General Admissions Procedure Manual

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General Admissions Procedure Manual

ARTICLE I

General Provisions

This General Admissions Procedure Manual ("Procedure Manual") provides details regarding policies and procedures relating to general Candidacy and admission to MAI Designated membership. It is a companion document to Regulation No. 1, Admission to General Candidacy and MAI Membership. Definitions of terms used in this Procedure Manual are provided in Regulation No. 1.

Wherever this Procedure Manual grants permission to a Chair or Vice Chair of a body to appoint a person or persons to perform a particular task, the same appointive permission is extended to any person who is designated by the Chair or Vice Chair to make such appointments.

Provisions related to good moral character are contained in a separate manual.
ARTICLE II

Grading of Comprehensive Examination

If a passing grade is awarded on a module of the Comprehensive Examination taken by a general Candidate, the credit shall be posted on the general Candidate’s record.

If a module of the Comprehensive Examination fails based on grading by the computerized testing software, the general Candidate will be notified in writing. At the general Candidate’s written request, made within sixty (60) days of the date the general Candidate was notified that his or her examination failed, the failing examination will be reviewed by a member of the Comprehensive Examination Panel.

Nothing herein shall be construed to prohibit the Comprehensive Examination Panel from choosing to re-grade one or more Comprehensive Examinations.
ARTICLE III

Demonstration of Knowledge

Part A: Grading

Section 1. Graders
Only MAI members of the Demonstration of Knowledge Grading Panel (or designee) are permitted to grade or review general demonstration of knowledge requirement submissions to determine if such submissions meet the requirements of Regulation No. 1.

Section 2. Grading Procedure
Appraisal Institute Regulations, procedure manuals and policies establish the procedures for grading each option of the Demonstration of Knowledge requirement.

Section 3. Grading a Demonstration Appraisal Report
The Demonstration Appraisal Report Option of the Demonstration of Knowledge requirement requires the preparation and submission of a report for grading. Each Demonstration Appraisal Report that requires grading shall be referred to the Demonstration of Knowledge Grading Panel (or designee) for grading.

Upon receipt of a report that needs to be graded and an application for credit, a grader will be assigned to determine whether the report meets the technical requirements.

If the grader determines that the report meets the technical requirements, the grader shall notify the Admissions Department in writing.

If the grader determines that the report fails to meet the technical requirements, the grader shall prepare a critique explaining the reasons for the failing grade and forward it to the Admissions Department. The Admissions Department shall send a copy of the critique to the general Candidate.

Section 3. Re-Grading of a Demonstration Appraisal Report
If an initial grader determines that a report fails to meet the technical requirements, the general Candidate may request that the failed report be graded a second time. The request must be in writing, must be made within sixty (60) days of the date of the notice advising the general Candidate that the report did not meet the technical requirements and must be accompanied by the appropriate fee. The request must also include the general Candidate’s reasons for contesting the initial grader’s determination. Upon written request and for good cause shown, the Chair of the Demonstration of Knowledge Grading Panel may grant an extension of the 60-day period for filing a request for re-grading.

If a request for re-grading is granted the re-grading shall not be performed by the initial grader. If a re-grading results in a determination that a report fails to meet technical requirements, the general Candidate may revise and re-submit the report as set forth in the following section.
Section 4. Submission of Revised Demonstration Appraisal Report
If a report fails to meet the technical requirements at the initial grading stage, the general Candidate may revise the report and submit it for grading along with the appropriate fee.

Prior to submitting a revised report, the general Candidate must attend a Non-Residential Demonstration of Knowledge Offering as specified by the Admissions Committee, unless the general Candidate previously attended an approved offering or unless, for good cause shown, the Chair of the Admissions Committee, with input from the Chair of the Demonstration of Knowledge Grading Panel, grants an exception to this policy.

The revised report must be filed within one (1) year of the date on which notice was sent to the general Candidate that the initial report did not meet the technical requirements. The Chair of the Demonstration of Knowledge Grading Panel may grant a request for extension of this one (1) year period for good cause shown. After the period of time expires, the general Candidate may not use the same subject property for a future report. Only one revised report concerning the same subject property may be filed.

