



# INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

## PROFESSIONAL MEMBER APPLICATION

**Member Information:** *(Please print or type.)*

Member ID # \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Jurisdiction/Firm \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### Education Requirements:

Please list IAAO courses, workshops, and seminars taken and attach proof of completed education. You must have successfully completed:

- ♦ 150 hours of IAAO Education
- ♦ IAAO Workshop 171
- ♦ 15-hour National USPAP

**IMPORTANT:** Proof of course completion required for any course not included on your IAAO transcript.

Courses:	Hours:	Date Completed:
♦ IAAO Course _____	30	_____
♦ IAAO Course _____	30	_____
♦ IAAO Course _____	30	_____
♦ IAAO Course _____	30	_____
♦ IAAO Course _____	30	_____
♦ IAAO Workshop 171	2 (7)	_____
♦ National USPAP	15	_____

Additional IAAO Hours:	Hours:	Date Completed:
_____	_____	_____
_____	_____	_____

**Total Hours:** \_\_\_\_\_ *(If you need more space to list courses, please attach a separate sheet of paper.)*  
 (= or >165)

### How did you hear about the program?

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Instructor   | <input type="checkbox"/> Fair & Equitable |
| <input type="checkbox"/> IAAO Website | <input type="checkbox"/> Fellow Member    |
| <input type="checkbox"/> Other _____  |   |

### Signature:

I certify that I am an IAAO member in good standing with a minimum of three (3) years of experience in the assessment profession and hold no IAAO professional designation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Renewal:

A \$50 annual fee is required to maintain this status.

### Submission:

Please return:  
 1) Application  
 2) Proof of course completion  
 3) \$50 processing fee  
 If paying by check, submit all materials with payment to:  
 IAAO, PO Box 29900, Dept. 929  
 Phoenix, AZ 85038-0900

If paying by credit card, please send materials to: [designations@iaao.org](mailto:designations@iaao.org)

### Method of Payment:

*(The \$50 processing fee must accompany your application. Applications without payment will be denied.)*

Check enclosed  
*(Make check payable to IAAO, US funds only.)*

**Charge my:**  
 Visa    MasterCard    AMEX

*Please call to make credit card payment*  
 \_\_\_\_\_  
 Card Number

Expiration Date \_\_\_\_\_ CSC Code \_\_\_\_\_

Cardholder's Name *(printed)* \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_  
**Returned check charge is \$25.**  
**No refunds or transfers allowed.**

### Questions?

Call 800-616-4226 or e-mail [designations@iaao.org](mailto:designations@iaao.org).

## CERTIFICATE

Upon the Executive Director's approval of the application, the applicant will be issued a certificate. Reference can be made on business cards and correspondence below your name as "IAAO Professional Member."

An annual fee of \$50 is required to maintain the Professional Member status.

Don't forget to promote the fact that you are a Professional Member of IAAO. You've worked hard to continue your education and deserve to be recognized.

## RENEWAL

- ♦ We will notify you when your status is about to expire, however it is your responsibility to submit the appropriate paperwork to IAAO in a timely manner, regardless of notification.
- ♦ We strongly suggest you keep a file folder for your accumulated hours and be diligent about keeping copies of your proof of attendance at courses. When it comes time to renew, all of your information will be easy to locate.
- ♦ The program requires renewal every five (5) years by successfully completing at least 14 hours of education courses on Uniform Standards of Professional Appraisal Practice (USPAP). These courses include: IAAO 191 and the one-day Appraisal Foundation-approved USPAP update course. You must also complete an additional thirty (30) hours of IAAO education courses and workshops, including Workshop 171, within the five (5) year accreditation period.



## FREQUENTLY ASKED QUESTIONS

**Q** MAY OTHER NON-IAAO COURSES BE SUBMITTED FOR CREDIT?

**A** The only non-IAAO course recognized is any Appraisal Foundation-approved USPAP course, however all IAAO courses may be challenged.

**Q** WHAT IS USPAP AND CAN I TAKE ANOTHER ORGANIZATION'S USPAP COURSE FOR CREDIT?

**A** IAAO recognizes any Uniform Standards of Professional Appraisal Practice course as long as it is approved by the Appraisal Foundation.

**Q** CAN I TAKE A COURSE CHALLENGE EXAM TO RECEIVE CREDIT FOR COURSE COMPLETION?

**A** Yes, all IAAO courses may be challenged except the USPAP workshop (151) and the IAAO Standards workshop (171). The challenge exam application can be found on the IAAO website.

Please contact the Education Department at 800-616-4226 for additional information on challenge exams.

**Q** WHY WOULD I APPLY FOR PROFESSIONAL MEMBER STATUS RATHER THAN EARNING MY DESIGNATION?

**A** The status provides recognition for people who are not yet pursuing a designation or are not interested in fulfilling all the requirements to obtain a designation.

**Q** IS THERE A CHARGE FOR THE PROFESSIONAL STATUS?

**A** There is an annual \$50 administrative fee which must be remitted with your application and then will be billed annually on your membership dues statement.

**Q** I'M NOT SURE IF I HAVE MET ALL THE COURSE REQUIREMENTS?

**A** At this time you are required to track your own course completions. As an IAAO member you will be able to view and print an unofficial listing of all of your IAAO courses/workshops back to at least the year 2000. For additional information on transcripts please send an email to [transcripts@iaao.org](mailto:transcripts@iaao.org).