

## Frequently Asked Questions Comprehensive Appraisal Studies Program (CASP)

### What will I get from the program?

Attending CASP provides you with a certificate from the Appraisal Institute of America, the educational foundation of the Appraisers Association. The certificate program is the only educational pathway for anyone seeking membership in the Appraisers Association with little or no appraisal experience. After successful completion of CASP, individuals may join as Associate Candidates of the Appraisers Association for a period of up to three years by which time they may be eligible to advance to Candidacy for Accredited Membership.

We require Accredited Members of the Association (voting members) to have a minimum of five years of appraisal writing and/or direct marketplace experience. Completing CASP will provide you with two of those five years. Successfully completing a mentorship (a minimum of 60 hours' work) through the Association's Mentorship Program will provide a student with another year of experience. *Mentorships are encouraged, not required.*

Becoming a member of an appraisal association is essential when preparing appraisals that will be submitted to the IRS. The IRS defines a qualified appraiser as anyone who belongs to an association that has a code of ethics, a vetting process, and requires continuing education credits.

### Am I required to have an undergraduate degree?

Yes, you must hold a four-year college degree in order to apply for CASP. If you do not have a four-year college degree, please send your resume to the CASP Coordinator so that we can see if there is another pathway to membership for you.

### How many students do you accept?

We accept 30 students for the Summer and Fall/Spring sessions of CASP. Our small size allows for tailored instruction.

### Will this program focus on my particular area of specialization (i.e. silver, furniture, or contemporary art)?

CASP offers a complete immersion into the theory and methodology of appraising. The program will teach students to have a general appraiser's perspective. Students will not develop an area of specialization.

### Is the program remote?

We offer two annual options. The Summer session is a four-week, in-person program; students will take classes in New York City during the month of July; this class was offered online 2020-2021. It will return to the usual, in-person format in summer 2022. Classes will be offered in-person, Monday through Friday, from 9:30 am to 5:30 pm EST.

The Fall/Spring session of CASP is remote. Students will take a series of synchronous, remote classes from late September to early May using the GoToTraining platform. GoToTraining allows students to engage with their instructors in a similar manner to how they might participate in an in-person classroom. Classes take place on Tuesday and Thursday evening from 6:00 to 8:00/9:00 pm EST.

Should the number of COVID-19 cases rise in New York City, in-person classes will be transitioned to remote classes.

### Are the online classes live or previously recorded?

All classes are synchronous, occurring in real time, with a set class schedule and required login times. With a few exceptions (USPAP and any class taught by the IRS), all CASP classes will be recorded. Through the student homepage, students will be able to access a recording of each session.

### Is it possible to participate in CASP if I cannot attend any of the live sessions?

No. We require every student to attend class live. Students are expected to arrive punctually and stay for the full length of all classes. We understand if a student has to miss an occasional class for personal or health reasons, which is why we record the sessions. The recordings may also be used to review material. Please keep in mind that USPAP and any class taught by the IRS cannot be recorded as a matter of policy.

### Is there outside work and what is the expected time commitment for this work?

Yes, the majority of your instructors will require you to complete a final project. Over the course of the complete program, a student could spend anywhere from 50 to 100 hours outside of the classroom on readings and assignments. Students are also required to pass a standardized USPAP exam (offered during class time); per regulations dictated by The Appraisal Foundation, attendance is mandatory at every live USPAP session.

### How long will it take to complete CASP?

For the summer session, students can expect to be entirely finished in early October. For the Fall/Spring session, students can expect to be finished by mid-June. Once each session ends, you will have approximately six weeks to complete all CASP assignments (you will receive a deadline schedule at the start of the program). Following the final deadline, your instructors will need approximately 2-3 weeks to grade your work. Once this process is complete, you will receive an email from the CASP Coordinator with your final grades as well as membership and mentorship information.

### Can I request an extension to finish my CASP assignments?

A final deadline for all work will be supplied to you in your acceptance package; it will also be listed in a deadline schedule supplied to you at the start of your session. This deadline already includes a short-term extension. If you need additional time, you may request a long-term extension of up to one year for an additional administration fee of \$500. We cannot evaluate any work submitted one year after the original, final deadline.

### Once I complete CASP, what level of membership have I achieved?

Once you have completed CASP, we invite you to become an Associate Candidate of the Appraisers Association for a period of up to three years, during which time you will develop your appraisal portfolio and have access to specially-designed programs for Associates. As an Associate, you are also eligible to participate in the Mentorship Program. At the end of the three-year period, we invite you to apply to become an Accredited Member of the Appraisers Association.

### What can you tell me about the post-CASP Mentorship program?

Before you can be considered for the Mentorship Program, you must first complete CASP classes, submit all your assignments for the program, and join as an Associate. Only Associates may apply for a Mentorship Program. If you initiate a Mentorship through the organization and complete all the necessary documentation in advance, your 60-hour mentorship can count as one year of professional experience toward the 5-year minimum needed to apply for Accredited Membership in the organization. We can look for placement for you or you can seek placement on your own. Regardless of how you are placed, the mentorship must be approved in advance and an administrative fee for participating in the program must be paid. This fee helps sustain the Mentorship Program.

Is the Mentorship program required?

No, the program is encouraged, but not required.

Do CASP Students or Associates need to complete CE (continuing education) credits?

No. CASP Students and Associates do not need to record or report CE credits. Accredited and Certified Members must report 70 CE credits every 5 years to remain in good standing. CE credits only begin to accrue when an individual is accepted as an Accredited or Certified Member. CE credits cannot be applied retrospectively or be carried over into future five-year periods.

Why is CASP no longer associated with NYU?

As of August 2017, the Appraisers Association decided to present the appraisal-studies program in-house with the same instructors who taught at NYU. This is because NYU discontinued all certificate programs to focus on New York City's workforce development needs. NYU has replaced all certificates with a new diploma program, a one or two-semester course that provides the skill training necessary to meet the needs of New York City's employers. Our CASP instructors are Certified Members and Board Members of the Appraisers Association as well as allied professionals in related fields of practice. We no longer accept appraisal-studies students from NYU as a prerequisite educational program for membership to the Association.

What makes CASP different from the previous program at NYU?

You must apply to CASP. The program is prescribed and the redundancies in NYU's program have been eliminated. The Appraisal Institute of America, the educational foundation of the Association, issues the certificate.