

Regulation No. 4
**Readmission to Designated
Membership**

Effective January 1, 2014

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1 **ARTICLE I**

2
3 **General**

4
5 **Part A: Requirements for Readmission to Designated Membership**

6 To be readmitted to Designated Membership in the Appraisal Institute, an individual must fulfill the
7 basic requirements set forth in this Regulation, as well as any additional requirements applicable to
8 specific situations set forth in this Regulation.

9
10
11 **Part B: Readmission Procedure Manual**

12 There shall be a Readmission Procedure Manual that shall set forth procedures relating to
13 readmission to Designated Membership.

14
15
16 **Part C: Reopening of Peer Review Proceedings**

17 Upon readmission to Designated Membership in the Appraisal Institute, any peer review proceedings
18 that were pending at the time the individual's membership was terminated shall be reopened and
19 processed in accordance with the Appraisal Institute Bylaws, Regulations and policies.

22

23 **Basic Requirements for Readmission to** 24 **Designated Membership**

25

26 The basic requirements for readmission to Designated Membership in the Appraisal Institute are as
27 follows:

28

29 **A) Application**

30 The applicant for readmission to Designated Membership shall complete the official Appraisal
31 Institute application form for readmission to Designated Membership, together with any requested
32 documentation;

33

34 **B) Filing Fee**

35 The applicant for readmission to Designated Membership shall pay a filing fee in an amount fixed by
36 the Board of Directors of the Appraisal Institute;

37

38 **C) Dues and Other Indebtedness**

39 The applicant for readmission to Designated Membership shall pay the current year's dues pro-rated
40 for the date of readmission (unless applying for readmission to a classification of membership for
41 which paying dues is not required) and any other indebtedness owed to the Appraisal Institute or any
42 Chapter or Region. The current year's dues shall be returned if the individual's application for
43 readmission is not approved;

44

45 **D) Good Moral Character**

46 The applicant for readmission to Designated Membership shall possess good moral character, which
47 is honesty, truthfulness, and respect for the law. An Affiliate in good standing seeking readmission to
48 Designated Membership shall be deemed to have met the good moral character requirement; and

49

50 **E) Continuing Education**

51 The applicant for readmission to Designated Membership shall meet the continuing education
52 requirements set forth below.

53

54 **1) If the applicant:**

55

56 **a) had his or her Designated Membership terminated due to resignation or non-payment of**
57 **dues;**

58

59 **b) was not at the time of termination the subject of the disciplinary action of suspension, a**
60 **pending disciplinary proceeding or a pending peer review proceeding in which the**
61 **individual was sent an offer of disciplinary action;**

62

- 63 c) was not at the time of termination suspended for failure to complete continuing education
64 requirements;
- 65
- 66 d) seeks Practicing Member status; and
- 67
- 68 e) applies for readmission on a date that falls within the same five-year year period (most
69 recent continuing education cycle) during which the individual's membership terminated,
70
- 71 then the applicant shall have no continuing education requirements for readmission. If the
72 applicant is readmitted to Designated Membership, he or she shall return to the five-year
73 continuing education cycle during which his or her membership terminated.
74
- 75 2) If the applicant:
- 76
- 77 a) had his or her Designated Membership terminated due to resignation or non-payment of
78 dues;
- 79
- 80 b) was not at the time of termination the subject of the disciplinary action of suspension, a
81 pending disciplinary proceeding or a pending peer review proceeding in which the
82 individual was sent an offer of disciplinary action;
- 83
- 84 c) was not at the time of termination suspended for failure to complete continuing education
85 requirements;
- 86
- 87 d) seeks Practicing Member status; and
- 88
- 89 e) applies for readmission on a date that does not fall within the same five-year period (most
90 recent continuing education cycle) during which the individual's membership terminated,
91
- 92 then such individual shall, within the five (5) years prior to the date of readmission, have
93 completed the following continuing education requirements:
- 94
- 95 a) attended the Appraisal Institute Business Practices and Ethics course;
- 96
- 97 b) completed a course or seminar, and/or passed an examination, that is valued at one
98 hundred fifty (150) points or more; and
- 99
- 100 c) fulfilled the Standards of Professional Appraisal Practice Course requirement which is
101 either:
- 102
- 103 i. attendance at the Appraisal Institute seven (7) hour or (15) hour Uniform
104 Standards of Professional Appraisal Practice course and receipt of a passing
105 grade on any corresponding course examination;
- 106

