

Regulation No. 10

Continuing Education

Effective August 23, 2009

Table of Contents

ARTICLE I	1
PART A: CONTINUING EDUCATION REQUIREMENT FOR DESIGNATED MEMBERS	1
PART B: CONTINUING EDUCATION CYCLES	1
PART C: CONTINUING EDUCATION COMPLETED	2
ARTICLE II	3
PART A: STANDARDS REQUIREMENT	3
PART B: ETHICS REQUIREMENT	4
PART C: APPRAISAL CURRICULUM OVERVIEW REQUIREMENT	4
PART D: HOURS REQUIREMENT	4
PART E: REQUIREMENTS FOR MEMBERS TRANSFERRING FROM NON-PRACTICING TO PRACTICING MEMBER STATUS	7
ARTICLE III	10
PART A: GENERAL	10
PART B: EVIDENCE OF COMPLETION	10
PART C: REVIEW OF CONTINUING EDUCATION RECORDS	10
ARTICLE IV	12
APPENDIX TO REGULATION NO. 10	14
PART A: GENERAL	14
PART B: DURATION OF EDUCATIONAL PROGRAMS	14
PART C: RECIPROCAL CREDIT	14
PART D: NONCREDITABLE EXPERIENCE	14
PART E: BOOK REVIEWS	15
PART F: AUTHORSHIP OF PUBLICATIONS	15
PART G: INSTRUCTION	16
PART H: AUTHORSHIP OF COURSES AND SEMINARS	16
PART I: TRAINING SESSION	16
PART J: SERVICE ON COMMITTEES	16

1 **ARTICLE I**

2
3 **General**

4
5 **Part A: Continuing Education Requirement for Designated Members**

6 Except as provided otherwise, each designated member of the Appraisal Institute must complete the
7 applicable continuing education requirements set forth in this Regulation to retain his or her
8 membership designation(s) and remain a member of the Appraisal Institute. Non-Practicing
9 Designated Members as defined in the national Bylaws of the Appraisal Institute who are not
10 engaged in any business activity that is subject to the Standards of Professional Appraisal Practice
11 are not subject to continuing education requirements.

12
13 **Part B: Continuing Education Cycles**

14 **Section 1. Five-Year Cycles**

15 The Appraisal Institute shall assign a continuing education cycle to each designated member subject
16 to continuing education requirements. Except where otherwise provided, designated member
17 continuing education cycles shall commence on January 1st of the year the Appraisal Institute
18 identifies and shall last for a period of five (5) years. Designated members must complete the
19 applicable continuing education requirements in each continuing education cycle. Upon expiration of
20 a continuing education cycle or any extension of such cycle, the Appraisal Institute shall assign the
21 designated member a new five (5) year cycle.

22
23 **Section 2. Cycles for Members Holding Multiple Designations**

24 A member holding multiple designations from the Appraisal Institute shall have only one (1)
25 continuing education cycle. Except where provided otherwise, meeting the continuing education
26 requirements for one (1) designation shall be deemed as meeting the requirements for all.

27
28 **Section 3. Cycles for Newly Designated Members**

29 Newly designated members are assumed to have met continuing education requirements and shall
30 be considered "Continuing Education Completed" through the sixth December 31st from the date of
31 designation. The accumulation of credits earned during the initial cycle shall be from the date of
32 membership designation to the sixth December 31st.

33
34 **Section 4. Carrying Over Credit to a New Cycle**

35 Creditable hours earned in excess of those required in the current continuing education cycle
36 generally may not be carried forward into the next continuing education cycle; however, if such hours
37 were earned during the last six (6) months of the current cycle they may be carried over into the next
38 continuing education cycle.

40 **Part C: Continuing Education Completed**

41 To become "Continuing Education Completed," a designated member must complete in his or her five
42 (5) year cycle the Standards Requirement, the Ethics Requirement, the Appraisal Curriculum
43 Overview Requirement (for cycles commencing January 1, 2007 or later), and the Hours
44 Requirement. A designated member who is not mandated to complete the Hours Requirement
45 because of the date he or she became a member of the Appraisal Institute's predecessor
46 organizations must still complete the Standards Requirement, the Ethics Requirement, the Appraisal
47 Curriculum Overview Requirement (for cycles commencing January 1, 2007 or later), and the Hours
48 Requirement in his or her five (5) year cycle to hold the status "Continuing Education Completed."

