



ARA Application Form

READ CAREFULLY, COMPLETE FULLY, MUST BE TYPED

DATE: _____

NAME: _____ BADGE NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

WORK PHONE: _____ CELL PHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

DESIGNATION(S) HELD: AFM MAI ASA OTHER: _____
 RPRA SRA

EDUCATION	Name of School	Years Attended	Year Graduated	Degree
High School				
College Degree				
*College Undergraduate				
Graduate School				
Special Training				

EMPLOYMENT HISTORY - (List most recent experience first)

Employer	Position	From Mo/Yr	To Mo/Yr

AGRICULTURAL ORGANIZATIONS INCLUDING ASFMRA CHAPTER AS MEMBER OR OFFICER

Name	Official Position/Title

NOTE: The application is not complete without the insert sheet (6 of 6) — please make additional copies of this sheet to furnish a five-year record of your reports.

CERTIFICATION - Please provide evidence of certification as a Certified General Appraiser under the certification laws of any state.

AMERICAN SOCIETY OF FARM MANAGERS AND RURAL APPRAISERS EDUCATIONAL COURSES COMPLETED:

(List on separate page if needed)

ALL EDUCATION MUST BE COMPLETED 30 DAYS PRIOR TO SITTING FOR THE ACCREDITING EXAM.

To expedite the processing of the application, please attach a copy of the certificate of completion for each course completed

Required Courses

Dates and Location

(Courses must be successfully completed and passed to qualify towards Accreditation)

*ASFMRA Code of Ethics tested course and be current with ASFMRA six-year Ethics requirement	
*Eminent Domain (A250 or A-25)	
*Integrated Approaches to Value (A304)	
*Valuation of Conservation Easements and Other Partial Interests in Real Estate (A315)	
*Advanced Rural Case Studies (A400)	

APPEARANCES AS A PROFESSIONAL APPRAISER

Date	Court/Board	Purpose

Demonstration Review Report

Submit three (3) copies one demonstration report. The review report shall be in narrative form, have as its subject an appraisal complying with the Uniform Standards of Professional Appraisal Practice, as promulgated by the Appraisal Standards Board, reported in a format which uses at least two of the three approaches to value, and be accompanied by that appraisal. The appraisal client shall provide a written release of the appraisal restricting its use to peer review. A passing demonstration report qualifies for a two-year period from the date of approval. If you do not become Accredited within that two-year period, another demonstration report must be submitted. This will be retained as a confidential file until you have attained your designation. A 75% grade is necessary for your submitted demonstration report in order to clear you to qualify for the remainder of the Accreditation process. As the name implies, a demonstration report should fully demonstrate the applicant's ability, in accordance with the core courses required by the ASFMRA for Accreditation. A good quality work product may or may not be sufficient to meet the required standards. Please invest the time and effort necessary into your demonstration report to insure that it meets the required standards prior to submission.

All ARA applicants are to submit a demonstration report with the application for initial grading. If the demonstration report does not pass the first review, the applicant will be required to pay a re-grade fee of \$115 and have one opportunity to correct the deficiencies. If the demonstration report does not pass on the second submission, the applicant will not be allowed to reapply until the next cycle and will be subject to the requirements of the next cycle. Another application fee will also be required at that time.

Demonstration appraisal report information:

Date of report: _____

Property Name: _____

Name: _____

REFERENCES

List five references, at least one who is an ARA, and at least two from clients and/or their employees.

Indicate appropriate code for each reference:

1. Employer/Supervisor; 2. Client; 3. Farm Operator; 4. Accredited Rural Appraiser; 5. Other

Name: _____ Reference Code: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Name: _____ Reference Code: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Name: _____ Reference Code: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Name: _____ Reference Code: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Name: _____ Reference Code: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____

Name: _____

FEES

Attach check for **\$600 as an application fee**. If paying by credit card, please contact the office. An additional payment of **\$350** for the exam fee will be due when you have been cleared to take the Accreditation exam. An invoice will be sent for the exam fee along with notification that you have been approved to sit for the exam. The exam fee must be paid prior to taking the exam. Both the application fee and demonstration report are good for three exams within a three-year period from date submitted.

READ CAREFULLY AND COMPLETE FULLY

AGREEMENT - I hereby irrevocably waive any claim or right of action at law or in equity that I may have at any time hereafter against the American Society of Farm Managers and Rural Appraisers, its officers, council, committee members, or its other officials, either as a group or as individuals, for any official act in connection with the business of said Society and particularly as to its or their acts in conferring or failing to confer the title of "Accredited Rural Appraiser", or in disciplining me as a member and as a holder of said title.

It is agreed that any certificate, emblem, or other evidence of said title issued to me shall at all times remain the property of the American Society of Farm Managers and Rural Appraisers and shall be returned to it upon demand if and when requested for any reason whatsoever. It is agreed that I will make no use, public or otherwise, of said title if it is revoked and terminated by said Society.

Has anyone ever made a claim against you, either by **legal proceeding** or otherwise, based upon, or which could have been based upon, fraud, professional negligence, malfeasance, or theft? Yes No If yes, please attach a separate sheet detailing the circumstances.

