

# AI Continuing Education Program FAQs

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**Please Note:** These FAQs are intended to provide general information about the Appraisal Institute Continuing Education (CE) Program, and are not intended to provide complete information about AI CE requirements. Please refer to Regulation No. 10 for complete AI CE requirements. These FAQs may not include all information, options, requirements, and variations applicable to any particular person.

## **How many points do I need to complete my AI CE cycle?**

### **Designated members (Required)**

Designated members (required) need to earn 500 points per five-year Appraisal Institute continuing education cycle. These 500 points include credit for points earned for completing USPAP and AI *Business Practices & Ethics*.

### **Designated members (Recommended)**

Designated members (recommended) need to complete USPAP, AI *Business Practices & Ethics* **and** a course, seminar, or passed examination that is valued at a point level of 150 or higher.

Under the points system, if these Designated members complete the Standards and Ethics Requirements, as well as earn 500 points (in any combination they like), they would be considered Appraisal Institute “Continuing Education Program Completed”, and would NOT have to complete an specific item valued at 150 points (since they are doing all 500 points and completing the whole program).

Designated members who are on recommended status are ***strongly*** encouraged to complete the recommended 500 points, so that they may be listed in the Find an Appraiser Directory as “Continuing Education Program Completed.” Designated members (recommended), who choose ***not*** to fulfill the 500 points, will be considered “Continuing Education Program Not Completed,” and must affirm that they have ***not*** completed the continuing education program in their required certification statements.

[AI Items Valued at 150 Points or Higher](#)

[AI Advanced Education Point Values](#)

### **Practicing Affiliates**

Practicing Affiliates need to earn 350 points per five-year Appraisal Institute continuing education cycle. These 350 points include credit for points earned from completing USPAP and AI *Business Practices & Ethics*.

## **Where can I access my AI CE Status Report and how can I enter items into my AI CE Log?**

Designated members may access their AI CE status from their [My AI CE Status Report](#).

Practicing Affiliates may access their AI CE status from their [My AI CE Status Report](#).

All Designated members and Practicing Affiliates can add outside CE and service to their own AI CE log here: [Add to my AI CE Log](#)

**[Click here to learn more about navigating your AI CE Status Report and AI CE Log!](#)**

### **How many times in a cycle can I take a USPAP course and receive AI CE?**

According to Regulation No. 10, the Appraisal Institute will recognize three (3) USPAP courses within one cycle. USPAP is required for every five-year cycle.

International Designated members and Practicing Affiliates may complete [Introduction to International Valuation Standards Overview](#) instead of USPAP.

### **Do I need to take the AI course, *Business Practices and Ethics* for AI CE requirements?**

Yes. All Designated members and Practicing Affiliates must complete Appraisal Institute *Business Practices and Ethics* course during every five-year CE cycle.

### **What AI courses and seminars offer the highest point values?**

In general, the Appraisal Institute awards five (5) points for one (1) hour of education (i.e., 100 hours = 500 points). That being said, Appraisal Institute also approves certain advanced courses and seminars for higher point values if they meet certain requirements. If you have completed a course, seminar, or have passed an exam you believe has advanced content, is on the [AI Creditable Topics](#) list, and is comparable to AI advanced education, you may submit for consideration to [ce@appraisalinstitute.org](mailto:ce@appraisalinstitute.org).

[AI Advanced Education Point Values](#)

### **Do you accept CE credit for programs from outside providers?**

Yes. The Appraisal Institute will accept continuing education from outside providers if the programs meet certain requirements. The topics covered in the continuing education must be on our list of [AI Creditable Topics](#). Please review the creditable topics document for further details on what continuing education will qualify. If the education program meets the requirements from our Creditable Topics list, please add the education program into your AI CE Log. Please click: [Add to my AI CE log](#). In general, the Appraisal Institute awards five (5) points for one (1) hour of education (i.e., 100 hours = 500 points).

### **Are there other ways to earn AI CE credit?**

Yes. You can receive up to 125 points of AI CE credit per CE cycle for **service to the Appraisal Institute**. You can receive up to 50 points of AI CE credit per CE cycle for **service to the profession**. An Advisor may receive up to 125 points (25 hours) of AI CE credit in the category of **service as a Candidate Advisor** towards their AI CE cycle in accordance with the Bylaws, Regulation No. 10 and policies of the Appraisal Institute. You can receive up to 50 points for **real estate brokerage and law courses**.

### **I took a course with the AI, but it is not appearing on my CE log. Why not?**

Programs sponsored by the Appraisal Institute, either nationally or at the chapter level, will automatically be added to your CE log and should appear within one week of the offering. If a program taken through Appraisal Institute does not appear on your CE log after one week, please contact us.

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### **Can I carryover excess points into my new AI CE cycle?**

Yes. Creditable points earned in excess of those required in the current continuing education cycle may be carried forward into the next continuing education cycle as long as:

- The points were earned during the last six (6) months of the current cycle; or
- The points that qualify as advanced education as approved by the ADQC were earned during the last twelve (12) months of the current cycle.

Carryover points must be entered by the Admissions and Continuing Education department. Please email course completion certificate for carryover to [ce@appraisalinstitute.org](mailto:ce@appraisalinstitute.org) or fax to (312) 335-4415.

### **Do I need to keep my certificate of completion?**

**Yes.** Please make sure you keep any verification of attendance for each program you record in your AI CE Log through your previous cycle, including; courses, seminars, and examinations taken with both AI and other providers. The Appraisal Institute may request that you submit all documentation for programs submitted in your AI CE Log.

### **What is the exact wording of the CE Certification Statement that I should include in my appraisal reports?**

#### **Designated Members must include one of the following statements:**

As of the date of this report, I (*or Designated Member(s) name(s)*) *have/has* completed the continuing education program for Designated members of the Appraisal Institute.

**Or**

As of the date of this report, I (*or Designated Member(s) name(s)*) *have not/has not* completed the continuing education program for Designated members of the Appraisal Institute.

#### **Candidates and Practicing Affiliates must include one of the following statements:**

As of the date of this report, I (*or name(s)*) *have/has* completed the Standards and Ethics Education Requirement for **Candidates/ Practicing Affiliates** of the Appraisal Institute.

**Or**

As of the date of this report, I (*or name(s)*) *have/has not* completed the Standards and Ethics Education Requirement for **Candidates/ Practicing Affiliates** of the Appraisal Institute.

[Full information on Sample Certification Statements](#)

*(Continued on next page.)*

### **What happens if I do not complete my CE requirements by my cycle end date?**

Designated members who do not complete AI CE requirements will face a one-year suspension period. If AI CE requirements are not completed within the one-year suspension period, such Designated members will face termination.

Practicing Affiliates who do not complete AI CE requirements will face a six-month suspension period. If AI CE requirements are not completed within the six-month suspension period, such Practicing Affiliates will face termination.

**If a Designated member or Practicing Affiliate wishes to avoid suspension, he or she must complete the Continuing Education Extension Form prior to the end of their AI CE cycle end date.**

[Continuing Education Extension Form \(Designated members\)](#)

[Continuing Education Extension Form \(Practicing Affiliates\)](#)

**Questions? T 312-335-4401**

[ce@appraisalinstitute.org](mailto:ce@appraisalinstitute.org)