Regulation No. 2

Admission to Residential Candidacy and SRA Membership

Effective November 21, 2014
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ARTICLE I

General Provisions

Part A: Purpose
The purpose of this Regulation is to set forth uniform requirements for admission and readmission to residential Candidacy, termination of residential Candidacy and admission to SRA membership.

Part B: Scope
This Regulation contains the basic information to implement this Regulation's purpose. There shall also be policies and procedures that further implement the purpose of this Regulation.

Part C: Definitions
As used in this Regulation, the following terms shall have the following meanings unless the context clearly indicates that another meaning is intended:

“Admissions Appeal Board” means an Admissions Appeal Board of the Appraisal Institute, as described in Regulation No. 7 concerning National Committees.

“Admissions Department” means the administrative section of the Appraisal Institute that handles and coordinates administrative matters in conformance with this Regulation and the policies and procedures further implementing this Regulation.

“ADQC” means the Admissions and Designation Qualifications Committee as described in Regulation No. 7 concerning National Committees.

“Applicant” means an individual who has applied for admission to (or readmission to) residential Candidacy but has not been granted residential Candidate status.

“Chapter” means any one of the local Chapters of the Appraisal Institute that have been established by the Board of Directors.


“Conflict of interest” means a situation in which an individual’s judgment in matters regarding another person’s interests or rights would be materially affected by the individual’s own financial, business, property or personal interests.

“Good moral character” means honesty, truthfulness, and respect for law.
“Personal bias” means an individual’s predisposition, either favorable or prejudicial, to the interests or rights of another individual. It is the opposite of being impartial.

“Region” means any one of the several Regions of the Appraisal Institute that have been established by the Board of Directors.

“Residential Candidate” means an individual who holds residential Candidate status with the Appraisal Institute.

“Residential Candidate in good standing” means an individual who:

1) holds residential Candidate status with the Appraisal Institute;
2) is not suspended from Candidacy;
3) is not the subject of a disciplinary proceeding as defined in the Regulations of the Appraisal Institute; and
4) is not the subject of a peer review proceeding in which the Professional Practice Department has offered the individual a publishable disciplinary action as set forth in the Regulations of the Appraisal Institute.

“SRA designation” means the SRA logo and initials which only members of the Appraisal Institute who are admitted to SRA membership are authorized to use to indicate membership and to promote their services.

“Standards of Professional Appraisal Practice,” “Standards of Professional Practice” or “Standards” means the Appraisal Institute Standards of Professional Appraisal Practice. The recognized methods and techniques necessary to perform a credible appraisal in accordance with the Appraisal Institute Standards of Professional Appraisal Practice are set forth in Appraisal Institute textbooks, courses, seminars, body of knowledge and other publications.

“Termination” means the end of membership, candidacy or affiliation in the Appraisal Institute.

“15-Hour USPAP Course” shall mean the 15-Hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation.

“7-Hour USPAP Update Course” shall mean the 7-Hour USPAP Update Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation.
Part D: Confidential Nature of Admissions Proceedings

Section 1. Files to be Confidential

Except where otherwise required or permitted, matters processed pursuant to this Regulation shall be confidential. No documents or information furnished to any committee, panel, or board, pertaining to an individual pursuant to this Regulation and the policies and procedures implementing this Regulation shall be made public or discussed with anyone except as authorized under the Bylaws, Regulations and policies of the Appraisal Institute.

Section 2. Confidential Treatment of Communications

All communications transmitted in connection with an application for examination credit, demonstration of knowledge credit, experience credit or in connection with any proceeding relating to a determination or assessment of good moral character shall be marked “Confidential.”

Section 3. Breach of Confidential Nature of Admissions Proceedings

A Member, Candidate, Practicing Affiliate or Affiliate who fails to observe the rules relating to the confidential nature of admissions proceedings under this Regulation shall be subject to:

a) peer review proceedings under the Bylaws and Regulations of the Appraisal Institute, which may result in disciplinary actions such as expulsion from membership, candidacy and affiliation; and

b) legal proceedings for damages suffered by the Appraisal Institute as the result of a failure to observe the rules relating to the confidential nature of admissions proceedings under this Regulation.

Part E: Extensions

The Chair of the ADQC may extend the time limitations imposed by this Regulation or the procedures and policies implementing this Regulation on any act required to be performed by a residential Candidate for a:

a) military service when the residential Candidate is called to active duty;

b) serious illness or disability that substantially impairs his or her ability to complete the requirements within the established time limits; or

c) other good cause shown.

