Welcome to the General Candidate for Designation Program!
Welcome!

As a General Candidate for Designation pursuing MAI 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 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.
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, CE, Demo), but you will know it is from our department as the address will be followed by “(Admissions Department)” or “(Continuing Education Department).”
We strongly recommend that you do not opt out of any communications from the Admissions & Continuing Education department since our communications are not marketing campaigns. These communications provide Candidates with crucial information regarding timelines, requirements, continuing education, et al.

The Admissions & Continuing Education 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 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.

- 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: MAI

The grid below displays all of the AI Advisors available for you to select from. This will include Advisors who are qualified for designation MAI. 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.

<table>
<thead>
<tr>
<th>Select Advisor</th>
<th>Advisor Name and Designation</th>
<th>Chapter</th>
<th>State or Country</th>
<th>Region</th>
<th>Profile</th>
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<tr>
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<td>IL</td>
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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.
Certification Statements

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.
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.

![Image of log candidate attendance form](#)
Annual Minimum Progress

As a General 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@appraisinstitute.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 3-year timeline, and 6 requirements remaining, the Annual Minimum Progress is 2 designation requirements per year.

So, what constitutes Annual Minimum Progress?

It is a core requirement needed for designation: College Degree, first-year Standards & Ethics, General Demonstration of Knowledge, Specialized Experience, Advanced Education courses (General Appraiser Report Writing and Case Studies; Advanced Income Capitalization; Advanced Market Analysis and Highest & Best Use; Advanced Concepts & Case Studies; and Quantitative Analysis), and the General Comprehensive Exam.
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.

Remaining requirements NEEDED for MAI designated membership

1. First Year Standards and Ethics Requirement
2. General Appraiser Report Writing and Case Studies
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 Experience
- Standards (USPAP/IVS) & Ethics (BP&E)

**More Demanding**
- Education courses/exams
- General Comprehensive Exam
- Demonstration of Knowledge

*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.]*
Every general Candidate must have a 4-year college degree from an accredited university.

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.

Note: You must satisfy this requirement and complete all of the required education before you can take the General Comprehensive Exam.
Specialized Experience Requirement

The submission of Specialized 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 Experience credit must be the most recent, qualifying work.

Under AI Regulations, a general Candidate who holds an active general state certification (or equivalent) attests to 4,500 hours of Specialized Experience, yet only submits a List of Assignments that includes their most recent 1,500 hours of Specialized Experience (over at least the last 12 months).
What Qualifies for Specialized Experience?

Specialized Experience is work relating to real estate other than one-to-four-family residential real estate and covered by Standards Rules 1 through 6 of the Uniform Standards of Professional Appraisal Practice, International Valuation Standards or applicable standards (for those who practice solely outside of the US); or, experience gained by providing practical solutions to real property economics problems as may be further defined by the Admissions and Designation Qualifications Committee (ADQC).

For more information, refer to the [Experience Guidebook](#). To apply, fill out the [Experience Application](#). For additional information, visit the [Experience Guidelines and Resources](#) page.
Candidates must complete the following education requirements:

- Take and pass exam for *General Appraiser Report Writing & Case Studies*
- Pass exam for *Advanced Income Capitalization*
- Pass exam for *Advanced Market Analysis & HBU*
- Pass exam for *Advanced Concepts & Case Studies*
- Pass exam for *Quantitative Analysis*

*If you have a master’s degree (i.e. MSRE) or an MBA (concentration: Real Estate), you may submit course syllabi and a copy of official transcripts to see if you can receive equivalency credit for AI advanced education, especially if you have a graduate degree from a university affiliated with the AI Master’s Degree Program.*
This course is vital to designation in that it provides instruction in effectively communicating a sound analysis of selected parts of a valuation.

In terms of difficulty, *General Appraiser Report Writing & Case Studies* is less demanding than the other required examinations:

- **Advanced Income Capitalization**
- **Advanced Market Analysis & HBU**
- **Advanced Concepts & Case Studies**
- **Quantitative Analysis**

Candidates may take the report writing course online (28 hours), and pass the exam (2 hours) at any [Pearson Vue testing center](https://www.pearsonvue.com).
**Course: Advanced Income Capitalization**

*Advanced Income Capitalization* is the first of four required advanced examinations for the MAI designation; it builds on topics covered in the *General Appraiser Income Approach/Part 1* and *General Appraiser Income Approach/Part 2* courses. It introduces additional topics that a seasoned general appraiser can expect to meet in everyday practice.

