

## Logging and Submitting Your Hours

- Enter your hours as you earn them, both IAAO events and from other providers
- Use the “Submit to IAAO” button to save your entries and submit for review
- Once you submit, you will receive an email copy for your records
- IMPORTANT: the email will include a link for you to return to your form to add more hours later
- An IAAO staff member will review your log and contact you if any changes are necessary
- Beginning March 1, 2020, only the new online log form will be accepted for reporting hours

## FAQ's

- Q: What are the recertification requirements?
  - A: Please visit [recertification](#) to view the requirements.
- Q: How can I find out my recertification cycle?
  - A: Please email [recertification@iaao.org](mailto:recertification@iaao.org) to inquire about your cycle dates.
- Q: How can I see what hours I have earned through IAAO?
  - A: Log in to your account on [www.iaao.org](http://www.iaao.org). Then select *My Transcript* from the menu on the left. Note that many of our live webinars provide hours but do not appear on the transcript. You can view these under [learn.iaao.org](#). Select *My Dashboard*, then select *Transcript/Achievements*.
- Q: Where can I find my IAAO ID number?
  - A: Log in to your account on [www.iaao.org](http://www.iaao.org). You'll see it listed on your Personal Snapshot page.
- Q: Why do I have to log my hours earned with IAAO?
  - A: Currently there is no one source for committee members and IAAO staff to access credit hours you have earned. Logging your IAAO hours ensures all hours you are entitled to are submitted for review and prevents any delay in recertifying your designation. It also greatly improves the form's results section under the summary so you preliminarily know where you stand against the requirements. This will change with new software coming in 2025.
- Q: When is my log form due?
  - A: You have up to two months after your cycle ends to submit your log form.
- Q: What if I need more time to earn or report hours?
  - A: A one year extension is available upon request and payment of an extension fee. You can download the required request form here: [Extension Form](#).
- Q: How can I tell if an event I entered is acceptable before my cycle ends?
  - A: Once you submit your log form, an IAAO staff member will review it and contact you if a program you entered does not qualify or more information is needed.
- Q: How should I enter hours earned at a conference?
  - A: Enter the conference as one event with the total hours earned at the event. Conference providers supply proof of completion noting the total hours that qualify, excluding business meetings, social events, and the like.
- Q: How can I access my log form after I started it?
  - A: The confirmation e-mail you received when you submitted your log form contains an “Open Form” button.

# New Continuing Education Log: Fast & Easy Reporting

Name \*  
Joe Assessor

Email \*  
jassessor@gmail.com

IAAO Member ID \*  
10501012

Recertification Cycle Start Date \*  
1/1/2015

Recertification Cycle End Date \*  
12/31/2019

Designation(s) \*  
 CAE (Certified Assessment Evaluator)  CMS (Cadastral Mapping Specialist)  PPS (Personal Property Specialist)  RES (Residential Evaluation Specialist)  AAS (Assessment Administration Specialist)  MAS (Mass Appraisal Specialist)  I practice outside of the U.S.

## 1) Enter Identifying Information

## 2) Standards and Ethics Compliance

**USPAP**

Two 7-hour National USPAP Updates are **required** for most recertifications. If you have questions, please see the [recertification](#) page or contact us.

Offering Name and Topic: National USPAP Update 1  
Offering Sponsor: IAAO

Last Day of Course \*: 9/14/2018  
Format \*: Classroom  
Number of Hours: 7.00

Comments/Explanations: Any additional comments?

Offering Name and Topic: National USPAP Update 2  
Offering Sponsor: McKissock

Last Day of Course \*:   
Format \*: Distance Learning  
Number of Hours: 7.00

### Qualifying Educational Programs

Enter a qualifying event you attended below. All fields are required. Use "Add Course" to report more events. You can review the summary section on the next page to view a cumulative count of your hours.

**Course 1**

Offering Name and Topic: IAAO Course 331  
Offering Sponsor \*: IAAO

Last Day of Course \*: 3/22/2019  
Format \*: Classroom  
Number of Hours \*: 30.00

Comments/Explanations: Any additional comments?

Add Multiple Events

+ Add Course

## 3) Enter Qualifying Hours

Supporting Documentation  
Upload or drag files here.

You may attach any supporting documentation here, but it is not available to us upon request.

Next Save

Upload Supporting Documentation

### Summary

Two USPAPs Completed  
Yes  
171 Completed  
Yes

### Results

You have completed 51.00 hours. You have a minimum of 19.00 hours left to complete, including to any outstanding courses indicated above. (e.g. "171 Completed: No" indicates you need 171)

Results reflect the information you provided from this submission only. It does not include any hours you might have previously submitted. Please refer to any past confirmations you have received to determine your actual total.

## 4) Review Summary & Complete

By pressing **Submit to IAAO**, you affirm that all information provided is true and accurate. Your actions and your submission is bound by the IAAO Code of Ethics. Any information found to be false will be disqualified and the matter will be referred to the IAAO for disciplinary and potential enforcement action. An insufficient number of hours by the end of the reporting period will result in the loss of your professional designation. You will receive a confirmation email and you will also have the ability to download a PDF of it for your records. Please do not submit if you click "Submit to IAAO." **Submit your hours for review** **Submit to IAAO. This form will only submit if you click "Submit to IAAO."**

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