



Alberta Assessors' Association

Education Requirements & Accreditation Information

Accredited Municipal Assessor of Alberta (AMAA)

The Candidate Member of the Alberta Assessors' Association is the entry-level membership category for those wishing to pursue the Accredited Municipal Assessor of Alberta (AMAA) designation. To become a Candidate Member of the Alberta Assessors' Association, an applicant must:

- be 18 years of age or older;
- possess a high school diploma or equivalent;
- be actively engaged in the practice of assessment;
- submit the Application for Membership form with all requested documentation;
- pay the Candidate Member application fee and relevant membership dues; and
- commit to completing accreditation requirements within eight years.

A Candidate Member is entitled to be registered as an Accredited Municipal Assessor of Alberta if s/he:

- has been a Candidate Member for at least 12 months prior to making application for accreditation;
- provides a completed Application for Accreditation to the Registration Committee, providing evidence acceptable to the Registration Committee that the applicant is engaged in the practice of assessment and has completed all of the accreditation requirements;
- requests an oral examination within 12 months after being advised by the Association Registrar that the applicant meets the requirements for registration as an Accredited Municipal Assessor of Alberta;
- pays the application fee in accordance with the bylaws; and
- meets one of the following three requirements:
 - 1) a. has obtained from a post-secondary educational institution a diploma or degree in assessment or a related field; **NOTE:** Effective September 1, 2008, a Diploma in Urban Land Economics, Assessment Specialization from the University of British Columbia, or a Business Administration Diploma in Appraisal and Assessment from Lakeland College will be the **ONLY** post secondary diplomas accepted as core education towards an AMAA designation.
 - b. has completed the Tools for Practicing Assessment in Alberta or other mandatory courses;
 - c. has completed a Demonstration Appraisal Report according to established procedures;
 - d. can demonstrate having at least 48 months of experience in the practice of assessment;
 - e. has submitted an Application for Accreditation with the appropriate fee to the Association;
 - f. has successfully passed an Oral Examination and received acceptance by the Registration Committee; OR
 - 2) a. is registered in good standing with a reciprocal association that is recognized by the Executive Committee as having substantively equivalent competence and practice requirements;

- b. has successfully completed any examinations and reports required by the Executive Committee;
 - c. has at least 48 months of experience in the practice of assessment; OR
- 3) has satisfied the Registration Committee as having a combination of education, training, experience, examinations and other qualifications that demonstrates the competence required for registration as an Accredited Municipal Assessor of Alberta.

Accreditation Process

The Lakeland College Business Administration Diploma with a major in Appraisal and Assessment and the University of British Columbia Diploma in Urban Land Economics, Assessment Specialization are approved programs that meet the core education requirements towards accreditation. Effective September 1, 2008, achievement of a diploma in either of these two programs will be the only acceptable proof of completion of core education requirements towards the AMAA designation. For Candidate Members registered with the Alberta Assessors' Association prior to September 1, 2008, core education requirements include the following:

- Economics - Macro
- Economics - Micro
- Economics - Land
- Communications - I (written)
- Communications - II (oral)
- Accounting I (financial)
- Accounting II (management)
- Real Estate Law (or Business Law)
- Building Construction (Residential)
- Building Construction (Commercial)

Three Approaches to Value:

- Cost Approach
- Income Approach
- Direct Sales Comparison Approach

Mass Appraisal:

- Mass Appraisal I (Fundamentals)
- Mass Appraisal I (Computer Assisted)

Additional Mandatory Requirements

In addition to the core education requirements, the following must be completed to achieve the Accredited Municipal Assessor of Alberta designation:

1. Tools for Practicing Assessment in Alberta

This is a mandatory 40-hour course available through the Association. It provides Alberta-specific information on legislation, taxation issues, market value assessment, professionalism and ethics, and prepares the Candidate for the Oral Examination. Click here for the [Tools Course Syllabus](#).

2. Demonstration Appraisal Report

Demonstration Appraisal Report – This extensive case study is a written report on an income producing property. The Candidate Member must choose a suitable subject property and then register it with the Association prior to proceeding. .

There are currently three ways to achieve the Demonstration Appraisal Report requirement:

- ✓ Self-directed writing using the *IAAO Guide to Real Property Demonstration Appraisal Report Writing* graded by the AAA;
- ✓ Passing grade of the above-noted report completed for the IAAO CAE designation purposes, graded by IAAO; or
- ✓ Successful completion of the UBC Real Estate Division BUSI 499 Guided Case Study course.

Note: The self-directed route for completing the Demonstration Report using the IAAO guide and being graded by the Alberta Assessors' Association will be discontinued effective December 31, 2010. Only those Candidates who have registered their property and declared using this method before December 31, 2010 will be considered for grading by the Association.

Regardless of method of completion, Candidate Members must submit a copy of the Demonstration Appraisal Report to the Association for final review and retention in order to complete this requirement.

3. Legislative Addendum

An Alberta Legislative Addendum to the Demonstration Appraisal Report must be written and submitted for grading. Alternatively, Candidates can write a Legislative Addendum Challenge Exam. For Candidate Members applying for membership after September 1, 2008 or for Candidate Members taking the Tools for Practicing Assessment in Alberta after September 1, 2008, the Legislative Addendum is not required.

4. Experience Requirements

Four years of experience in assessment is required to earn an AMAA designation. If you have assessment experience outside of Alberta, or experience in an assessment related field, application can be made to the Registration Committee for equivalency of experience towards accreditation. When requesting consideration for equivalency, please supply an outline of the duties performed in the position. **The four years of experience requirement is assessed and granted as part of the "Application for Accreditation" process.** In the application you will be requested to provide a resume and statements from employers certifying dates and positions held.

5. Submit Application for Accreditation

On completion of all of the above requirements, generally signaled by the successful completion of the Demonstration Appraisal Report, Candidate Members should submit an Application for Accreditation form, which must be received in the Association office within one year of completion of accreditation requirements. The Association schedules an **Oral Examination**, which is the final step in the accreditation process after all other requirements are successfully completed. This is an interview before a panel of Accredited Members of the Alberta Assessors' Association. The deadline for receipt of an Application for Accreditation is January 31 prior to the next Annual General Meeting of the Association. The Candidate must demonstrate an understanding of the Association, its Code of Conduct and Ethics, technical assessment areas, and legislation. Candidates are advised in writing of the date and time of the exam and are given an outline of topic areas to be covered during the exam. When the Association Registrar receives confirmation of a pass on the Oral Examination, a recommendation is made to the Registration Committee to grant the AMAA designation to those having successfully met all requirements.

6. Time Limitation

A Candidate Member is allowed eight years from the date the Candidate membership is approved in which to meet the requirements of the AMAA designation. If the Candidate Member exceeds

this time limitation, s/he may be required to satisfy new accreditation requirements in existence or become an Associate member.

Visit the [Forms/Publications](#) section of this website to view and/or download application forms. You can also contact the Association by [email](#), or at the following address:

Alberta Assessors' Association

10555 - 172 Street
Edmonton, AB T5S 1P1
Ph: (780) 483-4222
Fax: (780) 487-7505

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The information contained above is a summary. Current Bylaws, Regulations and Acts should be consulted for the purpose of clarification.