

General Admissions Procedure Manual

Effective May 15, 2009

Copyright © 2009 by the Appraisal Institute. All rights reserved.

Printed in the United States of America. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of the publisher.

Table of Contents

ARTICLE I: General Provisions	1
ARTICLE II: Consideration of Good Moral Character	2
Part A: Appointment of Investigative Team	2
Part B: Evaluation of Information	3
Part C: Informal Report of Investigative Team	3
Part D: Interview of Applicant	3
Part E: Formal Report of Investigative Team	4
Part F: Right to Request a Conference Regarding Formal Report	4
Part G: Conference and Decision	5
Part H: Invitations and Summons	6
Part I: Notice of Adverse Decision	8
Part J: Right to Appeal	8
ARTICLE III: Grading of Comprehensive Examination	9
ARTICLE IV: Demonstration Appraisal	10
Part A: Grading	10
Part B: Verification Process	10
ARTICLE V: Experience	15
Supervisory Experience	16
ARTICLE VI: Application for MAI Membership	18
Part A: Preliminary Processing	18
Part B: Consideration by Local Committee	18
APPENDIX A	20
APPENDIX B (APPENDIX TO PLAN OF UNIFICATION) Appraisal Experience Criteria for SRPA Members Who Wish to Obtain the MAI Designation	23
Part A: Classifications of Experience	23
Part B: Time Requirements	24
Part C: Quality of Work Product	25
Part D: Variety	26
Part E: Signing of Appraisal Reports	26
Part F: List of Appraisals	26
Part G: Cumulative Experience Rating	27
Part H: Definitions	27

1 **ARTICLE I**

2

3 **General Provisions**

4

5 This General Admissions Procedure Manual (“Procedure Manual”) provides details regarding policies
6 and procedures relating to general Associate Membership and admission to membership as an MAI
7 member. It is a companion document to Regulation No. 1, Admission to General Associate
8 Membership and MAI Membership. Definitions of terms used in this Procedure Manual are provided
9 in Regulation No. 1.

10

11 To the extent that a procedural question arises that is not specifically covered by Regulation No. 1 or
12 the policies and procedures that implement the Regulation, the individual, committee, panel or board
13 charged with responsibility may consider the procedural rules that are applicable in a court of law;
14 however, such individual or body shall not be bound by such procedural rules and may take such
15 action in the proceeding as fairness and justice require.

16

17 In the event that a required or permitted notice is delivered to one or more parties to a proceeding in a
18 manner that does not comply with the requirements of Regulation No. 1 or the policies and
19 procedures that implement the Regulation, such failure to comply shall not be deemed substantive
20 unless one or more parties to whom such notice was directed was, in fact, adversely affected by such
21 failure to comply.

22

23 To ensure that all admissions decisions are free of conflict of interest or personal bias, no member of
24 any body shall participate in any admissions decision regarding a particular Applicant, general
25 Associate Member or other affiliate member, if that member has, at any time previously, performed
26 any investigative, review, or decision making function of any kind with respect to the subject matter of
27 the current application of the particular individual. If any member disqualifies himself or herself on the
28 grounds of conflict of interest or personal bias with respect to a particular individual, such member
29 shall not discuss matters pertaining to the individual or the application, either formally or informally,
30 with any member of the body from which he or she was disqualified or with any member of a higher
31 level Appraisal Institute review body in the admissions process. Furthermore, a member who does
32 not participate in the evidentiary portion of a conference or Appeal Hearing, shall not participate or
33 vote in the related Executive Session. The Appraisal Institute may have its own legal counsel present
34 to render advice at any meetings and at any conferences or Appeal Hearings.

35

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

43

44

Consideration of Good Moral Character

45

46

Part A: Appointment of Investigative Team

47

When the Membership Services Department receives an application for (a) admission (or readmission) to general Associate Membership; or (b) admission to membership as an MAI member, along with information which indicates that the Applicant may lack good moral character, the previous Chair or Vice Chair of the Admissions Committee who holds an MAI designation ("Appointor") shall appoint an Investigative Team consisting of MAI members to investigate whether the Applicant lacks good moral character. If any member of an Investigative Team determines that he or she has a conflict of interest with or a personal bias for or against the Applicant, he or she shall be disqualified from further service on that Investigative Team and the Appointor shall appoint a replacement. The Investigative Team members shall not be members of the Admissions Committee and shall, where possible, be from the same geographical area as the Applicant. In the letter appointing the Investigative Team, the Appointor shall fix a reasonable period (not to exceed sixty (60) days) within which the Investigative Team is to conduct its investigation and submit its report. The period of time for conducting the investigation and submitting the report may be extended by the Appointor for good cause shown.

61

62

1. If Applicant for General Associate Membership

63

64

If an Applicant's prior application for general Associate Membership or other affiliate member status or application for membership was denied by the Admissions Committee (or the Admissions Appeal Board) which determined: (a) that the Applicant not be permitted to reapply for admission (or readmission) to general Associate Membership or to another category of affiliate member status within the Appraisal Institute at any time in the future; (b) that the Applicant be permitted to reapply for admission (or readmission) to general Associate Membership or to another category of affiliate member status within the Appraisal Institute after a specified period of time; (c) that the individual's general Associate Membership be terminated without permission to apply for readmission to general Associate Membership or another category of affiliate member status within the Appraisal Institute at any time in the future; or (d) that the individual's general Associate Membership be terminated, but that the individual be permitted to apply for readmission to general Associate Membership or another category or affiliate member status within the Appraisal Institute after a specified period of time, no Investigative Team shall be appointed, and the Membership Services Department shall notify the Applicant that his or her application for general Associate Membership will not be processed if the condition for reapplication previously set has not yet been (or cannot be) satisfied.

80

81

2. If Applicant for MAI Membership

82

83

If a general Associate Member's prior application for admission to membership was denied by the Admissions Committee (or the Admissions Appeal Board) which determined that his or her general Associate Membership not be terminated and that the general Associate Member be

84

85

86 permitted to reapply for admission to membership as an MAI member after a specified period of
87 time, no Investigative Team shall be appointed, and the Membership Services Department shall
88 notify the general Associate Member that his or her application for MAI membership will not be
89 processed if the condition for reapplication previously set has not yet been satisfied.
90
91

92 **Part B: Evaluation of Information**

93 The Investigative Team may consider information contained in the application, Appraisal Institute
94 files, and information from other sources. The Investigative Team shall rely only on factual information
95 which can be verified and shall evaluate the factual information on a “greater weight of the evidence”
96 standard.
97
98

99 **Part C: Informal Report of Investigative Team**

100 If the Investigative Team determines at any point in the investigation that it appears that further
101 investigation will not lead to a finding, by the greater weight of the evidence, that the Applicant lacks
102 good moral character, the Investigative Team may informally report such belief by letter to the
103 Appointor. The letter shall describe the nature and scope of the Investigative Team’s investigation
104 and the reasons for the Investigative Team’s belief that further investigation is unnecessary.
105