49

51

52 Continuing Education Requirements

53

54 **Part A: Standards Requirement**

55 Except as otherwise provided, all designated members of the Appraisal Institute shall satisfy the
56 Standards Requirement in every continuing education cycle by:

57

- 58 1. Attending the Appraisal Institute fifteen (15) hour Uniform Standards of Professional Appraisal
59 Practice Course and passing the corresponding examination; or
- 60
- 61 2. Attending the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice
62 Course when taught by an instructor certified by the Appraiser Qualifications Board of The
63 Appraisal Foundation and passing the corresponding examination; or
- 64
- 65 3. Attending the Appraisal Institute seven (7) hour Uniform Standards of Professional Appraisal
66 Practice Course and passing any corresponding examination; or
- 67
- 68 4. Attending the seven (7) hour national Uniform Standards of Professional Appraisal Practice
69 Course when taught by an instructor certified by the Appraiser Qualifications Board of the
70 Appraisal Foundation and passing any corresponding examination; or
- 71
- 72 5. Teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice
73 Course or seven (7) hour national Uniform Standards of Professional Appraisal Practice Course
74 provided that the designated member is an instructor certified by the Appraiser Qualifications
75 Board of The Appraisal Foundation; or
- 76
- 77 6. Attending the Appraisal Institute of Canada's Standards of Professional Practice Course and
78 passing any corresponding examination, provided that the designated member certifies that he or
79 she practices solely in Canada and intends to continue to practice solely in Canada; or
- 80
- 81 7. Attending the International Valuation Standards Course and passing any corresponding
82 examination, provided that the designated member certifies that he or she practices solely
83 outside of the United States and intends to continue to practice solely outside of the United
84 States.

85

86 Non-Practicing Designated Members who are not engaged in any business activity that is subject to
87 the Standards of Professional Appraisal Practice are not subject to the Standards Requirement.

88

89 **Part B: Ethics Requirement**

90 Except as otherwise provided, all designated members of the Appraisal Institute shall satisfy the
91 Ethics Requirement in every continuing education cycle by attending or teaching the Appraisal
92 Institute Business Practices and Ethics Course in every continuing education cycle.

93

94 Non-Practicing Designated Members who are not engaged in any business activity that is subject to
95 the Standards of Professional Appraisal Practice are not subject to the Ethics Requirement.

96

97

98 **Part C: Appraisal Curriculum Overview Requirement**

99 Except as provided below, all designated members of the Appraisal Institute whose continuing
100 education cycles begin on January 1, 2007 or later shall satisfy the Appraisal Curriculum Overview
101 Requirement in every continuing education cycle as follows:

102

- 103 1. Members who hold a general Appraisal Institute designation must attend or teach the General
104 Appraisal Curriculum Overview Course;
- 105
- 106 2. Members who hold a residential Appraisal Institute designation but not a general Appraisal
107 Institute designation must attend or teach either the Residential or General Appraisal Curriculum
108 Overview Course; and
- 109
- 110 3. Members who hold both general and residential Appraisal Institute designations must attend or
111 teach the General Appraisal Curriculum Overview Course.

112

113 Non-Practicing Designated Members who are not engaged in any business activity that is subject to
114 the Standards of Professional Appraisal Practice are not subject to the Appraisal Curriculum
115 Overview Requirement.

