



# RPRA Application

READ CAREFULLY, COMPLETE FULLY, AND 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  ARA  SRA OTHER: \_\_\_\_\_

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	
Integrated Approaches to Value (A304) or Advanced Rural Appraisal (A30) or Advanced Approaches to Value for Rural Appraisal (A300) as a prerequisite to starting the RPRA program.	
Introduction to Appraisal Review (A360 or A-35)	
Appraisal Review Under USPAP ( A370 or A-35)	
Appraisal Review Under UASFLA (A380)	
Advanced Appraisal Review Case Studies (A390)	
Or	
Foundations of Appraisal Review (A600)	

**SUPPORTING DOCUMENTATION**

**The Accrediting Committee will request five (5) review reports, two (2) which must be narratives, from the reports listed on the application. If applicant has not done any narrative reviews, then the committee will request ten (10) form reviews.**

**Demonstration Review Report**

Submit three (3) copies of 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 RPRA 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 Review Report information:

Date of report: \_\_\_\_\_

Property Name: \_\_\_\_\_

Name: \_\_\_\_\_

**REFERENCES**

List five references, at least one who is an RPRA or 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 ASFMRA Member; 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, 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 "Real Property Review 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; Ste 360-S, Glendale, CO 80246  
Phone: (303) 692-1224  
E-Mail: [msadler@asfmra.org](mailto:msadler@asfmra.org) | <http://www.asfmra.org>

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

### APPRAISAL/REVIEW EXPERIENCE

For RPRA, five years of experience in the discipline of appraisal, appraisal review or a combination of both. One year of appraisal review experience within the last three years is required. The completion of twenty-five (25) narrative reviews or one hundred (100) form reviews shall be considered the equivalent of one year of experience. Appraisal experience submitted shall be evaluated the same as the A.R.A.

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

Your application is not complete until you have filled out the insert sheet – Please make additional copies of this sheet so that you  
**can furnish us with a record of all reports completed over the past five (5) years**

Year	Total Hours Worked	Rural Appraisal	Urban Appraisal	Appraisal Review	Farm Mgmt	Real Estate Sales	Lending	Other – Specify	Total
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
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	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%
	#	%	%	%	%	%	%	%	100%

Name: \_\_\_\_\_

#### 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 listed on the ASFMRA web site at: <http://www.asfmra.org>**

**APPRAISAL REPORTS REVIEWED**

**YEAR:** \_\_\_\_\_

This form must be completed in order to determine experience credit. For each year you are requesting credit, please list information indicated below.  
All qualifying work experience must be earned in the ten calendar years immediately prior to the year of application.

(Use one or more forms for each year)

**[Use check marks (✓) where applicable]**

Date Written	Report Identification	Property Type Resid., Ag., Coml., etc.	County/State or Province	Accepted Conditionally Accepted, Rejected	Type of Review Report		Approaches Employed		
					Form	Narrative	Income	Cost	Sales

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_