- 106 1. If the Appointor believes that the Investigative Team’s investigation was adequate, and:
 - 107
 - 108 a. if the Applicant seeks general Associate Membership, the Applicant shall be admitted (or
109 readmitted) to general Associate Membership, and the Membership Services Department
110 shall give the Applicant and the Chapter and Region having jurisdiction appropriate
111 notice; or
 - 112
 - 113 b. if the Applicant seeks MAI membership, the President of the Appraisal Institute shall be
114 informed that the general Associate Member has completed all the requirements for
115 membership as an MAI member as set forth in Regulation No. 1.
116
- 117 2. If the Appointor believes that the Investigative Team’s investigation was not adequate, the
118 Appointor shall order further investigation.
119
120

121 **Part D: Interview of Applicant**

122 If the Investigative Team tentatively determines that it appears that an Applicant lacks good moral
123 character, the Investigative Team shall schedule an interview with the Applicant in person (or by
124 telephone if requested by the Applicant). At the time of the interview, the Investigative Team shall
125 advise the Applicant as to the factual information in its file that has led it to a tentative determination
126 that the Applicant lacks good moral character. The Applicant shall be allowed to furnish information to
127 the Investigative Team to refute or explain the information in the Investigative Team’s file. If the
128 Applicant requests additional time in order to obtain information or to assemble documentation in

129 support of his or her position, the Investigative Team shall schedule an additional interview for this
130 purpose not more than thirty (30) days after the initial interview.

131

132

133 **Part E: Formal Report of Investigative Team**

134 If as a result of its evaluation of the factual information available to it, the Investigative Team believes
135 that, by the greater weight of the evidence, the Applicant lacks good moral character, the
136 Investigative Team shall prepare a written, formal report (“Report”) on the appropriate form provided
137 by the Membership Services Department, which Report shall state the basis for the decision and set
138 forth in detail the relevant factual information relied on as the basis for its belief. Before completing
139 the Report, the Investigative Team shall make a reasonable effort to verify and substantiate all factual
140 data relied on as the basis for its Report and include with the Report a brief statement describing
141 such efforts.

142

143 The Investigative Team shall submit the Report to the Membership Services Department. If the
144 Membership Services Department in coordination with the Appointor determines that the Investigative
145 Team’s Report is not in compliance with the requirements of this Procedure Manual, the Membership
146 Services Department shall return the Report to the Investigative Team with instructions to take such
147 further steps as may be required to bring the Report into compliance with the requirements of this
148 Procedure Manual.

149

150 On determination by the Membership Services Department in coordination with the Appointor that the
151 Investigative Team’s Report is in compliance with the requirements of this Procedure Manual, the
152 Membership Services Department shall submit a copy of the Report to the Applicant and to the Chair
153 or Vice Chair of the Admissions Committee.

154

155

156 **Part F: Right to Request a Conference Regarding Formal Report**

157 Each Applicant who is the subject of a formal Report of an Investigative Team shall have the right to
158 request a Conference. The Conference right may be exercised only by filing a timely Notice. A Notice
159 shall be deemed timely if it is filed by the Applicant within thirty (30) days after the date of the
160 correspondence from the Membership Services Department advising the Applicant of the unfavorable
161 Report of the Investigative Team. The Notice by the Applicant shall be transmitted by certified mail to
162 the Membership Services Department.

163

164 The correspondence from the Membership Services Department apprising the Applicant of the
165 unfavorable Report shall advise the Applicant that if he or she does not file a timely Notice, his or her
166 application shall be considered by the Admissions Committee, and that the Admissions Committee
167 may decide:

168

169 a. if the Applicant seeks general Associate Membership:

170

171 (1) that the Applicant not be permitted to reapply for admission (or readmission) to general
172 Associate Membership or to another category of affiliate member status within the Appraisal
173 Institute; or

174

175 (2) that the Applicant be permitted to reapply for admission (or readmission) to general Associate
176 Membership or to another category of affiliate member status within the Appraisal Institute
177 after a specified period of time

178

179 b. if the Applicant seeks MAI membership:

180

181 (1) that the individual's general Associate Membership be terminated without permission to apply
182 for readmission to general Associate Membership or another category of affiliate member
183 status within the Appraisal Institute at any time in the future; or

184

185 (2) that the individual's general Associate Membership be terminated, but that the individual be
186 permitted to apply for readmission to general Associate Membership or another category of
187 affiliate member status within the Appraisal Institute after a specified period of time; or

188

189 (3) that the general Associate Member not be terminated and that the general Associate Member
190 be permitted to reapply for admission to membership as an MAI member after a specified
191 period of time

192

193 The correspondence shall further advise that the decision of the Admissions Committee in such case
194 shall be final and that the Applicant shall have no further right of review or appeal.

195

196

197 **Part G: Conference and Decision**

198 A Conference shall be heard by the Admissions Committee or a Conference Board appointed by the
199 Chair or Vice Chair of the Admissions Committee. The Admissions Committee (or Conference Board)
200 shall give the Applicant at least sixty (60) days notice as to the date and location of the Conference,
201 unless the Applicant consents to a shorter notice period. Any member of the Admissions Committee
202 (or Conference Board) who determines that he or she has a conflict of interest with or personal bias
203 for or against the Applicant shall not participate in the Conference or in the decision. Such member
204 shall not discuss the merits of the matters related to the Applicant, either formally or informally, with
205 any other member of the Admissions Committee, Conference Board, Admissions Appeals Panel, or
206 an Admissions Appeal Board. An Applicant shall have the right to appear at the Conference in
207 person, individually or with legal counsel or a personal representative. By advance request, an
208 Applicant may participate by telephone. Further, the Applicant shall have the right to submit a brief (a
209 statement of facts and argument) at any time prior to thirty (30) days before the date set for the
210 Conference.

211

212 At the Conference, the Applicant shall have the right to present evidence, both testimony and
213 documents, with respect to the Report of the Investigative Team. The Investigative Team shall have
214 one or more of its members in attendance to present evidence and to respond to the Admissions
215 Committee's (or Conference Board's) questions. The Investigative Team shall have the burden to
216 prove, by the greater weight of the evidence, that the Applicant lacks good moral character.

217

218 The Admissions Committee (or Conference Board) may conduct its proceedings with the assistance
219 of counsel. A court reporter shall be present at the Conference and shall record all formal
220 proceedings prior to the Executive Session of the Admissions Committee (or Conference Board).

221

222 Upon completion of the Conference, the Admissions Committee (or Conference Board) shall adjourn
223 to Executive Session to discuss the issues raised in the Conference, the Applicant's brief (if any), the
224 testimony of witnesses, documentary evidence and oral arguments. The Admissions Committee (or
225 Conference Board) shall decide the issues raised in the Conference by a majority vote of the
226 members present and voting. Only members of the Admissions Committee (or Conference Board)
227 who attend both the Conference and the Executive Session may vote. The individual who appointed
228 the Investigative Team shall not be present or vote during the Conference or Executive Session.

