

USPAP Requirements for ASA Members

Today's Agenda

- Provide a brief overview of the different USPAP courses
- Detail how the new USPAP cycle differs from past cycles
- Outline the course requirements for each discipline
- Clarify who should take the 15-hour course and who should take the 7-hour course
- Address frequently asked questions and common misunderstandings

New USPAP Courses

What are the new 2024 courses?

15-Hour courses:

- 2024 15-Hour National USPAP
- 2024 15-Hour Business Appraisal USPAP
- 2024 15-hour Personal Property USPAP

7-Hour courses:

- 2024-2025 7-Hour National USPAP Update
- 2024-2025 7-Hour USPAP Update for Personal Property
- 2024-2025 7-Hour USPAP Update for Mass Appraisal
- 2024 7-Hour Residential Review and USPAP Compliance

Why isn't the 7-Hour BV USPAP Update course on that list?

The 7-Hour USPAP Update course for Business Valuation is not an Appraisal Foundation course, though we do have their approval to offer it.

This course is developed by USPAP-certified instructor Carla Glass, FASA, who also works with the Foundation to develop the 15-Hour Business Appraisal USPAP, and it is exclusive to ASA.

What's different with this USPAP cycle?

Course Materials

The USPAP book will no longer be updated every two years and will instead be updated only as necessary.

The USPAP Guidance and Reference Manual (formerly the USPAP Reference Manual) will also only be updated as necessary.

The Advisory Opinions and Frequently Asked Questions have moved from the USPAP book to the USPAP Guidance and Reference Manual.

What's different with this USPAP cycle?

Course Updates

The 15-Hour courses are now open-ended and will only be updated when the USPAP book is updated.

Any course that has just one year in the title is an open-ended course.

The 7-Hour Update courses are still on the two-year cycle.

Any course that has two years listed in the title remains on that two-year cycle.

What's different with this USPAP cycle?

15-Hour courses:

- 2024 15-Hour National USPAP
- 2024 15-Hour Business Appraisal USPAP
- 2024 15-hour Personal Property USPAP

Yellow courses – open-ended
Blue courses – two-year cycle

7-Hour courses:

- 2024-2025 7-Hour National USPAP Update
- 2024-2025 7-Hour USPAP Update for Personal Property
- 2024-2025 7-Hour USPAP Update for Mass Appraisal
- 2024 7-Hour Residential Review and USPAP Compliance

What does “USPAP cycle” mean exactly?

The USPAP cycle is the two years covered by the USPAP Update courses.

The 2022-2023 USPAP cycle started on January 1, 2022 and will end on December 31, 2023.

The 2024-2025 USPAP cycle will start on January 1, 2024 and will end on December 31, 2025.

USPAP Requirements

Why am I required to take a USPAP course if I'm not a real property appraiser?

Because ASA is a sponsor of the Appraisal Foundation, we must require that our members, regardless of discipline or membership level, comply and stay current with USPAP.

Are there any exceptions to ASA's USPAP requirements?

Yes:

1. Members who do not conduct any appraisal work within North America – you are required to comply with the International Valuation Standards (IVS) or a comparable set of appraisal standards that may be specific to your country, therefore you *do not* need to take a USPAP course.
If you start working on appraisal assignments in North America, you will need to take USPAP.
2. BV and RP members who conduct appraisal work within Canada – ASA will accept the CUSPAP instead of USPAP.

What are the USPAP requirements for my discipline?

Appraisal Review and Management Members

There is not a USPAP course dedicated solely to appraisal review and management, so ARM members may choose which USPAP course to take.

However, if you're also designated in another discipline, you need to take the USPAP course required for that discipline.

ARM members need to take a USPAP course once a cycle.

What are the USPAP requirements for my discipline?

Business Valuation Members

- 15-Hour Business Appraisal USPAP
- 7-Hour USPAP Update for Business Valuation
- 7-Hour USPAP Update for Personal Property
- 7-Hour National USPAP Update

BV members must start with the 15-hour course for business appraisals but can choose between the three Update courses after that.

You need to take one of these USPAP courses once every 5 years.

What are the USPAP requirements for my discipline?

Gems & Jewelry, Machinery & Technical Specialties, and Personal Property Members

- 15-Hour Personal Property USPAP
- 7-Hour USPAP Update for Personal Property

GJ/MTS/PP members must take one of these USPAP courses once a cycle.

What are the USPAP requirements for my discipline?

Real Property Members

- 15-Hour National USPAP
- 7-Hour National USPAP Update
- 7-Hour USPAP Update for Mass Appraisal

These are the *only* USPAP courses that count towards the real property USPAP requirements.

RP members must first take the 15-hour National USPAP and then take either the National USPAP Update or the USPAP Update for Mass Appraisal once a cycle.