116

117 **Part D: Hours Requirement**

118 **Section 1. Applicability**

119 All designated members of the Appraisal Institute shall satisfy the Hours Requirement in every
120 continuing education cycle as set forth in this Part except:

- 121 a. Non-Practicing Designated Members who are not engaged in any business activity that is subject
122 to the Standards of Professional Appraisal Practice; and
- 123
- 124 b. Those individuals who were members or candidates of the Appraisal Institute as of January 1,
125 1991 and who have held Appraisal Institute membership or candidacy continuously since January
126 1, 1991, and who hold "voluntary" status as defined in Regulation No. 10, Article I effective
127 January 1, 1991. (All three criteria must be met.) Those designated members not subject to the

128 Hours Requirement are urged to complete such hours and become “Continuing Education
129 Completed.”
130

131 **Section 2. 100-Hour Requirement**

132 For continuing education cycles beginning January 1, 2006 or later, each designated member subject
133 to the Hours Requirement must obtain credit for a total of one hundred (100) creditable hours of
134 continuing education credit as set forth in this Section.
135

136 (a) Education Hours. To qualify for credit, an educational course or seminar must meet the
137 requirements set forth in this section and any additional specific criteria adopted from time to time by
138 the Board of Directors or the Admissions and Designation Qualifications Committee (ADQC).
139

140 Designated members may earn continuing education credit for attending Appraisal Institute courses
141 or seminars (national, regional, or chapter). Except as otherwise provided, designated members shall
142 earn one (1) hour of continuing education credit for every hour of Appraisal Institute courses and
143 seminars completed. Designated members shall earn 1.25 hours of continuing education credit for
144 every hour of “advanced” Appraisal Institute courses and seminars completed. “Advanced” Appraisal
145 Institute courses and seminars qualifying for 1.25 hours of continuing education credit for every hour
146 completed shall be determined by the ADQC, with input from the Education Committee. Designated
147 members shall earn one (1) hour of continuing education credit for every hour of a required Appraisal
148 Curriculum Overview Course completed.
149

150 Designated members may earn continuing education credit for taking examinations in conjunction
151 with attending Appraisal Institute courses or seminars, but may not receive continuing education
152 credit for challenging Appraisal Institute examinations. Except where otherwise provided, Designated
153 Members shall earn one (1) hour of continuing education credit for every hour of an examination
154 taken in conjunction with attending an Appraisal Institute course or seminar. Designated Members
155 shall earn 1.25 hours of continuing education credit for every hour of an examination taken in
156 conjunction with attending an “advanced” Appraisal Institute course or seminar as defined above.
157 Designated members shall earn one (1) hour of continuing education credit for every hour of an
158 examination taken in conjunction with attending a required Appraisal Curriculum Overview Course.
159

160 Designated members may also earn continuing education credit for attending courses and seminars
161 offered by other providers as long as the subject matters of such courses and seminars are on the list
162 of creditable topics approved by the ADQC and each hour of education has at least fifty (50) contact
163 minutes of instruction by a qualified instructor. For every hour of courses or seminars completed with
164 a provider other than the Appraisal Institute, designated members shall receive one (1) hour of
165 continuing education credit.
166

167 Designated members may also earn continuing education credit for taking examinations in
168 conjunction with attending courses and seminars offered by other providers as long as the subject
169 matters of such courses and seminars are on the list of creditable topics approved by the ADQC. For
170 every hour of an examination taken in conjunction with a course or seminar offered by a provider
171 other than the Appraisal Institute, designated members shall receive one (1) hour of continuing
172 education credit. Designated members may not earn continuing education credit for challenging
173 examinations offered by other providers.

174

175 A designated member may earn up to fifty (50) hours of continuing education credit in a continuing
176 education cycle for teaching Appraisal Institute courses and seminars. A designated member may
177 not earn continuing education credit for teaching the same course or seminar more than once in a
178 continuing education cycle. A designated member may not earn continuing education credit for
179 proctoring an examination.

180

181 A designated member may not earn education credit for:

182

- 183 • Travel time, homework (including homework during class time), preparation time, registration and
184 lunch;
- 185
- 186 • Private tutoring, received or given;
- 187
- 188 • An educational course or seminar of less than two (2) hours duration;
- 189
- 190 • Partial attendance at seminars and courses, provided, however, that in case of emergency and
191 as determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify
192 for credit for the actual amount of time attended; or
- 193
- 194 • Attendance at the same course or seminar more than once in a continuing education cycle,
195 except as otherwise provided. Credit may be awarded twice in a continuing education cycle for
196 attendance at the 15-hour national Uniform Standards of Professional Appraisal Practice Course
197 or 7-hour national Uniform Standards of Professional Appraisal Practice Course when taught by
198 an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation.
- 199

200 (b) Hours of Service to the Appraisal Institute. A designated member may earn up to twenty-five (25)
201 hours of continuing education credit in a continuing education cycle for creditable service to the
202 Appraisal Institute, including:

- 203 1. Serving on an Appraisal Institute Board, committee, panel, or project team;
- 204 2. Authoring publications, courses, seminars, or articles for the Appraisal Institute; and
- 205 3. Serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses,
206 seminars, or articles.