229

230 If the Admissions Committee (or Conference Board) finds, by the greater weight of evidence, that the
231 Applicant lacks good moral character, the Admissions Committee (or Conference Board) shall
232 prepare a written decision explaining its reasons for such finding. If Applicant for general Associate
233 Membership, the Admissions Committee (or Conference Board) shall determine either: (a) that the
234 Applicant not be permitted to reapply for admission (or readmission) to general associate
235 membership or to another category of affiliate member status within the Appraisal Institute at any time
236 in the future; or (b) that the Applicant be permitted to reapply for admission (or readmission) to
237 general associate membership or to another category of affiliate member status within the Appraisal
238 Institute after a specified period of time; and

239

240 If Applicant for MAI membership, the Admissions Committee (or Conference Board) shall determine
241 either: (a) that the individual's general associate membership be terminated without permission to
242 apply for readmission to general associate membership or another category of affiliate member status
243 within the Appraisal Institute at any time in the future; or (b) that the individual's general associate
244 membership be terminated, but that the individual be permitted to apply for readmission to general
245 associate membership or another category of affiliate member status within the Appraisal Institute
246 after a specified period of time; or (c) that the general Associate Member not be terminated and that
247 the general Associate Member be permitted to reapply for admission to membership as an MAI
248 member after a specified period of time.

249

250 If the Admissions Committee (or Conference Board) does not find that the Applicant lacks good moral
251 character, and (a) if the Applicant seeks general associate membership, the Applicant shall be
252 admitted (or readmitted) to general associate membership; or (b) if the Applicant seeks MAI
253 membership, the President of the Appraisal Institute shall be informed that the general Associate
254 Member has completed all the requirements for membership as an MAI member as set forth in
255 Regulation No. 1.

256

257

258 **Part H: Invitations and Summons**

259 Upon written request, the Chair or Vice Chair of the Admissions Committee (or Conference Board)
260 may issue invitations or summonses. Such invitations or summonses fall into one of three categories:

261

262 **Section 1. Invitations to a Non-member**

263 Both the Applicant and the Investigative Team shall have the right to request, at any time prior to
264 thirty (30) days before the Conference date, that the Chair or Vice Chair of the Admissions Committee
265 (or Conference Board) issue invitations to individuals who are not members requesting one or both of
266 the following:

267

268 a. That such individual appear and testify at the Conference;

269

270 b. That such individual produce such documentary evidence in his or her possession or control as
271 may be relevant to the subject matter of the proceeding and specified in such invitation.

272

273 **Section 2. Invitations to Members**

274 Both the Applicant and the Investigative Team shall have the right to request, at any time prior to
275 thirty (30) days before the Conference date, that the Chair or Vice Chair of the Admissions Committee
276 (or Conference Board) issue invitations to members to appear and testify at the Conference as expert
277 witnesses. As used in this context, an expert witness is an individual invited to testify at a Conference
278 who has specialized knowledge that will assist the Admissions Committee (or Conference Board) to
279 understand evidence or to determine an issue in the case. Any member who is issued an invitation to
280 testify at the Conference as an expert witness may decline the invitation to testify.

281

282 **Section 3. Summons to Members**

283 Both the Applicant and the Investigative Team shall have the right to request, at any time prior to
284 thirty (30) days before the Conference date, that the Chair or Vice Chair of the Admissions Committee
285 (or Conference Board) issue a summons to a member who possesses knowledge of the facts that are
286 at issue in the proceeding requiring one or both of the following:

287

288 a. That such member appear and testify at the Conference;

289

290 b. That such member produce such documentary evidence in his or her possession or control as
291 may be relevant to the subject matter of the proceeding and specified in such summons.

292

293 Except for good cause shown, any member who possesses knowledge of the facts which are at issue
294 in the proceeding and receives such summons but fails to appear and testify, or fails to produce
295 relevant documentary evidence in his or her possession or control which is specified in a summons,
296 shall be in violation of Canon 2 of the Appraisal Institute Code of Professional Ethics.

297

298 The Chair or Vice Chair of the Admissions Committee (or Conference Board) shall issue an invitation
299 or summons upon request only if the following conditions are met:

300

301 a. The request is written;

302

303 b. The request is timely; and

304

305 c. The request is material to the issues of fact in the proceeding and is reasonably necessary for the
306 proper determination of the issues at the Conference.

307

308 If the Applicant exercises his or her right to request the Chair or Vice Chair of the Admissions
309 Committee (or Conference Board) to issue an invitation or summons, and if the Chair or Vice Chair of
310 the Admissions Committee (or Conference Board) does issue such invitation or summons, the
311 Applicant shall be required to pay the expenses of the witness he or she requested. Members who
312 are summoned to appear and testify may seek reimbursement for travel expenses only.

313

314 Upon the issuance of an invitation or summons, the Chair or Vice Chair of the Admissions Committee
315 (or Conference Board) shall mail a copy to the Applicant and to the Investigative Team.

316

317 The Admissions Committee (or Conference Board) may, on its own motion, issue invitations and
318 summonses for witnesses to appear and testify or to produce documentary evidence in connection
319 with a scheduled Conference.

320

321

322 **Part I: Notice of Adverse Decision**

323 The Membership Services Department shall notify each Applicant who receives an adverse decision
324 of the Admissions Committee (or Conference Board) with respect to his or her application for
325 admission (or readmission) to general associate membership or MAI membership that such Applicant
326 has the right to appeal such adverse decision.

327

328

329 **Part J: Right to Appeal**

330 The right of an Applicant to appeal an adverse decision of the Admissions Committee (or Conference
331 Board) may be exercised only by filing a timely Notice of Appeal. A Notice of Appeal shall be deemed
332 timely if it is filed by the Applicant within thirty (30) days after the date of the notice from the
333 Membership Services Department advising the Applicant of the adverse decision of the Admissions
334 Committee. The Notice of Appeal shall be transmitted by certified mail to the Membership Services
335 Department. If an Applicant fails to file a timely Notice of Appeal, the right of such Applicant to appeal
336 shall terminate, and the decision of the Admissions Committee (or Conference Board) shall be final.

337

338

340

341 **Grading of Comprehensive Examination**

342

343 If a passing grade is awarded to a required examination (including the Comprehensive Examination)
344 taken by a general Associate Member, the credit shall be posted on the general Associate Member's
345 record.

346

347 If a Comprehensive Examination fails based on grading by the computerized testing software, the
348 general Associate Member will be notified in writing. At the general Associate Member's written
349 request, made within sixty (60) days of the date the general Associate Member was notified that his
350 or her examination failed, the failing examination will be reviewed by a member of the General
351 Comprehensive Examination Panel.

352

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

355

356

358

359 **Demonstration Appraisal**

360

361 **Part A: Grading**

362 **Section 1. Graders**

363 Each demonstration appraisal report or three appraisal report alternative shall be referred to the
364 Demonstration Appraisal Grading Panel for grading. Only MAI members are permitted to grade or
365 review demonstration appraisal reports to determine if they meet the requirements of Regulation No.
366 1.