Section 5. Re-Grading of a Revised Demonstration Appraisal Report
At the general Candidate’s written request (which includes the general Candidate’s reasons for contesting the determination that the revised report failed to meet the technical requirements) made within sixty (60) days of the date that the general Candidate was notified that his or her revised report did not meet the technical requirements, the report will be re-graded by the Chair of the Demonstration of Knowledge Grading Panel or a member of the Panel selected by the Chair who is other than a member who previously graded or re-graded the report. If a re-grading results in a determination that the revised report fails to meet technical requirements the general Candidate may not use the same subject property for a future report.

Section 6. Verification of Demonstration Appraisal Report
If a determination is made that a report meets the technical requirements, the application and report will then be processed for factual verification.

If a report does not receive credit because the report or application for credit contains data that is not factual, the general Candidate may not submit the report for re-grading, may not revise the report and submit it for grading and may not use the same subject property for a future report.

Part B: Verification Process
Factual data in the applications and submissions for Demonstration of Knowledge credit for the Demonstration Appraisal Report option, the Defense of Reports option and the E-Demo Report option must undergo a verification process. The following procedures shall be followed for each Demonstration of Knowledge application and submission that requires verification:

a. Upon being notified by the Admissions Department that a general Candidate’s Demonstration of Knowledge submission meets the technical requirements, the Chair of the Demonstration Appraisal Grading Panel (or designee) shall assign a Representative:

(1) to verify the factual data in the submission and the statements in the application for credit; and/or
(2) to make a recommendation, as appropriate, whether the submission and the statements in
the application for credit should be accepted as factual or be rejected as being non-factual.

b. If a Representative determines that he or she has a conflict of interest or a personal bias for or
against the general Candidate, he or she must decline serving as a Representative with respect
to that general Candidate and the Chair of the Demonstration of Knowledge Grading Panel (or
designee) shall assign a replacement.

c. If at any time the Chair of the Demonstration of Knowledge Grading Panel (or designee)
determines that a Representative is not conducting the verification process adequately, the Chair
(or designee) may order further investigation and/or rescind the appointment of the
Representative and appoint a replacement.

d. If at any point in the verification process the Representative is able to verify the factual data in the
submission and the statements in the application for credit, the Representative shall notify the
Admissions Department in writing. If all of the requirements of the Demonstration of Knowledge
requirement are met, the Admissions Department shall then post credit for the Demonstration of
Knowledge requirement on the general Candidate’s record and notify the general Candidate that
credit has been awarded.

e. Unless there is a recommendation by the Representative that credit not be given, the verification
process should not exceed twenty (20) days. This period of time may be extended by the Chair of
the Demonstration of Knowledge Grading Panel.

f. If the Representative fails to file a recommendation within twenty (20) days of the date the
Representative received the Demonstration of Knowledge submission and application for credit
(or any extension thereto), the Chair of the Demonstration of Knowledge Grading Panel shall
determine whether additional time should be granted for the Representative to file a
recommendation, whether a replacement Representative should be appointed, or whether the
general Candidate should receive credit for the submission without any further review.

g. At the request of the Representative, the Chair of the Demonstration of Knowledge Grading Panel
(or designee) may appoint one or two additional Representatives to assist in conducting an
interview and/or investigation.

h. At an interview, the general Candidate shall be allowed to explain how the factual data in the
submission was obtained and/or to furnish information to show that the factual data in the
submission and/or the statements in the application for credit are factual. The applicant may
request additional time to obtain information or to assemble documentation in support of his or
her position.

i. If, after completing his or her investigation the Representative concludes, by the greater weight of
the evidence, that the data in the submission and/or the statements in the application for credit
are not factual, the Representative shall prepare a formal written recommendation
(“Recommendation”) which recommends that the submission not receive credit. The
Recommendation shall set forth in detail the relevant factual information relied on as the basis for
the Representative’s conclusion. Before completing the Recommendation, the Representative shall make a reasonable effort to verify and substantiate all factual data relied on as the basis for the Recommendation and include with the Recommendation a brief statement describing such efforts.

