



## **National Association of Appraisers**

www.naappraisers.org; email: membership@naappraisers.org

7113 San Pedro Ave., #508

San Antonio, TX 78216

(210) 570-4950

Fax: (210) 804-0212

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## **NAA Appraisal Review Certification Program**

NAA's Appraisal Review (AR) Certification is designed to help educate and qualify appraisers in the Appraisal Review field on best practices for appraisal review. The program requires the meeting of specific educational and experience criteria, as well as the passing of a written examination. By obtaining the AR Certification, candidates will gain industry and peer recognition by demonstrating their understanding of appraisal review principles. The program serves as a fundamental building block for additional individual professional development.

### **Objectives:**

- To raise the professional standards of those engaged in appraisal review.
- To improve the practice of appraisal review by encouraging professionals to partake in a continuing education program of professional development for appraisal practitioners.
- To identify persons with acceptable knowledge of the principles and practices of appraisal review through completing the certification and fulfilling prescribed standards of performance and conduct.
- To award special recognition to those appraisal review professionals who have demonstrated a high level of competence in appraisal review.
- To promote and promulgate a high level of trust in the real property appraisal review practice.

### **Benefits of Professional Certification:**

- When an individual becomes certified in a specific field, his/her professional achievement is recognized in the eyes of colleagues, as well as prospective clients.
- Certification establishes a minimum standard of professional competence which is recognized throughout the industry.
- Certification fosters professional development through encouragement of long-term career goals.
- Certification promotes quality through continuing education to assure a high level of competence in constantly changing fields.

### **Who Should Apply:**

NAA Designated Appraisers looking to demonstrate a proven ability to increase visibility and separate themselves in the eyes of employers/clients.

### **Examination and Training Requirements:**

All AR candidates must attend have attended at least one 7-hour Appraisal Review class within the last five years.

Acceptable Review Courses offered by the following education providers that are at least seven hours\*:

American Society of Appraisers  
Appraisal Institute  
Columbia Institute  
McKissock

Certification Programs require a proctored final examination. The examination questions are based on concepts and experiences basic to review appraiser practitioners.

Candidates must attain a minimum score of 75%. If you do not make a passing score on the first exam you may schedule a make-up exam no earlier than 30 days from the date of the initial exam. Should you not pass the make-up exam, you will not be admitted into the certification program for at least 1 year.

*(Exam Scheduling: You must locate a suitable proctor, email [info@naappraisers.org](mailto:info@naappraisers.org) to schedule your exam. In most cases the local librarian serves as the proctor, but proctors may also be attorneys, school officials (including proprietary), notary public, active clergy and individuals approved to teach a course in a class-room environment. Fees charged by the proctor, if any are the responsibility of the candidate. NAA will mail the examination materials and instructions to the proctor, along with a stamped return envelope. The proctor materials cannot be faxed or e-mailed, but the proctor may fax the completed answer sheet to NAA.)*

### **Fees for the NAA Certification:**

- Certification Application Fee: \$50                                      Certification Renewal: \$20 a year

### **Maintaining the Appraisal Review Certification:**

As part of NAA's Certification Requirements program, an Appraisal Review credential holder will need to take a seven-hour Appraisal Review class every four years.

### **How to Apply:**

The procedure is as follows:

1. NAA Appraisal Review Certification candidate must complete and submit the AR application to NAA:

NAA Certification Program  
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(must include a copy of two appraisal review assignments, course completion certificate and the \$50.00 application fee)

2. NAA reviews the application and sends an initial response letter to the candidate, either accepting the application, or requesting additional information if necessary.
3. Review by the Certification Board: If all required documents are in place, the application is in order, all fees have been paid, the candidate has met all eligibility requirements, NAA will send the candidate's file to the Certification Board for initial approval.
4. After the Certification Board has approved the candidate (could take up to 3 weeks), NAA will request the name of a proctor to send candidates exam. After candidate has successfully passed their exam, their appraisal review certificate will be sent.

### **For Additional Information About NAA's Certification Program**

If you have any questions about the NAA Appraisal Review Certification, please email:  
[certificationprogram@naappraisers.org](mailto:certificationprogram@naappraisers.org)

\*Individuals who teach Appraisal Review classes for these providers will be eligible for the AR certification.



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# Appraisal Review Certification Application

APPLICATION INFORMATION		
Last Name:	First:	MI:
Address:		
City:	State:	ZIP Code:
NAA Membership Number:		
EXPERIENCE		
Indicate by percentage how much of your time was devoted to Appraisal Review during the past 3 years.		
Desk Review:		
Field Review:		
Retrospective Review:		
EDUCATION		
Please list your appraisal review education (include completion certificates)		
Institution:	Credit Hours:	Completion Date:
Institution:	Credit Hours:	Completion Date:

Are you currently the subject of any regulatory proceedings, or have you ever been disciplined by, or had license, certification or registration suspended, revoked, or denied by a regulatory agency?

\_\_\_\_\_ No \_\_\_\_\_ Yes. If yes, please attach a complete explanation, with the resolution.

Have you ever been convicted by a court of competent jurisdiction, pled "No Contest" to any fraud, felony, or misdemeanor that would reflect negatively on your honesty, truthfulness, respect for the law, or integrity?

\_\_\_\_\_ No \_\_\_\_\_ Yes. If yes, please attach an explanation.

SIGNATURE	
Signature of candidate:	Date:

## PAYMENT INFORMATION

\$ 50 Payment Enclosed (You also have the option to pay on-line at [www.naappraisers.org/payment.html](http://www.naappraisers.org/payment.html))

Check enclosed (payable to NAA)  American Express  Discover  MasterCard  VISA

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ CID or CV2 # \_\_\_\_\_

Billing Address (if different previously listed address): \_\_\_\_\_