Residential Admissions Procedure Manual

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APPENDIX TO THE RESIDENTIAL ADMISSIONS PROCEDURE MANUAL

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ARTICLE I

General Provisions

This Residential Admissions Procedure Manual ("Procedure Manual") provides details regarding policies and procedures relating to residential Candidacy and admission to SRA Designated membership. It is a companion document to Regulation No. 2, Admission to Residential Candidacy and SRA Membership. Definitions of terms used in this Procedure Manual are provided in Regulation No. 2.

Wherever this Procedure Manual grants permission to a Chair or Vice Chair of a body to appoint a person or persons to perform a particular task, that same appointive permission is extended to any person who is designated by the Chair or Vice Chair to make such appointments.

Provisions related to good moral character are contained in a separate manual.
ARTICLE II

Demonstration of Knowledge

Part A. Grading

Section 1. Graders
The Demonstration Appraisal Report Option, the Modular Demonstration of Knowledge Option and the Defense of Reports Option of the Demonstration of Knowledge requirement require the preparation and submission of a report(s) or modules for grading. Each demonstration of knowledge report or module that requires grading shall be referred to the Demonstration of Knowledge Grading Panel (or designee) for grading. Only SRA or RM designated members are permitted to grade or review residential demonstration of knowledge reports and modules to determine if they meet the requirements of Regulation No. 2.

Section 2. Grading Procedures
Upon receipt of a residential Demonstration of Knowledge report or module and an application for credit, a grader will be assigned to determine whether the report or module meets the technical requirements;

If the grader determines that the report or module meets the technical requirements, the grader shall notify the Admissions Department in writing.

If the grader determines that the report or module fails to meet the technical requirements, the grader shall prepare a critique explaining the reasons for the failing grade and forward it to the Admissions Department. The Admissions Department shall send a copy of the critique to the residential Candidate.

Section 3. Re-Grading of a Report or Module
If an initial grader determines that a report or module fails to meet the technical requirements, the residential Candidate may request that the failed report or module be graded a second time. The request must be in writing, must be made within sixty (60) days of the date of the notice advising the residential Candidate that the report or module did not meet the technical requirements and must be accompanied by the appropriate fee. The request must also include the residential Candidate’s reasons for contesting the initial grader’s determination. Upon written request and for good cause shown, the Chair of the Demonstration of Knowledge Grading Panel may grant an extension of the 60-day period for filing a request for re-grading.

If a request for re-grading is granted the re-grading shall not be performed by the initial grader. If a re-grading results in a determination that a report or module fails to meet technical requirements, the residential Candidate may revise and re-submit the report or module as set forth in the following section.
Section 4. Submission of Revised Report or Module

If a report or written module fails to meet the technical requirements at the initial grading stage, the residential Candidate may revise the report or module and submit it for grading along with the appropriate fee.

Prior to submitting a revised report or module, the residential Candidate must attend a Residential Demonstration of Knowledge Offering as specified by the Admissions Committee, unless the residential Candidate previously attended an approved offering or unless, for good cause shown, the Chair of the Admissions Committee, with input from the Chair of the Demonstration of Knowledge Grading Panel, grants an exception to this policy.

The revised report or module must be filed within one (1) year of the date on which notice was sent to the residential Candidate that the initial report or module did not meet the technical requirements. The Chair of the Demonstration of Knowledge Grading Panel may grant a request for extension of this one (1) year period for good cause shown. After the period of time expires, the residential Candidate may not use the same subject property for a future report or module. Only one revised report or module concerning the same subject property may be filed.

Section 5. Re-Grading of a Revised Report or Module

At the residential Candidate’s written request (which includes the residential Candidate’s reasons for contesting the determination that the revised report or module failed to meet the technical requirements) made within sixty (60) days of the date that the residential Candidate was notified that his or her revised report or module did not meet the technical requirements, the report or module will be re-graded by the Chair of the Demonstration of Knowledge Grading Panel or a member of the Panel selected by the Chair who is other than a member who previously graded or re-graded the report or module. If a re-grading results in a determination that the revised report or module fails to meet technical requirements:

(1) the residential Candidate may not use the same subject property for a future report or module;

and

(2) if the resubmission is a module, the residential Candidate must attend the corresponding Level I or Level II course before submitting a new module.

