

**NOTICE FROM THE ALBERTA ASSESSORS' ASSOCIATION
PRACTICE REVIEW COMMITTEE
Regarding**

**Alberta Assessors' Association
Professional Designation Re-Certification Requirements
Policy 60-3 Mandatory Re-Certification of Members for Professional Development**

The Alberta Assessors Association's (AAA) re-certification program ensures that AMAA designees continue in professional development activities and maintain an awareness of changes affecting assessment, administration and valuation.

A review of Policy 60-3 Mandatory Re-Certification of Members for Professional Development has been completed by the Practice Review Committee and subsequently approved by the AAA Executive Committee.

The AAA Executive Committee has approved an increase in the number of credits required in the five-year cycle for implementation in the next re-certification cycle starting January 01, 2011. To keep on par with other professional organizations and maintain the integrity of the re-certification process, the AAA must increase the number of credits from 30 to 50 within a five-year cycle. Forty (40) credits must be learning-based credits and ten (10) may be either learning-based or general credits.

Changes have also been made to the type of credits to be obtained. Please refer to the proposed Policy 60-3 (attached) for interpretation.

The following lists the requirements by other organizations that relate to the assessment profession or other professions typically found within municipal government. The AAA proposal to increase the required credits to 50 within a 5-year cycle is not unreasonable when compared to these other professions:

Assessment/Appraisal

IAAO: International Association of Assessing Officers
70 credit hours over a 5-year cycle

SAAA: Saskatchewan Assessment Appraisers Association
60 credit hours over a 5-year cycle

Taxation

IPT: International Property Tax Institute
60 credit hours over a 5-year cycle

Accounting

CGA: Certified General Accountants' Association of Alberta
120 credit hours over a 3-year cycle

Business

International Institute of Business Analysis
60 credit hours over a 3-year cycle

Engineering

APEGGA: The Association of Professional Engineers, Geologists and Geophysicists of Alberta
240 hours over a 3-year cycle

Planning

AACIP: Alberta Association Canadian Institute of Planners
54 credit hours over a 3-year cycle

GENERAL: In accordance with the Municipal Assessor Regulation, it is mandatory for Accredited Members of the Association to participate in a re-certification process with the goal of keeping education and practices current. Implementation of a mandatory re-certification program ensures AMAA designees continue in professional development activities and maintain an awareness of changes affecting assessment, administration and valuation. The Practice Review Committee oversees the re-certification program and reviews program requirements and makes recommendations to the Executive Committee.

PROCEDURE:

1.0 General Requirements

- 1.1 Participation in the re-certification program is mandatory for all AMAA designees.
- 1.2 Re-certification cycles are five (5) years in duration, beginning January 1, 2001, with new cycles commencing every five years thereafter.
- 1.3 Every Accredited Member is required to obtain fifty (50) credits during each cycle. Forty (40) credits must be *learning-based* activity. The remaining ten (10) credits can be either *learning-based* or *general* credits.
- 1.4 A qualifying *learning-based* credit is granted for development activities that enhance an AMAA's knowledge of, or proficiency in, the practice of assessment as defined by the *Municipal Assessor Regulation* (Section 1(j)).
- 1.5 A qualifying *general* credit is granted for assessment-related activities to a maximum of four (4) *general* credits per activity.
- 1.6 Each credit, whether *learning-based* or *general*, is equivalent to one (1) hour of instruction or activity. Credits are rounded down to the nearest hour for each activity. Examinations (optional or mandatory), breaks, and lunch times do not qualify as re-certification credit hours.
- 1.7 No credits are to be awarded for completion of the Demonstration Appraisal Report by newly Accredited Members.
- 1.8 Each Accredited Member is responsible for posting their own credits on the self-reporting tool on the Member's Only section of the Association website.
- 1.9 Credits earned in one five-year cycle may not be carried over to the next cycle.
- 1.10 The Practice Review Committee, through direction of the Executive Committee, reserves the right to specify compulsory programs taken in each re-certification cycle and maintains the right to qualify re-certification credits for each designee.

