



# EQUIPMENT APPRAISERS ASSOCIATION OF NORTH AMERICA

[www.eaana.org](http://www.eaana.org)

Administrative Offices:

1270 STATE ROUTE 30, CLINTON, PA 15026 • (800) 790-1053 • Fax (724) 899-2001

## Membership Application

### Equipment Appraisers Association of North America (EAANA)

*The EAANA is a professional appraisal society representing all aspects of machinery and equipment industries. Actual market experience is a requirement for all designated member appraisers. The amount of experience may vary. The quality of your market experience is what is important. Please complete this application carefully, completely and legibly. If you have nothing to enter, state that you have nothing to enter here! Your current job description and actual detailed market experience are very important factors in determining your member classification. Appraisers and applicants must pass a comprehensive detailed examination, demonstrate adherence to EAANA's strict Code of Ethics, submit appraisals for review, comply with continuing education requirements, and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) of The Appraisal Foundation.*

#### Membership Requirements

1. Applicants must be individuals. Company applications are not accepted.
2. All applicants and members agree to conform to the Equipment Appraisers Association of North America Code of Ethics and to the Uniform Standards of Professional Appraisal Practice (USPAP) of The Appraisal Foundation.
3. Only Certified Senior Appraiser members may use the professional designation CSA and Association logo on their name cards. Companies may identify that they have CSA appraisers on staff on their letterheads and advertisements.

**Note:** We will return any application that is not complete and/or legible. In the event that membership is denied the application fee will be returned less a \$50.00 processing fee.

#### CSA - Certified Senior Appraiser

1. Have a minimum of five (5) years current, on going, documented, market oriented machinery and equipment appraisal experience.
2. Complete and pass the 15-hour USPAP Course.
3. Have sixty (60) hours of education related to appraisal valuation and methodology. The 15-hour USPAP Course may be a part of the sixty (60) hours.
4. Pass the EAANA Comprehensive Exam. Any proctoring fee incurred is the responsibility of the applicant.

5. Submit 4 copies of a USPAP compliant, client unidentifiable, appraisal for review. The applicant's signature must appear on the cover letter and the applicant must be the individual most responsible for the preparation/content of the document submitted.
6. Fulfill financial obligations and supply required confidential references.

#### CSA Re-accreditation

1. Re-accredit every five (5) years to retain CSA designation.
2. Submit 4 copies of a USPAP compliant, client unidentifiable, appraisal for review. The applicant's signature must appear on the cover letter and the applicant must be the individual most responsible for preparation of the document submitted.
3. Complete the 15-hour USPAP Course or a 7-hour USPAP update every two (2) years.
4. Seventy (70) hours of credit are required to re-accredit every five years. A minimum of forty percent (40%) of the hours must be in continuing education, of which must include successful completion of the 15-hour or 7-hour USPAP course accordingly. Hours may be cumulative over a five (5) year period and credit will be given for professional development areas such as publishing, teaching, and organizational leadership.

#### CM - Candidate Member

1. Complete and pass the 15-hour USPAP Course within a reasonable time after being accepted as a candidate.
2. Pass the EAANA Comprehensive Examination within a reasonable time after being accepted as a candidate. Any proctoring fee incurred is the responsibility of the applicant.
3. When applying for Certified Senior Appraiser (CSA) you must submit 4 copies of a USPAP compliant, client unidentifiable, appraisal for review. The applicant's signature must appear on the cover letter and the applicant must be the individual most responsible for preparation of the document submitted. We will return any appraisal where the applicant cannot be identified as the primary producer of that document.

4. Fulfill financial obligations and supply required confidential references.

**AM - Associate Member**

Any person with interest in market oriented equipment appraising and EAANA may join as an Associate Member. Associate Members are nonappraisers and may not identify themselves as appraiser members of the Equipment Appraisers Association of North America.

**EM - Emeritus Member**

The Board of Directors may bestow this honor on a member who has exemplified meritorious service once they reach the age of 75 years. The member would enjoy all association benefits.

**MM - Honorary Members**

Selected by the Board of Directors for outstanding service to EAANA.

**Membership Dues**

**Certified Senior Appraiser  
& Candidate Members – \$250.00 annually  
Associate Members – \$150.00 annually**

Annual dues must be submitted in full with completed application. Payment of dues does not guarantee membership. Anyone not accepted will receive a refund less a \$50.00 application fee.

**ALL APPLICANTS MUST COMPLETE PART I & PART III OF APPLICATION.**

**CERTIFIED SENIOR APPRAISER & CANDIDATE MEMBER APPLICANTS MUST COMPLETE ALL PARTS OF APPLICATION.**

**PART I: All Applicants**

Name \_\_\_\_\_ Title \_\_\_\_\_

Firm \_\_\_\_\_ No. Years with Firm \_\_\_\_\_

Complete Job Description in Detail (*use a separate sheet of paper if needed*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Web site \_\_\_\_\_

Previous Firm \_\_\_\_\_

Address \_\_\_\_\_

**Personal References: List name, address, & telephone.**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**PART II: Appraiser Applicants**

**Actual Market Experience:** List firm, address, contact name, telephone, complete detailed description of what you did/are doing, (i.e.: bought and sold equipment, appraised equipment for purchase or trade-in, field appraisal inspection of equipment, office appraisal write-up, valuations, etc., for example.)

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CSA Applicants must have a minimum of five (5) years of current, on going, documented appraisal experience.

**Appraisal Employment History:** List appraisal firm, date, number completed, & values (FL, FMV, etc.).

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_  
4. \_\_\_\_\_  
\_\_\_\_\_  
5. \_\_\_\_\_  
\_\_\_\_\_

**Appraisal Client References:** (will be held confidential by EAANA but may be contacted by membership committee) List name, address, telephone, appraisal types & no., & years.

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_

**PART II: (continued)**

*Appraisal Education: List course, sponsoring organization, hours, & year completed.  
Attach copy of USPAP Certificate and other supporting documentation.*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_

*Appraisal designations presently held:* \_\_\_\_\_

*Attach Appraisal (unidentifiable) for Review.*

\_\_\_\_\_

**PART III: Applicant Statement**

- 1. I personally hereby irrevocably waive any claim or right of action at law or in equity that I might have at any time against EAANA, the EAANA Board of Directors, officers, committee members, staff, or other officials, either as a group or as individuals, for any official act performed in furtherance of EAANA including, but not limited to:
  - a. declining to accept me as a member;
  - b. disciplining me as a member for an infraction of the EAANA Code of Ethics and/or USPAP, or the By-Laws & Constitution;
  - c. for failing an examination or appraisal review.
- 2. I agree that any mark, logo, professional designation, seal or emblem which evidences my membership in EAANA shall remain the property of the Association, held by me in trust. I shall return and immediately cease all use of

- such property if and when my membership ends or is terminated.
- 3. I agree to indemnify and hold the EAANA harmless from and against all loss, cost, expense, liability and/or damages (including reasonable attorney’s fees, costs and expenses) which the EAANA may suffer and incur, or become subject to, as a result of or in connection with my breaching the agreements contained in paragraphs 1. and 2. above, including any and all costs and expenses (including actual attorney’s fees) incurred in connection with the EAANA’s enforcement of this indemnification.
- 4. I certify that all of my statements on this application are true and correct and I hereby grant permission to make appropriate inquiries to verify them.
- 5. I agree to abide by and conform to the Code of Ethics of the Equipment Appraisers Association of North America (EAANA) and the Uniform Standards of Professional Appraisal Practice (USPAP) of The Appraisal Foundation.

*My signature below does attest to this statement.*

Applicant \_\_\_\_\_ Date \_\_\_\_\_