-mail

**Experience
Requirements**

SRA Designation

Final Level –
3,000 hours

SEE REGULATION
NO. 2

Please note address change. Indicate where mail is to be sent: Home Business

Prior Business/Employment (Encompassing all years for which experience is to be evaluated.)

Associate Member's Request

From ____ / ____ / ____ through ____ / ____ / ____

Applying for:

- 3,000 hours after the work listed for initial level
- 1,500 hours after the work listed on a previous application for final level,
for which I received partial credit

Associate member signature required on reverse side of form.

Screener Recommendation:

- Award Residential Experience Credit
- Refer the Residential Experience Application to a national appointed
Experience Review Committee

Signed (*Signature - Screener*)

Date

Your Reports

Reports sent to the Appraisal Institute will be destroyed after the experience review process is completed. If you request on your application form that the reports be returned to you, they will be returned at your expense. Keep a good copy of the report, including photos or negatives and any maps in the event of loss in the mail. **Do not send originals.**

Payment

Enclosed is my check for \$300 for final level

To pay by credit card, complete the following:

Card #

Expiration Date

VISA MasterCard American Express

Signature

Accounting Use Only

Amt. of Dep. _____ Dep. # _____
Date of Dep. _____ Acct. 3100-20-2508 _____

Associate Member's Certification

I hereby certify that I have examined my business records and that all statements in this application, including the List of Assignments, are true and correct to the best of my knowledge and belief, and that my files contain evidence of copies or records of said assignments that may be confidentially verified by designated representative(s) of the Appraisal Institute. In addition, I have listed every assignment performed during the time period that meets the definition of Residential Experience, and for which I have significant professional responsibility. I certify that I have listed my most recent work.

Attached is my check in the amount of \$300 for the final level application, to cover the non-returnable filing fee.

- Return my reports via: FedEx UPS Other Bill Account # _____
 Destroy reports

Signature _____ Date _____

Experience Review Committee Evaluation:

Indicate the decision of the Review Committee concerning the number of hours awarded.

- 3,000 hours 1,500 hours 0 hours

Experience Review Committee Report

Date of Interview _____ Location where applicant interviewed _____

List below the date and address of the reports reviewed by the Review Committee.

Date	Address

Signature (*Signature—Review Committee Chair*) _____ Date _____