



Association of Machinery and Equipment Appraisers

315 S. Patrick St. ▪ Alexandria, VA 22314

Phone: +1 703 836 7900 Toll Free: +1 800 537 8629

Fax: +1 703 836 9303

Membership Application

Membership Requirements:

1. Applicants must be individuals. Company applicants will not be accepted.
2. All applicants agree to conform to all aspects of the AMEA Code of Ethics, AMEA Standards and Procedures of Professional Appraisal Ethics & Practice, and Uniform Standards of Professional Appraisal Practice (USPAP).
3. All applicants (members) agree that the use of the organization name, Association of Machinery and Equipment Appraisers (AMEA) and the logo(s) may only be used by firms who are MDNA members that have fulltime employees who are AMEA memberships, which are full time employees. Individuals may only use the name and/or logo(s) on personal stationary or business cards while they are AMEA members in good standing. Individuals or firms may not lend the use of the name or logo.
4. All applicants must:
 - a. Fulfill a financial obligation to gain membership.
 - b. Complete Parts I, II, and III of the application
 - c. Pass the AMEA written exam.

- d. Present a completed unidentifiable appraisal that complies with the AMEA Standards and Procedures of Professional Appraisal Practice.
 - a. Be approved by the AMEA Board of Directors.
 - b. Complete application process 24 months from date of receipt of the application.

Fees:

	<u>Regular</u>	<u>Associate</u>
Application Fee	\$100	\$150
Annual Membership Dues	\$395	\$600

All payments must be in U.S. funds, payable to AMEA. Application fees must be paid in full before application will be processed or examination offered. (Note: the examination may be taken three (3) times before having to pay another examination fee). New member dues will be billed upon completion of the application process and, when necessary, will be prorated on a quarterly basis. If the application process is not complete within 24 months, any fees collected will not be refunded and applicants will be required to pay an additional fee to continue the application process.

Accreditation/Certification Requirements

▪ Regular Member Applicants

If you buy and sell used metalworking machinery & equipment, you must be a member of Machinery Dealers National Association (MDNA) to be a member of AMEA.

Accredited Equipment Appraiser (AEA) Status:

AEA applicants must fulfill all membership requirements, have been involved in the buying, selling, and/or appraising of used machinery and equipment in the marketplace for the last three (3) consecutive years, and must continue to be involved in the buying, selling and/or appraising of used machinery and equipment in the marketplace.

Certified Equipment Appraiser (CEA) Status:

CEA applicants must fulfill all membership requirements, meet AEA status, and have current USPAP coursework and testing, and a minimum of five (5) years of experience.

▪ Associate Member Applicants

Associate member applicants must have current USPAP coursework and testing, and a minimum of five (5) years experience, as well as:

1. Not be associated with or employed by a firm eligible for Regular MDNA membership.
2. Not be associated with a firm who has ever been rejected by MDNA for membership or expelled from MDNA or whose principals have been expelled from or rejected by MDNA.
3. Not be or have been the principal of a firm who has resigned from MDNA within the last three years.
4. Participate in an interview with an AMEA Board of Directors' representative.
5. Fulfill all CEA requirements.

Retention Requirements

All members must:

1. Obtain 70 hours of continuing education credits every five (5) years.
2. Have one (1) Appraisal reviewed and approved by the AMEA Review Committee every two (2) years.
3. Continue to be a member in good standing of AMEA.
4. Comply with all Standards and Ethics set by the Ethics, Standards, and Review Committee.
5. Continued involvement in buying, selling, and/or appraising of used machinery and equipment in the marketplace.
6. Continued CEA status requires current USPAP coursework and testing as specified by AMEA with appropriate renewals.
7. Submit annual membership dues.

