



INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

ACCREDITED MEMBER APPLICATION

Member Information: *(Please print or type.)*

Member ID # _____

Name _____ Title _____

Jurisdiction/Firm _____ Street Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____ E-mail _____

Education Requirements:

Please list IAAO courses, workshops, and seminars taken and attach proof of completed education. You must have successfully completed:

- 0 hours of IAAO Education
- 5-hour National USPAP
- Be an IAAO member in good standing

IMPORTANT:
Applications without proof of course completion will be returned.

Required Courses:

Hours:

Date Completed:

- ♦ IAAO Course _____ 30 _____
- ♦ IAAO Course _____ 30 _____
- ♦ IAAO Course _____ 30 _____
- ♦ IAAO Course _____ 30 _____
- ♦ IAAO Workshop 171 7 _____
- ♦ National USPAP 15 _____

Additional IAAO Courses:

Hours:

Date Completed:

- _____ _____ _____
- _____ _____ _____
- _____ _____ _____

Total Hours:

195

(If you need more space to list courses, please attach a separate sheet of paper.)

How did you hear about the program?

- Instructor Fair & Equitable
- IAAO Website Fellow Member
- Other _____

Signature:

I certify that I am an IAAO member in good standing with a minimum of three (3) years of experience in the assessment profession.

Signature _____ Date _____

Recertification:

Your certification as an Accredited Member of IAAO must be renewed every five (5) years.

Submission:

Please return:
 1) Application
 2) Proof of course completion
 3) \$50 processing fee
 If paying by check, submit all materials with payment to:
 IAAO, PO Box 29900, Dept. 929
 Phoenix, AZ 85038-0900

If paying by credit card, please fax all materials to: 816-701-8169

Method of Payment:

(The \$50 processing fee must accompany your application. Applications without payment will be returned.)

Check enclosed
(Make check payable to IAAO, US funds only.)

Charge my:

- Visa MasterCard AMEX

Please call to make credit card payment
 Card Number _____

Expiration Date _____ CSC Code _____

Cardholder's Name *(printed)* _____

Cardholder's Signature _____

**Returned check charge is \$25.
 No refunds or transfers allowed.**

Questions?

Call 800-616-4226 or e-mail designations@iaao.org.

CERTIFICATE OF ACCREDITATION

Upon the Executive Director's approval of the application, the applicant will be issued a certificate of accreditation. Reference can be made on business cards and correspondence below your name as "IAAO Accredited."

An annual fee of \$50 is required to maintain the Accredited Member status.

Don't forget to promote the fact that you are an Accredited Member of IAAO. You've worked hard to continue your education and deserve to be recognized.

RECERTIFICATION

- ♦ We will notify you when your accreditation is about to expire, however it is your responsibility to submit the appropriate paperwork to IAAO in a timely manner, regardless of notification.
- ♦ We strongly suggest you keep a file folder for your accreditation materials and be diligent about keeping copies of your proof of attendance at courses. When it comes time to renew, all of your information will be easy to locate.
- ♦ The program requires reaccreditation every five (5) years by successfully completing at least 14 hours of education courses on Uniform Standards of Professional Appraisal Practice (USPAP). These courses include: IAAO 191 and the one-day Appraisal Foundation-approved USPAP update course. You must also complete an additional thirty (30) hours of IAAO education courses and workshops, including Workshop 171, within the five (5) year accreditation period.



FREQUENTLY ASKED QUESTIONS

- Q** MAY OTHER NON-IAAO COURSES BE SUBMITTED FOR CREDIT?
- A** The only non-IAAO course recognized in the Accredited Member Program is any Appraisal Foundation-approved USPAP course, however all IAAO courses may be challenged.
- Q** WHAT IS USPAP AND CAN I TAKE ANOTHER ORGANIZATION'S USPAP COURSE FOR CREDIT TOWARDS THE IAAO ACCREDITED MEMBERSHIP?
- A** IAAO recognizes any Uniform Standards of Professional Appraisal Practice course as long as it is approved by the Appraisal Foundation.
- Q** CAN I TAKE A COURSE CHALLENGE EXAM TO RECEIVE CREDIT FOR COURSE COMPLETION?
- A** Yes, all IAAO courses may be challenged except the USPAP workshop (151) and the IAAO Standards workshop (171). The cost is \$150 for the challenge exam and \$100 if you would also like to purchase the associated student reference manual. The challenge exam application can be found on the IAAO website. (Please contact the Education Department at 800-616-4226 for additional information on challenge exams.)
- Q** WHY WOULD I APPLY FOR ACCREDITED MEMBERSHIP RATHER THAN GOING ON TO EARN MY DESIGNATION?
- A** Accredited membership provides recognition and credibility for people who are not yet pursuing a designation or are not interested in fulfilling all the requirements to obtain a designation.
- Q** IS THERE A CHARGE FOR THE ACCREDITED MEMBERSHIP?
- A** There is an annual \$50 administrative fee which must be remitted with your application and then will be billed annually on your membership dues statement.
- Q** I'M NOT SURE IF I HAVE MET ALL THE COURSE REQUIREMENTS?
- A** At this time you are required to track your own course completions. As an IAAO member you will be able to view and print an unofficial listing of all of your IAAO courses/workshops back to at least the year 2000. For additional information on transcripts please send an email to education@iaao.org.