j. The Representative shall submit the Recommendation to the Admissions Department. If the Admissions Department determines that the Representative’s Recommendation is not in compliance with the requirements of this Procedure Manual, the Admissions Department shall return the Recommendation to the Representative with instructions to take such further steps as may be required to bring the Recommendation into compliance with the requirements of this Procedure Manual. On determination by the Admissions Department that the Representative’s Recommendation is in compliance with the requirements of this Procedure Manual, the Admissions Department shall submit a copy of the Recommendation to the Chair of the Demonstration of Knowledge Grading Panel.

k. If after review the Chair of the Demonstration of Knowledge Grading Panel determines that the Recommendation that the submission not receive credit is without a reasonable basis in fact, he or she shall instruct the Admissions Department to post credit for the submission. If after review the Chair of the Demonstration of Knowledge Grading Panel determines that there may be a reasonable basis in fact for the Recommendation, the Admissions Department shall send a copy of the Recommendation to the general Candidate.

l. A general Candidate who has received an unfavorable Recommendation by the Representative shall have the right to request a Conference. This right may be exercised only by filing a Request for Conference by traceable carrier, with the Admissions Department, within thirty (30) days after the date of the notice from the Admissions Department advising the general Candidate of the unfavorable Recommendation. A Request for Conference must state the general Candidate’s reason(s) for requesting a Conference. If no timely and complete Request for Conference is filed, the unfavorable Recommendation shall be final and the general Candidate shall have no further right of review or appeal.

m. If a general Candidate files a timely Request for Conference, the Chair or Vice Chair of the Admissions Committee shall appoint a Conference Board. The general Candidate shall have the right to appear at the Conference in person, individually or with legal counsel or a personal representative. By advance request, a general Candidate may participate by telephone.

At the Conference, the general Candidate shall have the right to present evidence, both testimony and documents, with respect to the unfavorable Recommendation. The Representative shall present evidence and respond to questions of the Conference Board. The Representative shall have the burden to prove, by the greater weight of the evidence, that the data in the report and/or the statements in the application for credit are not factual.

If the Conference Board finds, by the greater weight of the evidence, that the data in the submission and/or that the statements in the application for credit were not factual, the Conference Board shall prepare and submit a written decision concluding that the report not receive credit.
If the Conference Board determines that the data in the general Candidate’s report and the statements in the general Candidate’s application for credit are factual, the Admissions Department shall post credit for the report.

n. A general Candidate who receives an adverse decision from a Conference Board with respect to verification of a report and/or statements in an application for credit shall have the right to appeal the adverse decision. This right may be exercised only by filing a Notice of Appeal, by traceable carrier, with the Admissions Department, within sixty (60) days after the date of the notice from the Admissions Department advising the general Candidate of the adverse decision of the Conference Board. The Notice of Appeal must state the general Candidate’s reason(s) for contesting the decision. If the general Candidate fails to file a timely and complete Notice of Appeal, the right of such general Candidate to appeal shall terminate, and the decision of the Conference Board shall become final. Procedures governing formal appeals and Appeal Hearings regarding verification of demonstration appraisal reports are contained in the Admissions Appeals Procedure Manual.
ARTICLE IV

Experience

Experience credit shall be awarded based on the recommendations of the Screeners and Experience Committees of the Experience Panel made pursuant to the provisions of Regulation No. 1, this Procedure Manual, and Appraisal Institute policy.

The Chair of the Experience Panel shall oversee the assignment of MAI members of the Experience Panel to serve as Screeners and to serve on Experience Committees for Specialized Experience applications.

No individual shall serve as a Screener or as a member of an Experience Committee if he or she has previously evaluated the experience submission or if he or she has a conflict of interest or has a personal bias favorable or prejudicial to the general Candidate.

An experience submission shall initially be evaluated by a Screener who shall evaluate the work product and interview the general Candidate. If necessary, after an initial review by a Screener an experience submission shall then be evaluated by an Experience Committee consisting of three to five members of the Experience Panel that shall evaluate the work product and interview the general Candidate.

The Chapter President, or designee, should be available to assist the Screener. The Screener will proceed even if the Chapter President, or designee, is not available.