Section 6. Verification

If a determination is made that a report or module meets the technical requirements, the application and report or module will then be processed for factual verification.

If a report or module does not receive credit because the report, module, or application for credit contains data that is not factual, the residential Candidate may not submit the report or module for re-grading, may not revise the report or module and submit it for grading and may not use the same subject property for a future report or module.

Part B: Verification Process

The following procedures shall be used to verify factual data in a report or module and the statements of the residential Candidate in the application for credit:
a. Upon being notified by the Admissions Department that a residential Candidate’s report or module meets the technical requirements, the Chair of the Demonstration of Knowledge Grading Panel (or designee) shall assign a Representative:

(1) to verify the factual data in the report or module and the statements in the application for credit; and/or

(2) to make a recommendation, as appropriate, whether the report or module and the statements in the application for credit should be accepted as factual or be rejected as being non-factual.

b. If a Representative determines that he or she has a conflict of interest or a personal bias for or against the residential Candidate, he or she must decline serving as a Representative and the Chair of the Demonstration of Knowledge Grading Panel (or designee) shall assign a replacement.

c. If at any time the Chair of the Demonstration of Knowledge Grading Panel (or designee) determines that a Representative is not conducting the verification process adequately, the Chair (or designee) may order further investigation and/or rescind the appointment of the Representative and appoint a replacement.

d. If at any point in the verification process the Representative is able to verify the factual data in the report or module and the statements in the application for credit, the Representative shall notify the Admissions Department in writing. If all of the requirements of the Demonstration of Knowledge requirement are met, the Admissions Department shall then post credit for the Demonstration of Knowledge requirement on the residential Candidate’s record and notify the residential Candidate that credit has been awarded.

e. Unless there is a recommendation by the Representative that credit not be given, the verification process should not exceed twenty (20) days. This period of time may be extended by the Chair of the Demonstration of Knowledge Grading Panel.

f. If the Representative fails to file a recommendation within twenty (20) days of the date the Representative received the report or module and application for credit (or any extension thereto), the Chair of the Demonstration of Knowledge Grading Panel shall determine whether additional time should be granted for the Representative to file a recommendation, whether a replacement Representative should be appointed, or whether the residential Candidate should receive credit for the report or module without any further review.

g. At the request of the Representative, the Chair of the Demonstration of Knowledge Grading Panel (or designee) may appoint one or two additional Representatives to assist in conducting an interview and/or investigation.

h. At an interview, the residential Candidate shall be allowed to explain how the factual data in the report or module was obtained and/or to furnish information to show that the factual data in the report or module and/or the statements in the application for credit are factual. The applicant may
request additional time to obtain information or to assemble documentation in support of his or her position.

i. If, after completing his or her investigation the Representative concludes, by the greater weight of the evidence, that the data in the report or module and/or the statements in the application for credit are not factual, the Representative shall prepare a formal written recommendation ("Recommendation") which recommends that the report or module not receive credit. The Recommendation shall set forth in detail the relevant factual information relied on as the basis for the Representative’s conclusion. Before completing the Recommendation, the Representative shall make a reasonable effort to verify and substantiate all factual data relied on as the basis for the Recommendation and include with the Recommendation a brief statement describing such efforts.

j. The Representative shall submit the Recommendation to the Admissions Department. If the Admissions Department determines that the Representative’s Recommendation is not in compliance with the requirements of this Procedure Manual, the Admissions Department shall return the Recommendation to the Representative with instructions to take such further steps as may be required to bring the Recommendation into compliance with the requirements of this Procedure Manual. On determination by the Admissions Department that the Representative’s Recommendation is in compliance with the requirements of this Procedure Manual, the Admissions Department shall submit a copy of the Recommendation to the Chair of the Demonstration of Knowledge Grading Panel.

