

# Readmission to Designated Membership – Procedure Manual

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Companion to May 15, 2009 version of Regulation No. 4

Effective March 24, 2010

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1 **This Procedure Manual is a companion document to Appraisal Institute Regulation No. 4.**

2 **ARTICLE I**

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3 **Continuing Duty to Disclose**

4 An applicant for readmission to Designated membership must truthfully answer the questions related  
5 to good moral character on the application form and fully disclose and submit information and  
6 documentation requested in the application. From the date of submission of the application to the  
7 date of admission to designated membership, an applicant for readmission to Designated  
8 membership shall immediately disclose to the Continuing Education and Readmission Department  
9 circumstances and events occurring after the date of submission of the application that may have a  
10 material bearing on the applicant's character.

11 The Good Moral Character Manual describes the process for considering an applicant's good moral  
12 character.

13 **ARTICLE II**

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14 **Applications Requiring Readmission Review**

15 If Regulation No. 4 requires a readmission review, the applicant must submit a "List of Assignments"  
16 listing all assignments performed within the previous three (3) years and pay the appropriate fee. A  
17 Screener selects assignments and the applicant provides copies of the assignments to the Screener.  
18 The Screener interviews the applicant by phone. The Screener may check with a local representative  
19 about local data.

20 After the interview the Screener's options include:

- 21 a. Issue a favorable recommendation,
- 22 b. Issue a favorable recommendation conditioned on a requirement that the applicant attend  
23 courses and/or seminars and pass examinations,
- 24 c. Recommend that the applicant perform additional work and reapply for a readmission  
25 review; or
- 26 d. Refer the readmission review to an Experience Committee.

27 An applicant may appeal an unfavorable Experience Committee decision by filing a timely Notice of  
28 Appeal by traceable carrier with the Admissions Department within sixty (60) days after the date of  
29 the notice from the Continuing Education and Readmission Department advising the applicant of the  
30 unfavorable decision of an Experience Committee. If an applicant fails to file a timely Notice of  
31 Appeal, the right of such applicant to appeal shall terminate, and the decision of the Experience  
32 Committee shall be final.