Candidates can take the course (35 hours: 2 pre-class online, 30 live, 3-hour exam) in the classroom or in a live synchronous session. If a Candidate feels he/she possesses the knowledge to pass the exam without taking the course, the Candidate may do so by filling out an application to challenge the exam.
Advanced Market Analysis & HBU is the second of four required advanced courses for the MAI designation; it combines the analytical processes of market analysis, highest and best use, and income valuation. This course is intended for those who have taken and passed the General Appraiser Market Analysis and Highest & Best Use course.

Candidates can take the course (35 hours: 2 pre-class online, 30 live, 3-hour exam) in the classroom or in a live synchronous session. If a Candidate feels he/she possesses the knowledge to pass the exam without taking the course, the Candidate may do so by filling out an application to challenge the exam.
**Course: Advanced Concepts and Case Studies**

*Advanced Concepts & Case Studies* is the third of four required advanced courses for the MAI designation; it synthesizes basic and advanced valuation techniques taught in previous courses. It also addresses consistent treatment of the three valuation approaches for various valuation problems.

Candidates can take the course (40 hours: 2 online, 35 classroom, 3-hour exam) only in the classroom at this time. If a Candidate feels he/she possesses the knowledge to pass the exam without taking the course, the Candidate may do so by filling out an [application](#) to challenge the exam.
Course: Quantitative Analysis

*Quantitative Analysis* is the last of four required advanced courses for the MAI designation; it focuses on the practical application of quantitative tools for analyzing data, drawing appropriate conclusions from data sets, and presenting both the analysis and conclusions in ways that enhance communication with appraisal clients.

Candidates can take the course (35 hours: 2 online, 30 classroom, 3-hour exam) in the classroom or in a live synchronous session. If a Candidate feels he/she possesses the knowledge to pass the exam without taking the course, the Candidate may do so by filling out an application to challenge the exam.
General Comprehensive Examination Requirement

The General Comprehensive Examination, for the MAI Designation, is a 4-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 all four modules or they will receive an incomplete (no exceptions!). Candidates should review the Comp Exam Guidebook.
Comprehensive Exam Eligibility

In order to take the 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 2014 Comprehensive Examination fees are as follows:

- All four (4) modules—first-time OR re-exam: $475
- Three (3) modules—re-exam: $375
- Two (2) modules—re-exam: $250
- One (1) module—re-exam: $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 review course or study book available?

The Appraisal Institute does not have a review 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.
Demonstration of Knowledge Requirement

The Demonstration of Knowledge requirement offers an array of options for Candidates, ranging from a graduate school thesis option to the popular General Demonstration Capstone Program.

Before starting your general Demonstration of Knowledge requirement, we highly recommend that you take the General Demonstration of Knowledge Seminar (7 hours). This seminar is available online or in the classroom. This seminar is also required prior to signing up for the Capstone and E-Demo options.

If you have questions, please contact the Admissions Department or one of the AI General Demo experts.
Demonstration of Knowledge
Option 1: Capstone Program

The *General Demonstration Report—Capstone Program* is an option that accelerates the completion of the demonstration appraisal report. Instead of selecting and compiling data on a property, participants are provided with a subject property and data to analyze and then write the report in a limited time span of approximately two months.

Participants must attend two webinars and a 7-day classroom session where facilitators will be on hand to answer questions and offer guidance. On day 7 at noon, the full report is submitted for grading.
Demonstration of Knowledge
Option 2: Traditional Demo

A demonstration appraisal report is the most complete presentation of a property appraisal that an individual can produce given the limits of the individual’s abilities and the market evidence available at the time. The term “most complete” simply means the most concise. This is accomplished via thorough presentation of each section of the report demonstrating the Candidate’s level of knowledge and expertise. The most important step in preparing a demonstration appraisal report is the selection of a subject property. If a poor selection is made, it may not be possible to write a demonstration appraisal report that could receive a passing grade.

Candidates must complete the application for this option.
Demonstration of Knowledge
Option 3: E-Demo

E-Demo is an option to satisfy the General Demonstration of Knowledge requirement. The E-Demo still requires the Candidate to write a demonstration report, but it provides more structure and guidance along the way.