Individuals requesting extension of such time limitations shall provide appropriate evidence of the nature and specific period of military service, seriousness illness or disability or other good cause to the Admissions Department.
ARTICLE II

Residential Candidacy

Part A: Admission to Residential Candidacy

Section 1. Formal Application

Except where provided otherwise, each Applicant for admission to residential Candidacy must agree, certify or attest to the following as applicable, as well as any other requirements the Appraisal Institute may require in the admissions process:

a) complete the official application form;

b) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time against the Appraisal Institute, its Board of Directors, officers and committees or members thereof or any Chapter, or Region, and all Members, Candidates, Practicing Affiliates, Affiliates and other persons cooperating with the Appraisal Institute in its official activities;

c) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards of Professional Appraisal Practice, and Regulations of the Appraisal Institute, as modified from time to time;

d) certify to an understanding that, as a residential Candidate, he or she is not a designated member of the Appraisal Institute;

e) certify to an understanding of the provisions contained in Part B Section 2 of this Article and to an understanding that any misuse of residential Candidate status may subject him or her to Peer Review proceedings conducted pursuant to Regulation No. 6;

f) certify to an understanding that as an Applicant and as a residential Candidate, if admitted, he or she may be required to submit to representatives of the Appraisal Institute in the admissions process, sufficient samples of his or her appraisal work to enable the representatives to make a proper evaluation;

g) truthfully answer the items related to good moral character on the application form and fully disclose information related to a possible lack of good moral character;

h) submit three (3) references from employers or clients, or as acceptable to the ADQC or its designee;

i) submit an essay that introduces himself or herself, describes the type of work he or she has done, articulates his or her career goals and explains why it is important for him or her to become an SRA Designated Member; and
j) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed to the Appraisal Institute.

An individual who knowingly makes false statements, submits false information or fails to fully disclose information requested in an application for admission to residential Candidacy shall be subject to discipline pursuant to Regulation No. 6. In addition, an individual who, while a designated Member or a residential Candidate, is convicted of a crime committed prior to application for residential Candidacy shall be subject to discipline pursuant to Regulation No. 6.

Section 2. Good Moral Character

Each applicant for admission to residential Candidacy must have good moral character. From the date of submission of the application for residential Candidacy to the date of admission to residential Candidacy, an Applicant shall immediately disclose to the Admissions Department circumstances and events occurring after the date of submission of the application that may have a material bearing on the Applicant’s character. If information contained in the application or in the Appraisal Institute’s files indicates that the Applicant may lack good moral character, then the application shall be processed pursuant to the policies and procedures further implementing this Regulation.

Section 3. State Certification or Equivalent

Each Applicant for admission to residential Candidacy must be a state certified real estate appraiser or equivalent. Equivalencies to state certification include:

a) passing the Appraisal Institute Level I Examinations;

b) attaining certain degrees described as Alternative Course and Course Examination Requirements in this regulation under the Courses and Examination Requirements; or

c) meeting other criteria equivalent to state certification as determined by the ADQC.

Part B: Rules Pertaining to Residential Candidacy

Section 1. Privileges

A residential Candidate shall have the privileges and obligations set forth in the Bylaws, Regulations, and policies of the Appraisal Institute.

The intent of the Appraisal Institute is that all admissions decisions made with respect to any Applicant or residential Candidate be free of conflict of interest and personal bias.

Section 2. References to Candidacy

Each residential Candidate in good standing of the Appraisal Institute:

a) shall only be referred to and shall only refer to himself or herself both orally and in writing as a:
• “Candidate for Designation, Appraisal Institute,”
• or by such other terminology that the Appraisal Institute may permit.

b) may use the above terminology on business cards, letterhead, web sites and other publications;

c) shall use the above terminology only in conjunction with the full name of an individual and not in connection with the name, logo or signature of any firm, partnership or corporation;

d) may not abbreviate the above terminology with initials or otherwise, or convert them to an acronym;

e) may not use or refer to a specific Appraisal Institute designation, nor include the above terminology under a heading concerning professional designations. (The above terminology may be included under a heading concerning professional associations);

f) may not use the terminology “Member, Appraisal Institute” if the individual does not already hold an Appraisal Institute designation; and

g) may not use the terminology “Candidate Member.”

Section 3. Applicable Requirements
Except as otherwise provided, an individual is subject to the requirements in effect on the date of admission to Candidacy, as modified from time to time.

Section 4. Time Requirements

a) Maximum Length of Residential Candidacy
Except where otherwise provided, a residential Candidate must complete the requirements for SRA membership within three (3) years from the date of admission to residential Candidacy. For individuals who were Associate Members as of December 31, 2012, became residential Candidates effective January 1, 2013 and have maintained continuous residential Candidacy since that date, the Residential Admissions Procedure Manual provides time requirements for completing SRA membership requirements.

b) Minimum Progress
Residential Candidates must demonstrate minimum progress each year on the requirements for SRA membership. Such minimum progress shall be defined by the ADQC.

If a residential Candidate fails to complete the requirements for SRA membership within the required period or fails to demonstrate minimum progress as defined by the ADQC, such individual may not renew residential Candidacy for a period of one (1) year from the date the individual’s previous Candidacy was terminated.

c) Credit for Designation Requirements
1) A residential Candidate who was not an Associate Member as of December 31, 2012 will receive credit for designation requirements completed (with the exception of the Appraisal Institute Business Practices and Ethics Course and the Standards of Professional Practice Course and examination) within ten (10) years prior to his or her most recent application for residential Candidacy. Such individual will receive credit for the Business Practices and Ethics Course and the Standards Course and examination taken and passed within four (4) years prior to his or her most recent application for residential Candidacy.

