

## Advisor Bulletin: Second Quarter 2019

Dear Advisors, Chapter Presidents, Candidate Guidance Chairs, and Chapter Executive Staff:

### **Why am I getting this Bulletin, anyway?!?**

If you are a chapter executive director, candidate guidance chair, or candidate advisor, you are getting this bulletin to keep you current on Admissions and CE topics that have recently come up. If you hold none of those positions or are an advisor who had intended to leave the program, let me know and I'll check into it!

### **Advisor Handbook**

The Advisor Handbook has been updated and now also includes the FAQs; you can find it [HERE \(AI Advisor Resources webpage\)](#).

### **Candidate Contact Log**

Many of you have had inquiries from me in the first quarter about your contact logs; it's easy to forget to update them over the holidays. However, since you're going to that page to check your Candidates' timelines and status reports anyway, please don't forget to add a note about your most recent contact (or attempted contact, if you weren't successful in getting your Candidate to reply). If – for any reason – you don't think a particular pairing is working out for either of you, just let me know and I'll reassign the Candidate.

### **Reminder: Annual Minimum Progress**

To reiterate, since the question keeps coming up: The Candidate Status Report no longer shows the number of requirements due per year; as long as a Candidate continues to make progress each year, they will meet Annual Minimum Progress. When they reach the end of their timeline, they will normally be asked for a plan so that we can determine the appropriate extension to grant.

### **Scholarships**

The Appraisal Institute Education & Relief Foundation offers [scholarships](#) in addition to any that your chapter might offer. Next deadline is July 1. Scholarships are for courses only (not exams or Capstone) and do not apply to those retaking a course.

If a Candidate needs emergency assistance due to a natural disaster, medical emergency, etc., he/she may apply for assistance through the [Appraisal Institute Education & Relief Foundation](#).

### **Capstone program (General Demonstration of Knowledge option)**

The 2020 [Capstone](#) schedule should be announced in the third quarter. The schedule will be sent to all general Candidates who needed to complete the Demonstration of Knowledge requirement. If one of your Candidates might want to take Capstone next year, they should try to be eligible by July, for the best shot at getting into their preferred offering; first quarter and synchronous offerings tend to reach capacity the most quickly. Capstone prerequisites are:

1. The [General Demonstration Appraisal Report Writing](#) seminar (must have been completed within five years prior to Capstone registration); and
2. *Advanced Market Analysis and Highest & Best Use*.

Candidates who have previously taken a Capstone program and need to retake it must select an offering with a *different* case study. Candidates can inquire with the National Programs area (312) 335-4207 or [nationalprograms@appraisalinstitute.org](mailto:nationalprograms@appraisalinstitute.org).

The Capstone program is one of several general Demonstration of Knowledge requirement options.

### **General Appraiser Report Writing and Case Studies**

Effective Thursday, May 9, 2019 the Appraisal Institute Board of Directors removed the course and exam requirement for *General Appraiser Report Writing and Case Studies* from the MAI designation path. Candidates who had not previously completed the requirement or who were in the process of completing the requirement were contacted individually, assisted and their status reports have been updated. Candidates who had completed the requirement will still be credited with having completed a designation requirement.

### **Comprehensive Exam – windows and timing**

As a reminder, comp exam results are normally ready about 30 business days after the end of the exam window. For the April window, this means approximately mid-June (mid-October for the August exam, and mid-January for the November window). Results for all examinees are released on the same day.

### **Standards & Ethics requirement**

There seems to be more confusion than usual lately regarding the Standards and Ethics requirement. This requirement consists of both Standards (i.e.USPAP) and AI *Business Practices and Ethics*. USPAP can be from any approved provider (the Candidate normally provides a certificate of completion if the program wasn't completed through AI), but AI is the only provider for BPE, which covers the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute.

### **Experience – Advisory Guidance**

We quite often hear from Candidates who aren't sure if their work will qualify for experience credit. While we can refer them to a screener for guidance, [Advisory Guidance](#) is an AI benefit, free of charge to Candidates. Advisory Guidance allows Candidates to submit reports and receive counseling and feedback, better preparing them for their experience requirement submission and interview. We recommend that if a Candidate is interested in this benefit, that they make the submission early enough in their Candidacy so they may have adequate time to improve their work for their actual experience requirement submission.

### **Advisors Needed!**

If you are an advisor who holds a review designation, please feel free to let me know that you are willing to work with AI-GRS and/or AI-RRS Candidates. It wouldn't change the maximum number of Candidates you advise; it would only mean you advise on an additional path. If you're not sure you added a review path, just ask.

As always, thank you for your service to the AI!

Best Regards,  
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