Regulation No. 10
Continuing Education

Effective January 1, 2014
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ARTICLE I

General

Part A: Continuing Education Requirement for Designated Members
Except as provided otherwise, each Designated Member of the Appraisal Institute must complete the applicable continuing education requirements set forth in this Regulation to retain his or her membership designation(s) and remain a member of the Appraisal Institute. Non-Practicing Designated Members are not subject to continuing education requirements.

Part B: Continuing Education Requirement for Candidates and Practicing Affiliates
Except as otherwise provided, each Candidate and Practicing Affiliate of the Appraisal Institute must complete the applicable continuing education requirements set forth in this Regulation to remain a Candidate or Practicing Affiliate of the Appraisal Institute. Temporarily Non-Practicing Candidates are not subject to continuing education requirements.

Part C: Continuing Education Cycles
Section 1. Five-Year Cycles
The Appraisal Institute shall assign a continuing education cycle to each Designated Member subject to continuing education requirements. Except where otherwise provided, Designated Member continuing education cycles shall commence on January 1st of the year the Appraisal Institute identifies and shall last for a period of five (5) years. Except where otherwise provided, Candidate and Practicing Affiliate continuing education cycles shall commence on July 1st of the year the Appraisal Institute identifies and shall last for a period of five (5) years. Designated Members, Candidates and Practicing Affiliates must complete the applicable continuing education requirements in each continuing education cycle. Upon expiration of a continuing education cycle or any extension of such cycle, the Appraisal Institute shall assign the Designated Member, Candidate or Practicing Affiliate a new five (5) year cycle.

Section 2. Cycles for Designated Members Holding Multiple Designations
An Appraisal Institute Designated Member holding multiple Appraisal Institute designations shall have only one (1) continuing education cycle. Except where provided otherwise, meeting the continuing education requirements for one (1) designation shall be deemed as meeting the requirements for all.

Section 3. Cycles for Newly Designated Members
Newly Designated Members are assumed to have met continuing education requirements and shall be considered “Continuing Education Program Completed” through the sixth December 31st from the date of designation. The accumulation of credits earned during the initial cycle shall be from the date of membership designation to the sixth December 31st.
Section 4. Cycles for Candidates or Practicing Affiliates Who Are Also Designated Members

If a Candidate or Practicing Affiliate is also a Designated Member of the Appraisal Institute, the continuing education cycle and requirements for Designated Members apply rather than the Candidate or Practicing Affiliate cycle and requirements.

Section 5. Carrying Over Credit to a New Cycle

Points earned in excess of those required in the current continuing education cycle may not be carried forward into the next continuing education cycle except as follows:

a) All points earned in excess of those required in the current continuing education cycle may be carried forward into the next continuing education cycle if such points were earned during the last six (6) months of the current cycle; and

b) Points earned in excess of those required in the current continuing education cycle from education that the Admissions and Designation Qualifications Committee (ADQC) has determined to constitute advanced education may be carried forward into the next continuing education cycle if such points were earned during the last twelve (12) months of the current cycle.

Part D: Continuing Education Program Completed

To become “Continuing Education Program Completed,” a Designated Member must complete in his or her five (5) year cycle the Standards Requirement, the Ethics Requirement and the 500-Points Requirement. A Designated Member who is not mandated to complete the 500-Points Requirement because of the date he or she became a member of the Appraisal Institute predecessor organizations must still complete the Standards Requirement, the Ethics Requirement and the 500-Points Requirement in his or her five (5) year cycle to hold the status “Continuing Education Program Completed.” Designated Members who are not mandated to complete the 500-Points Requirement are strongly encouraged to become “Continuing Education Program Completed.”