2) A residential Candidate who was an Associate Member as of December 31, 2012, who did not become a residential Candidate on January 1, 2013, and who subsequently became a residential Candidate will receive credit for designation requirements completed (with the exception of the Appraisal Institute Business Practices and Ethics Course and the Standards of Professional Practice Course and examination) within ten (10) years prior to his or her most recent application for residential Candidacy. Such individual will receive credit for the Business Practices and Ethics Course and the Standards Course and examination taken and passed within four (4) years prior to his or her most recent application for residential Candidacy.

3) A residential Candidate who was an Associate Member as of December 31, 2012, who became a residential Candidate on January 1, 2013 but who has not been a residential candidate continuously since January 1, 2013 will receive credit for designation requirements completed (with the exception of the Appraisal Institute Business Practices and Ethics Course and the Standards of Professional Practice Course and examination) within ten (10) years prior to his or her most recent application for residential Candidacy. Such individual will receive credit for the Business Practices and Ethics Course and the Standards Course and examination taken and passed within four (4) years prior to his or her most recent application for residential Candidacy.

4) A residential Candidate who was an Associate Member as of December 31, 2012, who became a residential Candidate on January 1, 2013, and who has been a residential candidate continuously since January 1, 2013 will receive credit for designation requirements completed (with the exception of the Comprehensive Examination, the Appraisal Institute Business Practices and Ethics Course and the Standards of Professional Appraisal Practice Course and examination) within ten (10) years prior to his or her most recent application for admission to Associate membership. Such individual will receive credit for the Business Practices and Ethics Course and the Standards Course and examination taken and passed within four (4) years prior to his or her most recent application for Associate Membership.

Section 5. Maximum Number of Candidacies

An individual may be a residential Candidate a maximum of three (3) times.

Section 6. Concurrent Candidacies
An individual may concurrently be a Candidate for more than one (1) Appraisal Institute designation.

Section 7. Communication with Advisor
Except as otherwise provided, a residential Candidate shall communicate with such Candidate’s Advisor at least once every full calendar quarter during which the individual is a residential Candidate. A Master’s Degree Program Candidate for Designation is not subject to this requirement while a Master’s Degree Program student.

Section 8. Compliance
Each residential Candidate must comply with and uphold the Bylaws, Code of Professional Ethics, Standards of Professional Appraisal Practice and Regulations of the Appraisal Institute, as modified from time to time.

Section 9. Initial Standards and Ethics Education Requirement
Except as otherwise provided, each residential Candidate must, within the first twelve (12) months after admission to residential Candidacy:

a) attend the Appraisal Institute Business Practices and Ethics Course; and

b) attend the 15-Hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation and pass the corresponding examination.

However, if the residential Candidate:

a) attended the Appraisal Institute Business Practices and Ethics Course within the four (4) year period prior to becoming a residential Candidate, he or she is not required to take such course within the first year of residential Candidacy.

b) attended the fifteen (15) hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation and passed the corresponding examination within the four (4) year period prior to becoming a residential Candidate, he or she is not required to take such course and pass the corresponding examination within the first year of residential Candidacy.

c) previously attended the fifteen (15) hour USPAP Course and passed the corresponding examination, the residential Candidate may satisfy the fifteen (15) hour USPAP course requirement by taking the seven (7) hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation and passing any related examination.

d) attended the seven (7) hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation and passed any corresponding examination within the four (4) year period prior to becoming a residential Candidate and has previously taken the fifteen (15) hour USPAP Course and passed the corresponding examination, the residential
Candidate is not required to take and pass a seven (7) hour or fifteen (15) hour USPAP Course within the first year of residential Candidacy.

If an individual was an Associate Member as of December 31, 2012, became a Candidate as of January 1, 2013 and has been a residential Candidate continuously since January 1, 2013, the timelines in this section are measured from the date that the individual became an Associate Member.

**Section 10. Continuing Education Requirements.**
Residential Candidates must complete the continuing education requirements set forth in Regulation No. 10.

**Section 11. Candidate Attendance**
Except where otherwise provided, for each full calendar year during which an individual was a residential Candidate whose residence or principal place of business was within the jurisdiction of a Chapter, the residential Candidate shall have attended at least one (1) meeting of such Chapter or another Chapter to which the residential Candidate belongs, or an Appraisal Institute event (National, Regional, Chapter) approved by the ADQC for purposes of this Section. A residential Candidate who already holds another Appraisal Institute designation is not subject to this requirement.

