

Prior to submission candidates must:

- Complete an accredited degree
- Complete PVT Course and National Admission Module for RPV | CPV Residential | CPV
- Complete work experience
 - RPV: Equivalent of 12 months full time over the past 24 months
 - CPV & CPV Residential: Equivalent of 24 months full time over the past 48 months

Submissions must include:

- Testamur and/or Transcript of an accredited degree
- Experience Journal
 - Must be dated to within one month prior to submission
- 3 referee reports
 - At least 2 must be from API members
 - All to be dated to within 3 months before submission
- 3 valuation reports
 - RPV: 1 short form report allowed
 - CPV Residential: See Annexure A
 - CPV: 3 long form reports of differing asset classes

All must be completed in the last 12 months
 Letter of Certification for each report - API template preferred
 Letter of Instruction for each report - API template preferred
 Field notes for each report (N/A for short form reports)

What is Administration Review?

At this stage API staff review an application for:

- Education - Required Academics
- Adequate Experience
- Completion of PVT Programme & Admissions Module
- Basics of Report Review:
 - Ensure Reports are signed with correct post-nominals
 - Reports are completed in the last 12 months
 - Headers and Footers
 - Letters of Instruction and Certification for each report
 - Field notes included
 - Valuation amount included

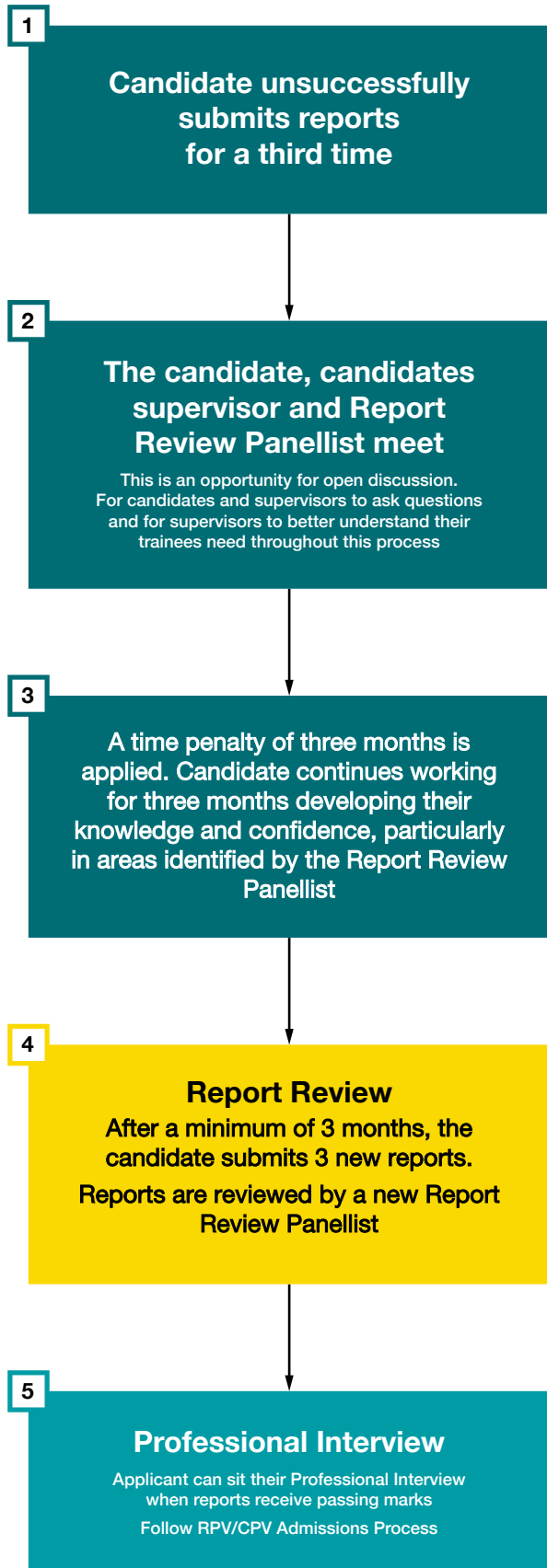
Report Review FAQ's

What is the Panel?
 The panel is group of valuers from across the country with broad experience in different asset classes.

What do the Panel review?
 The panel conducts a more in depth review of the the report samples submitted, paying attention to methodology, calculations and technical skill.

How long does the Report Review stage take?
 With no resubmits required, the usual processing time is about *two weeks*. Please allow an additional two weeks processing time for each resubmit. It is not unusual for the Panel to request applicants make adjustments and resubmit reports.

Report Resubmit Review Process



Report Resubmit Review Process Need to know info

Do I have to do this?

This process is only initiated if a candidate has submitted reports 3 times unsuccessfully at the Report Review stage.

Why would this involve a candidate's supervisor?

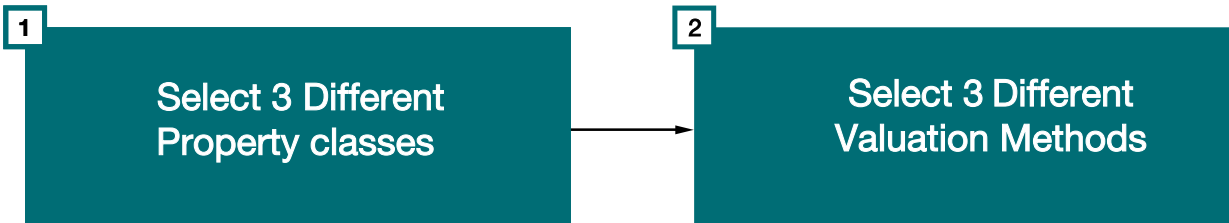
The purpose of this process is to ensure applicants are receiving the support they need to attain CPV/RPV and their supervisors are have the information required to provide the necessary support.

Ultimately the Supervising Valuers are responsible for the training of Cadet/Assistant/Trainee valuers and the work they produce.

What is the declaration?

The declaration outlines what reports are to be submitted (original or new), and confirms the Supervising Valuer has provided the guidance needed and the candidate has received it.

Annexure A - CPV Residential Report Guidance



Residential Property Class		Potentially Suitable Valuation Methods			
		Comparable Transactions	Hypothetical Development	Capitalisation of Income	Summation
Pick 1 of these	Single Holding Residential Dwelling	Yes	No	Yes	Yes
	Single Holding Residential Unit/ Flat/ Apartment/ Townhouse/ (Strata Title)	Yes	No	Yes	No
	Single Holding Residential Company or Stratum Title	Yes	No	Yes	No
	Single Holding Rural Residential	Yes	No	Yes	Yes
Pick 2 of these	Single Holding Residential Long Term Lease (term certain 12+ months) i.e. Serviced apartment/ Student Accommodation/ Display Home/ DHA Property	Yes	No	Yes	No
	2 or More Dwellings on 1 Title	Yes	Yes	Yes	Yes
	Residential Development Site of 2 or More Lots - Feasibility	Yes	Yes	No	No
	GROUP of Flats (3 or more in single ownership)	Yes	Yes	Yes	No