
ISA Credentialing & Requalification Policy
Effective January 1, 2007

This policy is effective as of January 1, 2007.

Present ISA Associate and Accredited Members must fulfill the requirements for either the “Member” or “Accredited Member” category by December 31, 2008, or their member category will be lowered: a non-complying Associate Member will then become a Candidate and a non-complying Accredited Member will then become a Member.

Section I. ISA CREDENTIALING/MEMBERSHIP LEVELS

ISA will have four active membership levels plus an entry “Candidate” level as outlined below.

Candidate (Entry level – Not an official “Member” category)

1. Must return references with acceptable ratings.
2. May not advertise connection to ISA in any way.
3. Will get available discounts on qualified products and ISA events.
4. Will not receive any formal membership certificate.
5. Will be expected to adhere to the ISA Code of Ethics and Professional Conduct, if currently appraising. All applicants for ISA Candidate status to be required to sign the affidavit section of the ISA Membership Application stating that they have read and agree to abide by these requirements.
6. Will not have name and contact information published or used for appraisal referral purposes.
7. Will be assessed the same dues as that assessed Members.

Member (Full Member Level – The professional designation is “ISA”)

International Society of Appraisers Member

1. Must successfully complete the ISA Core Course or an equivalent course of appraisal study approved by ISA.
2. Document three or more years of satisfactory market related experience in the chosen specialty field(s).
3. Must write appraisals according to the ISA Appraisal Report Writing Standard and abide by the Code of Ethics and Professional Conduct in appraisal dealings. Will be subject to discipline by the Ethics Committee if non-compliant.
4. Present documentation of successful completion of an USPAP National Course. (Effective January 1, 2008)
5. May state that he/she is a Member of the International Society of Appraisers; may use the ISA initials followed by “Member of the International Society of Appraisers” under their signature line and on any printed materials with or without the ISA logo.
6. Will receive all member benefits offered by ISA other than those requiring specific education or designation levels he/she does not yet possess.
7. Must fulfill the ISA Requalification requirements for the Member level every five years or the designation will revert back to “Candidate”.
8. Will be listed on the ISA searchable database and used for appraisal referrals.

Accredited Member (The professional designation is “ISA AM”)

International Society of Appraisers Accredited Member

1. Must satisfy all “Member” level requirements.
2. Demonstrate essential knowledge in his/her chosen specialty field(s) by one of the following pathways:
 - a. Present documentation of successful completion of an ISA approved course of study in the specialty field, (e.g.: GG, FGA, college degree in specialty field, certificate of specialty study from a recognized, ISA approved continuing education or vocational program, etc.). **or**
 - b. Successful completion of an existing ISA general survey course with exam (or other ISA approved course(s)) in the specialty. **or**
 - c. Present specialty expert work product for analysis and approval by an ISA peer group review panel made up of members from the applicable specialty division. Additional information may be requested as deemed appropriate by the review panel. **or**
 - d. Pass an ISA specialty examination in his/her chosen field if one is available.
3. Present documentation of successful completion of an USPAP National Course. (Effective January 1, 2008)
4. May use the ISA AM designation on printed materials with the member’s name, with or without the ISA logo. Must include ISA AM followed by ISA Accredited Member and their division under their signature line.
5. Must write to the ISA Appraisal Report Writing Standards and abide by the Code of Ethics and Professional Conduct in his/her appraisal dealings. Non-compliance will be subject to discipline by the Ethics Committee.
6. Must fulfill the ISA requalification requirements for Accredited Member every five years or the designation will revert back to “Member”.
7. Will be listed on the ISA searchable database and used for referrals.

Certified Member (The professional designation is “ISA CAPP”)

International Society of Appraisers Certified Appraiser of Personal Property

1. Must fulfill all ISA AM requirements.
2. Must submit application and pay a processing fee as determined by the ISA Board of Directors.
3. Present documentation of successful completion of an USPAP National Course. (Effective January 1, 2008)
4. Document 500 billable hours doing formal appraisal reports written to ISA Appraisal Report Writing Standards, hours to have been accrued within the past five (5) years.
5. Complete a certification examination based on application of appraisal theory, principles, methodology, ethics and report writing standards to real-life appraisal scenarios involving the appraisal functions typically encountered by personal property appraisers.
6. Submit one self-contained and one summary appraisal written for different functions following ISA Designation & Review guidelines. Appraisal functions to be selected from a list provided to CAPP applicant (estate, donation, casualty loss, liquidation, financing, divorce, bankruptcy, etc.)
7. Submit documentation of required professional development credits.
 1. Must be earned through ISA approved activities that provide substantive enhancement of appraisal skills or specialty knowledge.
 2. Guidelines for credits will match those approved for requalification (with the single exception that professional development credit will not be given for billable appraisal hours when earning a CAPP because completed appraisal hours are a separate requirement for achieving a CAPP designation).