The E-Demo varies from the traditional Demonstration Report in several ways:

- E-Demo includes an E-Demo Advisor to give feedback on report section submissions throughout the process.
- E-Demo is a highly structured process with a pre-approved schedule of completion for each section of the report, up to and including the final reconciliation. All sections must be completed within 6 months of admission to the E-Demo program.
Option 3: E-Demo, cont.

E-Demo includes a personalized Community of Practice (CoP) on the Appraisal Institute website for the Candidate and Advisor to communicate, share resources, and upload report sections for feedback.

Eligibility Requirements

1. Completion of all education (and passing of exams);
2. Completion of the College Degree requirement;
3. Completion of the first-year Standards and Ethics requirements; and
4. Attendance of the 7-Hour General Demonstration Appraisal Report Writing Seminar within the 2 years of applying for the E-Demo
Demonstration of Knowledge Option 4: Research Project

There are two essential types of potential Research Projects that may be selected by a general Candidate:

1. A consultation research project developed and communicated in the style outlined in Standards 4 and 5 of the current version of the Uniform Standards of Professional Appraisal Practice.

2. Original research that expands the overall body of knowledge of the appraisal profession.

In both cases, the proposed Research Project is to be of sufficient scope and complexity to demonstrate that the Candidate has a thorough understanding of the principles, theories, techniques, and applications of real estate economics.
Demonstration of Knowledge Option 5: Peer Reviewed Publications

A Candidate may satisfy the Demonstration of Knowledge requirement via the Peer Review Publications option by receiving credit for at least three (3) peer-reviewed publications based on original research (in a field related to real property economics) approved by the ADQC or its designee.

The submissions must be quantitatively rigorous, and deal with valuation or economic issues relevant to real property appraising and/or real property analysis. The submissions must be directly applicable to valuation issues and/or real property economic issues. There must be a nexus between real property appraising and the article being submitted.
Demonstration of Knowledge Option 6: Thesis/Dissertation

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

Submission Requirements

- The graduate student must have submitted the thesis or dissertation for credit toward a graduate or doctoral degree.
- The submission must reflect original research.
- The submission must be quantitatively rigorous, and deal with valuation or economic issues relevant to real property appraising and/or real property analysis. The submission must be directly applicable to valuation issues and/or real property economic issues. There must be a nexus between real property appraising and the content in the paper.

Submission Requirements (continued)

- The master's thesis or doctoral dissertation must be submitted to the Appraisal Institute for credit within ten (10) years from date of submission to the college or university.

- With the application, submit an electronic copy of the thesis or dissertation, and a signed and dated letter from the college or university that the master’s thesis or doctoral dissertation was approved in the conferring of a degree.

Candidates must complete an application for this option.
Demonstration of Knowledge
Option 6: Defense of Reports

The **Defense of Reports** option encompasses an in-depth oral defense of reports interview. It may not be the most ideal option for all, as the Candidate should be comfortable presenting an oral defense of reports somewhat comparable to defending a master’s thesis or doctoral dissertation.

Candidates who have experience in litigation and possess seasoned appraisal experience consider this option ideal.

The Candidate must defend between 3 and 5 reports to a panel of demo experts at the Appraisal Institute National office. The oral defense spans 2 to 3 hours.
All of the report selections must be dated no more than five (5) calendar years prior to the year of submission to the Appraisal Institute; all of the reports must meet the Appraisal Institute Standards; and contain the types of analyses listed below:

1. At least one report must include all three approaches to value.

2. At least one report must include one of the following:
   - Fundamental market analysis (minimum Level C); or
   - Analysis of obsolescence present in the subject property (the property must suffer measurably from either functional obsolescence, external obsolescence, or both. In addition, if this option is pursued, a Level B Inferred Market Analysis is required).
Option 6: Defense of Reports, cont.

3. At least one report must include a direct capitalization analysis.

4. Each report must contain a reconciliation as outlined in *The Official Guide to the General Demonstration of Knowledge Requirement*. (This requirement should suggest that each of the reports have more than one approach to value.)
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.
AI Service Center

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

AI Continuing Education: (312) 335-4401
- E-mail: ce@appraisalinstitute.org

Candidates for Designation: (312) 335-4111
- General admissions@appraisalinstitute.org
- Specialized Experience experience@appraisalinstitute.org
- Demonstration of Knowledge demo@appraisalinstitute.org
- Comprehensive Examination comp@appraisalinstitute.org
- Advisors 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