k. If after review the Chair of the Demonstration of Knowledge Grading Panel determines that the Recommendation that a report or module not receive credit is without a reasonable basis in fact, he or she shall instruct the Admissions Department to post credit for the report or module. If after review the Chair of the Demonstration of Knowledge Grading Panel determines that there may be a reasonable basis in fact for the Recommendation, the Admissions Department shall send a copy of the Recommendation to the residential Candidate.

l. A residential Candidate who has received an unfavorable Recommendation by the Representative shall have the right to request a Conference. This right may be exercised only by filing a Request for Conference by traceable carrier, with the Admissions Department, within thirty (30) days after the date of the notice from the Admissions Department advising the residential Candidate of the unfavorable Recommendation. A Request for Conference must state the residential Candidate’s reason(s) for requesting a Conference. If no timely and complete Request for Conference is filed, the unfavorable Recommendation shall be final and the residential Candidate shall have no further right of review or appeal.

m. If a residential Candidate files a timely Request for Conference, the Chair or Vice Chair of the Admissions Committee shall appoint a Conference Board. The residential Candidate shall have the right to appear at the Conference in person, individually or with legal counsel or a personal representative. By advance request, a residential Candidate may participate by telephone.

At the Conference, the residential Candidate shall have the right to present evidence, both testimony and documents, with respect to the unfavorable Recommendation. The Representative
shall present evidence and respond to questions of the Conference Board. The Representative shall have the burden to prove, by the greater weight of the evidence, that data in the report or module and/or statements in the application for credit are not factual.

If the Conference Board finds, by the greater weight of the evidence, that data in the report or module and/or that the statements in the application for credit are not factual, the Conference Board shall prepare and submit a written decision concluding that the report or module not receive credit.

If the Conference Board determines that the data in the residential Candidate’s report or module and the statements in the residential Candidate’s application for credit are factual, the Admissions Department shall post credit for the report or module.

n. A residential Candidate who receives an adverse decision from a Conference Board with respect to verification of a report or module and/or statements in an application for credit shall have the right to appeal the adverse decision. This right may be exercised only by filing a Notice of Appeal, by traceable carrier, with the Admissions Department, within sixty (60) days after the date of the notice advising the residential Candidate of the adverse decision of the Conference Board. The Notice of Appeal must state the residential Candidate’s reason(s) for contesting the decision. If the residential Candidate fails to file a timely and complete Notice of Appeal, the right of such residential Candidate to appeal shall terminate, and the decision of the Conference Board shall become final. Procedures governing formal appeals and Appeal Hearings regarding verification of demonstration appraisal reports and modules are contained in the Admissions Appeals Procedure Manual.
ARTICLE III

Experience

Experience credit shall be awarded based on the recommendations of the Screeners and Experience Committees of the Experience Panel made pursuant to the provisions of Regulation No. 2, this Procedure Manual, and Appraisal Institute policy.

The Chair of the Experience Panel shall oversee the assignment of Experience Panel members to serve as Screeners and to serve on Experience Committees.

No individual shall serve as a Screener or as a member of an Experience Committee if he or she has previously evaluated the experience submission or if he or she has a conflict of interest or has a personal bias favorable or prejudicial to the residential Candidate.

An experience submission shall initially be evaluated by a Screener who shall evaluate the work product and interview the residential Candidate. If necessary, after an initial screening by a Screener, an experience submission shall then be evaluated by an Experience Committee consisting of three to five members of the Experience Panel which shall evaluate the work product and interview the residential Candidate.

Upon completion of the evaluation, the Screener or Experience Committee shall prepare and forward a written recommendation and, if full credit is not being recommended, a Critique Form to the Admissions Department. The written recommendation of the Screener or Experience Committee shall specifically state the number of hours of Residential Experience credit awarded to the residential Candidate. The Critique Form shall, as appropriate, advise the residential Candidate toward improving his or her work product.

