Please note the following SAS Application Standards. Submissions which do not meet these criteria will not be considered:

1) 700 hours of USPAP Compliant Appraisal Related experience is a prerequisite for application to the SAS Pathway. Please review the guidelines at the top of the Appraisal Log Form and confirm the experience listed qualifies.

2) The application must define a narrow area of expertise for committee vetting, regardless of whether the candidate is competent across a broader range of specialties. While you may be vetted in one area of specialization, it will not preclude using your accreditation credential in appraising other types of objects in which you are competent. Broader categories such as "Antiques" or "Fine Art" are beyond the scope of SAS committee review.

3) A defined focus of specialization (or many years of product or appraisal experience) is not enough to qualify a candidate for acceptance to the SAS Pathway. A successful application must demonstrate a specific and qualified body of expertise, in the candidate's specified area of specialization.

4) Candidates should take care to focus all application materials, including CV and cover letter to highlight a depth of relevant experience and training in the defined specialty. Expertise and qualifying experience should be presented without distractions of irrelevant experience, credentials, transcripts or training. The paper/thesis and report submissions will also be focused on this defined specialty.

5) To advance to the Accredited Member (AM) level, you will need to provide proof of 30 semester hours from an accredited college, junior college, community college, or university. This requirement does not have to be new college credit or college credit earned after becoming an ISA Member, degrees and college credit from accredited institutions earned in the past can be applied for this requirement.

The following describes the two-stage application process for Accredited Membership through Specialty and Advanced Studies Committee. Applicant must have successfully completed the ISA Core Course and USPAP.

Step One: Applicant should submit to Michelle VanAlstyne at michelle.vanalstyne@mci-group.com the following documents to demonstrate a qualified body of product knowledge, experience, and expertise in a fine or decorative arts specialty or a specialty beyond the boundaries of Antiques, Furnishings +
Decorative Arts and Fine Arts. The documents to be forwarded to the Specialty and Advanced Studies Committee Chair include:

A. **Cover letter addressed to the Specialty and Advanced Studies Committee** that clearly states applicant’s specialty and a concise paragraph on how this specialty was acquired summarizing relevant academic and professional experience and why the applicant believes this knowledge and training is sufficient to meet the requirements of Accredited Membership. (See Committee Mission and Goals below. This assists us in selecting appropriate reviewers.)

This specialty is NOT tied to the differentiated “specialties” on the website page. Your accreditation is tied to a general area of appraising, be it Antiques, Furnishings+ Decorative Arts, Fine Art or a unique field such as gems & jewelry, books and maps. Your product knowledge and appraisal skills will be evaluated within the context of your specialty. While you will be vetted in one specialty, it will not preclude using your accreditation credential in appraising other areas in which you are competent.

B. **Resume and/or C.V.** should be a coherently organized outline of one’s academic degrees, related professional work experience; ISA Core Course; USPAP; professional continuing education which can be documented if necessary; professional memberships and related organizational positions held; published articles, professional presentations made, etc. Please include dates of completion. *Informal education such as visiting museums and exhibitions on one’s own should not be included.*

C. **Copy of one’s transcript or diploma certificate if it states one’s major** for one’s highest degree or relevant academic/professional education.

D. **Log of USPAP Compliant Hours**: 700 hours directly related to an appraisal and writing an appraisal report is needed to apply for accreditation. This log may include USPAP compliant hours prior to joining ISA. Suggested format: month/year, number of items (be specific such as 4 furniture pieces, 5 paintings, etc.), number of hours. At the end of this guide, you can find a log which can be used to track hours if you so choose.

E. Optional: Copy of related published article.

F. Half ($300) of the non-refundable process fee of $600.

It is preferred that these documents be emailed in PDF form to Michelle VanAlstyne at michelle.vanalstyne@mci-group.com. She then will forward the initial documents to the Specialty and Advanced Studies Committee Chair for review by the Committee to determine if the applicant meets the requirements of Specialty and Advanced Studies Committee and this is the appropriate path for advancement to Accredited Membership.

