

SRA Experience Credit Application: Overview

Your application for Residential Experience credit will require completion of both the Application for Experience Credits – SRA Membership, and the List of Assignments. The following information will be helpful for completing your application.

- [SRA Experience Criteria and Procedures](#)
- [SRA Experience Instructions: Applications & List of Assignments](#)
- Click here for: [List of Assignments](#)

We suggest that you review the Criteria and Procedures as well as the Instructions link above prior to completing and submitting your Application for Experience Credits and List of Assignments.

You may also find the following documents helpful:

- [Experience Credit Guidance Tips for Associate Members](#)
- [Common Errors & Issues](#)
- [Appraisal Institute Certification Statements](#)
- [Residential Admissions Procedure Manual](#)
- [Regulation No. 2: Admission to Residential Associate Membership and SRA Membership](#)

Application for Experience Credits – SRA Membership

Name	Account #	Date
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Associate Member's Request

I am applying for (please choose only one):

- 3,000 Hours over at least 24 months.**

 [] **Hours after a previous submission, for which I received partial credit.**

Time Period: From: ____/____/____ through ____/____/____

Associate Member's Certification (please check boxes below)

- I have verified that the first and last report shown on my List of Assignments corresponds with the time period applied for in the section above.
- I have selected five (5) reports/assignments that are representative of my usual good work, and have made note of my selections by highlight or boldface. (Do not select assignments that were used for advisory guidance or for demonstration appraisal report credit).
- I have listed all work that I have performed during the time period listed above, that meets the definition of Residential Experience, and for which I have significant professional responsibility. I certify that I have listed my most recent work. IF my most current work is more than 45 days old, I have provided a written explanation as an attachment to this application.
- IF there are any gaps in time, of three (3) months or more, in which I did not list work, I have provided a written explanation as an attachment to this application.
- IF there are any reports on the List of Assignments, that indicated "Did Not Sign", I have provided a written explanation as an attachment to this application.
- I am including and will submit the completed application, my experience Excel log/list of assignments and any needed explanations electronically to experience@appraisalinstitute.org. I am aware that I will be contacted by the Admissions Department, if my application and log are approved, and given instructions on uploading my reports for review.
- I hereby certify that I have examined my business records and that all statements in this application, including the List of Assignments, are true and correct to the best of my knowledge and belief, and that my files contain evidence of copies or records of said assignments that may be confidentially verified by designated representative(s) of the Appraisal Institute.

Signature	Date
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Payment Information

❖ **Experience Application Fee \$300**

Acct # 3100-20-2508

- VISA
 MasterCard
 American Express
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Card Number	Expiration Date	Signature
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Please **scan and email** this Application along with your List of Assignments (Excel) to: experience@appraisalinstitute.org

If you need to send a *check*, please make it payable to Appraisal Institute-Experience, and mail to: Appraisal Institute, 200 W Madison St, Ste 1500, Chicago, IL 60606