To become “Continuing Education Program Completed,” a Candidate or Practicing Affiliate must complete in his or her five (5) year cycle the Standards Requirement, the Ethics Requirement and the 350-Points Requirement.
Continuing Education Requirements

Part A: Standards Requirement
Except as otherwise provided, all Designated Members, Candidates and Practicing Affiliates of the Appraisal Institute shall satisfy the Standards Requirement in every continuing education cycle by:

1) attending the Appraisal Institute seven (7) or fifteen (15) hour Uniform Standards of Professional Appraisal Practice Course and passing any corresponding examination; or

2) attending the seven (7) or fifteen (15) hour national Uniform Standards of Professional Appraisal Practice Course when taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation and passing any corresponding examination; or

3) teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice Course or seven (7) hour national Uniform Standards of Professional Appraisal Practice Course provided that the Designated Member, Candidate or Practicing Affiliate is an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation; or

4) attending the Appraisal Institute of Canada’s Standards of Professional Practice Course and passing any corresponding examination, provided that the Designated Member, Candidate or Practicing Affiliate certifies that he or she practices solely in Canada and intends to continue to practice solely in Canada; or

5) attending the International Valuation Standards Course and passing any corresponding examination, provided that the Designated Member, Candidate or Practicing Affiliate certifies that he or she practices solely outside of the United States, United States Territories and Canada and intends to continue to do so.

Non-Practicing Designated Members and Temporarily Non-Practicing Candidates are not subject to the Standards Requirement.

Part B: Ethics Requirement
Except as otherwise provided, all Designated Members, Candidates and Practicing Affiliates of the Appraisal Institute shall satisfy the Ethics Requirement in every continuing education cycle by attending or teaching the Appraisal Institute Business Practices and Ethics Course in every continuing education cycle.

Non-Practicing Designated Members and Temporarily Non-Practicing Candidates are not subject to the Ethics Requirement.
Part C: Points Requirement

Section 1. Designated Members

Except as otherwise provided, each Designated Member must earn five hundred (500) points in each continuing education cycle as set forth in this Part.

Designated Members who:

a) were members or candidates of the Appraisal Institute as of January 1, 1991; and

b) have held Appraisal Institute membership or candidacy continuously since January 1, 1991, and

c) hold “voluntary” status as defined in Regulation No. 10, Article I effective January 1, 1991

must complete a course or seminar, and/or pass an examination, that is valued at one hundred fifty (150) points or more in each continuing education cycle to maintain Designated Membership. While such Designated Members are not required to earn five hundred (500) points in each continuing education cycle to maintain Designated Membership, they must do so if they wish to be “Continuing Education Program Completed” and they are strongly encouraged to achieve such status. The five hundred (500) points shall be earned in accordance with Section 3 of this Part.

Non-Practicing Designated Members are not subject to any Points Requirement.

Section 2. Candidates and Practicing Affiliates

Except as otherwise provided, each Candidate and Practicing Affiliate must earn three hundred and fifty (350) points in each continuing education cycle as set forth in this Part.

Temporarily Non-Practicing Candidates are not subject to any Points Requirement.

Section 3. Earning Points

a) Points for Courses, Seminars and Examinations.

To qualify for points, an educational course, seminar or examination must meet the requirements set forth in this section and any additional criteria adopted from time to time by the Board of Directors or the ADQC.

Designated Members, Candidates and Practicing Affiliates may earn points for attending courses and seminars, and for passing examinations, that cover subject matter identified in the creditable topics list approved by the ADQC. The ADQC shall in its sole discretion determine the number of points that Designated Members, Candidates and Practicing Affiliates shall receive for attending each specific course and seminar, and for passing each specific examination. In determining the number of such points, the ADQC may consider and weigh factors including but not limited to the quality, difficulty, and relevancy of the course, seminar or examination, the extent to which the course, seminar or examination covers creditable topics and the number of hours of instruction in the course or seminar.

