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Professional Regulation

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William A. Dalton  
Deputy Secretary

Christopher D. Winters  
Director, Professional Regulation

Appraisal Subcommittee  
Attn: Virginia M. Gibbs, Chairman  
2000 K Street, NW, Suite 310

JAN 19 2007

Dear Ms. Gibbs,

Please accept my sincere apologies for the delay in responding to the Subcommittee's letter of October 16, 2006. I take full responsibility for this oversight, and hope that I have not created too much trouble by my tardiness.

After Jenny Tidwell visited our office she reviewed the issues outlined in your letter and I verbally responded to each in the following manner.

1. "Temporary practice procedures" – under my direction (which began in August 2006) temporary applications will not be delayed, and will be issued within the five business days as required. Even if the office staff (Judith) is out, I personally will be reviewing all incoming mail and ensuring that temporary applications are handled in a timely manner.
2. "National Registry Data and Fees" – we are making a determined effort to submit all data on a timely basis, and we will be working with the Business Office to keep them on schedule for submission of all fees in a timely manner.
3. "Submission of disciplinary action data" - we are making a determined effort to submit all data on a timely basis, I believe we can do this within two weeks of any disciplinary action decision, and that is our goal.
4. "Complaint investigation and resolution program" – one of the reasons I was asked to assume oversight of this Board was to improve the time taken to resolve complaint matters. Currently the two older cases (from 2003) are both scheduled for hearing within the next two months. The cases from 2005 have been either closed, or charges filed, and those with charges should be resolved within the next six months. All pending cases were received in 2006, and I plan to monitor them closely. Attached is the Office procedure for handling complaints.
5. "Amendment of regulations to reflect AQB criteria changes" – our legal counsel is working closely with the Board to redraft the rules, and we plan to file the proposed rules within the next three months.

I hope that this addresses all of the concerns the ASC has, please feel free to contact me with any questions.

Sincerely,

Rita Knapp, Administrator