



SEISM Appraisal Program Communication

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Title:	SAS Registrations and Appraisal Feedback Form Submissions
References:	None
Implementation Date:	Upon publication
Source:	Rawdon Young, SEI Appraisal Program Manager
Action Identified:	Reminder
Distribution:	(1) All SEI-Certified, SEI-Authorized and SEI-Candidate Professionals delivering appraisal services (2) SEI-Licensed Partners licensed to deliver appraisal services (3) All individuals registering in the SEI Appraisal System (SAS)
Note:	None

SCAMPI-N-0025 SAS Registrations and Appraisal Feedback Form Submissions

Notification

The SAS Registrations and Appraisal Feedback Form Submissions policy is being formalized with this notification. All registrants in the SAS database are required to establish their own unique account. Responsibility for registration cannot be transferred to another individual regardless of appraisal role and working relationship. Additionally, all registrants submitting appraisal feedback forms are required to enter and submit their own original work. Responsibility for completion and submission of feedback data cannot be transferred to another individual regardless of their appraisal role and working relationship.

Applicability

This notification applies to all users of the SEI Appraisal System (SAS) database.

Background

The SAS database was created to support both the delivery of appraisal services by SEI-Certified, SEI-Authorized and SEI-Candidate Professionals and the standardized collection of data resulting from the delivery of appraisal services. Participants in each appraisal event are required to register in the SAS database. Each person must only register one time, but subsequent roles can be added as needed and authorized. There are various reasons why individuals register in SAS, but primarily registrations are for the purposes of participating as an appraisal team member, an appraiser, a team leader, or an appraisal sponsor. Registration in SAS is intended to:

1. Provide each registrant with their own unique identity
2. Provide, when appropriate, each registrant with a private forum where he or she can submit truthful and confidential appraisal feedback free of reprisal

Implementation Detail

This formalized policy is effective upon publication and will cover any new releases of SAS and any upgrades to SEI-Certified, SEI-Authorized and SEI-Candidate Professional roles. Each person, regardless of role, registering in the SAS database must create their own unique account with their own unique contact information and email. Email addresses must be associated with an individual. It must be the registrant's own personal email address or a personal work email address. Email addresses cannot be shared, and email addresses cannot be created for the purpose of representing organizations or groups. Responsibility for registration cannot be transferred to another individual. Appraisal team members, appraisal agents, appraisal team leaders, and lead appraisers are not permitted to submit data on behalf of any other individual; regardless of their role in an appraisal. Further, feedback forms must only be completed by the registrant responsible for them.

Impact

This policy will support SAS integrity by requiring that each registrant maintains a unique identity and the freedom to submit feedback in a secure and confidential manner free of reprisal. Violations of this policy will result in corrective actions up to and including revocation of SEI Partner Agreements and role revocations of SEI-Certified, SEI-Authorized and SEI-Candidate Professionals. Violations of this policy may also result in published appraisal results being removed from PARS.