A Designated Member, Candidate or Practicing Affiliate may not earn points for:
1) travel time, homework (including homework during class time), preparation time, registration and lunch;

2) private tutoring, received or given;

3) an educational course or seminar of less than two (2) hours duration;

4) partial attendance at seminars and courses, provided, however, that in case of emergency and as determined by the Chair of the ADQC or the Chair’s designee, partial attendance may qualify for credit for the actual amount of time attended; or

5) attendance at the same course or seminar more than once in a continuing education cycle, except as otherwise provided. Credit may be awarded for attendance at the 15-hour national Uniform Standards of Professional Appraisal Practice Course and 7-hour national Uniform Standards of Professional Appraisal Practice Course as many as three times combined in a continuing education cycle, provided such Courses are taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation.

b) Points for Teaching Appraisal Institute Courses and Seminars
A Designated Member may earn up to three hundred and fifty (350) points in a continuing education cycle for teaching Appraisal Institute courses and seminars, provided that the Designated Member may earn no more than a total of three hundred and fifty (350) points from the following activities combined:

1) Appraisal Institute instruction;

2) hours of service to the Appraisal Institute (subsection c); and

3) hours of service to the real estate professions and real estate related community service (subsection d).

A Designated Member may not earn points for teaching the same course or seminar more than once in a continuing education cycle. A Designated Member may not earn points for proctoring an examination.

c) Points for Service to the Appraisal Institute
Except as provided below, a Designated Member, Candidate or Practicing Affiliate may earn up to one hundred and twenty-five (125) points in a continuing education cycle for creditable service to the Appraisal Institute, including:

1) serving on an Appraisal Institute Board, committee, panel, or project team;

2) authoring publications, courses, seminars, or articles for the Appraisal Institute; and

3) serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses, seminars, or articles.
Five (5) points shall be awarded for each hour of creditable service performed up to the one hundred and twenty-five (125) point maximum. The number of hours of creditable service must bear a reasonable relationship to the service provided as determined by the Chair of the ADQC or the Chair’s designee.

d) Points for Service as an Advisor

A Designated Member may earn up to one hundred and twenty-five (125) points in a continuing education cycle for service as an Advisor to Candidate(s) in the Appraisal Institute admissions program. Five (5) points shall be awarded for each hour of creditable service performed up to the one hundred and twenty-five (125) point maximum. The number of hours of creditable service must bear a reasonable relationship to the service provided as determined by the Chair of the ADQC or the Chair’s designee.

The Chair of the ADQC or his or her designee may approve continuing education credit for service to the Appraisal Institute not specified above upon application by the Designated Member, Candidate or Practicing Affiliate.

e) Points for Service to the Real Estate Professions and Real Estate Related Community Service

A Designated Member, Candidate or Practicing Affiliate may also earn up to fifty (50) points in a continuing education cycle for the following service to the real estate professions outside of the Appraisal Institute and for real estate related community service outside the Appraisal Institute:

1) service on a Board of The Appraisal Foundation;
2) service on a state real estate regulatory board;
3) service to a real estate related non-profit organization;
4) contributing volunteer appraisal, appraisal review, appraisal consulting or real property consulting services to a non-profit charitable organization; and
5) instruction of courses, seminars, panels and presentations for entities other than the Appraisal Institute.

A Designated Member, Candidate or Practicing Affiliate may not earn points for teaching the same course, seminar, panel or presentation more than once in a continuing education cycle. A Designated Member, Candidate or Practicing Affiliate may not earn points for proctoring an examination.

Five (5) points shall be awarded for each hour of creditable service performed up to the fifty (50) point maximum. The number of hours of creditable service must bear a reasonable relationship to the services provided as determined by the Chair of the ADQC or the Chair’s designee.

The Chair of the ADQC or his or her designee may approve continuing education credit for other services to the real estate professions and other real estate related community services not specified above upon application by the Designated Member, Candidate or Practicing Affiliate.
Part D: Requirements for Designated Members and Candidates
Transferring from Non-Practicing or Temporarily Non-Practicing Status to Practicing Status

1) If the date on which a Non-Practicing Designated Member or Temporarily Non-Practicing Candidate applies to move from Non-Practicing or Temporarily Non-Practicing status to Practicing status falls within the five (5) year period (continuing education cycle) during which the Designated Member or Candidate moved to Non-Practicing or Temporarily Non-Practicing status, then such Designated Member or Candidate shall have no continuing education requirements to regain Practicing status and shall return to the five (5) year continuing education cycle during which he or she moved to Non-Practicing or Temporarily Non-Practicing status.