- 107 ii. attendance at the seven (7) hour or fifteen (15) hour national Uniform Standards
108 of Professional Appraisal Practice Course taught by an instructor certified by the
109 Appraiser Qualifications Board of The Appraisal Foundation and receipt of a
110 passing grade on any corresponding course examination;
111
112 iii. teaching the fifteen (15) hour national Uniform Standards of Professional
113 Appraisal Practice Course or seven (7) hour national Uniform Standards of
114 Professional Appraisal Practice Course provided that the applicant is an
115 instructor certified by the Appraiser Qualifications Board of The Appraisal
116 Foundation; or
117
118 iv. attendance at the Appraisal Institute’s International Valuation Standards Course
119 and passing any corresponding examination, provided that the applicant certifies
120 that he or she practices only outside of the United States and intends to continue
121 practicing only outside of the United States.
122

123 Further, if the applicant is readmitted to Designated Membership, he or she shall be placed
124 on a continuing education cycle commencing on the date of readmission and expiring on the
125 sixth December 31st following readmission. Such individual must include a statement in the
126 certifications of his or her written reports that he or she is “Continuing Education Program
127 Not Completed” in accordance with the Certification Standard unless the individual completed
128 the requirements to become “Continuing Education Program Completed” in the five (5) years
129 prior to readmission or until the individual completes all such requirements in the new
130 continuing education cycle.
131

132 3) If the applicant:

- 133
134 a) had his or her Designated Membership terminated due to failure to complete continuing
135 education requirements;
136
137 b) was not at the time of termination the subject of the disciplinary action of suspension, a
138 pending disciplinary proceeding or a pending peer review proceeding in which the
139 individual was sent an offer of disciplinary action; and
140
141 c) seeks Practicing Member status,
142

143 then the applicant shall, within the five (5) years prior to the date of readmission, have
144 completed the Standards, Ethics and 500 Points Requirements described in Regulation No.
145 10. If the applicant is readmitted to Designated Membership, he or she will be placed on a
146 continuing education cycle that commences on the date of readmission and expires on the
147 sixth December 31st following readmission.
148

149 4) If the applicant:

150

- 151 a) had his or her Designated Membership terminated due to resignation, non-payment of
152 dues or failure to meet continuing education requirements;
153
154 b) was not at the time of termination the subject of the disciplinary action of suspension, a
155 pending disciplinary proceeding or a pending peer review proceeding in which the
156 individual was sent an offer of disciplinary action; and
157
158 c) seeks Non-Practicing Member status,
159

160 then such individual's application for readmission shall be reviewed by the Chair of the
161 Admissions and Designation Qualifications Committee (ADQC) or the Chair's designee. The
162 Chair or the Chair's designee will determine in his or her sole discretion what if any
163 continuing education requirements such individual must meet prior to readmission and what if
164 any continuing education requirements the individual must fulfill if readmitted. The decision
165 of the Chair or the Chair's designee shall be final.
166

167 If a readmitted Designated Member in Non-Practicing status wishes to move to Practicing
168 Member status, such Designated Member first must have completed the continuing education
169 requirements set forth in (1) or (2) above, depending on whether the date such Designated
170 Member applies for Practicing status falls within the same five (5) year period (continuing
171 education cycle) during which the individual's membership terminated. If the Designated
172 Member would have been in the same continuing education cycle time period had he or she
173 not terminated membership, such individual must include a statement in the certifications of
174 his or her written reports that he or she is "Continuing Education Program Not Completed" in
175 accordance with the Certification Standard unless the individual completed the requirements
176 to become "Continuing Education Program Completed" in the five (5) years prior to becoming
177 a Practicing Member or until the individual completes all such requirements in the new
178 continuing education cycle.
179