207

208 Designated members shall earn one (1) hour of continuing education credit for each hour of
209 creditable service performed up to the twenty-five (25) hour maximum. The number of creditable
210 hours must bear a reasonable relationship to the service provided as determined by the Chair of the
211 ADQC or the Chair's designee.

212 The Chair of the ADQC or his or her designee may approve continuing education credit for service to
213 the Appraisal Institute not specified above upon application by the designated member.

214

215 (c) Hours of Service to the Real Estate Professions and Real Estate Related Community Service. A
216 designated member may also earn up to ten (10) hours of continuing education credit in a continuing
217 education cycle for the following service to the real estate professions outside of the Appraisal
218 Institute and for real estate related community service outside the Appraisal Institute:

219

- 220 1. Service on a Board of The Appraisal Foundation;
- 221 2. Service on a state real estate regulatory board;
- 222 3. Service to a real estate related non-profit organization; and
- 223 4. Contributing volunteer appraisal, appraisal review, appraisal consulting or real property consulting
224 services to a non-profit charitable organization.

225

226 A designated member shall earn one (1) hour of continuing education credit for each hour of
227 creditable service performed up to the ten (10) hour maximum. The number of creditable hours must
228 bear a reasonable relationship to the services provided as determined by the Chair of the ADQC or
229 the Chair's designee.

230

231 The Chair of the ADQC or his or her designee may approve continuing education credit for other
232 services to the real estate professions and other real estate related community services not specified
233 above upon application by the designated member.

234

235 **Section 3. 100-Hour Requirement**

236 For continuing education cycles that commenced prior to January 1, 2006, each designated member
237 subject to the Hours Requirement must obtain credit for a total of one hundred (100) creditable hours
238 of continuing education credit in such cycle. The credit must be earned in accordance with the
239 requirements set forth in the Appendix to this Regulation.

240

241 **Part E: Requirements for Members Transferring from Non-Practicing to** 242 **Practicing Member Status**

243

- 244 1. If the date on which a Designated Member applies to move from Non-Practicing Member status
245 to Practicing Member status falls within the five (5) year period (continuing education cycle)
246 during which the Designated Member moved to Non-Practicing Member status, then the
247 Designated Member shall have no continuing education requirements to regain Practicing status

248 and shall return to the five-year continuing education cycle during which he or she moved to Non-
249 Practicing status.
250

251 2. If the date on which a Designated Member applies to move from Non-Practicing Member status to
252 Practicing Member status does not fall within the five (5) year period (continuing education cycle)
253 during which the Designated Member moved to Non-Practicing Member status, then such
254 Designated Member shall, within the five (5) years prior to regaining Practicing status, have
255 completed the following continuing education requirements:
256

257 a) Attended the Appraisal Institute's Business Practices and Ethics course;
258

259 b) Attended the Appraisal Institute's Appraisal Curriculum Overview course; and
260

261 c) Completed the Standards of Professional Appraisal Practice Course requirement which is
262 either:
263

264 i) Attendance at the fifteen (15) hour national Uniform Standards of Professional Appraisal
265 Practice Course taught by an instructor certified by the Appraiser Qualifications Board of
266 The Appraisal Foundation and receipt of a passing grade on the course examination; or
267

268 ii) Attendance at the seven (7) hour national Uniform Standards of Professional Appraisal
269 Practice Course taught by an instructor certified by the Appraiser Qualifications Board of
270 The Appraisal Foundation and receipt of a passing grade on the course examination; or
271

272 iii) Teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal
273 Practice Course or seven (7) hour national Uniform Standards of Professional Appraisal
274 Practice Course provided that the applicant is an instructor certified by the Appraiser
275 Qualifications Board of The Appraisal Foundation; or
276