Part I: Applicant Information

(Type or print clearly. Please answer all items)

First Name: _____ MI: _____ Last Name: _____ Suffix: _____

Company: _____

Title: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Mailing Address (PO Box): _____ City: _____ State: _____ Zip: _____
(if different from above address)

Phone: _____ Fax: _____

E-mail: _____ Web Site: _____

I am applying for (please circle one):

Regular AEA Membership

Regular CEA Membership

Associate CEA Membership

I have been employed by my present company since:	_____ (Month/Year)
Nature of business/company:	
During this period, I have performed the following professional functions within this company:	
I have been involved specifically in the buying, selling, and/or appraising of used machinery and equipment with this company since:	_____ (Month/Year)
My company has been a member in good standing in MDNA since:	_____ (Month/Year)
I have been conducting an appraisal practice for the following number of years:	
I conduct the following number of appraisals per year:	
I have conducted and performed the following types of appraisals (i.e. metalworking, chemical, foundry, woodworking, etc.)	
I have taken the Uniform Standards of Professional Appraisal Practice (USPAP) course and passed the written exam.	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if not skip to Part II)</i>
Date of successful completion of USPAP: <i>Please provide a copy of your USPAP certificate with your application.</i>	_____ (Month/Year)

Part II: Accreditation/Certification Information

(Type or print clearly. Please answer all items fully.)

- ___ I will pursue AMEA Accredited/ Certification Appraiser status
- ___ I agree to take the Accreditation exam.
- ___ I agree to submit for review a complete full unidentifiable appraisal which complies with the AMEA Standards and Procedures of Professional Appraisal Ethics and Practice.
- ___ I agree to obtain 70 hours of AMEA approved continuing education every five (5) years.
- ___ As a CEA, I agree to pass USPAP to obtain certification and to renew USPAP certification as specified by USPAP.

Signature: _____ Date: _____

Part III: References

(Type or print clearly. Please answer all items fully.)

List at least three (3) individuals and contact information for whom you have appraised machinery or bought or sold capital equipment. *(At least one must be for an appraisal)*

1. _____
2. _____
3. _____

List dates of employment, company name, contact person, and phone number for your last ten years of employment:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Sponsors

(Type or print clearly. Please answer all items fully.)

List two sponsors and their contact information from the AMEA or MDNA (excluding persons in your firm). One sponsor must be a Regular AMEA member (Associate members are not eligible to sponsor applicants). Sponsors must be from two different companies:

1. _____
2. _____

Has your company resigned from the MDNA in the last three (3) years? _____

Name of Company and when an MDNA Member: _____

Have you or has anyone in your company ever been a principal of an MDNA firm? _____

Name(s) of company: _____

Principal's Name: _____

Date(s): _____

What was the reason for leaving MDNA? _____

Part IV: 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 the AMEA, the AMEA Board of Directors, officers, trustees, committee members, staff, or other officials, either as a group or as individuals, for any official act performed in furtherance of the AMEA including, but not limited to:
 - a. declining to accept me as a member;
 - b. disciplining me as a member for infraction of the AMEA Code of Ethics, AMEA Standards and Procedures of Professional Appraisal Ethics and Practice, USPAP, Constitution, Articles of Incorporation, or By-Laws;
 - c. for failing to grant me a passing grade in any AMEA examination.
- 2) I agree that any mark, logo, professional designation, seal or emblem which evidences my membership in AMEA, 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 AMEA harmless from and against any and all loss, cost, expense, liability and/or damages (including reasonable attorneys' fees, costs and expenses) which the AMEA 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 attorneys' fees) incurred in connection with the AMEA'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.

I agree to abide by the AMEA Code of Ethics, the AMEA Standards and Procedures of Professional Appraisal Ethics and Practice, USPAP, Constitution, Articles of Incorporation and By-Laws.

My signature below does attest to this statement.

Signature of Applicant: _____ Title: _____

If the applicant is not an owner or principal of the company, the following must be filled out by the employer.

I state that the above named applicant is a full-time employee of the company identified below and that all information given in this application relevant to his/her employment with said company is true and accurate.

Employer's Name: _____ Title: _____

Signature of Employer: _____ Date: _____

Company Name: _____

Office Use Only

Date Received: _____
Application Fee Received: _____
Type of Payment: _____
AMEA Exam: _____
1st Sponsor: _____
2nd Sponsor: _____
Appraisal Received: _____

Member ID Assigned: _____

USPAP Received: _____

Board Interview: _____

MDNA Member: _____

Board Vote: _____