8. Complete CAPP processing within three years from the date of enrollment in the program or CAPP applicant will be dropped and be required to start the process over again from the beginning (pay the fee, take the exam, submit the appraisal reports, etc.)
9. May use the ISA CAPP designation on printed materials along with his/her name, with or without the ISA logo. Must include ISA CAPP followed by ISA Certified Appraiser of Personal Property, division specialty under their signature line.
10. Must fulfill the ISA requalification requirements for Certified Member every five years or the designation will revert back to “Accredited Member”.
11. Will be listed on the ISA searchable database and used for referrals.

Life Member (The professional designation is “ISA CAPP Life Member”)

International Society of Appraisers ISA CAPP Life Member

1. May be offered to CAPP members who have reached the age of 68 and have maintained CAPP certification for a minimum of fifteen years.
 - a. Submit a letter of application outlining their professional history and reason for requesting the Life Member Classification to the ISA Board of Directors.
 - b. The ISA Board of Directors will review the application and determine eligibility to award the Life Member Classification.
2. May use the ISA CAPP Life Member designation on printed materials along with his/her name, with or without the ISA logo. Must include ISA CAPP Life Member followed by his/her division specialty.
3. Will retain all membership benefits and will be listed on the ISA searchable database and used for referrals.
4. Dues will be one half of regular membership.

Section II. ISA REQUALIFICATION

This policy is to be effective retroactive to January 1, 2007 and supersedes all previous policies. A one year grace period will be given to ISA Associate members that have not previously qualified at the Member or Accredited level.

ISA will require requalification for Members, ISA Accredited Members, ISA Certified Members, and ISA CAPP Life Members every five years, with the first requalification due by the end of the fifth member year following award of the designation. Successful requalification comprises completing all requirements attached to the applicable credentialing level, and submitting documentation of completing those activities to the ISA Office. Activities submitted for credit must have been completed within the five-year period immediately preceding submission of the requalification documentation.

Failure to requalify: If credentialed members fail to requalify by December 31 of the applicable year, their professional designation will immediately be dropped one level to the next lowest level. The designation can be restored by completing the applicable requalification requirements for the member level being restored.

Reinstatement of Membership in ISA: ISA credentialed members who did not renew their ISA membership at some point in the past, and who would have been expected to comply with the ISA requalification policy during the period of lapse must requalify under the following guidelines:

1. Enrollment in the ISA Requalification Course and/or arrangements to take the ISA Requalification Examination requirement must be fulfilled within 60 days.
2. All other requalification requirements must be completed within the twelve months immediately following membership reinstatement.

Credentialing Appeals Board: A Credentialing Appeals Board will be appointed by the ISA BOD President within 10 days of the notification of the appeal. This Board will review appeals pertaining to all aspects of the ISA credentialing program, including requalification, and hear both sides of disputed decisions. Board members will each have one vote. The majority vote will rule; however, decisions will be rendered by the Board as collective decisions: “Appeal granted” or “Appeal denied”. The Board will then communicate the decision in writing to the candidate as well as to the previous determining body, giving the rationale behind their conclusion. Decisions of the Credentialing Appeals Board will be final and will remain on file indefinitely.

The Credentialing Appeals Board will be made up of not more than five (5) qualified representatives from the appropriate ISA specialty division within ISA, and designated representatives from the ISA Appraisal Studies Committee, and outside stakeholders/experts when deemed appropriate. ISA members serving on the Credentialing Appeals Board must be Certified Members or have been Accredited Members for at least three years. Chairs of ISA specialty divisions or committees, members of the ISA Board of Directors, and members of specialty review teams are not eligible to serve on the Credentialing Appeals Board. Consensus by the board that someone should not be seated on the Appeals Board will effectively remove that individual from consideration.

ISA Requalification Requirements by membership level:

Please see the “Approved Activities for Professional Development Credits” following this section for detailed descriptions of all required activities. Professional Development Credits are accrued over a five-year period for requalification.

Candidate (Entry level – Not an official “Member” category)

No requalification requirement.