277 iv) Attendance at the Appraisal Institute's International Valuation Standards Course and
278 passing any corresponding examination, provided that the applicant certifies that he or
279 she practices only outside of the United States and intends to continue practicing only
280 outside of the United States.
281

282 Further, if such individual regains Practicing status, he or she shall be placed on a continuing
283 education cycle commencing on the date such individual regains Practicing Member status
284 and expires on the sixth December 31st after he or she regains such status. Such individual
285 must include a statement in the certifications of his or her written reports that he or she is not
286 "continuing education completed" in accordance with the Certification Standard unless the
287 individual has completed the requirements to become "continuing education completed" in
288 the five (5) years prior to regaining Practicing Member status or until the individual completes
289 such requirements in the new continuing education cycle.
290

291 3. All Designated Members moving from Non-Practicing Member status to Practicing Member
292 status are subject to the Standards, Ethics, the Appraisal Curriculum Overview and 100-Hour

293 requirement in their new continuing education cycles regardless of the continuing education
294 requirements to which they previously were subject.

295

296 4. The Chair of the Admissions and Designation Qualifications Committee, or the Chair's designee,
297 will consider and act in his or her sole discretion on requests for exceptions to the continuing
298 education requirements for Designated Members moving from Non-Practicing status to Practicing
299 status and the decision of the Chair or the Chair's designee shall be final.

300

302

303 **Required Recordkeeping for Designated Members**

304

305 **Part A: General**

306 Each designated member shall be responsible for maintaining records of his or her Appraisal Institute
307 creditable continuing education hours earned from: (1) courses or seminars taken from other
308 providers; (2) service to the Appraisal Institute; (3) service to the real estate professions outside the
309 Appraisal Institute; and (4) real estate related community service outside the Appraisal Institute.
310 Designated members shall update their Appraisal Institute continuing education records with such
311 information through the national Appraisal Institute Web site by the end of their continuing education
312 cycles or shall regularly maintain a log of such education or service on an approved Appraisal
313 Institute form and submit such log to the Appraisal Institute by the end of their continuing education
314 cycle.

315

316 **Part B: Evidence of Completion**

317 Each designated member shall maintain appropriate supporting documentation evidencing
318 completion of the creditable education or service for which the member posts credit on his or her
319 Appraisal Institute continuing education record or log. The member shall retain such documentation
320 for at least one (1) year following the expiration of the cycle to which credit is applied. For creditable
321 education taken with other providers, evidence of completion must verify at a minimum the name of
322 the provider, program dates, creditable program hours and the member's full attendance. Such
323 evidence may take the form of a course completion certificate, a fully executed "Uniform Request for
324 Continuing Education Credit" form, a grade letter, a transcript or other appropriate documentation. For
325 creditable service, evidence of completion shall include at a minimum a letter from the organization
326 for which the designated member provided the service, the nature of the service, and the number of
327 hours of service provided.

328

329 **Part C: Review of Continuing Education Records**

330 The Appraisal Institute may from time to time review a designated member's documentation
331 evidencing completion of creditable education taken from other providers or creditable service that
332 was posted by the member to his or her Appraisal Institute continuing education record or log.

333

334 A designated member must submit within thirty (30) days of the date of a request from the Appraisal
335 Institute all documentation evidencing completion of creditable education taken from other providers
336 and creditable service that was posted by the member to his or her Appraisal Institute continuing
337 education record or log. If a designated member fails to submit the requested documentation in the
338 time frame specified, or has submitted or does submit false or misleading documentation or

339 information, the matter shall be referred to Ethics and Counseling as a possible violation of the Code
340 of Professional Ethics.

341

342 If a review of a designated member's documentation, or lack thereof, results in a determination that
343 he or she has not completed the necessary creditable education and service to be "Continuing
344 Education Completed" at the end of a cycle, he or she shall be subject to the rules relating to
345 extensions, suspension, and termination set forth in this Regulation.