367

368 **Section 2. Grading Procedure**

369 The procedures for grading demonstration appraisal reports and the three appraisal report alternative
370 are as follows:

371

- 372 a. upon receipt of a general Associate Member's application for credit from the Membership
373 Services Department and demonstration appraisal report or three appraisal reports, a grader will
374 be assigned to grade the demonstration appraisal report or three appraisal reports to determine
375 whether they meet the technical requirements;
- 376
377 b. if the grader determines that the general Associate Member's demonstration appraisal report or
378 three appraisal reports meet the technical requirements, the grader shall notify the Membership
379 Services Department in writing; and
- 380
381 c. if it is determined that the demonstration appraisal report or three appraisal reports fail to meet
382 the technical requirements, the grader shall draft a critique to be sent to the general Associate
383 Member explaining the reasons for the failing grade and forward it to the Membership Services
384 Department, which shall in turn transmit it to the general Associate Member.

385

386 **Section 3. Credit, Recording and Notification**

387 The Membership Services Department shall be responsible for: (a) posting of credit to the general
388 Associate Member's record; and (b) all notifications to the general Associate Member as to whether
389 the demonstration appraisal report, three appraisal report alternative, or Research Project received
390 credit.

391

392

393 **Part B: Verification Process**

394 The following procedures shall be used to verify factual data in a general Associate Member's
395 demonstration appraisal report and the statements of the general Associate Member in the
396 application for credit:

397

- 398 a. Upon being notified by the Membership Services Department that the general Associate
399 Member's demonstration appraisal report meets the technical requirements, the Chair of the
400 Demonstration Appraisal Grading Panel (or designee) shall assign a Local Representative:
401
- 402 (1) to verify the factual data in a general Associate Member's demonstration appraisal report and
403 the statements of the general Associate Member in the application for credit; and/or
404
- 405 (2) to make a recommendation, as appropriate, whether the demonstration appraisal report and
406 the statements in the application for credit should be accepted as factual and accurate or be
407 rejected as being non-factual and inaccurate.
408
- 409 b. If a Local Representative determines that he or she has a conflict of interest or a personal bias for
410 or against the general Associate Member, he or she shall be disqualified from service as a Local
411 Representative with respect to that general Associate Member's demonstration appraisal report
412 and the Chair of the Demonstration Appraisal Grading Panel (or designee) shall assign a
413 replacement.
414
- 415 c. If the Local Representative is able to verify the factual data in the general Associate Member's
416 demonstration appraisal report and the statements of the general Associate Member in the
417 application for credit, the Local Representative shall notify the Membership Services Department
418 in writing of this fact. Then the Membership Services Department shall take appropriate action to
419 post credit for the demonstration appraisal report on the general Associate Member's record and
420 to notify the general Associate Member that credit has been posted. Unless there is a
421 recommendation by the Local Representative that credit not be given, the verification process
422 shall not exceed twenty (20) business days. This period of time may be extended by the Chair of
423 the Demonstration Appraisal Grading Panel for good cause shown. If the Local Representative
424 fails to file a recommendation within twenty (20) business days of the date the Chapter received
425 the demonstration appraisal report and application for credit from the Membership Services
426 Department (or any extension granted by the Chair of the Demonstration Appraisal Grading
427 Panel), it shall be deemed that the Local Representative has submitted a favorable
428 recommendation.
429
- 430 d. If at any point in the verification process it appears to the Local Representative that there is a
431 possibility that the factual data in the general Associate Member's demonstration appraisal report
432 and/or the statements in the general Associate Member's application for credit are not accurate,
433 the Local Representative shall schedule an interview with the general Associate Member in
434 person (or by telephone if requested by the general Associate Member). At the request of the
435 Local Representative, the Chair of the Demonstration Appraisal Grading Panel (or designee) may
436 appoint two additional local representatives to assist in conducting the interview and any
437 investigation concerning whether the statements in the general Associate Member's application
438 for credit are accurate.
439
- 440 e. At the interview, the Local Representative shall advise the general Associate Member that he
441 or she is unable to verify the factual data in the general Associate Member's demonstration
442 appraisal report and/or that he or she has tentatively concluded that the statements of the general

443 Associate Member in the application for credit are not factually accurate. The general Associate
444 Member shall be allowed to explain where or how the factual data in the demonstration appraisal
445 report was obtained and/or to furnish information to the Local Representative to show that the
446 factual data in the demonstration appraisal report and/or the statements in the application for
447 credit are accurate. If the general Associate Member requests additional time in order to obtain
448 information or to assemble documentation in support of verification, the Local Representative
449 shall schedule an additional interview for this purpose not more than ten (10) days after the initial
450 interview.

451

452 f. If, after considering the general Associate Member's information and explanations in support of
453 verification, the Local Representative concludes, by the greater weight of the evidence, that the
454 data in the demonstration appraisal report and/or the statements in the application for credit are
455 accurate, the Local Representative shall notify the Membership Services Department in writing of
456 this fact. Then the Membership Services Department shall post credit. All decisions of the Local
457 Representative shall be based upon factual information that can be verified. The notification to
458 the Chair of the panel shall describe the efforts taken to verify the data and/or statements. If at
459 any time the Chair of the Demonstration Appraisal Grading Panel determines that the Local
460 Representative has not conducted the verification process adequately, the Chair (or designee)
461 may order further investigation or rescind the appointment of the Local Representative and
462 appoint a replacement.

463

464 g. If, after considering the general Associate Member's information and explanation in support of
465 verification, the Local Representative concludes, by the greater weight of the evidence, that the
466 data in the general Associate Member's demonstration appraisal report and/or the statements in
467 the general Associate Member's application for credit are not accurate, the Local Representative
468 shall prepare a formal written report and recommendation ("Recommendation") which
469 recommends, and states the basis for the recommendation, that the general Associate Member's
470 demonstration appraisal report not receive credit. The Recommendation shall set forth in detail
471 the relevant factual information relied on as the basis for the Local Representative's conclusion.
472 Before completing the Recommendation, the Local Representative shall make a reasonable effort
473 to verify and substantiate all factual data relied on as the basis for the Recommendation and
474 include with the Recommendation a brief statement describing such efforts.

475

476 h. The Local Representative shall submit the Recommendation to the Membership Services
477 Department. If the Membership Services Department determines that the Local Representative's
478 Recommendation is not in compliance with the requirements of this Procedure Manual, the
479 Membership Services Department shall return the Recommendation to the Local Representative
480 with instructions to take such further steps as may be required to bring the Recommendation into
481 compliance with the requirements of this Procedure Manual. On determination by the
482 Membership Services Department that the Local Representative's Recommendation is in
483 compliance with the requirements of this Procedure Manual, the Membership Services
484 Department shall submit a copy of the Recommendation to the Chair of the Demonstration
485 Appraisal Grading Panel.