180 5) If the applicant:

- 181
182 a) had his or her Designated Membership terminated for any reason; and
183
184 b) was as at the time of termination suspended for failure to complete continuing education
185 requirements, or the subject of the disciplinary action of expulsion, the disciplinary action
186 of suspension, a pending disciplinary proceeding or a pending peer review proceeding in
187 which the individual was sent an offer of disciplinary action
188

189 then the applicant shall, within the five (5) years prior to the date of readmission, have
190 completed the education described in the Standards, Ethics and 500 Points Requirements of
191 Regulation No. 10. If the applicant is readmitted to Designated Membership, he or she will be
192 placed on a continuing education cycle that commences on the date of readmission and
193 expires on the sixth December 31st following readmission.
194

195 All readmitted Designated Members who hold Practicing status will be subject to the
196 Standards, Ethics and 500 Points Requirements in their new cycles regardless of the
197 continuing education requirements to which they previously were subject.

198
199 The Chair of the ADQC, or the Chair's designee, will consider and act on requests for
200 exceptions to the continuing education requirements for readmission in his or her sole
201 discretion and the decision of the Chair or the Chair's designee shall be final.

202
203 "Continuing Education Program Completed" means the status a Designated Member
204 achieves by satisfying the Standards, Ethics and 500 Points Requirements set forth in
205 Regulation No. 10.

206

208

209 **Additional Requirements for Readmission to**
210 **Designated Membership**

211

212 **Part A: Individuals whose Designated Membership was Terminated**
213 **During Certain Peer Review Proceedings**

214 If an individual's Designated Membership was terminated while subject to a peer review proceeding
215 described below, the individual must meet the following two (2) additional requirements for
216 readmission to Designated Membership in the Appraisal Institute:

217

218 1) receive a favorable recommendation from a readmission review that will determine whether the
219 individual's recent work product complies with the Standards of Professional Appraisal Practice.
220 To facilitate this readmission review, the individual must submit with the application for
221 readmission to Designated Membership a "List of Assignments" listing all assignments performed
222 within the previous three (3) years and will be required to submit appraisals and other information
223 during the readmission review process. A favorable recommendation may be conditioned on a
224 requirement that the individual attend courses and/or seminars, and pass examinations.

225

226 2) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at
227 a quorum meeting of the Board of Directors.

228

229 An individual is subject to the additional requirements of this Part if at the time of the termination of
230 such individual's Designated Membership, the individual was the subject of the disciplinary action of
231 suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the
232 individual was sent an offer of disciplinary action.

233

234

235 **Part B: Individuals whose Designated Membership was Terminated Due**
236 **to Expulsion**

237 If an individual's Designated Membership in the Appraisal Institute was terminated due to the
238 disciplinary action of Expulsion, the individual is ineligible to apply for readmission to Designated
239 Membership for five (5) years from the date of the Expulsion and must meet the following three (3)
240 additional requirements for readmission to Designated Membership in the Appraisal Institute:

241

242 1) receive a favorable recommendation from a readmission review that will determine whether the
243 individual's recent work product complies with the Standards of Professional Appraisal Practice.
244 To facilitate this readmission review, the individual must submit with the application for
245 readmission to Designated Membership a "List of Assignments" listing all assignments performed
246 within the previous three (3) years and will be required to submit appraisals and other information

247 during the readmission review process. A favorable recommendation may be conditioned on a
248 requirement that the individual attend courses and/or seminars and pass examinations;
249
250 2) receive a favorable recommendation from the Professional Practice Compliance and
251 Enforcement Committee; and
252
253 3) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at
254 a quorum meeting of the Board of Directors.
255
256
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