346

347

348

349

350

352

353 **Failure to Comply with Continuing Education** 354 **Requirements**

355

356 **Section 1. Extensions of Cycles**

357 Continuing education requirements cannot be waived. However, the Chair of the ADQC or the Chair's
358 designee may grant an extension when the following conditions are met:

359

- 360 a. The designated member requests an extension in writing from the Chair of the ADQC in care of
361 the national office;
- 362 b. The request is submitted in the year the continuing education cycle expires and at least sixty (60)
363 days prior to the expiration of the continuing education cycle; and
- 364 c. The member suffers from a serious illness or catastrophe or can provide other good cause that
365 impaired his or her ability to complete the continuing education requirements.

366

367 The Chair of the ADQC or the Chair's designee shall act on applications for extension in his or her
368 discretion. The decision of the Chair or the Chair's designee shall be final.

369

370 The requirements of this section shall also apply to a designated member who would like an
371 extension of time to complete the necessary continuing education hours to obtain the status
372 "Continuing Education Completed," even though the designated member is not mandated to fulfill the
373 Hours Requirement.

374

375 **Section 2. Suspension Relating to Continuing Education Requirement**

376 Any designated member of the Appraisal Institute who fails to complete his or her continuing
377 education requirements on the date his or her continuing education cycle ends shall automatically be
378 suspended from all rights and privileges of membership. The suspended member shall be required to
379 submit all indicia of membership to the Chief Executive Officer of the Appraisal Institute.

380

381 If the suspended member completes his or her continuing education requirements within one (1) year
382 from the date of suspension, all indicia of membership shall be returned and the rights and privileges
383 of membership restored.

384

385

386

387 **Section 3. Termination Relating to Continuing Education Requirements**

388 If a member suspended pursuant to Section 2 above has not completed his or her continuing
389 education requirements within the one (1) year suspension period, his or her membership shall
390 automatically terminate. Appeal from an automatic termination of membership may be made to an
391 Admissions Appeal Board composed of individuals from the Admissions Appeals Panel selected by
392 the Chair of such Panel.

393

394 If, at the time of termination, the member is the subject of a disciplinary action, a pending disciplinary
395 proceeding or a pending peer review proceeding in which the member has been sent an offer of
396 disciplinary action, the Appraisal Institute shall publish such termination in a manner it deems
397 appropriate. A designated member who is the subject of any peer review proceeding and who fails to
398 fulfill his or her continuing education requirements within the one (1) year suspension period
399 authorizes, but does not obligate the Appraisal Institute to complete any such peer review
400 proceedings.

401

402

403

405

406 Creditable Activity for 100-Hour Requirement for 407 Cycles Commencing Prior to January 1, 2006

408

409 The provisions of this Appendix to Regulation No. 10 apply to continuing education cycles for
410 designated members that commenced prior to January 1, 2006.

411

412 **Part A: General**

413 Qualifying hours are awarded for educational experience obtained by attending courses, seminars
414 and panels; taking examinations in conjunction with attendance at a course; teaching courses and
415 seminars; participation in Experience, Demonstration Reports, Associate Member Guidance and
416 Ethics and Counseling training sessions; service on national, regional, and chapter committees;
417 service on national panels and project teams; and for writing books, articles, monographs,
418 manuscripts and theses. To qualify for credit, an educational experience must meet the specific
419 criteria adopted from time to time by the Board of Directors or the Admissions and Designation
420 Qualifications Committee (ADQC).

421

422 **Part B: Duration of Educational Programs**

423 To qualify for continuing education credit, an educational course, seminar or panel must be at least
424 two (2) hours in duration. Each hour must have at least fifty (50) contact minutes of instruction by a
425 qualified instructor.

426

427 **Part C: Reciprocal Credit**

428 Direct reciprocal credit shall not automatically be given those courses, seminars, or panels for which
429 credit has been granted by other organizations.