Plagiarism Policy

Plagiarism of any form within a demonstration appraisal report will not be tolerated and is strictly prohibited by the ASFMRA. Broadly, plagiarism is claiming or implying original authorship of material, or incorporating material from another's written or creative material, in whole or in part, into your own document without adequate acknowledgment and reference. Plagiarism differs from forgery, which deals with the authenticity of the writing or some specific object, as plagiarism focuses on the issue of false attribution. Plagiarism is stealing someone else's ideas and presenting them as your own. While patterning a general format is generally acceptable, copying narrative discussion without properly citing the source clearly constitutes plagiarism. If it is determined that an Applicant has plagiarized all or part of a demonstration appraisal report it will serve as grounds for rejecting the report and possibly the entire application, at the discretion of the Appraisal Education and Accreditation Committee of the ASFMRA. Such violation may also be reported to the Ethics Committee for further investigation if warranted.

In addition, all applicants should understand the policy regarding the comprehensive exam as summarized below.

In the event that the comprehensive exam is not passed on the first attempt, the examinee will be allowed one opportunity to retake the exam, under the direction of the Appraisal Education and Accreditation Committee. As approved by the ASFMRA Executive Council, if the exam is not passed the second time, the examinee will be required to retake A304, (Integrated Approaches to Value), prior to being allowed to retake the exam for a third time. If the exam is not passed the third time, the applicant will not be allowed to reapply until the next cycle and will be subject to the requirements of the next cycle. Another examination fee will be required for the third exam. An examination fee of \$350 will be required for all exam retakes.

Witness: _____ Applicant Signature: _____

Date: _____ Date: _____

Mail original application, fees, and supporting documentation to:

American Society of Farm Managers and Rural Appraisers
720 S Colorado Blvd, Suite 360-S, Glendale, CO 80246
Phone: (303) 692-1225 | FAX (303) 758-0190
E-Mail: ASFMRA@asfmra.org | <http://www.asfmra.org>

REV 12/19 - Earlier versions are not useable for accreditation applications.

Application Deadlines

Contact the ASFMRA Office at the number listed above for the current application deadlines and exam dates. Current exam dates and deadlines are also listed on the ASFMRA web site at: <http://www.asfmra.org>

ATTACHMENT TO THE ARA APPLICATION

EXPERIENCE AS AN APPRAISER

For ARA, five years of experience in the discipline of appraisal. At least 600 hours of the 1,600 hours for each of the last three years must be in the appraisal of rural property or appraisal review in an agricultural or agribusiness situation for a fee or salary. No more than 100 hours of the 600 hours can be from rural residential appraising or reviewing. The individual shall have completed the requirements and objectives which are set out in each discipline and Standards of Professional Practice as outlined in the corresponding procedures.

Show at least a five-year record. *All experience must be obtained after January 31, 1989*

Five year experience must have been accumulated by the date of the application deadline for which applied for

<i>Year</i>	<i>No./Rural Vacant Land Appraisals</i>	<i>No./Rural Improved Property Appraisals</i>	<i>No./Urban Vacant Land Appraisals</i>	<i>No./Urban Income Appraisals</i>	<i>No./Single Family Appraisals</i>	<i>No./Special Purpose Appraisals</i>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

(One year of experience is a calendar year which a person spends not less than 1,600 hours as follows: At least 600 hours of the 1,600 must be spent appraising rural property for a fee or salary. The balance must be spent in a field related to rural appraisal.)

AGRICULTURAL EXPERIENCE ALLOCATION

PERCENTAGE OF YOUR TOTAL WORK TIME ALLOCATED PER YEAR

Show at least a five-year record. *All experience must be obtained after January 31, 1989*

Five year experience must have been accumulated by the date of the application deadline for which applied for

<i>Year</i>	<i>Total Hours Worked</i>	<i>Rural Appraisal</i>	<i>Urban Appraisal</i>	<i>Appraisal Review</i>	<i>Farm Mgmt</i>	<i>Farm Real Estate Sales</i>	<i>Farm Lending</i>	<i>Other Specify</i>	<i>Total</i>
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%

Name: _____

RURAL APPRAISAL REPORTS WRITTEN

YEAR: _____

THIS FORM **MUST** BE COMPLETED IN ORDER TO DETERMINE EXPERIENCE CREDIT. FOR EACH YEAR YOU ARE REQUESTING CREDIT, PLEASE LIST REPORTS WRITTEN, DATE WRITTEN, AND ALL OTHER INFORMATION INDICATED BELOW. *ALL EXPERIENCE MUST BE OBTAINED AFTER JANUARY 31, 1989.* All qualifying work experience must be earned in the ten calendar years immediately prior to the application

All applicants are required to submit a five-year record of appraisal reports completed. The Accrediting Committee will choose one report from each of the last three years. The applicant will be required to submit these three reports to the ASFMRA office. The applicant will also be required to choose one report from each of the last three years to submit for review.
 (Use one or more 8½ x 11 forms for each year)

[Use check marks (✓) where applicable]

DATE WRITTEN	REPORT IDENTIFICATION	NO. OF ACRES	COUNTY/STATE OR PROVINCE	FINAL VALUE ESTIMATE (TO NEAREST '000)	TYPE OF PROPERTY		TYPE OF REPORT		APPROACHES EMPLOYED			HOURS SPENT On Appraisal
					Vacant	Improved	Form	Narrative	Income	Cost	Sales	

Date: _____

Signature: _____

Type/Print Name: _____