

# Candidate for Designation Policy Manual

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## General Information

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The Candidate Policy Manual provides details regarding policies and procedures relating to the Candidate for Designation Program. It is a companion document to Regulation No. 1, Admission to General Candidacy and MAI Membership, Regulation No. 2, Admission to Residential Candidacy and SRA Membership and Regulation No. 3, Admission to General and Residential Review Candidacy and AI-GRS and AI-RRS Membership.

## Initial Standards and Ethics Requirement

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Except as otherwise provided, each Candidate must complete the Initial Standards and Ethics Requirement, within the four (4) year period prior to becoming a Candidate or within the first twelve (12) months after admission to the Candidate. To complete this requirement an individual must:

- a) Attend a Standards course; and
- b) Attend the *AI Business Practices and Ethics* course.

### **Former AI professionals that did not meet their Initial Standards and Ethics Requirement**

If the applicant resigned or was terminated without completing their Initial Standards and Ethics requirement, they must provide proof that they have, in the four (4) years prior to readmission, completed:

- a) Standards course; and
- b) *AI Business Practices and Ethics* course.

## Readmission to Candidacy

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An individual whose Candidacy has been terminated fewer than three (3) times may apply for readmission to General Candidacy after at least one (1) year since the most recent termination unless:

- a) the individual's General Candidacy or Associate Membership was terminated with a decision that the individual may not apply for readmission to General Candidacy or Associate Membership in which case the individual may not apply for readmission; or
- b) the individual's General Candidacy or Associate Membership was terminated with a decision that the individual may reapply after a certain period of time other than one (1) year, in which case the individual may only apply for readmission to candidacy after the specified time period.

## Restoration of Credit

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General Candidates are subject to the requirements in effect on the date of admission or readmission to the Candidate program, as modified from time to time. A Candidate will receive credit for designation requirements completed (with the exception of the Comprehensive Examination, the College Degree Requirement, the Appraisal Institute Business Practices and Ethics Course, and the Standards Course) within ten (10) years prior to his or her most recent application for Candidacy. Such individual will receive credit for the Business Practices and Ethics Course and the Standards Course and/or examination taken and passed within four (4) years prior to his or her most recent application for Candidacy.

## Annual Minimum Progress Requirement

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Candidates for Designation must demonstrate Annual Minimum Progress each year on designation requirements for MAI, SRA, AI-GRS and AI-RRS designations. Such progress shall be defined by the ADQC.

Candidates for Designation each year must demonstrate Annual Minimum Progress by completing or attempting to complete one or more designation requirements.

## Timeline to Designation and Maximum Length of Candidacy

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### Maximum Length of General Candidacy

Except where otherwise provided, a general Candidate must complete the requirements for MAI designated membership within four (4) years from the date of admission to general Candidacy.

### Maximum Length of General Review Candidacy

Except where otherwise provided, a general review Candidate must complete the requirements for AI-GRS designated membership within four (4) years from the date of admission to Candidacy.

### Maximum Length of Residential Candidacy

Except where otherwise provided, a residential Candidate must complete the requirements for SRA designated membership within three (3) years from the date of admission to residential Candidacy.

### Maximum Length of Residential Review Candidacy

Except where otherwise provided, a residential review Candidate must complete the requirements for AI-RRS designated membership within three (3) years from the date of admission to Candidacy.

View [recommended timeline completion chart](#) for all designation paths and timelines.

## Candidate Termination

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If a Candidate fails to complete his/her requirements by the end of his/her Timeline to Designation requirement or fails to adhere to the rules of Annual Minimum Progress (as defined by the ADQC), they will be terminated from that Candidacy. If terminated, an individual may not renew that Candidacy for a period of one (1) year from the date the individual's Candidacy was terminated. An individual may be a Candidate a maximum of three (3) times per each designation path.

If you are readmitted to the Candidate program, you will be subject to the requirements in effect on the date of readmission, as modified from time to time. You may receive credit for designation requirements completed within ten (10) years prior to your most recent application for Candidacy, if those requirements are still applicable at the time of readmission.