2.0 Credit Interpretation

- 2.1 A *learning-based* credit may be obtained by
 - 2.1.1 successfully completing educational programs developed specifically for real estate, M&E, linear assessments, property assessment administration and directly related topics; and, grading of Demonstration Appraisal Reports.
 - 2.1.2 related software systems training: SPSS, CAMA, MS ACCESS, MS EXCEL, MS WORD, MS PowerPoint, software relating to building diagrams, , geographic information systems (GIS), or other software training approved by the Practice Review Committee;
 - 2.1.3 providing formal instruction on any of the above and is eligible for the same amount of credits as a course participant in recognition of the time commitment;

- 2.1.4 having original articles published in assessment or appraisal journals as reviewed on a case-by-case basis by the Practice Review Committee;
- 2.1.5 other activities approved by the Practice Review Committee.
- 2.2 Qualifying *learning-based* credits are awarded once for each course, seminar or program per person within a single re-certification cycle.
- 2.3 A *general* credit may be obtained through
 - 2.3.1 attendance at AAA conferences or symposiums;
 - 2.3.2 volunteer work for the Alberta Assessors' Association of direct benefit to the general membership in the form of participation on committees or industry promotion;

3.0 Partial Cycles

- 3.1 Members obtaining or reactivating their designation enter the existing cycle at the beginning of the following year. Their requirements are prorated based on the number of full years remaining as follows:
 - 3.1.1 Four full years remaining in cycle: forty (40) credits, of which a minimum of thirty two (32) must be *learning-based*.
 - 3.1.2 Three full years remaining in cycle: thirty (30) credits, of which a minimum of twenty four (24) must be *learning-based*.
 - 3.1.3 Two full years remaining in cycle: twenty (20) credits, of which a minimum of sixteen (16) must be *learning-based*.
 - 3.1.4 One full year remaining in cycle: ten (10) credits, of which a minimum of eight (8) must be *learning-based*.

4.0 Administration

- 4.1 The re-certification process operates on the honour system. It is incumbent upon Accredited Members to maintain their re-certification record by completing the required credits over the five-year cycle.
- 4.2 Accredited Members are required to post a record for each *learning-based* or *general* credit activity at their earliest convenience after being earned.
- 4.3 The self-reporting tool on the Member's Only section of the Association website is to be used to record credit activity.
- 4.4 Accredited Members shall retain documentation supporting attendance for each activity for the duration of the corresponding re-certification cycle as proof if and when requested.

5.0 Monitoring and Auditing

- 5.1 At the end of every calendar year, 5% of Accredited Members will be randomly selected to verify the credits posted. Where a member has reported credits that are deemed ineligible as a result of not attending the reported activity or not qualifying as a valid credit, the equivalent credits will be removed immediately and the member will be required to make up the difference by the end of that current cycle.
- 5.2 A review of the entire Accredited Member re-certification credit totals will be undertaken at the end of each five-year cycle for compliance in completing the minimum 50 credits.

6.0 Failure to Meet Re-certification Requirements

- 6.1 A designee failing to meet re-certification requirements will, by recommendation from the Practice Review and Registration Committees to the Executive Committee, have all rights and privileges of the AMAA designation suspended. The designee will be notified by registered mail from the Association office, and the action will be published in an Alberta Assessors' Association publication after the 60 day appeal period.
- 6.2 A decision to suspend a designation may be appealed in writing to the Executive Committee. The appeal must be received within 60 days after the date the notice of suspension was mailed from the Association office.
- 6.3 Special or extenuating circumstances may be appealed.

7.0 Reinstatement

- 7.1 For reinstatement, the member must complete requirements of the incomplete cycle and pay fees as outlined in the Association's current fee schedule, Policy 20.3, within the next calendar year.
- 7.2 The reinstated member will be notified by registered mail from the Association office, and the action will be published in an Alberta Assessors' Association publication.
- 7.3 Once a reinstated member completes the past cycle, he or she may begin, (at the time of satisfying the past cycle's requirements), accruing re-certification credits toward the whole of the next cycle.
- 7.4 A reinstated member must meet re-certification requirements for the new cycle in the time frame required for the new re-certification cycle. Re-certification credits earned for the previous cycle cannot be applied to the next re-certification cycle.

Recommended by Practice Review Committee:	November 26, 2009
Last reviewed by Practice Review Committee:	February 23, 2011
Last approved by Executive Committee:	March 4, 2011
Next review required by:	May 2013