



# ARA Exam Application

READ CAREFULLY, COMPLETE FULLY, MUST BE TYPED

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ BADGE NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DESIGNATION(S) HELD:  AFM     MAI     ASA    OTHER: \_\_\_\_\_  
 RPRA     SRA

EDUCATION	Name of School	Years Attended	Year Graduated	Degree
High School				
College Degree				
*College Undergraduate				
Graduate School				
Special Training				

**EMPLOYMENT HISTORY** - (List most recent experience first)

Employer	Position	From Mo/Yr	To Mo/Yr

**AGRICULTURAL ORGANIZATIONS INCLUDING ASFMRA CHAPTER AS MEMBER OR OFFICER**

Name	Official Position/Title

NOTE: The application is not complete without the insert sheet (6 of 6) — please make additional copies of this sheet to furnish a five-year record of your reports.

**CERTIFICATION** - Please provide evidence of certification as a Certified General Appraiser under the certification laws of any state.



**REFERENCES**

List five references, at least one who is an ARA, and at least two from clients and/or their employees.

Indicate appropriate code for each reference:

1. Employer/Supervisor; 2. Client; 3. Farm Operator; 4. Accredited Rural Appraiser; 5. Other

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_ Reference Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

## FEES

Attach check for **\$600 as an application fee**. An additional payment of **\$350** for the exam fee will be due when you have been cleared to take the Accreditation exam. An invoice will be sent for the exam fee along with notification that you have been approved to sit for the exam. The exam fee must be paid prior to taking the exam. Both the application fee and demonstration report are good for three exams within a three-year period from date submitted.

## READ CAREFULLY AND COMPLETE FULLY

AGREEMENT - I hereby irrevocably waive any claim or right of action at law or in equity that I may have at any time hereafter against the American Society of Farm Managers and Rural Appraisers, its officers, council, committee members, or its other officials, either as a group or as individuals, for any official act in connection with the business of said Society and particularly as to its or their acts in conferring or failing to confer the title of "Accredited Rural Appraiser", or in disciplining me as a member and as a holder of said title.

It is agreed that any certificate, emblem, or other evidence of said title issued to me shall at all times remain the property of the American Society of Farm Managers and Rural Appraisers and shall be returned to it upon demand if and when requested for any reason whatsoever. It is agreed that I will make no use, public or otherwise, of said title if it is revoked and terminated by said Society.

Has anyone ever made a claim against you, either by legal proceeding or otherwise, based upon, or which could have been based upon, fraud, professional negligence, malfeasance, or theft?  Yes  No If yes, please attach a separate sheet detailing the circumstances.

### Plagiarism Policy

Plagiarism of any form within a demonstration appraisal report will not be tolerated and is strictly prohibited by the ASFMRA. Broadly, plagiarism is claiming or implying original authorship of material, or incorporating material from another's written or creative material, in whole or in part, into your own document without adequate acknowledgement and reference. Plagiarism differs from forgery, which deals with the authenticity of the writing or some specific object, as plagiarism focuses on the issue of false attribution. Plagiarism is stealing someone else's ideas and presenting them as your own. While patterning a general format is generally acceptable, copying narrative discussion without properly citing the source clearly constitutes plagiarism. If it is determined that an Applicant has plagiarized all or part of a demonstration appraisal report it will serve as grounds for rejecting the report and possibly the entire application, at the discretion of the Appraisal Education and Accreditation Committee of the ASFMRA. Such violation may also be reported to the Ethics Committee for further investigation if warranted.

**In addition, all applicants should understand the policy regarding the comprehensive exam as summarized below.**

**In the event that the comprehensive exam is not passed on the first attempt, the examinee will be allowed one opportunity to retake the exam, under the direction of the Appraisal Education and Accreditation Committee. As approved by the ASFMRA Executive Council, if the exam is not passed the second time, the examinee will be required to retake A304, (Integrated Approaches to Value), prior to being allowed to retake the exam for a third time. If the exam is not passed the third time, the applicant will not be allowed to reapply until the next cycle and will be subject to the requirements of the next cycle. Another examination fee will be required for the third exam. An examination fee of \$350 will be required for all exam retakes.**

Witness: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

### Mail original application, fees, and supporting documentation to:

American Society of Farm Managers and Rural Appraisers  
720 S Colorado Blvd, Suite 360-S, Glendale, CO 80246  
Phone: (303) 692-1225 | FAX (303) 758-0190  
E-Mail: [ASFMRA@asfmra.org](mailto:ASFMRA@asfmra.org) | <http://www.asfmra.org>

**REV 06/13 - Earlier versions are not useable for accreditation applications.**

**Application Deadlines**

**Contact the ASFMRA Office at the number listed above for the current application deadlines and exam dates. Current exam dates and deadlines are also listed on the ASFMRA web site at: <http://www.asfmra.org>**

**ATTACHMENT TO THE ARA APPLICATION**

**EXPERIENCE AS AN APPRAISER**

For ARA, five years of experience in the discipline of appraisal. At least 600 hours of the 1,600 hours for each of the last three years must be in the appraisal of rural property or appraisal review in an agricultural or agribusiness situation for a fee or salary. No more than 100 hours of the 600 hours can be from rural residential appraising or reviewing. The individual shall have completed the requirements and objectives which are set out in each discipline and Standards of Professional Practice as outlined in the corresponding procedures.

Show at least a five-year record. *All experience must be obtained after January 31, 1989*

Five year experience must have been accumulated by the date of the application deadline for which applied for

<i>Year</i>	<i>No./Rural Vacant Land Appraisals</i>	<i>No./Rural Improved Property Appraisals</i>	<i>No./Urban Vacant Land Appraisals</i>	<i>No./Urban Income Appraisals</i>	<i>No./Single Family Appraisals</i>	<i>No./Special Purpose Appraisals</i>
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____

*(One year of experience is a calendar year which a person spends not less than 1,600 hours as follows: At least 600 hours of the 1,600 must be spent appraising rural property for a fee or salary. The balance must be spent in a field related to rural appraisal.)*

**AGRICULTURAL EXPERIENCE ALLOCATION**

**PERCENTAGE OF YOUR TOTAL WORK TIME ALLOCATED PER YEAR**

Show at least a five-year record. *All experience must be obtained after January 31, 1989*

Five year experience must have been accumulated by the date of the application deadline for which applied for

<i>Year</i>	<i>Total Hours Worked</i>	<i>Rural Appraisal</i>	<i>Urban Appraisal</i>	<i>Appraisal Review</i>	<i>Farm Mgmt</i>	<i>Farm Real Estate Sales</i>	<i>Farm Lending</i>	<i>Other Specify</i>	<i>Total</i>
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%
_____	_____	%	%	%	%	%	%	%	100%

Name: \_\_\_\_\_

