

Advisory Guidance Application

Name _____ Account # _____ Date _____

General Associate Member (Select two (2) reports for evaluation)

Residential Associate Member (Select five (5) reports for evaluation)

Associate Member's Request

Date of Report	Address

Your Reports

Once your application is received, you will be contacted via email and set up with an account into which you can upload your reports via a web browser. Please DO NOT e-mail any reports directly to the national office or the screener.

Signature _____ Date _____

❖ Please **scan and email** this Application to: experience@appraisalinstitute.org

❖ If you have any questions, please email experience@appraisalinstitute.org or call (312) 335-4111.

Advisory Guidance Instructions: Residential and General Associate Members

One of the many benefits of your Associate Membership is Advisory Guidance, which provides educational and constructive feedback about your work. It is not a requirement for designation, but is a highly recommended option for all Associate Members. You may choose to have an Advisory Guidance interview (as often as you choose) at any time prior to submitting Experience Credit. The work chosen for the Advisory Guidance process cannot be chosen to be considered again in your submissions for Experience Credit. However, the hours can apply for Experience Credit.

Application for the Advisory Guidance process requires the submission of an Advisory Guidance Application and the copies of reports to be considered.

- Residential Associate Members may submit five (5) reports to be considered.
- General Associate Members may submit two (2) reports to be considered.

You may choose reports that represent your most common work for feedback on your day-to-day work product, or you may choose a specialty property report to receive specific input to broaden your base of knowledge.

Instructions and Submission of the Advisory Guidance Application

- 1) Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- 2) Please indicate whether you are a residential or general Associate Member.
- 3) List the Reports you are submitting for the Advisory Guidance process.
- 4) Identification of the report should include the date of the report and the address or other specific identifying information.
- 5) Scan/email application as an attachment (PDF, JPEG, TIF) to experience@appraisalinstitute.org.

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Assistance with Advisory Guidance Submission

If you need assistance completing your application for Advisory Guidance, please contact experience@appraisalinstitute.org or at (312) 335-4111.