486

487 i. If after review the Chair of the Demonstration Appraisal Grading Panel determines that the
488 Recommendation that the demonstration appraisal report not receive credit is without a
489 reasonable basis in fact, he or she shall instruct the Membership Services Department to post
490 credit. If after review the Chair of the Demonstration Appraisal Grading Panel determines that
491 there may be a reasonable basis in fact for the Recommendation, he or she shall instruct the
492 Membership Services Department to submit a copy of the Recommendation to the general
493 Associate Member.
494

495 j. Each general Associate Member who has received an unfavorable Recommendation by the Local
496 Representative shall have the right to request a Conference. The Conference right may be
497 exercised only by filing a timely Notice. A Notice shall be deemed timely if it is filed by the general
498 Associate Member within thirty (30) days after the date of the correspondence from the
499 Membership Services Department advising the general Associate Member of the unfavorable
500 Recommendation. The Notice by the general Associate Member shall be transmitted by certified
501 mail to the Membership Services Department.
502

503 The correspondence from the Membership Services Department apprising the general Associate
504 Member of the unfavorable Recommendation shall advise the general Associate Member that if
505 he or she does not file a timely Notice, the Recommendation may be considered by the
506 Admissions Committee without a Conference and may be adopted, and that the Admissions
507 Committee may decide the verification issue and may prepare a formal decision concluding that
508 the general Associate Member's demonstration appraisal report not receive credit on the grounds
509 that: (a) the data in the demonstration appraisal report was not factual; and/or (b) the statements
510 of the general Associate Member in the application for credit were not accurate. The
511 correspondence shall further advise the general Associate Member that if no timely Notice is filed,
512 the Admissions Committee's decision shall be final and the general Associate Member shall have
513 no further right of review or appeal.
514

515 Any member of the Admissions Committee who determines that he or she has a conflict of
516 interest or personal bias for or against the general Associate Member shall not participate in any
517 aspect of the review of an unfavorable Recommendation. Such member shall not discuss the
518 merits of the matters related to the general Associate Member, either formally or informally, with
519 any other member of the Admissions Committee, Admissions Appeals Panel, or an Admissions
520 Appeal Board.
521

522 k. If a general Associate Member makes a timely request for a Conference, the general Associate
523 Member shall have the right to appear at the Conference in person, individually or with legal
524 counsel or a personal representative. The procedures for a general Associate Member to have
525 invitations and summonses issued are similar to those described above in Article II, Part H, of this
526 Procedure Manual. By advance request, a general Associate Member may participate by
527 telephone. Further, a general Associate Member shall have a right to submit a brief (a statement
528 of facts and argument) at any time prior to thirty (30) days before the date set for the Conference.
529

530 At the Conference, the general Associate Member shall have the right to present evidence, both
531 testimony and documents, with respect to the unfavorable Recommendation. The Local

532 Representative shall be in attendance to present evidence and to respond to questions of the
533 Admissions Committee (or Conference Board appointed by the Chair or Vice Chair of the
534 Admissions Committee). The Local Representative shall have the burden to prove, by the greater
535 weight of the evidence, that the data in the demonstration appraisal report and/or the statements
536 in the general Associate Member's application for credit are not factually accurate. Rules
537 regarding Conference procedures shall be the same as those described in Article II, Part G of this
538 Procedure Manual. Only members of the Admissions Committee (or Conference Board) who
539 attend both the Conference and Executive Session may vote. A court reporter shall be present at
540 the Conference and shall record all formal proceedings prior to the Executive Session.

541
542 If the Admissions Committee (or Conference Board) finds, by the greater weight of the evidence,
543 that the data in the demonstration appraisal report was not accurate and/or that the statements of
544 the general Associate Member in the application for credit were not factual, the Admissions
545 Committee (or Conference Board) shall prepare and submit a written decision concluding that the
546 demonstration appraisal report not receive credit.

547
548 If the Admissions Committee (or Conference Board) determines that the data in the general
549 Associate Member's demonstration appraisal report and the statements in the general Associate
550 Member's application for credit are factually accurate, it shall instruct the Membership Services
551 Department to post credit.

552
553 I. A general Associate Member who receives an adverse decision from the Admissions Committee
554 (or Conference Board) after a Conference with respect to verification of a demonstration appraisal
555 report shall have the right to appeal the adverse decision. The right to appeal may be exercised
556 only by filing a timely Notice of Appeal.

557
558 m. A Notice of Appeal shall be deemed timely if it is filed by the general Associate Member within
559 sixty (60) days after the date of the notice from the Membership Services Department advising
560 the general Associate Member of the adverse decision of the Admissions Committee (or
561 Conference Board). The Notice of Appeal shall be transmitted by certified mail to the Membership
562 Services Department. The Notice of Appeal must state the general Associate Member's reason(s)
563 for contesting the decision. If the general Associate Member fails to file a timely Notice of Appeal,
564 the right of such general Associate Member to appeal shall terminate, and the decision of the
565 Admissions Committee (or Conference Board) shall become the final decision of the Appraisal
566 Institute and shall not be subject to further review or appeal. Procedures governing formal
567 appeals and Appeal Hearings regarding verification of demonstration appraisal reports are
568 contained in the Admissions Appeal Board Procedure Manual.

569
570
571

573

574 Experience

575

576 The Chair of the Experience Review Panel shall oversee the assignment of Experience Review Panel
577 members to serve as Screeners and to serve on Review Committees. Reviewers of Specialized
578 Experience shall be MAI members.

579

580 Experience credit shall be awarded based on the recommendations of the Screeners and Review
581 Committees of the Experience Review Panel made pursuant to the provisions of Regulation No. 1,
582 this Procedure Manual, and Appraisal Institute policy. No individual shall serve as a Screener or as a
583 member of a Review Committee if he or she has previously reviewed the experience submission or if
584 he or she has a conflict of interest or has a personal bias favorable or prejudicial to the general
585 Associate Member.

586

587 An experience submission shall initially be reviewed by a Screener and, if necessary, then be
588 reviewed by a Review Committee consisting of three to five members of the Experience Review
589 Panel. A Screener shall review the work product and interview the general Associate Member. A
590 Screener may recommend that experience be awarded or that the application be referred to a Review
591 Committee. The Chapter Admissions Chair, or designee, should be available to assist the Screener.
592 The Screener will proceed even if the Chapter Admissions Chair, or designee, is not available.

593

594 After an interview, the Review Committee shall prepare its recommendation and Critique Form
595 regarding experience credit and forward them to the Membership Services Department. The written
596 recommendation of the Review Committee shall specifically state the number of hours of Specialized
597 Experience credit awarded to the general Associate Member. The Critique Form shall, as appropriate,
598 advise the general Associate Member toward improving the work product. The Review Committee
599 does not submit a Critique Form when full credit is recommended.