**Candidates at risk of termination due to failure to meet Annual Minimum Progress or Timeline to Designation requirements shall be automatically transferred to the Practicing Affiliate category at least 30-days after notice to the Candidate.**

## Extensions

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The Chair of the ADQC may extend the time limitations imposed by the Regulations, policies, and procedures implementing the Regulations on any act required to be performed by a Candidate for:

- a) military service when the Candidate is called to active duty;
- b) serious illness or disability that substantially impairs his or her ability to complete the requirements within the established time limits; or
- c) other good cause shown.

Individuals requesting extension of such time limitations shall provide appropriate evidence of the nature and specific period of military service, seriousness of the illness or disability or other good cause to the Admissions Department.

[Extension Request Application](#).

For those who may need to apply for a prolonged extension, please contact the [Admissions Department](#) for the appropriate application. Some examples of those who may qualify: military deployment, serious illness that does not allow the Candidate to make any progress for a period of at least one year, or other good cause which would be circumstances beyond one's control. **Significant documentation will be required.**

## Candidate Advisors

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Except as otherwise provided, a Candidate shall communicate with his/her respective Advisor at least on a quarterly basis during his/her Candidacy. A Candidate enrolled in the Master's Degree Program is not subject to this requirement while he/she is a graduate student.

# References to Candidacy

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Each Candidate of the Appraisal Institute:

- a) shall only be referred to and shall only refer to himself or herself both orally and in writing as a:
  - “Candidate for Designation, Appraisal Institute”;
  - or by such other terminology that the Appraisal Institute may permit.
- b) may use the above terminology on business cards, letterhead, web sites and other publications;
- c) shall use the above terminology only in conjunction with the full name of an individual and not in connection with the name, logo or signature of any firm, partnership or corporation;
- d) may not abbreviate the above terminology with initials or otherwise, or convert them to an acronym;
- e) may not use or refer to a specific Appraisal Institute designation that the Candidate does not already hold, nor include the above terminology under a heading concerning professional designations (the above terminology may be included under a heading concerning professional associations);
- f) may not use the terminology “Member, Appraisal Institute” if the individual does not already hold an Appraisal Institute designation; and
- g) may not use the terminology “Candidate Member.”

## Resources

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### [Candidate for Designation Program Overview](#)

### [My Appraisal Institute Login Page](#)

Access to all Candidate needs, including, invoices, Annual Minimum Progress graph, education transcript, status, etc.

### [My Candidate Status Report](#)

Remaining requirements for designation for Candidates for Designation.

### [Request a Candidate Extension](#)

Request and extension related for Annual Minimum Progress and Timelines for Designation.

### [Add a Candidate Path Application](#)

Designated members and Candidates for Designation who want to pursue an additional designation path.

### [Fees Related to Candidacy](#)

Admissions related fees for to designation requirements such as Experience, Demo and Comp.

### [Designated Membership Dues](#)

Annual dues for Designated members.

# Alternative Designation Paths

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## Alternative Paths to MAI Membership for Candidates Who Hold Other Credentials

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The paths below may substitute for the required courses, examinations, demonstration of knowledge requirement, and/or experience requirements, as included in Regulations. Good moral character and college degree requirements still apply.

### AACI Designation - The Appraisal Institute of Canada (Canada)

#### Eligibility

To attain MAI membership, one must be an AACI designated member in good standing in the Appraisal Institute of Canada (who earned the AACI designation by means of the standard admission procedure) and must also be a general Candidate of the Appraisal Institute and satisfy the following requirements.

#### Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. AI Standards requirement. An AACI designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada's *Canadian Uniform Standards of Appraisal Practice* (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
3. General Comprehensive Examination Requirement
4. MAI Membership Application

#### [MAI Designation Requirement Resources](#)

## CIS HypZert (F) Certification - HypZert GmbH (Germany)

### Eligibility

To attain MAI membership, one must have the HypZert Certification CIS HypZert (F) in good standing, be a general Candidate of the Appraisal Institute and satisfy the requirements listed below.

### Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. If practicing solely outside the United States – please provide proof of completing your most current *International Valuation Standards* (IVS) course **or** pass Appraisal Institute [Introduction to International Valuation Standards Overview](#).
3. General Comprehensive Examination Requirement
4. General Demonstration of Knowledge Requirement
5. Specialized Experience Requirement (1,500 hours over at least the 12-months)
6. MAI Membership Application

### [MAI Designation Requirement Resources](#)

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# CCIM Designation - Certified Commercial Investment Member (USA)

## Eligibility

To attain MAI membership, one must have the CCIM Designation in good standing, must also be a general Candidate of the Appraisal Institute, and must satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. Standards requirement.
3. Attend and pass *General Appraiser Report Writing and Case Studies*
4. Pass *Advanced Income Capitalization*
5. Pass *Advanced Market Analysis and Highest and Best Use*
6. Pass *Advanced Concepts and Case Studies*
7. Pass *Quantitative Analysis*
8. General Comprehensive Examination Requirement
9. General Demonstration of Knowledge Requirement
10. Specialized Experience Requirement
11. MAI Membership Application

## [MAI Designation Requirement Resources](#)

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# LREA Certification - Japanese Appraisal License, issued by the Ministry of Land, Infrastructure, Transport and Tourism (Japan)

## Eligibility

To attain MAI membership, one must have an approved Japanese Appraisal License, issued by the by the Ministry of Land, Infrastructure, Transport and Tourism (LREA) in good standing, must also be a general Candidate of the Appraisal Institute, and must satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. If practicing solely outside the United States – please provide proof of completing your most current *International Valuation Standards (IVS) course* **or** pass Appraisal Institute [Introduction to International Valuation Standards Overview](#).
3. Attend and pass *General Appraiser Report Writing and Case Studies* or equivalent college/university business writing course – please send proof to [cvann@appraisalinstitute.org](mailto:cvann@appraisalinstitute.org)
4. Pass *Advanced Income Capitalization*
5. Pass *Advanced Market Analysis and Highest and Best Use*
6. Pass *Advanced Concepts and Case Studies*
7. Pass *Quantitative Analysis*
8. General Comprehensive Examination Requirement
9. General Demonstration of Knowledge Requirement
10. Specialized Experience Requirement (1,500 hours over at least the 12-months)
11. MAI Membership Application

## [MAI Designation Requirement Resources](#)

## SRA Designation - The Appraisal Institute (USA)

### Eligibility

To attain MAI membership, one must have the SRA Designation in good standing, must also be a general Candidate of the Appraisal Institute, and must satisfy the following requirements.

### Requirements

1. College Degree Requirement
2. Pass *Advanced Income Capitalization*
3. Pass *Advanced Market Analysis and Highest and Best Use*
4. Pass *Advanced Concepts and Case Studies*
5. Pass *Quantitative Analysis*
6. General Comprehensive Examination Requirement
7. General Demonstration of Knowledge Requirement
8. Specialized Experience Requirement (3,000 hours over at least a 24-month period)
9. MAI Membership Application

### [MAI Designation Requirement Resources](#)

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# CAE Designation - (IAAO) International Association of Assessing Officers (USA)

## Eligibility

To attain MAI membership, one must either hold a state certification in mass appraisal or earned the CAE designation (in good standing) and satisfy the following requirements.

### Pre-General Candidacy Requirements

If one is not a General Certified Real Property Appraiser – these pre-general Candidacy exams must be passed through the Appraisal Institute or through a college or university accredited by the US Department of Education.

1. Pass [Real Estate Finance, Statistics, and Valuation Modeling](#)
2. Pass [General Appraiser Market Analysis and Highest & Best Use](#)
3. Pass [General Appraiser Sales Comparison Approach](#)
4. Pass [General Appraiser Income Approach/ Part 2](#)

### General Candidate Requirements

5. College Degree Requirement
6. Within the first twelve (12) months after being admitted to general Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. Standards requirement.
7. Attend and pass *General Appraiser Report Writing and Case Studies*
8. Pass *Advanced Income Capitalization*
9. Pass *Advanced Market Analysis and H&BU*
10. Pass *Advanced Concepts and Case Studies*
11. Pass *Quantitative Analysis*
12. General Comprehensive Examination Requirement
13. General Demonstration of Knowledge Requirement
14. Specialized Experience Requirement
15. MAI Membership Application

### [MAI Designation Requirement Resources](#)

# Alternative Paths to SRA Membership for Candidates Who Hold Other Credentials

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The paths below may substitute for the required courses, examinations, demonstration of knowledge requirement, and/or experience requirements, as included in Regulations. Good moral character and college degree requirements still apply.

