Welcome to the General Review Candidate for Designation Program!
Welcome!

As a General Review Candidate for Designation pursuing AI-GRS Designation membership, you have met certain initial requirements that allow you to enter the Candidacy program:

- College Degree: Candidates must have a four (4) year bachelor’s degree *(or alternative until 12/31/15)* from an accredited degree-granting educational institution; and

- A general state certification (or equivalent), or the completion of all *general certification exams and/or course exams* through the Appraisal Institute.
AI Communications

As a Candidate for Designation, you will frequently receive communications (generally in the form of email) from the Admissions & Continuing Education department.

The department will send these communications via a third-party software program.

The sender email address may vary (i.e. Experience, Comprehensive Exam), but you will know it is from our department as the address will be followed by “Admissions Department.”
AI Communications, cont.

We *strongly recommend that you do not* opt out of any communications from the Admissions department since our communications are not marketing campaigns. These communications provide Candidates with crucial information regarding timelines, requirements, annual minimum progress, et al.

The Admissions department rates its communications by level of importance by using the following color hierarchy:

- *(Low importance)*
- *(Medium importance)*
- *(High importance)*
What to expect in your first year of Candidacy?

As a General Review Candidate for Designation, you must satisfy the Standards & Ethics requirements within your first year of Candidacy in order to remain an active Candidate for Designation.

- AI Standards: [USPAP](#) (AI will accept USPAP from an outside provider); and

- Ethics: AI [Business Practices & Ethics](#) (BP&E), only offered by AI.

*Candidates who practice solely outside the U.S. may complete (and pass the exam for) [International Valuation Standards Overview](#) in lieu of USPAP.
First Things First: Pick Your Advisor

One of the first items on a Candidate To Do list is to pick an advisor. If you have not done so, please pick your advisor by clicking [HERE](#).

Once you log in, you will be directed to a page with the following information:

![Select an AI Advisor: AI-GRS](image)

Select an AI Advisor: AI-GRS

The grid below displays all of the AI Advisors available for you to select from. This will include Advisors who are qualified for designation AI-GRS. You can filter the grid by Chapter, Region, or view all Advisors available on a National level. For each Advisor you can view their profile to gain more knowledge about their credentials.

Click the Chapter, Region, or National link below to begin your Advisor selection.

![Select Advisor Table](table)

<table>
<thead>
<tr>
<th>Select</th>
<th>Advisor Name and Designation</th>
<th>Chapter</th>
<th>City</th>
<th>State or Country</th>
<th>Region</th>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Dunn, Kevin, MAI, SRA, AI-GRS</td>
<td>Wisconsin</td>
<td>Algoma</td>
<td>WI</td>
<td>03</td>
<td><a href="#">Show Profile</a></td>
</tr>
<tr>
<td>Select</td>
<td>Hemrick, Sr, Miles L, MAI</td>
<td>North Carolina</td>
<td>Gastonia</td>
<td>NC</td>
<td>05</td>
<td><a href="#">Show Profile</a></td>
</tr>
<tr>
<td>Select</td>
<td>Mesner, Robert L, MAI, AI-GRS</td>
<td>South Florida</td>
<td>Royal Palm Beach</td>
<td>FL</td>
<td>10</td>
<td><a href="#">Show Profile</a></td>
</tr>
</tbody>
</table>
First Things First: Know Your Designation Timeline

You can find your designation timeline when you log into My Appraisal Institute under the heading “Current Category.”

Your timeline for designation is based on the number of requirements you have when you enter the Candidate for Designation program.

Your designation requirements, listed in your Candidate Status Report, are divided by the number of years you have to complete the designation path. This is what makes up your required Annual Minimum Progress.
The Appraisal Institute Certification Standard requires Candidates to include certain certification statements in addition to those required by USPAP.

Candidates are required to use the exact wording for all of statements required by the Certification Standard, please see the Certification Standard page for further details.
Candidate Attendance Requirement

As a Candidate for Designation, you must satisfy the Candidate Attendance Requirement. You must attend one approved event and record the event details by logging onto the AI website and clicking on the link: “Log Candidate Attendance.”