**Part C: Rules Pertaining to Suspension and Termination of Residential Candidacy**

**Section 1. Suspension of Residential Candidate**
The candidacy of a residential Candidate shall be suspended if any of the following occur:

a) the residential Candidate is suspended pursuant to the Bylaws for failure to pay dues, fees or other indebtedness in accordance with the Bylaws. The duration of such suspension shall be for the period set forth in the Bylaws.

b) the residential Candidate is subject to the disciplinary action of suspension pursuant to Regulation No. 6. The duration of such suspension shall be for the period determined in accordance with Regulation No. 6.

c) the residential Candidate fails to complete the Initial Standards and Ethics Education Requirement as set forth in this Regulation. Such suspension shall commence on the day after the date by which the residential Candidate was to complete such Requirement and shall run for a period of up to six (6) months. If the residential Candidate completes the Requirement within the suspension period, the suspension for such failure shall be lifted.

d) the residential Candidate is suspended pursuant to Regulation No. 10 for failure to complete continuing education requirements. The duration of the suspension shall be for the period set forth in Regulation No. 10.
Section 2. Termination of Residential Candidacy

The candidacy of a residential Candidate shall be terminated if any of the following occur:

a) the residential Candidate delivers notice of resignation in writing to the Chief Executive Officer of the Appraisal Institute, along with any indicia of candidacy issued to such residential Candidate. If required by the Bylaws, such resignation shall be published in a manner that the Appraisal Institute deems appropriate.

b) the candidacy of the residential Candidate is terminated pursuant to the Bylaws for failure to pay residential Candidate dues, fees or other indebtedness to the Appraisal Institute. If required by the Bylaws, such termination shall be published in a manner that the Appraisal Institute deems appropriate.

c) the residential Candidate is subject to the disciplinary action of expulsion pursuant to Regulation No. 6. The expulsion shall be published in a manner that the Appraisal Institute deems appropriate.

d) the residential Candidate does not contest or appeal a decision to terminate Candidacy.

e) the residential Candidate is unsuccessful in an appeal to an Admissions Appeal Board of a decision to terminate Candidacy.

f) the residential Candidate fails to complete the requirements for SRA membership within the required time period.

g) the residential Candidate fails to demonstrate minimum progress each year, as defined by the ADQC, on the requirements for SRA membership.

h) the residential Candidate fails to fulfill the Initial Standards and Ethics Education Requirement and then fails to complete the Requirement within the resulting six (6) month suspension period.

i) the candidacy of the residential Candidate is terminated pursuant to Regulation No. 10 for failure to complete continuing education requirements.

Section 3. Invalidation of Credit

All credit that has previously been awarded toward the SRA designation shall be automatically invalidated for a Candidate whose candidacy is terminated for any reason. Also, all credit that has previously been awarded toward the SRA designation shall be automatically invalidated for an individual who was an Associate Member as of December 31, 2012 and who did not become a residential Candidate on January 1, 2013.
Part D: Rules Pertaining to Readmission to Residential Candidacy

Section 1. Readmission to Candidacy

An individual whose residential Candidacy has been terminated fewer than three (3) times may apply for readmission to residential Candidacy after at least one (1) year since the most recent termination unless:

a) the individual’s residential Candidacy or Associate Membership was terminated with a decision that the individual may not apply for readmission to Candidacy or Associate Membership in which case the individual may not apply for readmission; or

b) the individual’s residential Candidacy or Associate Membership was terminated with a decision that the individual may reapply after a certain period of time other than the one (1) year, in which case the individual may only apply for readmission to Candidacy after the specified time period.

An Applicant for readmission must:

a) satisfy all of the requirements of this Regulation related to admission to residential Candidacy;

b) pay in full of all outstanding dues, fees or other indebtedness owed the Appraisal Institute during the individual’s former membership, candidacy and/or affiliation; and

c) provide proof that the individual has, in the four (4) years prior to readmission, attended the following courses and passed any corresponding examination(s):

(i) the fifteen (15) hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation (or if eligible, the seven (7) hour USPAP Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation); and

(ii) the Appraisal Institute Business Practices and Ethics Course.

A former member of the Appraisal Institute, who was not a Member of the Appraisal Institute on December 31, 2012 and who applies for admission to Candidacy must satisfy all of the requirements and obligations in this Section 2.

Applications for readmission to residential Candidacy will be processed in accordance with the Bylaws, Regulations and policies of the Appraisal Institute.

Section 2. Procedures for Readmission to Candidacy

An individual who is readmitted as a residential Candidate is subject to the requirements in effect on the date of readmission, as modified from time to time. Upon readmission, any peer review proceedings that were pending at the time the individual was terminated shall be reopened and processed.
Section 3. Restoration of Credit

Upon readmission a residential candidate will receive credit as set forth above in the section entitled
Credit for Designation Requirements.
ARTICLE III

Requirements Relating to Admission to SRA Membership

To be admitted to SRA membership and to be authorized to use the SRA designation, a residential Candidate shall satisfy the requirements set forth in this Article, except as otherwise provided.

Part A: Good Moral Character

The residential Candidate must have good moral character.

Part B: Good Standing

The residential Candidate must be a residential Candidate in good standing.

Part C: College Degree

Residential Candidates who were or are admitted or readmitted to residential Candidacy on or after January 1, 2015, must hold a four (4) year undergraduate degree, or higher, from a degree-granting educational institution approved by the ADQC.