## MAI Designation - The Appraisal Institute (USA)

### Eligibility

To attain SRA membership, one must be a MAI designated member in good standing in the Appraisal Institute and must also be a residential Candidate of the Appraisal Institute and satisfy the following requirements.

### Requirements

1. College Degree Requirement
2. Residential Experience Requirement
3. SRA Membership Application

## CRA Designation - The Appraisal Institute of Canada (Canada)

### Eligibility

To attain SRA membership, one must be a CRA designated member in good standing in the Appraisal Institute of Canada (who earned the CRA designation by means of the standard admission procedure), must be a residential Candidate of the Appraisal Institute, and must satisfy the following requirements.

### Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and,
  - b. AI Standards requirement. A CRA designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada's *Canadian Uniform Standards of Appraisal Practice* (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
3. SRA Membership Application

### [SRA Designation Requirement Resources](#)

# IFA Designation - (IFA) Independent Fee Appraisers (USA)

## Eligibility

To attain SRA membership, one must be an IFA designated member in good standing, (who earned the IFA designation by means of the standard admission procedure), must be a residential Candidate of the Appraisal Institute, and must satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. Standards requirement.
3. Pass Residential Elective Requirement
4. Attend and pass *Advanced Residential Applications and Case Studies/Part 1*  
Note: Pair and Pass [Adv. Residential Applications and Case Studies/Part 1](#) (course/exam) with [Advanced Residential Report Writing/Part 2](#) (course/exam) to ALSO satisfy the residential Demonstration of Knowledge Requirement (#6).
5. Residential Comprehensive Examination Requirement
6. Residential Demonstration of Knowledge Requirement
7. Residential Experience Requirement
8. SRA Membership Application

## [SRA Designation Requirement Resources](#)

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# RES Designation - International Association of Assessing Officers (USA)

## Eligibility

To attain SRA membership, one must hold a state certification in mass appraisal or the hold the RES designation, in good standing, from the International Association of Assessing Officers (IAAO). One must be a residential Candidate of the Appraisal Institute and must satisfy the following requirements.

## Pre-Residential Candidacy Requirements

If one is not a General or Residential Certified Real Property Appraiser – these pre-residential Candidacy exams **must** be passed through the Appraisal Institute and/or through a college or university accredited by the US Department of Education.

1. Pass [Residential Market Analysis and Highest & Best Use](#) or [General Appraiser Market Analysis and Highest & Best Use](#)
2. Pass [Real Estate Finance, Statistics, and Valuation Modeling](#)

## Residential Candidate Requirements

3. College Degree Requirement
4. Within the first twelve (12) months after being admitted to residential Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. Standards requirement.
5. Residential Elective Requirement
6. Attend and pass *Advanced Residential Applications and Case Studies/Part 1*  
Pair and Pass [Adv. Residential Applications and Case Studies/Part 1](#) (course/exam) with [Advanced Residential Report Writing/Part 2](#) (course/exam) to ALSO satisfy the residential Demonstration of Knowledge Requirement (#8).
7. Residential Comprehensive Examination Requirement
8. Residential Demonstration of Knowledge Requirement
9. Residential Experience Requirement
10. SRA Membership Application

## [SRA Designation Requirement Resources](#)

# Alternative Paths to AI-GRS Membership for Candidates Who Hold Other Credentials

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The paths below may substitute for the required courses, examinations, and/or experience requirements, as included in Regulation No. 3. Good moral character requirements still apply.

## MAI or SRPA Designation - The Appraisal Institute (USA)

### Eligibility

To attain AI-GRS membership, one must be a MAI or SRPA designated member in good standing in the Appraisal Institute and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements.