600

601 If the recommendation of the Screener or Review Committee is that the general Associate Member
602 receive all of the experience credit being requested by the general Associate Member, then the
603 Membership Services Department shall post the credit on the general Associate Member's
604 experience record and forward the award to the general Associate Member, advising him or her that
605 the requested experience credit has been awarded.

606

607 If the Review Committee's decision is that the general Associate Member receive less experience
608 credit than that being requested, then the Membership Services Department shall notify the Associate
609 Member of the Review Committee's decision and of his or her right to appeal the decision within sixty
610 (60) days.

611

612 If a general Associate Member is denied experience credit due to the quality of the appraisal work in
613 relation to the Standards of Professional Appraisal Practice, and if the appraisal work is signed by an
614 Appraisal Institute member other than the general Associate Member who was denied credit, the
615 appraisal work shall be referred to the Ethics and Counseling Department for processing in

616 accordance with Regulation No. 6. The referral shall be made at the last step in the process, when
617 the decision to deny experience credit becomes final.

618

619 **Supervisory Experience**

620

621 An Associate Member in a supervisory position who receives full experience credit pursuant to the
622 provisions of this Appendix shall be considered to have met the experience requirements set forth in
623 Regulation No. 1.

624

625 Qualifications:

626

627 The Associate Member has been in a supervisory position for at least ten (10) years.

628

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

631

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

635

636 Submissions required:

637

638 - List of Work

639

640 If the Associate Member performed any work within the previous ten (10) years that
641 meets the definition of Significant Professional Responsibility and the definition of
642 Specialized Experience, the Associate Member must submit a list of that work. Samples
643 will be selected to review similar to the procedures for experience review described in
644 Regulation No. 1 and the General Admissions Procedure Manual.

644

645 - Resume

646

647 The Associate Member must provide a Resume that describes in detail for at least the
648 most recent ten (10) years:

648

649 • employment and experience (including field and supervisory work);

650

651 • as related to appraisal, appraisal consulting, appraisal review, mass appraisal, or real
652 estate economics problem solving, the Associate Member's employment relationships,
653 positions supervised or managed, and responsibilities for oversight;

654

655 • the reason the Associate Member is excluded from performing work that meets the
656 definition of Significant Professional Responsibility; and

657

658 • a brief description of the Associate Member's educational background.

659

660

661

662

- 663 – Work product
664 The Associate Member must submit two work products that were:
665
666 • completed partially by the Associate Member;
667
668 • co-signed by the Associate Member; or
669
670 • prepared by another person and the Associate Member assumed responsibility for the
671 product.
672

673 Review Process

674
675 A submission shall be reviewed by a special Review Committee consisting of at least three MAI
676 members of the Experience Review Panel. The Chair of this panel shall be the Manager of
677 Experience Review or an Assistant Screener.
678

679 The Review Committee shall interview the Associate Member to ascertain the Associate Member's
680 level of experience. The committee will use the reports as a starting point to ask questions to
681 determine the Associate Member's knowledge of appropriate theory and techniques.
682

683 In addition to either no credit or full credit, partial credit may be granted. If no credit or partial credit is
684 granted, the Associate Member may reapply for a time period that begins after the date of the
685 previous application.
686

687 After an interview, the Review Committee shall prepare its recommendation regarding experience
688 credit and forward it to the Membership Services Department. The written recommendation of the
689 Review Committee shall specifically state the number of hours of experience credit awarded to the
690 Associate Member.
691

692 If the Review Committee's decision is that the Associate Member receive less experience credit than
693 that being requested, the Membership Services Department shall notify the Associate Member of the
694 Review Committee's decision and the right to appeal.
695

696

697 **ARTICLE VI**

698

699 Application for MAI Membership

700

701 **Part A: Preliminary Processing**

702 Upon receipt of an application for admission to membership as an MAI member from an individual
703 who does not hold another Appraisal Institute designation and upon receipt of the appropriate fee, the
704 Membership Services Department shall make a preliminary investigation to determine that the
705 general Associate Member has complied with the requirements set forth in Regulation No. 1 and that
706 the application is in order.

707

708 If the general Associate Member has complied with the requirements set forth in Regulation No. 1,
709 the application is in order, and:

710

711 a. If nothing is disclosed on the form or in Appraisal Institute files that indicates that the general
712 Associate Member may lack good moral character, the Membership Services Department shall
713 notify the appropriate Local Committee of the application and the Local Committee shall proceed
714 pursuant to Part B; or

715

716 b. The information contained in the application or in Appraisal Institute files indicates that the
717 general Associate Member may lack good moral character, then the application shall be
718 processed by the Admissions Committee pursuant to Article II of this Procedure Manual.

719

720

721 **Part B: Consideration by Local Committee**

722 If, on the basis of factual information, a Local Committee believes that an investigation of a general
723 Associate Member's good moral character pursuant to Article II of this Procedure Manual is
724 necessary, the Local Committee shall file a recommendation that the Admissions Committee proceed
725 pursuant to Article II of this Procedure Manual. Such recommendation shall be filed with the
726 Membership Services Department within ten (10) business days of the date that the Membership
727 Services Department notified the Local Committee that a general Associate Member affiliated with the
728 Chapter applied for membership as an MAI member.

729

730 If the Local Committee believes that such an investigation is not necessary or fails to respond within
731 ten (10) business days of receipt of notice of the application, the Membership Services Department
732 shall promptly notify the President of the Appraisal Institute that the general Associate Member has
733 completed all of the requirements for membership as an MAI member set forth in Regulation No. 1.

734

735 Upon receipt of such notice from the Membership Services Department that the general Associate
736 Member has completed all of the requirements for MAI membership, the President of the Appraisal
737 Institute shall promptly notify such general Associate Member that he or she has been admitted to
738 membership as an MAI member and has been authorized to use the MAI designation; transmit the

739 indicia of MAI membership to the new MAI member; and give the Chapter and Region having
740 jurisdiction appropriate notice.
741
742

744

745 Options for Individuals Admitted to General 746 Associate Membership as the result of an 747 Application Postmarked before July 1, 2006

748

749 Individuals admitted to general Associate Membership as the result of an application postmarked
750 before July 1, 2006, have the option to:

751

752 a. complete the Regulation No. 1 experience requirements effective July 1, 2006, as modified
753 from time to time; or

754

755 b. by July 1, 2011, complete the previous experience requirement, as provided in this
756 Appendix A.

757

758 If by July 1, 2011, an individual admitted to general Associate Membership as the result of an
759 application postmarked before July 1, 2006 receives credit for experience according to the following
760 adjustments to the July 1, 2006 provisions, the general Associate Member shall also be considered to
761 have completed the experience requirements effective July 1, 2006.

762

763 **Section 1. Hours of Specialized Experience**

764 Receive credit for 3,000 hours of Specialized Experience performed after the work listed for the Initial
765 Submission, unless the general Associate Member qualified for and received credit for 4,500 hours of
766 Specialized Appraisal Experience under the Regulation No. 1 effective on December 31, 2000. A
767 general Associate Member shall apply for the credit in one submission. The 3,000 hours must be the
768 general Associate Member's most recent work. The work must deal with more than one type of real
769 estate, but must not include one-to-four family residential. The work must demonstrate that
770 substantially different knowledge, skills, or techniques were required to perform such work
771 competently.

