

Candidate for Designation Policy Manual

Effective June 7, 2017

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Annual Minimum Progress Requirement

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 may refer to their [Required Annual Minimum Progress Graph](#) and [Candidate Status Report](#) for satisfying the Annual Minimum Progress requirement. Annual Minimum Progress is based on a Candidate's Timeline to Designation and the requirements remaining at the time of admission or readmission to the Candidate program.

For those Candidates who were admitted to Candidacy (on 1/1/2013 or later) 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 and had three (3) or less requirements remaining, please view various [Candidate minimum progress guidelines](#) for more background information.

Please note that the [Required Annual Minimum Progress Graph](#) and [Candidate Status Report](#) feature up-to-date information and serve as the most accurate reference for Candidates.

Timeline to Designation and 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 have three or less core requirements when admitted to general Candidacy, 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 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 three (3) years from the date of admission to residential Candidacy.

For individuals who have two or less core requirements when admitted to residential Candidacy, 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 review designation within three (3) years from the date of admission to Candidacy.

Candidate Termination

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 who were Associate members of the Appraisal Institute as of December 31, 2012 with Candidacies at risk of termination due to failure to meet Annual Minimum Progress or Timeline to Designation requirements, and who are eligible to become Practicing Affiliates, shall be automatically transferred to the Practicing Affiliate category at least 30-days after notice to the Candidate.

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](#).

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

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

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

[My Candidate Status Report](#)

Remaining requirements for designation for Candidates for Designation.

[My Appraisal Institute Login Page](#)

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

[Request a Candidate Extension](#)

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

[Add a Candidate Path Application](#)

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

[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

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. 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](#)

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HypZert GmbH

Eligibility

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. 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;
 - i. Required to complete Introduction to International Valuation Standards Overview (not currently available through AI) OR;
 - ii. Receive free copy of new IVS here so you may study: [Apply for Examination](#)
3. [General Comprehensive Examination Requirement](#)
4. [General Demonstration of Knowledge Requirement](#)
5. Specialized Experience Requirement (1,500 hours over at least the 12-months) – application and log available upon request (experience@appraisalinstitute.org).
6. [MAI Membership Application](#)

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Certified Commercial Investment Member (CCIM)

Eligibility

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. AI [Business Practices and Ethics Course](#); and
 - b. Standards Requirement. Provide proof of USPAP completion certification (less than four-years of age).
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. [General Comprehensive Examination Requirement](#)
9. [General Demonstration of Knowledge Requirement](#)
10. [Specialized Experience Requirement](#)
11. [MAI Membership Application](#)

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

Eligibility

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. 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;
 - i. Required to complete Introduction to International Valuation Standards Overview (not currently available through AI) OR;
 - ii. Receive free copy of new IVS here so you may study: [Apply for Examination](#)
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. [General Comprehensive Examination Requirement](#)
9. [General Demonstration of Knowledge Requirement](#)
10. Specialized Experience Requirement (1,500 hours over at least the 12-months) – application and log available upon request (experience@appraisalinstitute.org).
11. [MAI Membership Application](#)

The Appraisal Institute (SRA)

Eligibility

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. [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](#)

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CAE Designation - International Association of Assessing Officers (IAAO)

Eligibility

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

Pre-General Candidacy Requirements

If one does not hold a General State Certification for appraisers – 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. Provide proof of USPAP completion certification (less than four-years of age).
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](#)

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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

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](#)

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The Appraisal Institute of Canada (CRA)

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), and must also be a residential 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. 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](#)

Independent Fee Appraisers (IFA)

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), and must also be a residential 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. Provide proof of USPAP completion certification (less than four-years of age).
3. Pass [Residential Market Analysis and Highest and Best Use](#)
4. Pass [Real Estate Finance, Statistics, Valuation Modeling](#)
5. 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).
6. [Residential Demonstration of Knowledge Requirement](#)
7. [Residential Experience Requirement](#)
8. [SRA Membership Application](#)

Note: This path is effective through 12/31/2017. A new path will become effective 1/1/2018.

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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.

The Appraisal Institute (MAI or SRPA)

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](#)
Must receive credit for five (5) reports of qualifying specialized review appraisal experience.
This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent.
3. [AI-GRS Membership Application](#)

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The Appraisal Institute (SRA)

Eligibility

To attain AI-GRS membership, one must be a 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](#)
This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent.
6. [AI-GRS Membership Application](#)

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The Appraisal Institute of Canada (AACI)

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](#)
Must receive credit for five (5) reports of qualifying specialized review appraisal experience. This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent.
6. [AI-GRS Membership Application](#)

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American Society of Appraisers, Appraisal Review and Management (ARM)

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 - provide proof of USPAP completion certification (less than four years of age).
3. Attend course and pass exam for [Review Theory – General](#)
4. [General Review Comprehensive Examination](#)
5. [Specialized Review Experience Alternative Requirement](#)
Must receive credit for five (5) reports of qualifying specialized review appraisal experience. This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent, and be less than two (2) years of age.
6. [AI-GRS Membership Application](#)

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American Society of Farm and Rural Appraisers Real Property Review Appraiser (RPRA)

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. Provide proof of USPAP completion certification (less than four-years of age).
3. Attend course and pass exam for [Review Theory – General](#)
4. Pass [General Review Comprehensive Examination](#)
5. [Specialized Review Experience Alternative Requirement](#)
Must receive credit for five (5) reports of qualifying specialized review appraisal experience. This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent, and be less than two (2) years of age.
6. [AI-GRS Membership Application](#)

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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

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](#)
Must receive credit for five (5) reports of qualifying residential review appraisal experience.
This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent.
3. [AI-RRS Membership Application](#)

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The Appraisal Institute of Canada (CRA)

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](#)
Must receive credit for five (5) reports of qualifying residential review appraisal experience. This work must meet [USPAP Standard 3](#), [SVP Standards B and C](#) or equivalent.
6. [AI-RRS Membership Application](#)

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