* A Candidate who already holds another AI Designation is not subject to this requirement.

The link will take you to This page.
As a General Review Candidate for Designation, you must adhere to Annual Minimum Progress. Annual Minimum Progress is the minimum number of designation requirements that a Candidate must complete in a specific year in order to be designated by the end of his/her timeline.

One way to satisfy Annual Minimum Progress requirements within the first year is to submit a copy of your official college transcripts in order to fulfill the College Degree requirement. A college or university may submit an official electronic college transcript directly to admissions@appraisalinstitute.org or the college or university may mail an official college transcript directly to:

Appraisal Institute
Attn: Admissions Department
200 W. Madison, Suite 1500
Chicago, IL 60606
What is Annual Minimum Progress?

Example: if a Candidate has a 4-year timeline, and 4 requirements remaining, the Annual Minimum Progress is at least 1 designation requirement per year.

So, what constitutes Annual Minimum Progress?

Core requirements for designation include: College Degree; first-year Standards & Ethics; designation courses/examinations, General Review Comprehensive Examination, and General Review Experience.
Annual Minimum Progress, cont.

You can check your Annual Minimum Progress by logging onto the AI website.

Once logged in, you will see your Annual Minimum Progress chart in the right-hand column of the page.

* The final designation application is not considered a core designation requirement and does not count toward Annual Minimum Progress.
Where can I find my remaining Designation requirements?

As a Candidate, you can determine what requirements you have left by logging into the AI website and accessing your “My Candidate Status Report.” This report gives a Candidate an itemized list of needed requirements with interactive links that provide more information.

**Candidate Status Report**

Carrie Vann  
Account# 427855  
Report generated: 03/24/2015 10:36 a.m.

1 out of 7 requirements have been completed.

Remaining requirements NEEDED for AI-GRS designated membership

1. [First Year Standards and Ethics Requirement: 05/01/2014 - 04/30/2015](#)
2. [Review Theory - General](#)
3. [Review Case Studies - General](#)
Candidate requirements vary in their demands, so it may be a good idea to pair more demanding requirements with less demanding requirements in any given year in order to meet Annual Minimum Progress.

**Less Demanding**
- College Degree
- Specialized Review Experience
- AI Standards (USPAP/IVS) & Ethics (BP&E)

**More Demanding**
- Education courses/exams
- General Review Comprehensive Exam

* If you cannot complete your Annual Minimum Progress due to extenuating circumstances, you may submit a request for an extension by filling out the Candidate for Designation Program Extension Request form.
The College Degree Requirement is thought of as a less demanding requirement as it takes minimal effort to order official university transcripts and have them sent to the Admissions Department.

Please refer to more details regarding the College Degree Requirement.
Specialized Review Experience Requirement

The submission of Specialized Review Experience is also thought to be less demanding in the sense that Candidates most likely have the experience hours, and can complete the experience log in their spare time. Hours submitted for Specialized Review Experience credit must be the most recent, qualifying work that meets USPAP Standard 3.

Under AI Regulations, Certified General Candidates may submit and receive credit for their most recent 1,000 hours of qualifying specialized review experience (must meet USPAP Standard 3) performed over at least the last 6 months.
What Qualifies for Specialized Review Experience?

Specialized Review Experience is work relating to real estate other than one-to-four-family residential real estate and covered by Standard 3 of the Uniform Standards of Professional Appraisal Practice, International Valuation Standards or applicable standards (for those who practice solely outside of the US).

For more information, refer to the Experience Guidebook. To apply, fill out the General Review Experience Application. For additional information, visit the Experience Guidelines and Resources page.
Designation Education

General Review Candidates must complete the following education requirements:

- Attend course and pass exam for *Review Theory – General*
- Attend course and pass exam for *Review Case Studies – General*
The General Review Comprehensive Examination, for the AI-GRS Designation, is a 2-part modular exam (multiple-choice) derived from the AI body of knowledge. There are 50 questions in each Module. The exam may cover anything in the Appraisal Institute required courses and/or examinations, current appraisal literature, and the Appraisal Institute Bylaws and Regulations.

