Candidate for Designation Policy Manual

Effective February 20, 2015
# Table of Contents

Minimum Progress Requirement ................................................................. 3  
Candidate Advisors .............................................................................. 3  
Extensions ............................................................................................... 3  
Candidate Attendance Requirement .......................................................... 4  
References to Candidacy .......................................................................... 4  
Annual Minimum Progress ...................................................................... 5  
Maximum Length of Candidacy ................................................................. 5  
Resources ................................................................................................. 6

Alternative Paths to MAI Membership for Candidates Who Hold Other Credentials . 7

The Appraisal Institute of Canada (AACI) .................................................. 7  
HypZert GmbH ....................................................................................... 8  
Certified Commercial Investment Member (CCIM) .................................. 9  
Japanese Appraisal License, issued by the Ministry of Land,  
Infrastructure, Transport and Tourism (LREA) .................................. 10  
The Appraisal Institute (SRA) .................................................................. 11

Alternative Paths to SRA Membership for Candidates Who Hold Other Credentials  
............................................................................................................................................. 12

The Appraisal Institute (MAI) ................................................................. 12  
The Appraisal Institute of Canada (CRA) ................................................ 12  
Independent Fee Appraisers (IFA).......................................................... 13

Alternative Paths to AI-GRS Membership for Candidates Who Hold Other  
Credentials .............................................................................................. 14

American Society of Appraisers - Appraisal Review and Management  
(ARM) .................................................................................................. 14  
American Society of Farm and Rural Appraisers - Real Property Review  
Appraiser (RPRA) ............................................................................... 15  
The Appraisal Institute (MAI or SRPA) .................................................. 16

Alternative Paths to AI-RRS Membership for Candidates Who Hold Other  
Credentials .............................................................................................. 17  
The Appraisal Institute (MAI, SRPA, SRA, RM) .................................. 17
Minimum Progress Requirement

Candidates for Designation must demonstrate minimum progress each year on designation requirements for MAI, SRA, AI-GRS, and AI-RRS Designated membership. Such minimum progress shall be defined by Regulation Nos. 1, 2, and 3 and the ADQC. To view your specific requirements for minimum progress, please visit your My Appraisal Institute page. On this page, you will see an Annual Minimum Progress Requirements graph identifying your specific minimum progress. Minimum progress is based on your timeline to designation and the requirements you have remaining at the time of admission or readmission to the Candidate program.

Refer to your MY Candidate Status Report to complete requirements that will count towards your Annual Minimum Progress.

**Note: Candidate Attendance does not satisfy annual minimum progress requirements.**

Candidate Advisors

Except as otherwise provided, a Candidate shall communicate with such Candidate’s Advisor at least once every full calendar quarter during which the individual is a Candidate. A Master’s Degree Program Candidate for Designation is not subject to this requirement while a Master’s Degree Program student.

Extensions

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
Candidate Attendance Requirement

Except where otherwise provided, for each full calendar year during which an individual was a Candidate whose residence or principal place of business residence was within the jurisdiction of a Chapter, the Candidate shall have attended at least one (1) meeting of such Chapter to which the Candidate belongs, or an Appraisal Institute event (National, Regional, Chapter) approved by the ADQC. A Candidate who already holds another Appraisal Institute designation is not subject to this requirement.

Please contact your local chapter or chapter website to see what may qualify.

Candidate Attendance Approved Events
Log Your Annual Candidate Attendance

Note: Candidate Attendance does not satisfy annual minimum progress requirements.

References to Candidacy

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.”
Annual Minimum Progress

All Candidates for Designation please refer to your Required Annual Minimum Progress Graph and your Candidate Status Report for satisfying your Candidate Annual Minimum Progress.

You will find your designation requirements remaining on your Candidate Status Report. Completing designation requirements meets minimum progress requirements.

For those Candidates who were admitted to Candidacy (as of 1/1/2013 or beyond) who had/have all designation requirements remaining at the time of admission/readmission or for those who entered the Candidate program on 1/1/2013 (who had 3 or less requirements remaining) please view various Candidate minimum progress guidelines for more background information.

Please note that your Required Annual Minimum Progress Graph and your Candidate Status Report will always be the most up to date and what you should be referring to for your annual minimum progress requirement.

Maximum Length of Candidacy

Maximum Length of General Candidacy (MAI Path)
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.

For individuals who were Associate Members as of December 31, 2012, became general Candidates effective January 1, 2013, have three or less core requirements, and have maintained continuous general Candidacy since, please refer to Timelines for General Candidates with Three (3) Requirements.

Maximum Length of General Review Candidacy (AI-GRS Path)
Except where otherwise provided, a general appraisal review Candidate must complete the requirements for the general appraisal review designation within four (4) years from the date of admission to Candidacy.

Maximum Length of Residential Candidacy (SRA Path)
Except where otherwise provided, a residential Candidate must complete the requirements for SRA designated membership within four (3) years from the date of admission to residential Candidacy.
For individuals who were Associate Members as of December 31, 2012, became residential Candidates effective January 1, 2013, have two or less core requirements, and have maintained continuous residential Candidacy since, please refer to Timelines for Residential Candidates with Three (3) Requirements.