Member (Full Member Level – The professional designation is “ISA”)

- 50 ISA Professional Development Credits
- The ISA Requalification Course **OR** the ISA Requalification Exam only via testing-out option.
- National USPAP Course. (Effective January 1, 2008)

Accredited Member (The professional designation is “ISA AM”)

- 75 ISA Professional Development Credits
- The ISA Requalification Course **OR** the ISA Requalification Exam only via testing-out option.
- National USPAP Course. (Effective January 1, 2008)

Certified Member (The professional designation is “ISA CAPP”)

- 100 ISA Professional Development Credits
- The ISA Requalification Course **OR** the ISA Requalification Exam only via testing-out option.
- National USPAP Course. (Effective January 1, 2008)

Life Member (The professional designation is “ISA CAPP Life Member”)

- 50 ISA Professional Development Credits
- National USPAP Course. (Effective January 1, 2008 must be completed before Life Member Classification is awarded)

Approved Activities for Professional Development Credits

The International Society of Appraisers utilizes the “**professional development credit**” (pdc) scale for determining credits for attending courses, seminars, etc. One (1) pdc is equivalent to one (1) classroom hour. A “professional development credit” (pdc) is not a measure of the quality or validity of the materials; it is a measure of the time dedicated to learning activities.

The International Society of Appraisers requires that a minimum of 50% of professional development credits for the requalification period be obtained in activities directed towards increasing the appraiser’s knowledge in USPAP, appraisal theory & methodology, and specialty product knowledge.

1. **ISA Requalification Course** (on-site or via distance education).
 - a. One (1) pdc per classroom hour (ex. 20 pdc’s for course).
2. **ISA Requalification Course Examination only, self-study with a passing grade on the exam.**
 - a. One (1) pdc per classroom hour (10 pdc’s).
3. **National USPAP Course.**
 - a. One (1) pdc per classroom hour.
4. **Attending courses and seminars relating to professional appraising or to specialty product knowledge.**
 - a. One (1) pdc per classroom hour.

Distance education courses, whether text, tape, or computer based, will be rated based on the equivalency to live 'classroom' hours as stipulated by the course/seminar provider.

This category includes on-site workshops and hands-on training given by artists, jewelers, manufacturers, restoration and repair experts, art and antique conservationists. It also includes "walking tours" of museum exhibits, factories, specialty laboratories, etc. which are specifically designed to be in-depth learning experiences for the participants, and are led by an on-site expert in the field (not volunteer docents).
5. **Preparing formal, written, summary or self-contained appraisal reports in compliance with ISA Appraisal Report Writing Standards.**
 - a. Billable appraisal hours cannot exceed 50% of the total required pdc’s for each requalification period.
 - b. Ten (10) pdc’s will be given for each member year within the five-year requalification period wherein the individual has accrued a **minimum** of 100 **billable** hours writing summary and/or self-contained appraisal reports. Said reports must comply with ISA appraisal report writing standards.
6. **Teaching appraisal or specialty related courses exceeding eight (8) hours in duration.** Applies whether instructor wrote the course material or not. (Credit will be given only once each year for teaching the same course.)
 - a. One (1) pdc for each classroom “podium” hour of instruction.
7. **Creating and presenting speeches or short seminars of eight or fewer hours** in duration that relate to professional appraising and/or specialty product knowledge. (Credit will be given only for the first time the presentation or short seminar is given within each member year.)
 - b. Two (2) pdc’s will be given for each presentation hour.
8. **Writing and publication of “scholarly” articles in journals, magazines, trade papers.**
 - a. Must be reviewed by the appropriate committee review team to determine credits awarded, up to a maximum of 25 credits per submission.

9. **Authorship of independently published texts, books, substantive industry reference materials, Web sites and specialty guides** recognized by the appraisal and/or specialty fields for their worth.
 - a. Must be reviewed by the appropriate committee review team to determine credits awarded, up to a maximum of 75 credits per submission.
10. **Participating actively on teams that develop essential knowledge baselines for courses and examinations, doing substantive course and examination reviews and revisions, and otherwise participating in activities instrumental to enhancing knowledge and skill in appraising and/or specialty fields.**
 - a. Up to five (5) pdc's per member year.
11. **Additional Professional Activities within ISA and ISA Chapters.**
 - a. **ISA activities.**
 - (i) Director: 50 pdc's per year
 - (ii) Standing Committee Chair: 20 pdc's pr year
 - (iii) Standing Committee Member: 10 pdc's per year
 - b. **ISA Chapter activities.**
 - (i) Chapter officer: 10 pdc's per year
 - (ii) Chapter committee Member: 5 pdc's per year
 - (iii) Attending chapter meeting with lectures, or specialty speakers pointed towards appraiser professional development: One (1) pdc per meeting.

Acceptable Documentation of Requalifying Credits

- Certificates or letters of completion or attendance showing dates, hours of educational activity, school transcripts, etc.
- Copies of school catalogs, programs, thank-you letters, advertisements, flyers pertaining to the offering of a course or seminar, plus the topic and an outline of the course or speech.
- Completed ISA standard form used for verifying attendance at qualifying credit activity completion.
- Cancelled checks/credit card receipts pertaining to the event attended.
- Copies of the articles, books, texts, price lists, or other publications submitted for publication credit. Full copies of all publications must be submitted for review by the appropriate division review team.