

IAAO Professional Designation Program Experience Qualification Guidance

Each candidate is required to demonstrate their professional experience towards the specific designation sought. *It is the candidate's responsibility to explain how their experience directly relates to the stated qualification of the designation.* The experience qualification for each designation is as follows:

Assessment Administration Specialist (AAS)

The candidate must have at least three years of experience in the assessment field.

Cadastral Mapping Specialist (CMS)

The candidate must have at least three years of experience in cadastral mapping.

Certified Assessment Evaluator (CAE)

The candidate must have at least five years of experience in property appraisal or assessment administration.

Mass Appraisal Specialist (MAS)

The candidate must have at least three years of experience in mass appraisal of real property.

Personal Property Specialist (PPS)

The candidate must have at least three years of experience in appraising any class of personal property or in administering a personal property valuation system.

Residential Evaluation Specialist (RES)

The candidate must have at least three years of experience in appraising residential real property.

For the purposes of demonstrating experience towards an IAAO professional designation, **one year of experience is defined as** one calendar year where the candidate spent a majority (more than 50%) of their professional time performing duties directly applicable towards the experience qualification.

Designation experience is divided into five (5) categories, as found on the [Experience Record Form](#):

- Real property (non-residential) and personal property appraisal (CAE, PPS, AAS)
- Residential real property appraisal (RES, AAS, MAS)
- Assessment administration and assessment field (AAS)
- Mass appraisal (MAS)
- Cadastral mapping (CMS, AAS)

The following guidance, grounded in IAAO's [Apendium](#) (body of knowledge), can be used to broadly determine what professional duties may be applied towards the experience qualification in each category. This guidance may be especially useful for those who have a variety of experience or non-traditional appraisal experience and are applying for a specialist designation, such as:

- an oversight employee applying for the MAS
- a mapping supervisor applying for CMS
- a training program staff member applying for the RES

The candidate must still demonstrate how their experience relates to the stated qualification of the designation sought. It is strongly recommended the candidate gain a general understanding of the [Apendium's 8 Knowledge Areas](#) and their content to apply this guidance in demonstrating their experience:

1. Legal Framework
2. Collecting and Maintaining Property Data
3. Developing and Managing Cadastral Data
4. Appraising Property
5. Leading and Managing the Assessment Office
6. Managing Complaints and Appeals
7. Managing PR and Communications
8. Oversight and Compliance Review

A full understanding gained by consulting each relevant [Apendium book](#) is recommended.

Knowledge Area (KA) Guidance by Category

Real Property (non-residential) or personal property appraisal experience is professional experience pertaining to (6 of the 8 KA's):

1. Legal Framework - This experience is related to the legal basis for assessment and valuation, reassessment and reappraisal cycles, property tax base, exemptions, and taxation.
2. Collecting and Maintaining Property Data - This knowledge area includes skills related to managing information necessary to the valuation of property including ownership, transfers, identification, description, and related data management.
4. Appraising Property - This area includes skills related to discovering and reporting property value, mass appraisal and single property appraisal, using the three approaches to value, land valuation, and value reconciliation, while considering specific property types. This area includes skills related to developing and reporting personal property
5. Leading and Managing - This knowledge area is concerned with assessment administration and includes skills related to leadership and management such as planning, organizing, directing, and controlling.
6. Managing Complaints and Appeals - This knowledge area is concerned with inquiries, complaints and valuation/assessment appeals.
8. Oversight and Compliance Review - This knowledge area deals with the skills necessary for audit, oversight and compliance reviews at a macro level.

Appraising residential property is professional experience pertaining to (5 of the 8 KA's):

2. Collecting and Maintaining Property Data - This knowledge area includes skills related to managing information necessary to the valuation of property including ownership, transfers, identification, description, and related data management.
4. Appraising Property - This area includes skills related to discovering and reporting property value, mass appraisal and single property appraisal, using the three approaches to value, land valuation, and value reconciliation, while considering specific property types.

5. Leading and Managing - This knowledge area is concerned with assessment administration and includes skills related to leadership and management such as planning, organizing, directing, and controlling.
6. Managing Complaints and Appeals - This knowledge area is concerned with inquiries, complaints and valuation/assessment appeals.
8. Oversight and Compliance Review - This knowledge area deals with the skills necessary for audit, oversight and compliance reviews at a macro level.

Assessment administration and assessment field experience (and administering a personal property valuation system) is professional experience pertaining to (All 8 KA's):

1. Legal Framework - This experience is related to the legal basis for assessment and valuation, reassessment and reappraisal cycles, property tax base, exemptions, and taxation.
2. Collecting and Maintaining Property Data - This knowledge area includes skills related to managing information necessary to the valuation of property including ownership, transfers, identification, description, and related data management.
3. Developing and Managing Cadastral Data - This knowledge area identifies the skills required to effectively plan/develop, implement, and manage a robust Cadastral System (Mapping Program), both printed and electronic versions.
4. Appraising Property - This area includes skills related to discovering and reporting property value, mass appraisal and single property appraisal, using the three approaches to value, land valuation, and value reconciliation, while considering specific property types. This area includes skills related to developing and reporting personal property
5. Leading and Managing - This knowledge area is concerned with assessment administration and includes skills related to leadership and management such as planning, organizing, directing, and controlling.
6. Managing Complaints and Appeals - This knowledge area is concerned with inquiries, complaints and valuation/assessment appeals.
7. Managing PR and Communications - This knowledge area focuses on communicating with the public, government stakeholders, and the media.
8. Oversight and Compliance Review - This knowledge area deals with the skills necessary for audit, oversight and compliance reviews at a macro level.

Mass appraisal of real property is professional experience pertaining to: (6 of the 8 KA's)

1. Legal Framework - This experience is related to the legal basis for assessment and valuation, reassessment and reappraisal cycles, property tax base, exemptions, and taxation.
2. Collecting and Maintaining Property Data - This knowledge area includes skills related to managing information necessary to the valuation of property including ownership, transfers, identification, description, and related data management.
4. Appraising Property - This area includes skills related to discovering and reporting property value, mass appraisal and single property appraisal, using the three approaches to value, land valuation, and value reconciliation, while considering specific property types.

5. Leading and Managing - This knowledge area is concerned with assessment administration and includes skills related to leadership and management such as planning, organizing, directing, and controlling.
6. Managing Complaints and Appeals - This knowledge area is concerned with inquiries, complaints and valuation/assessment appeals.
8. Oversight and Compliance Review - This knowledge area deals with the skills necessary for audit, oversight and compliance reviews at a macro level.

Cadastral mapping experience is professional experience pertaining to (4 of the 8 KA's):

2. Collecting and Maintaining Property Data - This knowledge area includes skills related to managing information necessary to the valuation of property including ownership, transfers, identification, description, and related data management.
3. Developing and Managing Cadastral Data - This knowledge area identifies the skills required to effectively plan/develop, implement, and manage a robust Cadastral System (Mapping Program), both printed and electronic versions.
5. Leading and Managing - This knowledge area is concerned with assessment administration and includes skills related to leadership and management such as planning, organizing, directing, and controlling.
7. Managing PR and Communications - This knowledge area focuses on communicating with the public, government stakeholders, and the media.