Regulation No. 4
Readmission to Designated Membership

Effective January 1, 2014
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ARTICLE I

General

Part A: Requirements for Readmission to Designated Membership
To be readmitted to Designated Membership in the Appraisal Institute, an individual must fulfill the basic requirements set forth in this Regulation, as well as any additional requirements applicable to specific situations set forth in this Regulation.

Part B: Readmission Procedure Manual
There shall be a Readmission Procedure Manual that shall set forth procedures relating to readmission to Designated Membership.

Part C: Reopening of Peer Review Proceedings
Upon readmission to Designated Membership in the Appraisal Institute, any peer review proceedings that were pending at the time the individual's membership was terminated shall be reopened and processed in accordance with the Appraisal Institute Bylaws, Regulations and policies.
Basic Requirements for Readmission to Designated Membership

The basic requirements for readmission to Designated Membership in the Appraisal Institute are as follows:

A) Application
The applicant for readmission to Designated Membership shall complete the official Appraisal Institute application form for readmission to Designated Membership, together with any requested documentation;

B) Filing Fee
The applicant for readmission to Designated Membership shall pay a filing fee in an amount fixed by the Board of Directors of the Appraisal Institute;

C) Dues and Other Indebtedness
The applicant for readmission to Designated Membership shall pay the current year's dues pro-rated for the date of readmission (unless applying for readmission to a classification of membership for which paying dues is not required) and any other indebtedness owed to the Appraisal Institute or any Chapter or Region. The current year’s dues shall be returned if the individual's application for readmission is not approved;

D) Good Moral Character
The applicant for readmission to Designated Membership shall possess good moral character, which is honesty, truthfulness, and respect for the law. An Affiliate in good standing seeking readmission to Designated Membership shall be deemed to have met the good moral character requirement; and

E) Continuing Education
The applicant for readmission to Designated Membership shall meet the continuing education requirements set forth below.

1) If the applicant:
   a) had his or her Designated Membership terminated due to resignation or non-payment of dues;
   b) was not at the time of termination the subject of the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action;
c) was not at the time of termination suspended for failure to complete continuing education requirements;

d) seeks Practicing Member status; and

e) applies for readmission on a date that falls within the same five-year year period (most recent continuing education cycle) during which the individual’s membership terminated,

then the applicant shall have no continuing education requirements for readmission. If the applicant is readmitted to Designated Membership, he or she shall return to the five-year continuing education cycle during which his or her membership terminated.

2) If the applicant:

a) had his or her Designated Membership terminated due to resignation or non-payment of dues;

b) was not at the time of termination the subject of the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action;

c) was not at the time of termination suspended for failure to complete continuing education requirements;

d) seeks Practicing Member status; and

e) applies for readmission on a date that does not fall within the same five-year period (most recent continuing education cycle) during which the individual’s membership terminated,

then such individual shall, within the five (5) years prior to the date of readmission, have completed the following continuing education requirements:

a) attended the Appraisal Institute Business Practices and Ethics course;

b) completed a course or seminar, and/or passed an examination, that is valued at one hundred fifty (150) points or more; and

c) fulfilled the Standards of Professional Appraisal Practice Course requirement which is either:

i. attendance at the Appraisal Institute seven (7) hour or (15) hour Uniform Standards of Professional Appraisal Practice course and receipt of a passing grade on any corresponding course examination;

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ii. attendance at the seven (7) hour or fifteen (15) hour national Uniform Standards of Professional Appraisal Practice Course taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation and receipt of a passing grade on any corresponding course examination;

iii. 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 applicant is an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation; or

iv. attendance at the Appraisal Institute’s International Valuation Standards Course and passing any corresponding examination, provided that the applicant certifies that he or she practices only outside of the United States and intends to continue practicing only outside of the United States.

Further, if the applicant is readmitted to Designated Membership, he or she shall be placed on a continuing education cycle commencing on the date of readmission and expiring on the sixth December 31st following readmission. Such individual must include a statement in the certifications of his or her written reports that he or she is “Continuing Education Program Not Completed” in accordance with the Certification Standard unless the individual completed the requirements to become “Continuing Education Program Completed” in the five (5) years prior to readmission or until the individual completes all such requirements in the new continuing education cycle.

3) If the applicant:

a) had his or her Designated Membership terminated due to failure to complete continuing education requirements;

b) was not at the time of termination the subject of the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action; and

c) seeks Practicing Member status,

then the applicant shall, within the five (5) years prior to the date of readmission, have completed the Standards, Ethics and 500 Points Requirements described in Regulation No. 10. If the applicant is readmitted to Designated Membership, he or she will be placed on a continuing education cycle that commences on the date of readmission and expires on the sixth December 31st following readmission.