Candidates must apply to take the exam within a 30-day window. Candidates have 30 days to take both modules or they will receive an incomplete (no exceptions!). Candidates should review the Comp Exam Guidebook.
In order to take the General Review Comprehensive Exam, Candidates must satisfy the following requirements:

- Attend and pass all required courses/exams;
- Receive credit for the college degree requirement; and
- Meet the Ethics and Standards requirements for Candidates (this requirement consists of both Business Practices and Ethics and USPAP/IVS).

Please note: All required education examinations must be completed at least six weeks prior to your exam test date to allow time for grading.
Comprehensive Exam: Some FAQs

How do I register for the Comp Exam?
You may apply using the online Comp Exam Application. Please allow 2-3 business days for your application to be reviewed and processed.

How much does it cost?
The Comprehensive Examination fees are as follows:

- Two (2) modules - $250
- One (1) module - $125
When & where do I take the Exam?

The exam is administered through PearsonVUE, similar to other AI exams. You may choose any location to take the Comp Exam—it does not need to be the closest one to you. The Comp Exam is offered 3 times per year, each over a 30-day examination window.

Can I get a transfer or a refund?

NO. Due to the nature and logistics of the exam delivery format, transfers and/or refunds are not permitted. It is your responsibility to reserve exam appointments that will fit into your personal schedule.
How should I study? Is there a preparation course or study book available?

The Appraisal Institute does not have a preparation course specifically for the Comp Exam. However, the Comp Exam Guidebook is an excellent resource which includes sample questions (taken from the last version of the exam) with the correct and incorrect answers explained for you, along with tips on how to prepare for the examination.

What can I bring to the exam?

The only item you may bring into the testing room is your financial calculator.
When will I receive my Comp Exam results?

In the interest of ensuring confidentiality and fairness for all examinees, grade letters are sent after all testing is completed. We do not receive results as each examinee takes each module. PearsonVUE sends the results to us after the end of the 30-day exam window, once everyone has finished testing. Grade letters are sent to Candidates via email within 30 business days from the **end of the exam window**.

For more information, candidates should visit a comprehensive list of FAQs.
About the Appraisal Institute

AI is a global association of real estate appraisers made up of:

- Elected officers
- Board of Directors
- National Committees
- Regions
- Chapters
- AI affiliated individuals
- National staff
AI has 22,000 valuation professionals in nearly 60 countries

- 86 Chapters throughout 10 Regions
  - In North America
- Chapters offer regular meetings, special events, and educational programs
  - Meet locally to support networking, advance professional development, and cultivate camaraderie
Benefits and Services of AI

My Appraisal Institute

www.appraisalinstitute.org/myappraisalinstitute

✓ Monitor your AI account from one convenient place.

✓ Manage your account from address changes to updating your “Find an Appraiser” listing.

✓ Keep track of designation and education requirements, deadlines, annual fees/receipts, and more.
Benefits and Services of AI, cont.

- View your education transcript.
- Follow AI in the news and view important designation and education requirements.
- Download a convenient identification card.
The first-line resource for Designated Members, Candidates, Practicing Affiliates & Affiliates, Students, and Prospects

Hours: Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time (888) 756-4624
Key Contacts at AI

Main AI Service Center: (888) 756-4624

- E-mail: aiservice@appraisalinstitute.org

Candidates for Designation: (312) 335-4111

- General: admissions@appraisalinstitute.org
- Specialized Review Experience: experience@appraisalinstitute.org
- Review Comprehensive Examination: comp@appraisalinstitute.org
- Advisor Changes/Issues: advisors@appraisalinstitute.org
Key Contacts at AI, cont.

Education Department: (312) 335-4207
  ▶ General E-mail: education@appraisalinstitute.org

Online Education Technical Support: (312) 335-4473
  ▶ Online Education Technical Support E-mail: ol-help@appraisalinstitute.org

Y.T. and Louise Lee Lum Library: (312) 335-4467
  ▶ E-mail: ailibrary@appraisalinstitute.org

Professional Practice (for AI Affiliated Individuals Only):
  Information: (877) 777-6939
  Enforcement: (312) 335-4409
  ▶ E-mail: scoleman@appraisalinstitute.org