772

773 **Section 2. Definition of Specialized Experience**

774 Specialized Experience is work relating to real estate other than one- to four (1-4) family residential
775 real estate that is covered by Standards Rules 1 through 6 of the Standards of Professional Appraisal
776 Practice, or experience gained by providing practical solutions to real property economics problems
777 as may be further defined by the Admissions Committee.

778

779 **Section 3. Reasonable Relationship Hours**

780 There must be a reasonable relationship between: the number of hours claimed in a general
781 Associate Member's application for experience credit and "List of Assignments" and the amount and
782 complexity of the work. If, in the opinion of the experience reviewers, the number of hours claimed
783 appears to be inconsistent with this requirement, the number of hours of experience credit granted
784 shall be based on the reviewers' best judgment as to the number of hours that are reasonable and

785 appropriate, considering the experience level of the general Associate Member.

786

787 **Section 4. Significant Professional Responsibility**

788

789 The general Associate Member must be able to demonstrate significant professional responsibility for
790 work product submitted for experience credit. The general Associate Member must be able to show
791 that he or she followed the appropriate process(es) and arrived at analyses, opinions and conclusions
792 that were incorporated in the report (or file memoranda showing data, reasoning and conclusions).

793 The mere assembling and analyzing of facts relating to the solution of a valuation or evaluation
794 problem does not necessarily result in significant professional responsibility. To determine if the
795 general Associate Member has significant professional responsibility for identified work product, the
796 reviewers may consider: whether the general Associate Member signed reports or certification forms
797 in the report; whether the general Associate Member's name was listed in certification forms as a
798 person who had significant professional responsibility; and/or other appropriate evidence.

799

800 **Section 5. List of Assignments**

801 With respect to each application for Specialized Experience credit, the general Associate Member
802 shall submit a "List of Assignments" listing all Specialized Experience. No more than 1,500 hours of
803 credit for Specialized Experience may be received for work performed in a twelve (12) month period.
804 The work which is submitted for Specialized Experience credit must have been performed within the
805 previous ten (10) years.

806

807 **Section 6. Initial Submission**

808 Except as provided below, general Associate Members must submit a list of work after performing
809 appraisal work or providing practical solutions to real property economics problems for 3,000 hours
810 over at least two years. General Associate Members who hold a Master's Degree in Real Property
811 Valuation (or similar degree at the graduate level) from a university whose program has been
812 approved by the Admissions Committee shall be considered to have met this requirement. General
813 Associate Members who submit a copy of a state certification along with evidence of the date the
814 certification was first awarded shall be considered to have met this requirement.

815

816 For educational purposes, a general Associate Member may request review of a sample of work. The
817 general Associate Member shall select two assignments for this review. The Membership Services
818 Department shall assign an MAI designated member(s) from the Experience Review Panel to review
819 the sample and interview the general Associate Member about the work. The individual conducting
820 the review and interview shall provide the general Associate Member with educational feedback.

821

822 **Section 7. Advisory Review**

823 For educational purposes, a general Associate Member may request an advisory review of a sample
824 of work product. This advisory review may take place subsequent to the Initial Submission and prior
825 to submission of an application for Specialized Experience Credit. The general Associate Member
826 shall select two (2) assignments for this review.

827

828 The Membership Services Department shall assign an MAI designated member from the Experience
829 Review Panel to review the work product and interview the general Associate Member about the

830 work. The individual conducting the review and interview shall provide the general Associate Member
831 with educational feedback.

832

833 If the two assignments were performed during the time period of the work to be submitted for
834 Specialized Experience credit, the general Associate Member may later list the two (2) sample
835 assignments on the List of Assignments submitted for Specialized Experience Credit but the general
836 Associate Member may not select them either of those two (2) assignments to be reviewed again as
837 part of the application for Specialized Experience Credit.

838

839 **Section 8. Evaluation of Specialized Experience**

840 To receive credit, the experience must meet the applicable requirements described above in this Part
841 and:

842

843 a. meet the Standards of Professional Appraisal Practice if the Standards apply to the work; or

844

845 b. meet criteria appropriate to the type of work or the applicant's area of professional practice, if the
846 Standards of Professional Appraisal Practice do not apply.

847

848 In addition to either no credit or full credit, partial credit of 1,500 hours may be granted. If no credit or
849 partial credit is granted, the general Associate Member may reapply listing work that began accruing
850 after the date of the latest work in the previously submitted "List of Assignments." For each
851 application, the Appraisal Institute shall select three (3) assignments from the "List of Assignments" to
852 review, and the Associate Member shall select two (2) assignments.

853

855

856 Appraisal Experience Criteria for SRPA Members 857 Who Wish to Obtain the MAI Designation

858

859 One of the requirements for an SRPA seeking the MAI designation is credit for a year of experience
860 that meets the criteria set forth in this Appendix.

861

862

863 **Part A: Classifications of Experience**

864 The experience must be acquired in one of the following classifications:

865

- 866 a. In the valuation of real estate (other than one to four-family residential real estate) as a field
867 appraiser.

868

869 A “field appraiser” is an appraiser who makes personal inspections of real property, assembles
870 and analyzes the relevant facts, and, by the use of reason and the exercise of judgment, forms
871 objective opinions as to the market or other value of such properties or interests therein and
872 prepares written appraisal reports (or file memoranda showing data, reasoning, and conclusions).
873 Professional responsibility for the valuation function is essential.

874

- 875 b. In the review of real estate appraisal reports (other than relating to one to four-family residential
876 real estate) as a reviewing appraiser.

877

878 A “reviewing appraiser” is an appraiser who does not necessarily make personal inspections of
879 real property but does review and analyze the relevant facts assembled by field appraisers and,
880 by the use of reason and the exercise of judgment, forms objective conclusions as to the validity
881 of field appraisers’ opinions and prepares written review reports (or file memoranda showing data,
882 reasoning, and conclusions) recommending the acceptance, revision, or rejection of such field
883 appraisers’ opinion. Professional responsibility for the valuation review function is essential.

884

- 885 c. In the evaluation of real estate (other than one to four-family residential real estate) as a real
886 estate analyst and consultant.

887

888 A “real estate analyst and consultant” is an appraiser who assembles and analyses the relevant
889 facts and by the use of reason and the exercise of judgment, forms objection opinions evaluating
890 the nature, quality, or utility of parcels of real estate or any interest in, or aspect of, real property
891 and prepares written analyses and consultant reports (or file memoranda showing data,
892 reasoning, and conclusions). Professional responsibility for the evaluation function is essential.

893

- 894 d. In the teaching of courses relating to the appraisal of real estate (other than one to-four family
895 residential real estate).