Upon completion of the evaluation, the Screener or Experience Committee shall prepare and forward a written recommendation and if full credit is not being recommended, a Critique Form to the Admissions Department. The written recommendation of the Screener or Experience Committee shall specifically state the number of hours of Specialized Experience credit awarded to the general Candidate. The Critique Form shall, as appropriate, advise the general Candidate toward improving the work product.

If the recommendation is that the general Candidate receive all of the experience credit requested, the Admissions Department shall post the credit on the general Candidate’s experience record and notify the general Candidate that the requested experience credit has been awarded.

If the recommendation is that the general Candidate receive less experience credit than requested, then the Admissions Department shall notify the general Candidate of the recommendation and of his or her right to file an appeal of the recommendation within sixty (60) days of the date that the formal notice of the recommendation was issued.

If a general Candidate is denied experience credit due to the quality of the appraisal work in relation to the Standards of Professional Appraisal Practice, and if the appraisal work is signed by an Appraisal Institute Designated member, Candidate, or Practicing Affiliate other than the general Candidate who was denied credit, the appraisal work shall be referred to the Professional Practice...
Department for processing in accordance with Regulation No. 6. The referral shall be made as the last step in the process, after the decision to deny experience credit becomes final.
ARTICLE V

Supervisory Experience

A general Candidate in a supervisory position who receives full experience credit pursuant to the provisions of this Article shall be considered to have met the experience requirements set forth in Regulation No. 1.

Qualifications:

The general Candidate has been in a supervisory position for at least ten (10) years.

The general Candidate trains or is responsible for people who perform work that meets the Regulation No. 1 definitions of Specialized Experience and Significant Professional Responsibility.

Within the previous ten (10) years, the general Candidate has not performed at least the number of hours set forth in Regulation No. 1 for Specialized Experience that meets the definition of Significant Professional Responsibility.

Submissions required:

- List of Work
  If the general Candidate performed any work within the previous ten (10) years that meets the definition of Significant Professional Responsibility and the definition of Specialized Experience, the general Candidate must submit a list of that work. Samples will be selected to evaluate similar to the experience procedures described in Regulation No. 1 and this Procedure Manual.

- Resume
  The general Candidate must provide a Resume that describes in detail for at least the most recent ten (10) years:
  - employment and experience (including field and supervisory work);
  - as related to appraisal, appraisal consulting, appraisal review, mass appraisal, or real estate economics problem solving, the general Candidate’s employment relationships, positions supervised or managed, and responsibilities for oversight;
  - the reason the general Candidate is excluded from performing work that meets the definition of Significant Professional Responsibility; and
  - a brief description of the general Candidate’s educational background.

- Work product
  The general Candidate must submit two work products that were:
  - completed partially by the general Candidate;
• co-signed by the general Candidate; or
• prepared by another person and the general Candidate assumed responsibility for the product.

Process

A submission shall be evaluated by a special Experience Committee consisting of at least three MAI members of the Experience Panel.

The Experience Committee shall interview the general Candidate to ascertain the general Candidate's level of experience. The committee will use the reports as a starting point to ask questions to determine the general Candidate's knowledge of appropriate theory and techniques.

In addition to either no credit or full credit, partial credit may be granted. If no credit or partial credit is granted, the general Candidate may reapply for a time period that begins after the date of the previous application.

After an interview, the Experience Committee shall prepare its recommendation regarding experience credit and forward it to the Admissions Department. The written recommendation of the Experience Committee shall specifically state the number of hours of experience credit awarded to the general Candidate.

If the Experience Committee’s decision is that the general Candidate receive less experience credit than requested, the Admissions Department shall notify the general Candidate of the Experience Committee’s decision and the right to appeal.
ARTICLE VI

Teaching Experience

A general Candidate who has taught full time for at least seven (7) years in a field related to real property economics (as determined by the ADQC) at a college or university approved by the ADQC shall be considered to have met the experience requirements set forth in Regulation No. 1.
Appraisal Experience Criteria for SRPA Members
Who Wish to Obtain the MAI Designation

One of the requirements for an SRPA seeking the MAI designation is credit for a year of experience that meets the criteria set forth in this Appendix. The Admissions Department can provide additional information concerning this requirement.