Maximum Length of Residential Review Candidacy (AI-RRS Path)
Except where otherwise provided, a residential appraisal review Candidate must complete the requirements for the residential appraisal review designation within three (3) years from the date of admission to Candidacy.

If a residential Candidate fails to complete the requirements for designated membership within the required time period or fails to demonstrate minimum progress as defined by Regulation No. 1, Regulation No. 2, Regulation No. 3 and the ADQC, such individual may not renew that Candidacy for a period of one (1) year from the date the individual's previous Candidacy was terminated. An individual may be a Candidate a maximum of three (3) times (on each designation path).

Resources

My Candidate Status Report
Remaining requirements for designation for Candidates for Designation

Add a Candidate Path Application
Designated members and Candidates for Designation who want to enter a path to pursue an additional designation

Request a Candidate Extension
Request and extension related to Candidate Attendance, Annual Minimum Progress, expiring Timelines for Designation, etc.

Fees Related to Candidacy
Admissions related fees for the Candidate program
Alternative Paths to MAI Membership for Candidates Who Hold Other Credentials

Note: The paths below may substitute for the required courses, examinations, demonstration of knowledge requirement, and/or experience requirements, as included in Regulation No.1. Good moral character and college degree requirements still apply.

The Appraisal Institute of Canada (AACI)

Eligibility
In order 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 general Candidacy:
   a. Attend AI Business Practices and Ethics Course; and
   b. Attend the National USPAP Course, 15-Hour, and pass the corresponding examination. An AACI designated member, who practices solely in Canada may satisfy the National USPAP Course, 15-Hour, by attending the Appraisal Institute of Canada’s Canadian Uniform Standards of Appraisal Practice (CUSPAP), and passing the corresponding examination, if any; and certifying that he or she practices solely in Canada and intends to practice solely in Canada.

3. Pass Comprehensive Examination

4. Specialized Experience requirement (1,500 hours over at least the 12 months)

5. MAI Membership Application (a good moral character investigation may be required)
HypZert GmbH

Eligibility

In order to attain MAI membership, one must have the HypZert Certification CIS HypZert (F) in good standing, and must also 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 general Candidacy:
   a. Attend AI Business Practices and Ethics Course; and
   b. Attend Introduction to International Valuation Standards Overview (if practicing solely outside the United States)

3. Pass General Comprehensive Examination

4. Receive credit for General Demonstration of Knowledge requirement

5. Specialized Experience requirement (1,500 hours over at least the 12 months)

6. MAI Membership Application (a good moral character investigation may be required)

Next Page
Certified Commercial Investment Member (CCIM)

Eligibility

In order to attain MAI membership, one must have the CCIM Designation in good standing, 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 general Candidacy:
   
   a. Attend Business Practices and Ethics Course; and
   
   b. Provide proof of applicant USPAP completion certification to admissions@appraisalinstitute.org or fax (312) 335-4146. If most recent USPAP is more than four (4) years old attend either 15-Hour USPAP or 7-Hour USPAP.

3. Attend and pass General Appraiser Report Writing and Case Studies

4. Pass Advanced Income Capitalization

5. Pass Advanced Market Analysis and H&BU

6. Pass Advanced Concepts and Case Studies

7. Pass Quantitative Analysis

8. Pass Comprehensive Examination

9. Receive credit for General Demonstration of Knowledge requirement

10. Receive credit for Specialized Experience (4,500 hours over at least a 36-month period)

11. MAI Membership Application (a good moral character investigation may be required)

Next Page
Japanese Appraisal License, issued by the Ministry of Land, Infrastructure, Transport and Tourism (LREA)

Eligibility

In order to attain MAI membership, one must have an approved Japanese Appraisal License, issued by the Ministry of Land, Infrastructure, Transport and Tourism (LREA) in good standing, 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 general Candidacy:
   a. Attend *Business Practices and Ethics Course*; and
   b. Attend *Introduction to International Valuation Standards Overview* (if practicing solely outside the United States)

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

4. Pass *Advanced Income Capitalization*

5. Pass *Advanced Market Analysis and H&BU*

6. Pass *Advanced Concepts and Case Studies*

7. Pass *Quantitative Analysis*

8. Pass *General Comprehensive Examination*

9. Receive credit for the *General Demonstration of Knowledge* requirement

10. Specialized Experience requirement (1,500 hours over at least the 12 months)

11. **MAI Membership Application** (a good moral character investigation may be required)

Next Page
The Appraisal Institute (SRA)

Eligibility

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

Requirements

1. College Degree Requirement
2. Pass Advanced Income Capitalization
3. Pass Advanced Market Analysis and H&BU
4. Pass Advanced Concepts and Case Studies
5. Pass Quantitative Analysis
6. Pass Comprehensive Examination
7. Receive credit for General Demonstration of Knowledge requirement
8. Receive credit for Specialized Experience (3,000 hours over at least a 24-month period)
9. MAI Membership Application (a good moral character investigation may be required)
Alternative Paths to SRA Membership for Candidates Who Hold Other Credentials

Note: The paths below may substitute for the required courses, examinations, demonstration of knowledge requirement, and/or experience requirements, as included in Regulation No. 2. Good moral character and college degree requirements still apply.