896

897 A “teacher of courses” is a professor who has at least a Master’s Degree and holds the
 898 permanent rank of associate professor or above on the faculty of a degree-granting educational
 899 institution approved by the General Appraisal Board of the Appraisal Institute. The professor must
 900 teach courses relating to the appraisal of real estate, including but not limited to land economics,
 901 real property valuation or evaluation and real estate finance.

902
 903

904 **Part B: Time Requirements**

905 To receive credit for a full year of experience, the applicant must have spent at least 1,152 hours in
 906 activities in one of the above classifications, or at least 576 hours if the activities result in work
 907 product of narrative appraisal reports, or subject to the criteria in Part A of this Appendix, the
 908 applicant must have been a teacher of courses who taught courses for a full term (two semesters or
 909 three-quarters). The following subsections describe the calculation of hours in more detail, depending
 910 on whether the activities lead to narrative appraisal reports. They also describe the required quantity
 911 of courses taught by a teacher of courses.

912

913 1. Narrative Appraisal Reports Only

914

915 If an application for credit is based solely on time spent in the appraisal process leading to the
 916 preparation of narrative appraisal reports, the following number of hours will be required for the
 917 following credit:

918

HOURS	AMOUNT OF CREDIT
288 hours or less	No credit
289 hours–575 hours	Credit for one-half year
576 hours or more	Credit for one year

919

920 2. Other than Narrative Appraisal Reports Only

921

922 If an application for credit is based solely on time spent in the appraisal process leading to the
 923 preparation of appraisal reports other than narrative appraisal reports (or of file memoranda
 924 setting forth the data, reasoning and conclusions upon which an appraisal is based) the following
 925 number of hours will be required for the following credit:

926

HOURS	AMOUNT OF CREDIT
575 hours or less	No credit
576 hours–1,151 hours	Credit for one-half year
1,152 hours or more	Credit for one year

927

928 3. Combinations of Narrative and Other Than Narrative Appraisal Reports

929

930 If an application for credit is based on time spent in the appraisal process leading to the
931 preparation of both narrative reports and other than narrative appraisal reports, the following rules
932 shall apply:

933

934 a. Narrative work will be rated separately in accordance with the criteria set forth in (1) above,
935 and “other” appraisal work will be rated separately in accordance with the criteria set forth in
936 (2) above.

937

938 b. If this process yields one year of credit for narrative work, or if this process yields one-half
939 year for “other” appraisal work and one-half year for narrative work, then credit for one full
940 year of experience may be awarded.

941

942 c. If this process yields one-half year of credit for either narrative or “other” appraisal work, but
943 no credit for the remaining type, then only one-half year of credit may be awarded.

944

945 d. If neither the narrative work nor the “other” appraisal work is sufficient to yield one-half year
946 of credit, but the total time spent preparing narrative and “other” appraisal reports or file
947 memoranda equals or exceeds 576 hours of the calendar year, then credit for one-half year
948 of credit may be awarded.

949

950 4. Reasonable Relationship

951

952 There must be a reasonable relationship between the number of hours claimed and the number
953 and complexity of reports. If, in the opinion of the examiner, the time claimed appears to be
954 inconsistent with the number of reports completed, the award will be based on the examiner’s
955 best judgment of the number of hours typically required for the reports listed.

956

957 5. Teaching of Courses

958

959 Subject to the criteria in Part A of this Appendix, teachers of courses may be awarded the
960 following amounts of experience credit for teaching the following number of courses:

961

1 semester or 2 quarters:	1/2-year credit
2 semesters or 3 quarters:	1 year credit

962

963

964 **Part C: Quality of Work Product**

965 The quality of work product must be at a level approaching the competency and the quality of the
966 work product required of an MAI Member, as stated in the Standards of Professional Appraisal
967 Practice.

968

969

970 **Part D: Variety**

971 The appraisal work performed must either deal with more than one type of real estate (excluding one
972 to four-family residences) or demonstrate that substantially different knowledge, skills, or techniques
973 were required to perform such appraisal work competently (on property other than one to four-family
974 residences). Illustrative of property types are:

975

976 a. Multi-family residential (five units or more)

977

978 b. Retail and commercial

979

980 c. Office

981

982 d. Industrial

983

984 e. Agricultural

985

986 f. All other property including special-purpose property, but excluding one to four-family residential

987

988

989 **Part E: Signing of Appraisal Reports**

990 A substantial number of the appraisal reports must be signed or cosigned by the applicant as a
991 principal appraiser. If such signed appraisal reports are not available, the fact that such appraisals
992 were prepared by the applicant as a principal appraiser must be established by other appropriate
993 evidence satisfactory to the examiners. The mere assembling and analyzing of facts relating to the
994 solution of a valuation or evaluation problem does not result in being a Principal Appraiser. To be
995 considered a "Principal Appraiser," the applicant must be able to demonstrate that he or she followed
996 the appraisal process and arrived at analyses, opinions and conclusions that were incorporated in the
997 appraisal report (or file memoranda showing data, reasoning, and conclusions). In this context, there
998 may be more than one principal appraiser involved in an appraisal and the resulting report (or file
999 memoranda showing data, reasoning and conclusions).

1000

1001

1002 **Part F: List of Appraisals**

1003 An applicant must submit a list of each assignment other than one- to four-family residential property
1004 on the appropriate form. This list shall set forth the type of property, the date, the approximate value
1005 estimated, the type of report, the purpose and function of the report, hourly evaluation of experience
1006 of each report, and whether or not the applicant signed the report as a principal appraiser.

1007

1008 Each applicant for experience credit shall, upon request, make available to the examiners sample(s)
1009 or his or her work product (including both appraisal reports and the supporting files) as may be
1010 selected by the examiners from the list of appraisals.

1011

1012

1013 **Part G: Cumulative Experience Rating**

1014 At the option of the Board of Examiners-Experience, it may, for good cause shown, award experience
1015 credit on a cumulative basis as opposed to a yearly basis.

1016

1017

1018 **Part H: Definitions**

1019 Terms used in this Appendix are defined as follows:

1020

1021 a. Appraisal Report means a valuation, evaluation, or review report relating to real property that
1022 leads a reader from the definition of a real estate appraisal problem to a specific conclusion
1023 through reasoning and relevant descriptive data.

1024

1025 b. Narrative Appraisal Report means a valuation, evaluation, or review report relating to real
1026 property that contains: (1) a reasonably complete statement of the relevant factual data
1027 assembled in the course of the work (2) a reasonably complete statement of the appraiser's
1028 analysis of the relevant factual data; (3) a reasonably complete statement showing the reasoning
1029 that led to the appraiser's conclusions; and (4) the opinion or conclusion of the author of the
1030 report.

1031

1032 c. Principal Appraiser means an individual who has primary professional responsibility for the
1033 analyses, opinion, or conclusions in an appraisal report (or file memoranda showing data,
1034 reasoning and conclusions).

1035

1036

1037

1038 05/28/09sk