As a Residential Candidate for Designation pursuing the SRA Designation path, you have met certain initial requirements that allow you to enter the Candidacy program:

- **College Degree:** Candidates must have an associate’s degree from an accredited degree-granting educational institution. *

- **A general or residential state certification (or equivalent), or complete all general or residential certification exams and/or course exams** through the Appraisal Institute.

* **Residential Candidates who are admitted to Candidacy on or after 1/1/2015 must hold a four (4)-year bachelor’s degree.**
AI Communications

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

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

The sender email address may vary (i.e. Experience, Demo), but you will know it is from our department as the address will be followed by “Admissions Department.”
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 Residential 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 : SRA

The grid below displays all of the AI Advisors available for you to select from. This will include Advisors who are qualified for designation SRA. 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</th>
<th>Advisor Name and Designation</th>
<th>Chapter</th>
<th>State or Country</th>
<th>Region</th>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Camp, Susan D., SRA</td>
<td>Chicago</td>
<td>IL</td>
<td>03</td>
<td>Show Profile</td>
</tr>
<tr>
<td>Select</td>
<td>Fitzgibbons, Timothy E., MAI, SRA</td>
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<tr>
<td>Select</td>
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<tr>
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<td>Chicago</td>
<td>IL</td>
<td>03</td>
<td>Show Profile</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 Residential 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?

For example, if a Candidate has a 3-year timeline, and 6 requirements remain, 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; Residential Equivalency Exam or the passing of exams for: Residential Appraiser Site Valuation and Cost Approach, Residential Sales Comparison and Income Approaches, Residential Report Writing and Case Studies; Residential Market Analysis and Highest and Best or General Appraiser Market Analysis and Highest and Best Use; Real Estate Finance, Statistics, Valuation Modeling; Residential Applications and Case Studies/Part 1; Residential Demonstration of Knowledge Requirement; and Residential Experience Requirement.
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

4 out of 10 requirements have been completed.

Remaining requirements NEEDED for SRA designated membership

1. College Degree Requirement
2. Residential Equivalency Exam
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
- Residential Experience
- AI Standards & Ethics
- Residential Equivalency Exam

**More Demanding**
- Education courses/exams
- 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.*
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.
Residential Experience Requirement

The submission of Residential Experience is also thought to be less demanding in the sense that a Candidate can complete their experience log in their spare time. Hours submitted for Experience credit must be the most recent, qualifying work that has been performed within the previous ten years.

Under AI Regulations, Certified Residential Candidates may submit their most recent 500 hours of qualifying residential experience performed over at least the last 6 months, while certifying that they have the requisite 3,000 hours of residential experience performed over at least the last 24 months.
What Qualifies for Residential Experience?

Residential Experience is work pertaining to residential real estate covered by Standards Rules 1 through 6 (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. Work submitted for Experience credit must be the most recent, qualifying work that has been performed within the previous ten years. No more than 2,000 hours of credit may be received for work performed in a twelve (12) month period.

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

Candidates must complete the following education requirements:

- Pass exam for Residential Market Analysis and Highest and Best Use or General Appraiser Market Analysis and Highest and Best Use;
- Pass exam for Real Estate Finance, Statistics, Valuation & Modeling; and
- Attend course and pass exam for Residential Applications and Case Studies/Part I

*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.
Residential Equivalency Exam

Residential Candidates must pass Residential Equivalency Exam by submitting the application for the Residential Equivalency Exam. This exam tests Candidates on the knowledge and competency pertaining to state certification.

A Residential Candidate who holds an active general or residential state certification will be eligible to take and pass the residential equivalency examination for credit towards the following examinations, or may instead pass examinations for the following courses:

- Residential Appraiser Site Valuation and Cost Approach
- Residential Sales Comparison and Income Approaches
- Residential Report Writing and Case Studies
Course: Residential Market Analysis and Highest & Best Use

*Residential Market Analysis and Highest & Best Use* is a two-day course that provides a fresh look at the relationship between market analysis and highest and best use.

Candidates can only take this course (15 hours, including 1-hour exam) in the classroom or they can take *General Appraiser Market Analysis and Highest & Best Use* online or in the classroom (30 hours, including 2-hour exam).

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: Real Estate Finance Statistics and Valuation Modeling

Real Estate Finance Statistics and Valuation Modeling is a two-day course that provides an introduction to statistics, real estate finance, and modeling with applications to residential and commercial real estate appraisal.

Candidates can take the course (15 hours, including 1-hour exam) in the classroom or online.

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 Residential Applications & Case Studies Part I

*Advanced Residential Applications and Case Studies, Part I* is a two-day course that meets AQB criteria. In Part I of a two-part course package (the other: *Advanced Residential Report Writing, Part II*), Candidates will apply appraisal techniques to solve a complex residential case study appraisal assignment. Candidates will put knowledge of terminology, concepts, procedures, and methods to the test by demonstrating competence in the areas of appraisal analysis learned in previous courses.

Candidates must take the Part I course in the classroom (15 hours), and pass the exam (1 hour).
Courses: The Benefits of Pairing Parts I & II

*Advanced Residential Applications and Case Studies, Part I* is a very beneficial course for two reasons:

- It satisfies one of the educational requirements for the SRA; and

- If a Candidate pairs it with *Advanced Residential Report Writing, Part II*, he/she will satisfy the Residential Demonstration of Knowledge Requirement.

Note: Candidates must attend both courses and pass both exams (as opposed to challenging the exams).
The Demonstration of Knowledge requirement offers an array of options for Candidates, ranging from a two-course package to a graduate school thesis option to the traditional demo.

Before starting your Residential Demonstration of Knowledge requirement, we highly recommend that you review the six available options by visiting the Demonstration of Knowledge - SRA Path webpage.

If you have questions, please contact the Admissions Department or one of the AI Residential Demo experts.
Residential candidates who wish to fulfill the Demonstration of Knowledge requirement may attend two courses and pass the respective exams. The two courses are:

- **Advanced Residential Applications and Case Studies, Part I**

- **Advanced Residential Report Writing, Part II**

Note: Candidates must attend both courses and pass both exams (as opposed to challenging the exam). To fulfill the Demonstration of Knowledge requirement, the two courses must be taken as a package over a span of consecutive days at the same location.
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 simply means the most concise and thorough presentation of each section of the report demonstrating the Candidate’s level of knowledge and expertise.

For more information, please visit the Traditional Residential Demo Guide.

Candidates must complete an application for this option.
Demonstration of Knowledge Option 3: 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 4: 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.
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.
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

Candidates for Designation: (312) 335-4111
- Residential admissions@appraisalinstitute.org
- Experience experience@appraisalinstitute.org
- Demonstration of Knowledge demo@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