Unless otherwise provided, Residential Candidates who were or are admitted to residential Candidacy on or before December 31, 2014, and who have maintained residential Candidacy continuously from such date of admission must hold an Associate’s degree, or higher, from a degree-granting educational institution approved by the ADQC.

Note: Residential Candidates admitted to residential Candidacy on or before December 31, 2013, who have maintained residential Candidacy continuously from such date of admission, and who have, no later than December 31, 2013, received a score of 400 or higher on the Graduate Management Admissions Test (GMAT) or have, no later than December 31, 2013, successfully passed at least twenty-one (21) hours of college courses in specific subject matters, will be deemed to have satisfied the College Degree Requirement.

An individual admitted to residential Associate Membership as the result of an application postmarked before January 1, 2005 who maintained a continuous residential Associate Membership through December 31, 2012, who became a residential Candidate effective January 1, 2013 and who has maintained continuous residential Candidacy since that date may refer to the College Degree provisions in the Appendix to the Residential Admissions Procedure Manual.
Part D: Courses and Examinations

Section 1. Courses
The residential Candidate must have attended the following courses:

a) the 15-Hour USPAP Course;

b) the Appraisal Institute Business Practices and Ethics Course;

c) the Appraisal Institute Residential Report Writing (and Case Studies) Courses, as determined by the ADQC; and

d) at least two hundred (200) creditable class hours as specified in the AQB’s 2008 required Core Curriculum Appendix for Certified Residential Real Property Appraisers (which corresponds to the titles of examinations shown in the next section). A residential Candidate who is state certified will be deemed to have met this requirement (d).

Section 2. Examinations
The residential Candidate must have received a passing grade on the 15-Hour USPAP Course examination and the following Appraisal Institute examinations:

a) Basic Appraisal Principles;

b) Basic Appraisal Procedures;

c) Residential Market Analysis and Highest & Best Use;

d) Residential Appraiser Site Valuation and Cost Approach or AI equivalent;

e) Residential Sales Comparison and Income Approaches or AI equivalent;

f) Residential Report Writing (and Case Studies);

g) Real Estate Finance, Statistics and Valuation Modeling;

h) Advanced Residential Applications and Case Studies or AI equivalent; and

i) Twenty (20) hours of other Appraisal Subject Matter Electives.

Note: An individual admitted to residential Associate Membership as the result of an application postmarked before January 1, 2005, who maintained a continuous residential Associate Membership through December 31, 2012, who became a residential Candidate effective January 1, 2013 and who
has maintained continuous residential Candidacy since that date may refer to the Course and Examination requirements in the Appendix to the Residential Admissions Procedure Manual.

Section 3. Equivalencies

The Appraisal Institute may offer one or more Equivalency Examinations to substitute for two or more examinations set forth in Section 2 (other than the Standards and certain Report Writing examinations).

An MAI or SRPA Designated Member shall be deemed to have satisfied the course and examination requirements for SRA membership.

A residential Candidate who is state certified will be deemed to have satisfied the examination requirements for Basic Appraisal Principles and Basic Appraisal Procedures.

A dual residential and general Candidate who:

a) attends the courses and passes the examinations (excluding the Comprehensive Examination) required by Regulation No. 1 for MAI membership; and

b) passes the Real Estate Finance, Statistics and Valuation Modeling examination, shall be deemed to have completed the course and examination requirements for SRA membership.

If the ADQC determines that one or more courses or examinations offered by an accredited college, junior college, community college, or university are equivalent to one or more Appraisal Institute courses and examinations required for SRA membership, a residential Candidate who has completed such equivalent course(s) or examination(s) shall be deemed to have completed the appropriate course or examination requirement for SRA membership.

Section 4. Rewriting Examinations

A residential Candidate shall have two opportunities to challenge an examination without attending the corresponding course. Individuals who have attended either the 15-hour USPAP Course or the Appraisal Institute Residential Report Writing (and Case Studies) Course or equivalent and subsequently fail the examination(s) for that course may challenge the appropriate examination(s) twice more before they are required to attend the course again. If a residential Candidate is notified that he or she failed a required Appraisal Institute examination and if the residential Candidate makes a written request within sixty (60) days of the date of notification, the failing examination will be reviewed by the Chair of Education Committee or his or her designee.

Part E: Demonstration of Knowledge

The residential Candidate shall have received credit for one of the following demonstration of knowledge options:

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The specific requirements for the demonstration of knowledge options are set forth in this Regulation, in the policies and procedures further implementing this Regulation and in The Official Guide to the Demonstration of Knowledge Requirement published by the Appraisal Institute.

Each demonstration of knowledge option requires the filing of an appropriate application and the payment of a required fee. Any documents submitted to the Appraisal Institute shall become the property of the Appraisal Institute and shall not be returned to the residential Candidate.

Each application for demonstration of knowledge credit shall be processed to determine whether it meets the requirements for credit. The requirements for credit and the procedures for determining whether credit should be awarded are established in this Regulation, in the applicable policies and procedures further implementing this Regulation and in The Official Guide to the Demonstration of Knowledge Requirement published by the Appraisal Institute.