**Step Two:** *Once approved for consideration by the Specialty and Advanced Studies Committee and notified by the Committee Chair*, applicants must submit within 45 days to Michelle VanAlstyne at michelle.vanalstyne@mci-group.com the necessary document(s) demonstrating the applicant’s knowledge of their specialty and/or appraisal report in PDF form which will be forwarded to the Specialty and Advanced Studies Chair. The remaining nonrefundable application fee of $300 will need to be paid. Specifically, this includes:

A. Documentation of the qualifying knowledge in the specialty by submitting one of the following:
1. Certificate of specialty study from a recognized ISA approved continuing education or vocational program (currently GG or NAWCC Clock Appraisal course), if not already submitted with initial application

2. Copy of a graduate degree diploma or transcript documenting the focus in the applicant’s specialty, if not submitted with initial application

3. Paper to demonstrate one’s knowledge, approximately 3,000 words (8-10 double-spaced pages) addressing the specific considerations of appraising the specialty subject. Topic should be broad enough to demonstrate the breadth of the applicant’s in-depth knowledge of the specialty.

   See “Specialty and Advanced Studies Paper and Appraisal Report Guide” and the Committee’s specific instructions which will be emailed to the applicant when the Committee accepts the applicant for accreditation through this path.

B. Once A is complete and accepted, applicant must submit an appraisal report to demonstrate the application of one’s product knowledge and appraisal methodology. Applicant must submit a copy of an appraisal report, within 45 days of acceptance by the SAS Committee. It should be a previously prepared report for insurance including 5 distinct items within the specialty and should include all the required report elements, accurate methodology presented in a professional manner. Once accepted you will be given specific instructions on the items to be included.

C. Payment of the remaining $300 of the $600 non-refundable processing fee, can be processed by contacting Michelle VanAlstyne at 312-265-3750.

Your appraisal report and checklist will be assigned to a reviewer to be evaluated for product knowledge and the appraisal report for required elements, accurate valuation methodology, credible comparables, valuation rational and professionalism.

If deemed necessary, the Committee will allow applicant one revision of these documents to be completed within 45 days from such notification before the final decision is made.

Applicants approved by the Committee will be conferred with Accredited Membership.

Please keep in mind the Committee is composed of volunteers who have full-time appraisal and/or related businesses. Hence, while the first step turnaround may be expeditious, an applicant can expect that it will take 4 to 8 weeks to receive a final decision in Step Two.

SPECIALTY and ADVANCED STUDIES COMMITTEE (Approved November 2013)

Mission

• To advance the professionalism and effectiveness of personal property appraisers whose specialties:

   Are outside the boundaries of the Antiques, Furnishings + Decorative Arts (AF+DA) and/or Fine Arts (FA) courses and/or
Are at a level of experience and/or expertise far exceeding the content of the AF+DA and FA course curriculum, such as a seasoned curator and international auction house specialist.

Goals
- Facilitate the advancement to ISA Accredited Membership for current members who have completed the Core Course and USPAP and meet the above criteria,
- Attract potential members with a high level of specialty/experience/expertise/related professional designations to join ISA and advance to accreditation in a timely fashion,
- Maintain clear focus of this special advancement process,
- Provide potential members/current members with ongoing member information and support in the process,
- Evaluate related professional designations and/or specialty or advanced study courses which might substitute for AF+DA and/or FA courses.
Qualifying appraisal experience consists of tasks associated with the accomplishment of specific personal property assignments which result in an USPAP compliant report.

**These may include:**

- identification and evaluation of personal property for an appraisal assignment
- research and/or analysis for an appraisal assignment
- valuation assistance for an appraisal assignment
- providing assistance to a credentialed appraiser working on an appraisal assignment, be it paid or not
- both billable and non-billable hours for an appraisal assignment with documentation

Appraisal experience **DOES NOT** include:

- archiving or cataloguing personal property (i.e. for auction, private and/or public collections)
- inventoring personal property
- conducting museum docent tours
- development and/or reporting appraisal assignment prior to completing foundational USPAP course or non-compliant with USPAP
- Coursework, including USPAP or methodology coursework
- Business development activities
# ISA APPRAISAL LOG SHEET

**USPAP COMPLIANT HOURS**

**700 HOURS REQUIRED – ACCREDITED MEMBER LEVEL**

**PLEASE TYPE OR PRINT CLEARLY.**

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<th>Name:</th>
<th>Designation:</th>
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<td>Business Name:</td>
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<tr>
<th>Date (Mo/Year)</th>
<th># of Appraisal Hours</th>
<th>Intended Use of Appraisal</th>
<th>Type of Item(s) (e.g. furniture, jewelry, gemstones, type of art, equipment, residential contents)</th>
<th>Notes</th>
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**Total hours:**