

Accredited Rural Appraiser (ARA) Requirement Checklist



1. Complete and pass the following appraisal courses at least 30 days before sitting for the accrediting exam:
 - [ASFMRA Best in Business Ethics](#)
 - [Integrated Approaches to Value \(A360 or A304\)](#)
 - [Advanced Rural Case Studies \(A400\)](#)
 - [Valuation of Conservation Easements and Other Partial Interests in Real Estate \(A420 or A315\)](#)
 - [Eminent Domain \(A430 or A250 or A-25\)](#)
2. Provide evidence of certification as a Certified General Appraiser under any state's certification laws and regulations if the applicant for the designation works within the United States.
3. Provide proof of five years of experience in the discipline applicable to the ARA designation for which the member is applying in rural appraisal. For the discipline of Appraisal, experience must include rural appraisal of at least 600 hours of the 1,600 hours during each of three years within the past five years. 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.
4. For the purpose of determining work experience, each applicant will be asked to submit a total of six appraisal reports from their log. The applicant will be informed as to which three reports must be submitted. The applicant will be asked to then choose three additional appraisal reports, one from each of the past three years, to submit.
5. Be a current ASFMRA member prior to submitting an application for accreditation.
6. [Email](#) one demonstration report. The appraisal report shall be in narrative form, have as its subject an appraisal complying with the current version of the Uniform Standards of Professional Appraisal Practice, as promulgated by the Appraisal Standards Board, and reported in an appraisal report format which uses the three approaches to value. 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 grade of 75 percent or higher is necessary in order to clear you to qualify for the remainder of the accreditation process. A report must also attain a minimum of 75 percent (75 points out of the 100 allotted) for each of the three approaches to receive a passing grade. A grade below 75 percent in any one of the approaches, or failure to include a mandatory requirement, results in the failure of the report. 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 ensure that it meets the required standards prior to submission.

See the [ARA Page](#) for due dates of the demonstration report or contact accreditation@asfmra.org.
7. [Email](#) the ARA Application. An invoice will be sent when we receive the application.
8. Pass the final ARA Accreditation Exam.

The application deadline is January 15 if you want to sit for the exam at Education Week or April 1 if you want to sit for the exam at Annual Conference. You must have all the experience requirements completed by this date. Education must be completed at least 30 days prior to the ARA Accreditation Exam.

Contents of Accreditation Exam

A written examination is proctored and given twice a year and takes approximately 12 hours to complete. The written examination includes:

1. Case Study Problems
2. Multiple Choice

The Awarding of the Designation

The newly accredited are notified that they can use their designation upon receipt of the letter and press release stating that they have passed. A special awards ceremony is held during the annual meeting to recognize those members that have received their designation throughout the year. At that point in time, they will receive their certificate and lapel pin.

Requirements to Maintain Designation

To maintain designation, member must maintain Accredited membership and abide by all membership requirements. Please contact the ASFMRA for more detailed information on the Continuing Education Program.

Accredited members of the ASFMRA must participate in the ASFMRA Continuing Education Program. A minimum of sixty (60) hours of approved programs must be submitted for each three-year period.

Members who receive their designation are automatically considered current in the Continuing Education Program for the next three years and must accumulate 60 hours of education to be current in their next cycle. Members must be in compliance with Ethics requirements. Currently, members must complete the Ethics course once every six years.

For more information:

Deanna Ilk at (303) 692-1222 or dilk@asfmra.org

To submit your application sent it to: accreditation@asfmra.org

For more information and list of due dates go to <https://www.asfmra.org/accreditations/accredited-rural-appraiser>