

ASSOCIATE APPRAISERS

All associate appraisers who registered with the Board prior to July 1, 2008, have now renewed at least two times. The Board has identified conditions that must be satisfied by such persons as a prerequisite to renew an associate registration in the future. This letter is intended to provide you fair notice of these prerequisites.

“The associate appraiser classification is intended for those persons training to become certified appraisers and is not intended as a long-term method of performing appraisal services under the supervision of a certified appraiser in the absence of progress toward certification.” 193F Iowa Admin. Code 4.4(1). The Board adopted Rule 4.4(1) in 2007 in connection with law changes that required trainees to register as associates before they could provide substantive assistance in the development or reporting of an appraisal that is required to be performed by a certified appraiser under state or federal law, rule, or policy. See Iowa Code § 543D.20(1), (2).

Rule 4.4(1) authorizes the Board to “impose deadlines for achieving certification, or for satisfying certain prerequisites toward certification, for those persons who apply to renew an associate appraiser registration more than two times following January 1, 2008. Deadlines, if any, would be imposed as a condition for the third or subsequent renewal after January 1, 2008.”

In order to assure consistency between associates, the Board voted on October 21, 2011 to impose standard prerequisites as follows:

Associates renewing in 2012 must have completed at least half of the qualifying education to become certified as a prerequisite to renew, and must have fully completed all such qualifying education as a prerequisite to renew in 2014. Associates scheduled to renew in 2013, must complete all qualifying education as a prerequisite to renew.

If for any reason you do not feel you can comply with the prerequisites imposed on October 21, 2011, you are strongly encouraged to write to the Board office with an explanation and request for special consideration. You should not wait until the eve of renewal. You are advised, however, that the Board will only consider the most compelling of circumstances because in the Board’s view continued practice by an uneducated associate is dangerous to the public’s interest.

Prior to 2007, all applicants for associate registration were required to have completed *all* qualifying education in order to register. The Board modified that requirement when the qualifying education increased under the 2008 criteria so that associates could start with basic courses as a prerequisite for registration and then mix more advanced courses with real life training experience. As noted, all associates were forewarned in 2007 that future renewals would be denied without adequate progress toward certification.

To assist you in determining whether your circumstance may present a unique situation, please consider the factors described below quoted from Rule 4.4(2):

a. The board may consider the following non-inclusive list of factors when deciding whether to impose a deadline for achieving certification:

- (1) An associate appraiser's access to the educational courses required for certification;
- (2) Whether the associate appraiser had completed the college-level coursework required for certification in advance of registering as an associate appraiser or whether such coursework is in progress;
- (3) The associate appraiser's access to supervisory appraisers, the volume of the supervisory appraiser's practice, and the type of certification the associate is training to achieve;
- (4) The progress toward certification the associate appraiser had made prior to the imposition of new certification standards as of January 1, 2008; and
- (5) Such additional factors as may be relevant to the board's determination as to whether the associate appraiser is making good-faith progress toward certification.

b. While the board's policy is to work with associate appraisers and their supervisors in a cooperative manner, an associate appraiser who does not demonstrate good-faith progress toward certification shall be subject to the imposition of deadlines as described in subrule 4.4(1).

The Board's goal is to assure associates are making progress toward certification. Persons who have no intention of becoming certified and have taken few if any steps to become certified will not be eligible to renew starting in 2012, as described above.

Finally, you are reminded that effective January 1, 2008, the requirements to become certified changed. You must comply with the 2008 criteria. These are federal guidelines that the Board cannot waive. If you took courses prior to 2008, the burden is on you to provide evidence that the qualifying education is AQB compliant. This often requires contacting your provider to determine this information as well as completing the education matrix found on our website: www.state.ia.us/iapp. You will also need to provide the course outline as well as the course completion certificate for courses taken pre-2008. We have been told that effective January 1, 2015, there will likely be additional changes to the associate category, although final details are not yet determined.

Our office is available to give guidance on the educational matters, but we will not complete the matrix or do the research on your behalf. The current criteria requirements can be found in the Administrative Rules 193F chapter 4 for certified residential and chapter 5 for certified general.

Effective January 4, 2012, the mandatory report writing course is no longer required for renewals. You are still required to take the 7 hour USPAP every renewal cycle.