4) If the applicant:
a) had his or her Designated Membership terminated due to resignation, non-payment of dues or failure to meet continuing education requirements;

b) was not at the time of termination the subject of the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action; and

c) seeks Non-Practicing Member status,

then such individual’s application for readmission shall be reviewed by the Chair of the Admissions and Designation Qualifications Committee (ADQC) or the Chair’s designee. The Chair or the Chair’s designee will determine in his or her sole discretion what if any continuing education requirements such individual must meet prior to readmission and what if any continuing education requirements the individual must fulfill if readmitted. The decision of the Chair or the Chair’s designee shall be final.

If a readmitted Designated Member in Non-Practicing status wishes to move to Practicing Member status, such Designated Member first must have completed the continuing education requirements set forth in (1) or (2) above, depending on whether the date such Designated Member applies for Practicing status falls within the same five (5) year period (continuing education cycle) during which the individual’s membership terminated. If the Designated Member would have been in the same continuing education cycle time period had he or she not terminated membership, such individual must include a statement in the certifications of his or her written reports that he or she is “Continuing Education Program Not Completed” in accordance with the Certification Standard unless the individual completed the requirements to become “Continuing Education Program Completed” in the five (5) years prior to becoming a Practicing Member or until the individual completes all such requirements in the new continuing education cycle.

5) If the applicant:

a) had his or her Designated Membership terminated for any reason; and

b) was as at the time of termination suspended for failure to complete continuing education requirements, or the subject of the disciplinary action of expulsion, the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action

then the applicant shall, within the five (5) years prior to the date of readmission, have completed the education described in the Standards, Ethics and 500 Points Requirements of Regulation No. 10. If the applicant is readmitted to Designated Membership, he or she will be placed on a continuing education cycle that commences on the date of readmission and expires on the sixth December 31st following readmission.
All readmitted Designated Members who hold Practicing status will be subject to the Standards, Ethics and 500 Points Requirements in their new cycles regardless of the continuing education requirements to which they previously were subject.

The Chair of the ADQC, or the Chair’s designee, will consider and act on requests for exceptions to the continuing education requirements for readmission in his or her sole discretion and the decision of the Chair or the Chair’s designee shall be final.

"Continuing Education Program Completed" means the status a Designated Member achieves by satisfying the Standards, Ethics and 500 Points Requirements set forth in Regulation No. 10.
ARTICLE III

Additional Requirements for Readmission to Designated Membership

Part A: Individuals whose Designated Membership was Terminated During Certain Peer Review Proceedings

If an individual's Designated Membership was terminated while subject to a peer review proceeding described below, the individual must meet the following two (2) additional requirements for readmission to Designated Membership in the Appraisal Institute:

1) receive a favorable recommendation from a readmission review that will determine whether the individual’s recent work product complies with the Standards of Professional Appraisal Practice. To facilitate this readmission review, the individual must submit with the application for readmission to Designated Membership a “List of Assignments” listing all assignments performed within the previous three (3) years and will be required to submit appraisals and other information during the readmission review process. A favorable recommendation may be conditioned on a requirement that the individual attend courses and/or seminars, and pass examinations.

2) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at a quorum meeting of the Board of Directors.

An individual is subject to the additional requirements of this Part if at the time of the termination of such individual’s Designated Membership, the individual was the subject of the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action.

Part B: Individuals whose Designated Membership was Terminated Due to Expulsion

If an individual’s Designated Membership in the Appraisal Institute was terminated due to the disciplinary action of Expulsion, the individual is ineligible to apply for readmission to Designated Membership for five (5) years from the date of the Expulsion and must meet the following three (3) additional requirements for readmission to Designated Membership in the Appraisal Institute:

1) receive a favorable recommendation from a readmission review that will determine whether the individual’s recent work product complies with the Standards of Professional Appraisal Practice. To facilitate this readmission review, the individual must submit with the application for readmission to Designated Membership a “List of Assignments” listing all assignments performed within the previous three (3) years and will be required to submit appraisals and other information
247 during the readmission review process. A favorable recommendation may be conditioned on a
248 requirement that the individual attend courses and/or seminars and pass examinations;
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250 2) receive a favorable recommendation from the Professional Practice Compliance and
251 Enforcement Committee; and
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253 3) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at
254 a quorum meeting of the Board of Directors.