Section 1. Demonstration Appraisal Report Option

A residential Candidate may satisfy the demonstration appraisal report requirement by receiving credit for one demonstration appraisal report relating to a residential property which satisfactorily demonstrates the residential Candidate's ability to present a properly supported value estimate or opinion evaluating the nature, quality or utility of a parcel of real estate or any interest in, or aspect of, real property in accordance with the criteria set forth in The Official Guide to the Demonstration of Knowledge Requirement published by the Appraisal Institute.

The residential property chosen as the subject for the report must allow for the demonstration of the proper methods of handling at least two forms of depreciation, one of which must be physical incurable and the other either functional or external obsolescence. The demonstration appraisal report must contain all three recognized approaches to value. The residential demonstration appraisal report may be submitted in a narrative format specified by the ADQC.

The residential Candidate shall select a date of valuation no more than five (5) calendar years prior to the year of submission to the Appraisal Institute. Upon written request, the Chair of the Demonstration of Knowledge Grading Panel may extend this time period for good cause shown.
All appraisal data contained in a demonstration appraisal report must be factual. In addition, the statements of the residential Candidate in the application for credit must be factual in that the residential Candidate must personally and without assistance assemble all of the data used in preparing the demonstration appraisal report, analyze the data, form the conclusions, and prepare the demonstration appraisal report. In preparing the demonstration appraisal report, the residential Candidate may receive assistance in matters such as photography, drawings and word processing.

Section 2. General Demonstration of Knowledge Option

If a residential Candidate receives credit for the general demonstration of knowledge requirement under Regulation No. 1, the residential Candidate will be deemed to have satisfied the residential demonstration of knowledge requirement under this Part.

Section 3. 45-Hour Package Option

A residential Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for a 45-Hour Package of Residential Courses, which includes the 15-hour Advanced Residential Applications and Case Studies Course and the 30-hour Advanced Residential Report Writing Course. To receive such credit, a residential Candidate must attend both Courses and pass the examinations for both Courses.

Section 4. Defense of Reports Option

A residential Candidate may satisfy the Demonstration of Knowledge requirement by:

a) demonstrating through an interview based on five (5) reports covered by Standards Rules 1 through 3 the same level of knowledge, understanding and application of appraisal principles and practices required in the demonstration appraisal report option; and

b) meeting requirements for this option set forth in The Official Guide to the Demonstration of Knowledge Requirement published by the Appraisal Institute, as modified from time to time.

All appraisal data contained in the reports must be factual. The residential Candidate must have primary responsibility for assembling the data, analyzing the data, forming the conclusions and preparing the reports submitted, and must so attest in the application for credit. In preparing the submitted reports, the residential Candidate may receive assistance in matters such as photography, drawings and word processing. The submitted reports shall be signed only by the residential Candidate. The residential Candidate may enhance reports delivered to clients and submit the enhanced reports for grading.

The procedures for evaluating work submitted under this section are set forth in this Regulation and the policies and procedures further implementing this Regulation.

Appraisal reports that meet the technical requirements after an interview may be processed for factual verification before a decision is made whether to grant credit. Field verification of information
contained in appraisal reports and in a residential Candidate’s application for credit shall be conducted pursuant to procedures contained in the Procedure Manual, substituting the words "report(s)" for the words "demonstration appraisal report."

If an application for credit is not factual or if an appraisal report contains appraisal data that is not factual, then the residential Candidate may not submit the appraisal report for re-grading or revise the appraisal report. The residential Candidate may submit a substitute report (on a different property) prepared after the date of the interviewer’s critique.

Section 5. Master’s Thesis or Doctoral Dissertation Option
A residential Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for a Master's Thesis or Doctoral Dissertation (in a field related to real property economics) approved by the ADQC or its designee.

Section 6. Peer Reviewed Publications Option
A residential Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for at least two (2) peer reviewed publications based on original research (in a field related to real property economics) approved by the ADQC or its designee.

Part F: Experience
Section 1. Definition of Residential Experience
Residential Experience is work relating to residential real estate that is covered by Standards Rules 1 through 6 of the Standards of Professional Appraisal Practice, or experience gained by providing practical solutions to residential real property economics problems as may be further defined by the ADQC. An alternative for individuals in supervisory positions is set forth in Article IV of the Residential Admissions Procedure Manual.

Section 2. Reasonable Relationship Hours
There must be a reasonable relationship between: the number of hours claimed in a residential Candidate’s application for experience credit and "List of Assignments"; and the amount and complexity of the work.

Section 3. Significant Professional Responsibility
The residential Candidate must be able to demonstrate significant professional responsibility for work product submitted for experience credit. The residential Candidate must be able to show that he or she followed the appropriate process(es) and arrived at analyses, opinions and conclusions that were incorporated in the report (or file memoranda showing data, reasoning, and conclusions). The mere assembling and analyzing of facts relating to the solution of a valuation or evaluation problem does not necessarily result in significant professional responsibility.