The state(s) you're licensed in may have additional USPAP requirements, like requiring you take the new USPAP course within a certain time. If you're not sure if your state has additional requirements, you should contact the state appraisal board.

Do I need to take the 15-Hour course or the 7-Hour course?

You need to take the 15-Hour USPAP course if:

- You've never taken a USPAP course before
- You missed an entire USPAP cycle (e.g. the last class you took was the 2018-2019 USPAP Update course and it's now the 2022-2023 USPAP cycle)

You can take the 7-Hour USPAP Update course if:

- You took a 15-Hour or 7-Hour course during the last USPAP cycle (e.g. you took the 2020-2021 USPAP Update course and it's now the 2022-2023 USPAP cycle)

If you qualify to take the 7-Hour USPAP course but choose to take the 15-Hour course instead, you do not need to take the exam.

Common Misunderstandings and Additional Frequently Asked Questions

“Two-year deadline”

With the exception of BV members, you need to take a USPAP course once a cycle.

While the USPAP cycles are every two years, this does not mean you need to take the new USPAP course exactly two years after you took the last USPAP course.

If you took a USPAP course during the 2022-2023 cycle, you just need to take the 2024-2025 Update course some time before December 31, 2025, though we *highly* recommend taking the USPAP course earlier in the cycle.

New member deadline

New members must take the appropriate 15-Hour USPAP course within 10 months of joining.

If you are unable to meet this deadline, you can request an extension.

Extension requests should be sent to ASA membership manager Susannah Coleman at scoleman@appraisers.org.

Having to take more than one Update course in a cycle

Most people will never need to take more than one Update course in a cycle.

The only time you will need to take a second Update course is if:

- You are an RP appraiser and also a GJ, MTS, or PP appraiser
The Appraisal Foundation requires that you take both the National USPAP Update and the USPAP Update for Personal Property
- You take the wrong USPAP Update course

Why aren't there any USPAP classes on the calendar?

It took longer to receive the new USPAP course materials from the Foundation than we had anticipated, so there was a delay in scheduling the new USPAP courses.

But, there are now multiple 15-hour Personal Property USPAP classes and 7-hour Personal Property USPAP Update classes open for registration.

We're also working on two National USPAP Update classes for late January and early April.

Do I need to bring my own materials to an ASA headquarters USPAP class?

No, all the required course materials are included in the registration fee.

The new 15-Hour and 7-Hour courses all require the following materials:

- 2024 USPAP book
- 2024 USPAP Guidance and Reference Manual
- Course-specific student manual

Will I get a discount if I bring my own materials?

No, all attendees pay the same registration fees.

Is the USPAP class I attended added to my member record?

If you take a USPAP class offered by ASA headquarters, yes, your member record will update immediately after the class.

If you take an ASA chapter class, it depends. For chapters who opt to have ASA headquarters handle their class registration, your member record will update after the class, just like it would with a headquarters class. If your chapter handled its own registration, the class will not be in your member record. However, you can upload a copy of your certificate of completion on the ASA website and that will be saved in your record.

How do I add my USPAP certificate on the website?

1. Log in and go to My Credit Reporting



2. Scroll down to Upload USPAP Documentation and click Add USPAP Certification

Upload USPAP Documentation

Use the search tool above to view USPAP courses you have completed with ASA. If you took USPAP through another organization, use the Add USPAP Certification button below to upload your certificate. For those that are not required to follow USPAP (as they only practice outside of North America), use the International Valuation Standards (IVS) option to complete this requirement.

[Add USPAP Certification >](#)

[Add IVS Affirmation >](#)

Can I take a USPAP class with another organization?

Yes, as long as the course is developed by or approved by the Appraisal Foundation and taught by an AQB-certified USPAP instructor. If there is an exam, that also must have been developed by or approved by TAF and should be proctored.

How will ASA know if I've taken a USPAP class with another organization?

After the class, upload a copy of your certificate of completion on the ASA website and it will be saved in your member record.

I'm a GJ/MTS member. Is there a GJ/MTS USPAP course I can take?

No. While ASA differentiates between Gems & Jewelry, Machinery & Technical Specialties, and Personal Property, the Appraisal Foundation considers all those to be personal property, which is why all three disciplines share one course.

What about BV members? Is there a BV USPAP course we can take?

Yes, the Appraisal Foundation develops the 15-hour Business Appraisal USPAP and ASA develops the 7-hour USPAP Update for Business Valuation.

Both courses are available on-demand on the ASA website.

The on-demand courses for 2024 are currently being updated and should be available early next year.

I don't like certain content in the USPAP course and would like ASA to change it

The USPAP courses are developed by the Appraisal Foundation and ASA cannot make any changes to them.

If there is something in the course you did not like and think should be changed in future courses, you should provide your feedback about that directly to the Appraisal Foundation.

Questions?

**Thank you for your
time today!**