2) If the date on which a Designated Member or Candidate applies to move from Non-Practicing or Temporarily Non-Practicing status to Practicing status does not fall within the five (5) year period (continuing education cycle) during which the Designated Member or Candidate moved to Non-Practicing or Temporarily Non-Practicing status, then such Designated Member or Candidate shall, within the five (5) years prior to regaining Practicing status, have:
   a) attended the Appraisal Institute Business Practices and Ethics course;
   b) completed a course or seminar, and/or pass an examination that is valued at one hundred fifty (150) points or more; and
   c) completed the education described in the Standards of Professional Appraisal Practice Course Requirement of this Regulation.

Further, if such individual regains Practicing status, he or she shall be placed on a continuing education cycle commencing on the date such individual regains Practicing status and expires on the sixth December 31st after he or she regains such status. Such individual, if designated, must include a statement in the certifications of his or her written reports that he or she is not “Continuing Education Program Completed” in accordance with the Certification Standard unless the individual has completed the requirements to become “Continuing Education Program Completed” in the five (5) years prior to regaining Practicing status or until the individual completes such requirements in the new continuing education cycle.

3) All Designated Members and Candidates moving from Non-Practicing or Temporarily Non-Practicing status to Practicing status are subject to the Standards, Ethics, and Points Requirements in their new continuing education cycles regardless of the continuing education requirements to which they previously were subject.

4) The Chair of the ADQC, or the Chair’s designee, will consider and act in his or her sole discretion on requests for exceptions to the continuing education requirements for Designated Members and
Candidates moving from Non-Practicing or Temporarily Non-Practicing status to Practicing status and the decision of the Chair or the Chair’s designee shall be final.
ARTICLE II

Continuing Education Recordkeeping

Part A: General
Each Designated Member, Candidate and Practicing Affiliate shall be responsible for maintaining records of his or her Appraisal Institute creditable continuing education points earned from: (1) courses, seminars and examinations taken from other providers; (2) service to the Appraisal Institute; (3) service to the real estate professions outside the Appraisal Institute; and (4) real estate related community service outside the Appraisal Institute. Designated Members, Candidates and Practicing Affiliates shall update their Appraisal Institute continuing education records with such information through the national Appraisal Institute Web site by the end of their continuing education cycles or submit evidence of completion to the Appraisal Institute by the end of their continuing education cycle.

Part B: Evidence of Completion
Each Designated Member, Candidate and Practicing Affiliate shall maintain appropriate supporting documentation evidencing completion of the creditable education or service for which the individual posts credit on his or her Appraisal Institute continuing education evidence of completion. The individual shall retain such documentation for at least one (1) year following the expiration of the cycle to which credit is applied. For creditable education taken with other providers, evidence of completion must verify at a minimum the name of the provider, program dates, creditable program hours and the individual’s full attendance. Such evidence may take the form of a course completion certificate, a grade letter, a transcript or other appropriate documentation. For creditable service, evidence of completion shall include at a minimum a letter from the organization for which the Designated Member, Candidate or Practicing Affiliate provided the service, the nature of the service, and the number of hours of service provided.

Part C: Review of Continuing Education Records
The Appraisal Institute may from time to time review a Designated Member’s, Candidate’s or Practicing Affiliate’s documentation evidencing completion of creditable education taken from other providers or creditable service that was posted by the individual to his or her Appraisal Institute continuing education evidence of completion.