To determine if the residential Candidate has significant professional responsibility for identified work product, the party considering the experience may take into account:
a) whether the residential Candidate signed reports or certification forms in the report;
b) whether the residential Candidate’s name was listed in certification forms as a person who had significant professional responsibility; and
c) other appropriate evidence.

Section 4. List of Assignments
With respect to each application for Residential Experience credit, the residential Candidate shall submit a "List of Assignments" listing all Residential Experience. No more than 2,000 hours of credit for Residential Experience may be received for work performed in a twelve-month period. The work which is submitted for Residential Experience credit must have been performed within the previous ten (10) years.

Section 5. Advisory Guidance
A residential Candidate may request consideration of a sample of work for educational purposes. The residential Candidate shall select five assignments for this process. The residential Candidate may later list the five (5) assignments on the List of Assignments submitted for Residential Experience Credit. However, the residential Candidate may not select any of those five (5) assignments to be considered again as part of the application for Residential Experience Credit.

The Admissions Department shall assign an SRA designated Member from the Experience Panel to consider the sample work and interview the residential Candidate about the work. The selected Panel Member shall provide the residential Candidate with educational feedback.

Section 6. Hours of Experience
To satisfy the experience requirement for SRA membership, residential Candidates must receive credit for 3,000 hours of Residential Experience. The application must cover at least a 24-month period and be the most recent work. The work performed must deal with more than one type of residential real estate.

A residential Candidate who holds an active general or residential state certification (or equivalent international licensure) and who attests that he or she has at least 3,000 hours of work that could be listed, may list the most recent 500 hours over at least the last six (6) months. The experience screener may request additional work if needed.

Note: Alternatives for supervisory and teaching experience are contained in the Residential Admissions Procedure Manual.

Section 7. Evaluation of Experience
To receive credit, the experience must meet the applicable requirements described above in this Part F and:
a) meet the Standards of Professional Appraisal Practice; or

b) meet criteria appropriate to the type of work or the applicant's area of professional practice, if the Standards of Professional Appraisal Practice do not apply.

In addition to either no credit or full credit, partial credit of 1,500 hours may be granted. If no credit or partial credit is granted, the residential Candidate may reapply for hours of experience for work that began accruing after the date of the latest work in the previously submitted "List of Assignments."

The Appraisal Institute shall select up to five (5) assignments from the "List of Assignments" to consider, and the residential Candidate shall select two (2) assignments.

Section 8. Obtaining Experience Credit

a) Procedures

The procedures for applying for experience credit, evaluating experience and obtaining experience credit are set forth in this Regulation and the policies and procedures further implementing this Regulation.

b) Application for Experience Credit

To apply for experience credit, a residential Candidate (or Applicant for residential Candidacy) must complete and submit to the Admissions Department the forms entitled “Application for Experience Credit” and “List of Assignments,” with the appropriate fee.

c) Submission of Documents

Each applicant for experience credits shall, upon request, make available to the Appraisal Institute such samples of his or her work product as selected by the Appraisal Institute and the residential Candidate from the “List of Assignments.” The reports (as transmitted to the client) and the files containing the data assembled by the appraiser, the reasoning process employed, and any other relevant documents shall be provided to the Appraisal Institute. The residential Candidate shall be notified as to which reports and files to forward in advance of the interview;

d) Interview

At an interview, the residential Candidate shall answer questions and describe the procedures used in preparing the assignments. Interviews are conducted in a courteous and professional manner.

e) Evaluation

Reports and files submitted for experience credit shall be evaluated in accordance with this regulation. Limitations imposed by either a specific client or form do not relieve the residential Candidate of the obligation to comply with the Appraisal Institute Standards of Professional Appraisal Practice and Code of Professional Ethics, where applicable;

f) Right to Formal Appeal
If the residential Candidate is not satisfied with the Experience Panel’s award, the residential Candidate may appeal to an Admissions Appeal Board, by submitting a Notice of Appeal to the Admissions Department within sixty (60) days of the date formal notice of the award was issued. If a residential Candidate fails to file a timely Notice of Appeal, the right to appeal shall terminate. Procedures governing formal appeals and Appeal Hearings regarding denial of experience credit are contained in the Admissions Appeal Board Procedure Manual.

**Part G: Alternative Requirements for Candidates Whose Principal Place of Business is Outside of the United States**

**Section 1. Alternatives**

A residential Candidate whose principal place of business is outside of the United States may satisfy the alternative requirements set forth in this Part instead of satisfying certain requirements described in Parts D and F of this Article. All other provisions of this Regulation apply.