430

431 **Part D: Noncreditable Experience**

432 No continuing education credit shall be awarded for the following:

433

- 434 a. Travel time, homework (including homework during class time), preparation time, registration and
435 lunch;
- 436
- 437 b. Partial attendance at seminars and courses, provided, however, that in case of emergency and
438 as determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify
439 for credit for the actual amount of time attended;

- 440
441 c. Private tutoring, received or given; and
442
443 d. Challenging examinations.
444

445 Credit shall not be awarded for attendance at the same course, seminar or panel more than once in a
446 continuing education cycle, except as otherwise provided. Credit may be awarded twice in a
447 continuing education cycle for attendance at the 15-hour national Uniform Standards of Professional
448 Appraisal Practice Course or 7-hour national Uniform Standards of Professional Appraisal Practice
449 Course when taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal
450 Foundation.

451

452 **Part E: Book Reviews**

453 Book reviews published in an Appraisal Institute publication qualify for a maximum of five (5) hours
454 of continuing education credit. No more than one-half (1/2) of the qualifying hours required in any one
455 continuing education cycle may be awarded for book reviews.

456

457 **Part F: Authorship of Publications**

458 Authors of published books related to appraising and/or real estate, published articles in Appraisal
459 Institute publications, published monographs, master's theses, doctoral dissertations or articles
460 published in other publications are eligible for continuing education credit in the year of publication.

461

462 The maximum qualifying hours for a published book related to appraising and/or real estate shall be
463 fifty (50) hours.

464

465 The maximum qualifying hours for an article published in an Appraisal Institute publication is twenty
466 (20) hours.

467

468 The maximum creditable hours for a published monograph, master's thesis or doctoral dissertation is
469 twenty (20) hours.

470

471 The maximum qualifying hours for articles published in other publications is ten (10) hours.

472

473 The above hours refer to sole authorship. In the case of more than one author, hours may be reduced
474 accordingly.

475

476 No more than fifty (50) hours in any one continuing education cycle may be awarded for authorship.

477

478 **Part G: Instruction**

479 Subject to specific criteria adopted from time to time by the ADQC: (1) instructors of courses,
480 seminars or panels may be awarded one (1) hour credit for each direct hour of classroom instruction
481 during the continuing education cycle in which the instruction was given; and (2) instructors of on-line
482 education may receive up to seven (7) hours of credit for instruction of an on-line educational offering
483 during the continuing education cycle in which the instruction was given.

484

485 The proctoring of an examination shall not qualify for credit. For a dual-teacher course, credit shall
486 be awarded on the basis of the actual number of classroom hours taught. If an instructor in a dual-
487 teacher course attends the portions of the course taught by the other instructor, continuing education
488 credit may be awarded on the basis of attendance at the course.

489

490 No more than fifty (50) hours in any one continuing education cycle may be awarded for the teaching
491 of qualifying courses, seminars or panels. Credit shall not be awarded for teaching the same course,
492 seminar or panel more than once in a continuing education cycle.

493

494 **Part H: Authorship of Courses and Seminars**

495 Authors of Appraisal Institute courses may be eligible for a maximum of fifty (50) hours of continuing
496 education credit.

497

498 Authors of Appraisal Institute seminars may be eligible for a maximum of twenty (20) hours of
499 continuing education credit.

500

501 No more than fifty (50) hours in any one continuing education cycle may be awarded for authorship of
502 Appraisal Institute courses and seminars.

503

504 **Part I: Training Session**

505 No more than ten (10) hours in any one continuing education cycle may be awarded for participation
506 in Experience, Demonstration Reports, Associate Member Guidance and Ethics and Counseling
507 training sessions. Credit shall not be awarded for participation in the same training session more than
508 once in a continuing education cycle.

509

510 **Part J: Service on Committees**

511 A designated member may earn Appraisal Institute continuing education credit for service on national,
512 regional and chapter committee assignments as follows:

513

- 514 a. Up to seven (7) hours of continuing education credit in a single cycle for service on the Chapter
515 Board of Directors or on standing Chapter Committees;
516
- 517 b. Up to fourteen (14) hours of continuing education credit in a single cycle for service on the
518 Regional Committees; and
519
- 520 c. Up to twenty-one (21) hours of continuing education credit in a single cycle for service on the
521 national Board of Directors, standing national Committees or boards, national Project Teams and
522 national Panels.
523

524 However, a member may accumulate no more than a total of no more than twenty-one (21)
525 continuing education hours per cycle for committee service.