If the recommendation is that the residential Candidate receive all of the experience credit requested, the Admissions Department shall post the credit on the residential Candidate’s experience record and notify the residential Candidate that the requested experience credit has been awarded.

If the recommendation is that the residential Candidate receive less experience credit than requested, the Admissions Department shall notify the Candidate of the recommendation and of his or her right to file an appeal of the recommendation within sixty (60) days of the date that the formal notice of the recommendation was issued.

If a residential Candidate is denied experience credit due to the quality of the appraisal work in relation to the Standards of Professional Appraisal Practice, and if the appraisal work is signed by an Appraisal Institute Designated member, Candidate, or Practicing Affiliate other than the residential Candidate who was denied credit, the appraisal work shall be referred to the Professional Practice Department for processing in accordance with Regulation No. 6. The referral shall be made as the last step in the process, after the decision to deny experience credit becomes final.
ARTICLE IV

Supervisory Experience

A Candidate in a supervisory position who receives full experience credit pursuant to the provisions of this Article shall be considered to have met the experience requirements set forth in Regulation No. 2.

Qualifications:

- The Candidate has been in a supervisory position for at least ten (10) years.
- The Candidate trains or is responsible for people who perform work that meets the Regulation No. 2 definitions of Residential Experience and Significant Professional Responsibility.
- Within the previous ten (10) years, the Candidate has not performed at least the number of hours set forth in Regulation No. 2 for Residential Experience that meets the definition of Significant Professional Responsibility.

Submissions required:

- List of Work
  If the Candidate performed any work within the previous ten (10) years that meets the definition of Significant Professional Responsibility and the definition of Residential Experience, the Candidate must submit a list of that work. Samples will be selected to evaluate similar to the experience procedures described in Regulation No. 2 and the Residential Admissions Procedure Manual.

- Resume
  The Candidate must provide a Resume that describes in detail for at least the most recent ten (10) years:
  - employment and experience (including field and supervisory work);
  - as related to appraisal, appraisal consulting, appraisal review, mass appraisal, or real estate economics problem solving, the Candidate’s employment relationships, positions supervised or managed, and responsibilities for oversight;
  - the reason the Candidate is excluded from performing work that meets the definition of Significant Professional Responsibility; and
  - a brief description of the Candidate’s educational background.

- Work product
  The Candidate must submit two work products that were:
  - completed partially by the Candidate;
co-signed by the Candidate; or
• prepared by another person and the Candidate assumed responsibility for the product.

Process

A submission shall be evaluated by a special Experience Committee consisting of at least three SRA members of the Experience Panel.

The Experience Committee shall interview the Candidate to ascertain the Candidate's level of experience. The committee will use the reports as a starting point to ask questions to determine the Candidate's knowledge of appropriate theory and techniques.

In addition to either no credit or full credit, partial credit may be granted. If no credit or partial credit is granted, the Candidate may reapply for a time period that begins after the date of the previous application.

After an interview, the Experience Committee shall prepare its recommendation regarding experience credit and forward it to the Admissions Department. The written recommendation of the Experience Committee shall specifically state the number of hours of experience credit awarded to the Candidate.

If the Experience Committee's decision is that the Candidate receive less experience credit than requested, the Admissions Department shall notify the Candidate of the Experience Committee's decision and the right to appeal.
ARTICLE V

Teaching Experience

A Candidate who has taught full time for at least seven (7) years in a field related to real property economics (as determined by the ADQC) at a college or university approved by the ADQC shall be considered to have met the experience requirements set forth in Regulation No. 2.
Options for Individuals Admitted to Residential Associate Membership as the result of an Application Postmarked before January 1, 2005

An individual admitted to residential Associate membership as the result of an application postmarked December 31, 2012, who became a residential Candidate effective January 1, 2013 and who has maintained continuous residential Candidacy since that date, may have the option to complete alternative requirements. The Admissions Department can provide such individuals with information concerning eligibility, requirements and deadlines.