A Designated Member, Candidate or Practicing Affiliate must submit within thirty (30) days of the date of a request from the Appraisal Institute all documentation evidencing completion of creditable education taken from other providers and creditable service that was posted by the individual to his or her Appraisal Institute continuing education evidence of completion. If a Designated Member, Candidate or Practicing Affiliate fails to submit the requested documentation in the time frame specified, or has submitted or does submit false or misleading documentation or information, the matter shall be referred to Ethics and Counseling as a possible violation of the Code of Professional Ethics.
If a review of a Designated Member’s, Candidate’s or Practicing Affiliate’s documentation, or lack thereof, results in a determination that he or she has not completed the necessary creditable education and service to be “Continuing Education Program Completed” at the end of a cycle, the Designated Member, Candidate or Practicing Affiliate shall be subject to the rules relating to extensions, suspension and termination as set forth in this Regulation.
ARTICLE IV

Failure to Comply with Continuing Education Requirements

Section 1. Extensions of Cycles
Continuing education requirements cannot be waived. However, the Chair of the ADQC or the Chair’s
designee may grant an extension when the following conditions are met:

a) the Designated Member, Candidate or Practicing Affiliate requests an extension in writing from the
Chair of the ADQC in care of the national office;
b) the request is submitted in the year the continuing education cycle expires and at least sixty (60) days
prior to the expiration of the continuing education cycle; and
c) the Designated Member, Candidate or Practicing Affiliate suffers from a serious illness or catastrophe
or can provide other good cause that impaired his or her ability to complete the continuing education
requirements.

The Chair of the ADQC or the Chair’s designee shall act on applications for extension in his or her
discretion. The decision of the Chair or the Chair’s designee shall be final.

The requirements of this section shall also apply to a Designated Member who would like an extension of
time to earn the necessary points to obtain the status “Continuing Education Program Completed,” even
though the Designated Member is not mandated to complete the 500-Points Requirement because of the
date he or she became a member of the Appraisal Institute predecessor organizations.

Section 2. Suspension Relating to Continuing Education Requirement
A Designated Member, Candidate or Practicing Affiliate of the Appraisal Institute who fails to complete his
or her continuing education requirements by the date his or her continuing education cycle ends shall
automatically be suspended from all rights and privileges of membership, candidacy or affiliation. The
suspended individual shall be required to submit all indicia of membership, candidacy or affiliation to the
Chief Executive Officer of the Appraisal Institute.

If a suspended Designated Member completes his or her continuing education requirements within one
(1) year from the date of suspension, all indicia of membership shall be returned and the rights and
privileges of membership restored. If a suspended Candidate or Practicing Affiliate completes his or her
continuing education requirements within six (6) months from the date of suspension, all indicia of
candidacy or affiliation shall be returned and the rights and privileges of candidacy or affiliation restored.
Section 3. Termination Relating to Continuing Education Requirements

If a Designated Member suspended pursuant to Section 2 above has not completed his or her continuing education requirements within the one (1) year suspension period, his or her membership shall automatically terminate. If a Candidate or Practicing Affiliate suspended pursuant to Section 2 above has not completed his or her continuing education requirements within the six (6) month suspension period, his or her candidacy or affiliation shall automatically terminate. Such Designated Member, Candidate or Practicing Affiliate may appeal the automatic termination of candidacy or affiliation by sending via traceable carrier a written notice of appeal within thirty (30) days of the date of automatic termination. The appeal will be considered by an Admissions Appeal Board composed of individuals from the Admissions Appeals Panel selected by the Chair of such Panel.

If, at the time of termination, the individual is the subject of a disciplinary action, a pending disciplinary proceeding or a pending peer review proceeding in which the individual has been sent an offer of disciplinary action, the Appraisal Institute shall publish such termination in a manner it deems appropriate. A Designated Member who is the subject of any peer review proceeding and who fails to fulfill his or her continuing education requirements within the one (1) year suspension period authorizes, but does not obligate the Appraisal Institute to complete any such peer review proceedings. A Candidate or Practicing Affiliate who is the subject of any peer review proceeding and who fails to fulfill his or her continuing education requirements within the six (6) month suspension period authorizes, but does not obligate, the Appraisal Institute to complete any such peer review proceedings.