### Requirements

1. Attend course and pass exam for *Review Theory – General*;  
OR, pass exams for *Review Theory – General AND Review Case Studies – General*
2. Specialized Review Experience Alternative Requirement  
Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).
3. AI-GRS Membership Application

### [AI-GRS Designation Requirement Resources](#)

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## SRA Designation - The Appraisal Institute (USA)

### Eligibility

To attain AI-GRS membership, one must be an SRA designated member in good standing in the Appraisal Institute and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements.

### Requirements

1. College Degree Requirement
2. Attend course and pass exam for *Review Theory – General*
3. Pass exam for *Review Case Studies – General*
4. General Review Comprehensive Examination
5. Specialized Review Experience Requirement  
Receive credit for qualifying appraisal review reports that meet applicable Standard(s).
6. AI-GRS Membership Application

### [AI-GRS Designation Requirement Resources](#)

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# AACI Designation - The Appraisal Institute of Canada (Canada)

## Eligibility

To attain AI-GRS membership, one must be an AACI designated member in good standing in the Appraisal Institute of Canada (who earned the AACI designation by means of the standard admission procedure) and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to general review Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. AI Standards requirement. An AACI designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada's *Canadian Uniform Standards of Appraisal Practice (CUSPAP)*; and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
3. Attend course and pass exam for *Review Theory – General*;  
OR, pass exams for *Review Theory – General* AND *Review Case Studies – General*
4. General Review Comprehensive Examination
5. Specialized Review Experience Alternative Requirement  
Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).
6. AI-GRS Membership Application

## [AI-GRS Designation Requirement Resources](#)

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# ARM Designation - American Society of Appraisers, Appraisal Review and Management (USA)

## Eligibility

To attain AI-GRS membership, one must be an ARM designated member in good standing in the American Society of Appraisers and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. Standards requirement.
3. Attend course and pass exam for *Review Theory – General*
4. General Review Comprehensive Examination
5. Specialized Review Experience Alternative Requirement  
Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).
6. AI-GRS Membership Application

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# RPRA Designation - American Society of Farm and Rural Appraisers Real Property Review Appraiser (USA)

## Eligibility

To attain AI-GRS membership, one must be a RPRA designated member in good standing in the American Society of Farm and Rural Appraisers and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. Standards Requirement.
3. Attend course and pass exam for *Review Theory – General*
4. Pass General Review Comprehensive Examination
5. Specialized Review Experience Alternative Requirement  
Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).
6. AI-GRS Membership Application

## [AI-GRS Designation Requirement Resources](#)

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# Alternative Paths to AI-RRS Membership for Candidates Who Hold Other Credentials

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Note: The paths below may substitute for the required courses, examinations, and/or experience requirements, as included in Regulation No. 3. Good moral character requirements still apply.

## MAI, SRPA, SRA or RM Designation - The Appraisal Institute (USA)

### Eligibility

To attain AI-RRS membership, one must be a MAI, SRPA, SRA, or RM designated member in good standing in the Appraisal Institute and must also be a residential review Candidate of the Appraisal Institute and satisfy the following requirements.

### Requirements

1. Attend course and pass exam for *Review Theory – Residential*;  
OR, pass exams for *Review Theory – Residential* AND *Review Case Studies – Residential*.
2. Residential Review Experience Alternative Requirement  
Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).
3. AI-RRS Membership Application

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# CRA Designation - The Appraisal Institute of Canada (Canada)

## Eligibility

To attain AI-RRS membership, one must be a CRA designated member in good standing in the Appraisal Institute of Canada (who earned the CRA designation by means of the standard admission procedure) and must also be a residential review Candidate of the Appraisal Institute and satisfy the following requirements.

## Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential review Candidacy:
  - a. AI [Business Practices and Ethics Course](#); and
  - b. AI Standards requirement. A CRA designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada's *Canadian Uniform Standards of Appraisal Practice* (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
3. Attend course and pass exam for *Review Theory – Residential*;  
OR, pass exams for *Review Theory – Residential* AND *Review Case Studies – Residential*.
4. Pass Residential Review Comprehensive Examination
5. Residential Review Experience Alternative Requirement  
Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).
6. AI-RRS Membership Application

## [AI-RRS Designation Requirement Resources](#)

## End of Policy Manual