

Readmission to Designated Membership Matrix

This matrix is intended to provide general information for former Designated Members about readmission to designated membership, but the actual rules are contained in [Regulation No. 4: Readmission to Designated Membership](#) and govern readmission requirements.

Reason for Membership Lapse/Membership Status	Readmission Status	CE Scenario [*]	Requirements				Readmission Review
			USPAP	BP&E	ACO	100 Hours	
Resignation	Practicing Member Status – Within CE Cycle	1	Return to CE Cycle				
	Practicing Member Status – Not Within CE Cycle	2	✓	✓	✓	Recommended ⁺	
	Non-Practicing Member Status	4	ADQC Review				
Non-Payment of Dues	Practicing Member Status – Within CE Cycle	1	Return to CE Cycle				
	Practicing Member Status – Not Within CE Cycle	2	✓	✓	✓	Recommended ⁺	
	Non-Practicing Member Status	4	ADQC Review				
Continuing Education (CE) or Suspension of CE	Practicing Member Status	3,(5)	✓	✓	✓	✓	
	Non-Practicing Member Status	4	ADQC Review				
Disciplinary, Peer Review Proceedings, Expulsion	Practicing Member Status	5	✓	✓	✓	✓	✓
	Non-Practicing Member Status	5	✓	✓	✓	✓	✓
Non-Practicing Member Status	Practicing Member Status – Within CE Cycle	1	Return to CE Cycle				
	Practicing Member Status – Not Within CE Cycle	2	✓	✓	✓	Recommended ⁺	

^{*}Numbers indicate reference to scenarios outlined in Regulation No. 4, Article II, Part E.

^{**}Continuing education (CE) requirements must be completed within the past five (5) years prior to readmission application. Once readmitted, he or she will be placed on a CE cycle beginning January 1 of the following year of readmission to membership. All readmitted Practicing Designated Members return to a 100-hour Required CE status. Those applying for Non-Practicing member status will be reviewed by the national Admissions & Designation Qualifications Committee (ADQC) on a case-by-case basis and may or may not be subject to CE requirements upon readmission. Those moving from Non-Practicing member status back to a Practicing member status will be subject to CE requirements under appropriate scenario, either #1 or #2.

[†]For readmission, members may choose not to complete 100 hours, but must use certification statement stating that member is not “continuing education completed.” “Continuing education completed” means the status a Designated Member achieves by satisfying the Uniform Standards of Professional Appraisal Practice (USPAP), Business Practices and Ethics (BP&E), the Appraisal Curriculum Overview (ACO) and 100-Hour requirements set forth in [Regulation No. 10: Continuing Education](#).

In addition to the requirements demonstrated here, one must also submit a completed application. Once readmitted, dues will be prorated for the remainder of the year and an invoice will be sent. For questions, or to request a Readmission to Designated Membership application, please contact Designated Member Services at 312-335-4401 or readmission@appraisalinstitute.org, or visit our frequently asked questions page on the Web site at http://www.appraisalinstitute.org/membership/readmission_FAQs.aspx.