

Appraisal Institute Examination Challenge Application

Individuals can earn designation credit for most courses by challenging the course examination and receiving a passing grade. Also, if you have not taken prerequisite courses for a course to be challenged, please include a letter indicating equivalent educational background (course descriptions are available on our Web site at www.appraisalinstitute.org in the Courses and Seminars section).

The fees for challenging an examination are listed on the next page. Please note that challenge exam fees include a set of course materials sent to you for exam preparation. *Please also note that states will not award QE (Qualifying Education) for challenge exams.*

Challenging an Exam

- A Challenge application must be received no later than six (6) weeks from the desired examination date.
- Exams will take place at Pearson VUE Professional Testing Centers. For your reference, please link to the Pearson VUE testing centers and their locations around the U.S. at, <http://www.pearsonvue.com/ppt/>
- Upon approval you will receive a confirmation email providing your assigned Pearson AI identification number (Examination Identification Number) and instructions to contact a Pearson VUE testing center to schedule your exam date. Once you receive your challenge confirmation email, you must schedule your exam date no earlier than 60 days from your confirmation date. **Note: You must provide a personal email address to schedule an exam date.**
- Please be advised, if you are unable to attend your scheduled examination appointment, you must notify Pearson VUE Testing Center 24 hours in advance. Failure to reschedule/cancel within 24 hours will result in forfeiture of exam fee and you must re-apply to take the exam. *You may reschedule the exam ONE TIME ONLY from the date of your failure letter.* **NOTE: The Pearson VUE call center is open 7 AM – 7 PM central time, Monday - Friday. i.e.** If a student has an appointment scheduled for Monday morning, the cancellation and rescheduling choices are Friday with the call center or up until Sunday morning (24 hours before) using the web scheduling tools.
- Upon finance approval, exam results will be sent to the student via email to the student's personal email address.
- If you have a disability and require accommodation, please notify us in writing as soon as possible. If not requested in advance, we cannot guarantee the availability of accommodation at the exam site.

If you require further explanations, send email to exam@appraisalinstitute.org.

