

Readmission to Designated Membership FAQs

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Please Note: These FAQs are intended to provide general information about Readmissions to Designated membership in the Appraisal Institute. The actual rules are contained in [Regulation No. 4: Readmission to Designated Membership](#), and govern readmission requirements for the Appraisal Institute. The FAQs may not include all information, options, requirements, and variations applicable to any particular person. [Readmission Matrix](#)

These FAQs apply if the ending date of your most recent AI CE cycle has **passed**.

1. If I choose to complete 500 points of CE prior to readmission, will I be considered “Continuing Education Program Completed”?

If you complete 500 points of CE in the five (5) years prior to readmission, which includes the completion of AI Business Practices and Ethics (BPE) and Standards (i.e. USPAP), you will be considered “Continuing Education Program Completed.” If you opt to complete only the BPE, USPAP and one item valued at 150 points (or higher), you will be considered “Continuing Education Program Not Completed” and will be required to note so in the certifications of your appraisal reports.

2. If I choose to complete the 500 points of continuing education prior to application for readmission to designated membership, must all of my points of continuing education be taken from the Appraisal Institute?

No. The Appraisal Institute will provide you with credit for education programs taken from other providers if the programs meet the following requirements:

- The program education is not a home study or correspondence course;
- The topics covered in the program are on the [Creditable Topics for AI CE](#) Credit;
- The program is at least two (2) hours in length.

3. When I last held Designated membership, my AI CE requirements were different. When I am readmitted, what continuing education requirements will I need to fulfill?

During each 5-Year AI CE cycle, Practicing Designated members are required to complete the following:

- USPAP
- *AI Business Practicing and Ethics*
- 500 points of Continuing Education

4. Upon readmission, when will my first continuing education end?

Upon readmission, you will be placed on an AI CE cycle beginning on the date of readmission and ending on the sixth December 31st after readmission. For example, if a member is readmitted on July 21, 2013, the member has until December 31, 2018 to fulfill AI CE requirements. AI CE Status Reports can be accessed on our website 24 hours a day.

5. Where can I find additional information on the Appraisal Institute continuing education program?

Please visit the [AI Continuing Education Program](#) Webpage

6. Must I submit any past work experience for review?

If, at the time your membership lapsed, you were subject to disciplinary action, disciplinary proceedings, or certain peer review proceedings, or you were terminated due to expulsion, you must submit recent experience for a readmission review. You must receive a favorable recommendation based on that review for readmission.

7. If, at the time my membership lapsed, I was subject to disciplinary action, disciplinary proceedings, or certain peer review proceedings, or terminated due to expulsion, and I receive a favorable recommendation on an experience review and receive a sixty percent (60%) vote from the Board of Directors, will I have any additional continuing education requirements?

Within five years prior to readmission, you must complete:

- USPAP
- AI Business Practicing and Ethics
- 500 points of Continuing Education

8. May I return to designated membership under a Non-Practicing member status?

Yes, if you qualify for a non-practicing status. You must provide an explanation on the application for readmission as to why you believe you qualify, as well as a non-practicing questionnaire. If readmitted under non-practicing status, you may or may not be required to complete continuing education requirements upon readmission, depending on an individualized review of your application.

9. Can I send my pro-rated dues now and complete the continuing education later?

We ask that you complete CE requirements prior to submitting and application for readmission.

10. Will my dues payment be pro-rated?

Yes, annual membership dues are prorated depending on when your readmission application is submitted and accepted.

Please contact readmission@appraisalinstitute.org to see what AI Continuing Education requirements you may need to complete (if any) before you are eligible submit your application.

Questions? readmission@appraisalinstitute.org (312) 335-4401