

Internal Administrative Review Process -Board Approved 12/2017

1	Minimum 30 days prior to a recertification due date, Administrator (Admin) sends a Need to Re-Certify letter to the member or applicant appraiser with instructions including current Checklist & the more detailed EAANA Appraisal Review Checklist. The Administrator will request an email confirmation of receipt of the email.
2	Renewal date is the end of the month, 5 years from first certification or last renewal
3	Admin assigns a tracking number to the submitted report & it's checklist. Admin checks that the appraisal report is properly redacted. If further redactions are required, Admin sends it back to the appraiser.
4	Admin sends appraisal report to Appraisal Review Committee chair. Chairperson distributes appraisal report to reviewers.
5	Within approx. 21 days, reviewers return to Admin the checklists & any comments.
6	(Acceptable) If the Appraisal Review Committee approves the report as meeting EAANA & current USPAP requirements, admin notifies appraiser of accreditation / reaccreditation. (Unacceptable) If the report is not approved, admin notifies appraiser to resubmit a corrected report that includes reviewer's checklist & comments.
7	Appraiser has 30 days to resubmit a report, which goes through the same process. If the resubmitted report is not approved, one of the reviewers will be assigned to discuss the issues with the member.
8	During the submitting & resubmitting process, the appraiser maintains their accreditation in the printed directory and website.
9	If it's the unanimous opinion of the Review Committee that an appraiser is not showing good faith in situations where multiple resubmitting has been requested, the committee can refer the matter to the Membership committee.
10	If an appraiser is out of appraisal review compliance, they are "demoted" to candidate member on the website and the annual directory.