



## **A Word about Appraisal Institute Standards, Certifications, Compliance Statements, and Appraisal Institute Certification Statements**

The Appraisal Institute Code of Professional Ethics and Standards of Professional Practice require that Members identify the appropriate Standards to be applied in their assignments and disclose these standards in their reporting.

### **Appraisal Institute Standards**

The Standards of Professional Practice are composed of:

- the Standards of Valuation Practice (SVP), promulgated by the Appraisal Institute, and the Certification Standard of the Appraisal Institute; or
- applicable national or international Standards, and the Certification Standard of the Appraisal Institute.

It is incumbent on the appraiser to provide a certification that is contemporary with requirements and appropriate to the work. To assist you with this, the Appraisal Institute provides sample certifications for USPAP compliant appraisal and appraisal review assignments on our website. These are Word documents that can be downloaded or copied directly into your own report. They include both the statements required by USPAP and the statements required by the Appraisal Institute.

### **Appraisal Institute Certification Standards**

The Appraisal Institute Certification Standard requires Members to include certain certification statements in addition to those required by USPAP. Individuals are required to use the exact wording for all of the certification standards.

CSR 1-1 requires a statement that the assignment was completed in accordance with the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute.

CSR 1-2 requires a statement that notifies readers of the report of the Appraisal Institute's right to review by its duly authorized representatives (as in a peer review or admissions matter).

CSR 1-3 requires a Designated Member to include a statement regarding his or her continuing education status.

CSR 1-4 requires an Associate Member who is a Candidate for Designation to include a statement regarding his or her Standards and Ethics Education Requirement status.

CSR 1-5 requires an Associate Member who is not a Candidate for Designation to include:

- a statement regarding his or her Standards and Ethics Education Requirement status, or
- after completing at least one five (5) year continuing education cycle in which he or she was required to fulfill the Points and Standards and Ethics Education Requirements, a statement regarding his or her continuing education status.

## General Guidance

The USPAP required certifications do not have to be word-for-word but they should be similar in content. You must be careful not to deviate from the intent of the language. You may make additions if they are relevant to the assignment.

The Appraisal Institute Certification Statements **MUST** be verbatim.

If you use form reports, be careful. The certification included in your software may be out of date or may not comply with the Appraisal Institute's requirements or with the requirements of your state appraisal law. With the exception of the Appraisal Institute AI Reports forms, forms reports do not provide a certification that is compliant with the Code of Professional Ethics & Standards of Professional Practice of the Appraisal Institute—additions are required to be compliant. It does not matter where they go in the report, just as long as they are there somewhere. If they cannot be added to certification page, put them in a logical place.

If you have created your own certification template, it is helpful to put a version date on it so you can easily tell whether it is current.

The value conclusion need not be included in the certification or compliance statement and the certification does not need to be dated, unless there are additional requirements that apply and state otherwise (except in the case of the certification retained in the workfile in the case of an oral report). Finally, keep in mind that a certification statement is a very important part of an appraisal or appraisal review. Only an appraiser can make such statements. Avoid burying the certification in the back of the report or in the addenda, or putting it in tiny or unclear print. Let your reader know you are sincere about these statements and proud to be able to make them.

Minor Revisions January 1, 2025