The Appraisal Institute (MAI)

Eligibility
In order 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.

Alternative Path Requirements
1. College Degree Requirement
2. Receive credit for Residential Experience (3,000 hours over at least a 24-month period)
3. SRA Membership Application

The Appraisal Institute of Canada (CRA)

Eligibility
In order 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), and must also be a residential Candidate of the Appraisal Institute, and satisfy the following requirements.

Alternative Path Requirements
1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. Attend Business Practices and Ethics Course; and
   b. Attend the National USPAP Course, 15-Hour, and pass the corresponding examination. A CRA designated member, who practices solely in Canada may satisfy the National USPAP Course, 15-Hour, by attending the Appraisal Institute of Canada’s Canadian Uniform Standards of Appraisal Practice (CUSPAP), and passing the corresponding examination, if any; and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
3. Receive credit for Residential Experience (3,000 hours over at least a 24-month period)
4. SRA Membership Application (a good moral character investigation may be required)
**Independent Fee Appraisers (IFA)**

**Eligibility**

In order 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), and must also be a residential Candidate of the Appraisal Institute, and satisfy the following requirements.

**Alternative Requirements**

1. [College Degree Requirement](#)

2. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. Attend *Business Practices and Ethics Course*; and
   
   b. Provide proof of applicant USPAP completion certification to admissions@appraisalinstitute.org or fax (312) 335-4146. If most recent USPAP is more than four (4) years old attend either 15-Hour USPAP or 7-Hour USPAP.

3. Pass [Residential Market Analysis and Highest and Best Use](#)

4. Pass [Real Estate Finance, Statistics, Valuation Modeling](#)

5. Attend and pass [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. Receive credit for the [Residential Demonstration of Knowledge](#) requirement

7. Receive credit for [Residential Experience](#) (3,000 hours over at least a 24-month period)

8. [SRA Membership Application](#) (a good moral character investigation may be required)

**Next Page**
Alternative Paths to AI-GRS Membership for Candidates Who Hold Other Credentials

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.

American Society of Appraisers
Appraisal Review and Management (ARM)

Eligibility
In order 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.

Alternative Path Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to residential Candidacy:
   
   a. Attend Business Practices and Ethics Course; and

   b. Provide proof of applicant USPAP completion certification to admissions@appraisalinstitute.org or fax (312) 335-4146. If most recent USPAP is more than four (4) years old attend either 15-Hour USPAP or 7-Hour USPAP.

3. Attend course and pass exam for Review Theory – General

4. Pass General Review Comprehensive Examination

5. General Review Experience Requirement - Must receive credit for five (5) reports of qualifying general review appraisal experience. This work must meet Standard 3 (or equivalent requirements) and be less than two (2) years of age.

6. AI-GRS Designation Application

Next Page
Eligibility
In order 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.

Alternative Path Requirements

1. **College Degree Requirement**

2. Within the first twelve (12) months after being admitted to residential Candidacy:
   
   a. Attend *Business Practices and Ethics Course*; and
   
   b. Provide proof of applicant USPAP completion certification to admissions@appraisalinstitute.org or fax (312) 335-4146. If most recent USPAP is more than four (4) years old attend either 15-Hour USPAP or 7-Hour USPAP.

3. Attend course and pass exam for *Review Theory – General*

4. Pass *General Review Comprehensive Examination*

5. **General Review Experience Requirement** - Must receive credit for five (5) reports of qualifying general review appraisal experience. This work must meet Standard 3 (or equivalent requirements) and be less than two (2) years of age.

6. **AI-GRS Designation Application**
The Appraisal Institute (MAI or SRPA)

Eligibility
In order 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.

Alternative Path Requirements

1. Attend course and pass exam for Review Theory – General; OR,
   Pass exams for Review Theory – General AND Review Case Studies – General (these challenge exams will not be available until 2015)

2. Specialized Review Experience Requirement - Must receive credit for five (5) reports of qualifying general review appraisal experience. This work must meet Standard 3 (or equivalent requirements).

3. AI-GRS Designation Application

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

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.

The Appraisal Institute (MAI, SRPA, SRA, RM)

Eligibility
In order to attain AI-GRS 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.

Alternative Path Requirements

1. Attend course and pass exam for Review Theory – Residential; OR,
   Pass exams for Review Theory – Residential AND Review Case Studies – Residential (these challenge exams will not be available until 2015)

2. Residential Review Experience Requirement - Must receive credit for five (5) reports of qualifying residential review appraisal experience. This work must meet Standard 3 (or equivalent requirements).

3. AI-RRS Designation Application

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