<table>
<thead>
<tr>
<th>USUAL REQUIREMENT</th>
<th>ALTERNATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Hour National USPAP Course</td>
<td>International Valuation Standards Course or equivalent, as determined by the ADQC</td>
</tr>
<tr>
<td>Pass the examinations for Basic Appraisal Principles, Basic Appraisal Procedures, Residential Appraiser Site Valuation and Cost Approach, and Residential Sales Comparison and Income Approaches</td>
<td>Pass the International Equivalency Examination, or meet the certification requirements of the foreign country if the ADQC deems such requirements equivalent to passing the examinations for Basic Appraisal Principles, Basic Appraisal Procedures, Residential Appraiser Site Valuation and Cost Approach, and Residential Sales Comparison and Income Approaches</td>
</tr>
<tr>
<td>When work submitted for experience is required to meet the Standards of Professional Appraisal Practice</td>
<td>If Standards in the foreign jurisdiction conflict with Appraisal Institute Standards, meet the Standards for work in the jurisdiction of the property (or of the Candidate’s principal place of business)</td>
</tr>
<tr>
<td>College Degree Requirement</td>
<td>Undergraduate degree from a degree-granting educational institution approved by the ADQC</td>
</tr>
</tbody>
</table>

**Section 2. Other Provisions**

All materials submitted to the Appraisal Institute must be in English, unless otherwise approved by the Chair of the ADQC. These include, but are not limited to, applications, reports for experience credit, demonstration appraisal reports, appeals, and examinations. A translator approved by the Appraisal Institute may attend an experience interview.
For experience reviews, the Appraisal Institute shall select two reports and the residential Candidate shall select one appraisal.

If a residential Candidate’s principal place of business is not located within an Appraisal Institute Chapter:

a) An Appraisal Institute ambassador may be contacted instead of a Chapter Admissions Chair when the residential Candidate applies for experience credit; and

b) The Admissions Department shall notify the Chair of the ADQC when the residential Candidate applies for designation.

Part H: Equivalencies for Designated Members of Other Organizations.

If the ADQC determines that one or more requirements for a professional designation in another organization are equivalent to one or more requirements set forth in this Article, a residential Candidate who holds such professional designation and has fulfilled the other organization’s requirement(s) will be deemed to have satisfied such requirement(s) for the SRA designation.
ARTICLE IV

Process for Admission to SRA Membership

Part A: For Individuals Who Do Not Hold An Appraisal Institute Designation

The procedures in this Part apply to individuals who apply for the SRA Designation but who do not already hold an Appraisal Institute designation.

Except where provided otherwise, a residential Candidate applying for admission to SRA membership must:

1) complete the official application form;

2) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time against the Appraisal Institute, its Board of Directors, officers and committees, or members thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or other persons cooperating with the Appraisal Institute in its official activities;

3) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards of Professional Appraisal Practice and Regulations of the Appraisal Institute, as modified from time to time;

4) truthfully answer the items related to good moral character on the application form and fully disclose information related to a possible lack of good moral character;

5) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed the Appraisal Institute; and

6) from the date of submission of the application to the date of admission to MAI membership, the individual shall immediately disclose to the Admissions Department circumstances and events occurring after the date of submission of the application that may have a material bearing on his or her application.

An application for admission to SRA membership under this Part will be processed in accordance with this Regulation and the policies and procedures further implementing this Regulation. Such procedures include, but are not limited to, determining that the application is in order, that the appropriate application fee was submitted, that the residential Candidate has complied with the requirements set forth in this Regulation, and consideration of the residential Candidate’s moral character.

Upon receipt of notice from the Admissions Department that a residential Candidate will be admitted to SRA Membership, the President of the Appraisal Institute shall:
1) Promptly notify the individual that he or she has been admitted to SRA membership and is authorized to use the SRA designation;

2) Transmit the indicia of SRA designated membership to the new SRA designated member; and

3) Give the Chapter and Region having jurisdiction appropriate notice.

**Part B: For Individuals Who Hold An Appraisal Institute Designation**

The procedures in this Part apply to individuals who apply for the SRA Designation who already hold an Appraisal Institute designation.

Except where provided otherwise, a residential Candidate applying for admission to SRA membership must:

1) complete the official application form;

2) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time against the Appraisal Institute, its Board of Directors, officers and committees, or members thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or other persons cooperating with the Appraisal Institute in its official activities;

3) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards of Professional Appraisal Practice and Regulations of the Appraisal Institute, as modified from time to time;

4) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed the Appraisal Institute; and

5) from the date of submission of the application to the date of admission to SRA membership, the individual shall immediately disclose to the Admissions Department circumstances and events occurring after the date of submission of the application that may have a material bearing on his or her application.

An application for admission to SRA membership under this Part will be processed in accordance with this Regulation and the policies and procedures further implementing this Regulation. Such procedures include, but are not limited to, that the application is in order, the appropriate application fee was submitted and that the individual has complied with the requirements set forth in this Regulation.

Upon receipt of notice from the Admissions Department that an individual who already holds another Appraisal Institute designation will be admitted to SRA membership, the President of the Appraisal Institute shall:
1) promptly notify the individual that he or she has been admitted to SRA membership and is authorized to use the SRA designation;

2) transmit the indicia of SRA designated membership to the new SRA Designated member; and

3) give the Chapter and Region having jurisdiction appropriate notice.

11/21/14