

## Fourth Quarter 2019

Dear Advisors, Chapter Presidents, and Chapter Executive Staff:

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

If you are a chapter executive director or President, 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!

### Candidate Contact Log

Most of you have looked at the new Advisor Portal, and a lot of you have already added comments. As you can see, it is now possible to go back and add comments for a quarter you missed – which wasn't the case before – so if you forgot to log Q3, you can still do that. There is only one box per quarter; if you want to add additional information to a quarter you already left a comment in, you will simply update or add to the existing note. All your previous comments should be shown. The phone number field, that wasn't working consistently, should be fixed momentarily.

You can find a handy video on accessing the Advisor Portal, as well as recent Bulletin issues and the Advisor Handbook, here: [Advisor Resources](#):

Additional information:

- If a Candidate is pursuing two (or more) designations concurrently, you will see them listed twice (or once for each designation pursued). Each will have a separate Candidate checklist, but they do not need to make separate progress on each: making progress towards either designation is fine. The Candidate should know the most expeditious route – for example, to pursue the MAI first and then the AI-GRS or SRA – but if they choose to deviate from that, knowing that they may be completing more requirements that way, that's their choice.
- There is still no Annual Minimum Progress (AMP) chart, since forward progress is required and not a specific number of items completed. I find it useful to keep track of which requirements each Candidate planned for that year (in my Candidate comments), so I can see if progress was made. Remember, progress is attempting a requirement, even if (for example), the exam was failed, experience wasn't awarded in full, etc. Signing up for a course or exam but not taking it is NOT considered progress.
- The new checklist is a lot more user-friendly than a mere "count" of requirements and should show you both what has been completed and what remains. Candidates should always use their Checklists both to see their specific remaining requirements, and to access information about those requirements (including applications).
- Because the links in the Candidate Checklist are tied to what an individual is eligible/needs to take, those are unique to each person. If you click on any of the dynamic links in one of your Candidate's Checklists, such as to a course or other requirement, those will NOT usually work. Links to static documents – such as the Experience Guidebook – WILL work. The page I use to reference all courses is: <https://ai.appraisalinstitute.org/eweb/DynamicPage.aspx?Webcode=AIAllPrograms>
- If a student has registered for a course or Capstone, but it hasn't started yet, you can't generally see that on the checklist. You will usually know that kind of information from the Candidate, but you can also ask me, if you need to.
- If you have a new Candidate and don't have a place to leave notes for the current quarter, let me know and I can take care of it the same day.

### Scholarships

The Appraisal Institute Education & Relief Foundation offers [scholarships](#) in addition to any that your chapter might offer. Next deadline is January 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](#)

## Timelines and Annual Minimum Progress

It's that time of year! Please help us make sure that your Candidates have met their 2019 Annual Minimum Progress, which means they have attempted at least one requirement this year (even if it is still in progress, they didn't pass, etc.) If they did NOT meet AMP, they will need to apply for an extension and lay out their specific plan moving forward (not just why they didn't meet it, but what they will do to catch up). If they are unable to move forward for an extended time, due to severe illness, military deployment, etc., they should contact Admissions concerning a Prolonged Extension (requires documentation).

There are also quite a few people with 2019 timelines who have not yet been extended. If they have made progress, they should apply for a timeline extension before year end. If they have something in place before then – like a Comp Exam registration or a Capstone enrollment – their timelines will be extended automatically.

## Planning ahead – more important than Candidates often think

If there's one issue that I see with Candidates more than any other, it's the failure to think past a single requirement. It's generally best to do things in order – for example, not take a course without the prerequisite(s) unless you're extremely familiar with the material – but you also need to plan ahead to take advantage of opportunities that might present themselves. Some examples:

- Take the [Advanced Diagnostic Exam](#) as soon as possible, since you can't register for Advanced courses without it.
- Is Capstone your chosen General Demonstration of Knowledge option? Make sure to get the [General Demonstration Report Seminar](#) completed whenever you can find time, since you can't register for Capstone if it hasn't been completed within 5 years.
- Planning to use the 45-hour course package for your Residential Demonstration of Knowledge? Don't take [Advanced Residential Applications and Case Studies, Part 1](#) separately; you need it back-to-back with [Advanced Residential Report Writing, Part 2](#) to meet the demo requirement.
- Keep in mind that there is no specific order for the Experience, Demonstration of Knowledge, and Comprehensive Examination requirements.

## Capstone program (General Demonstration of Knowledge option)

The 2020 [Capstone](#) schedule was announced in late September and registration opened on October 7. Despite many warnings, some Candidates waited to take the required Demo Seminar, and then missed out on the offering they wanted. (No, they cannot register if they are taking – but have not yet completed/ passed – a prerequisite.) First quarter offerings are already at capacity, and the autumn synchronous offering also just filled. Capstone prerequisites are:

- The [General Demonstration Appraisal Report Writing](#) seminar (must have been completed within five years prior to Capstone registration); and
- *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 Education area (312) 335-4207 or [education@appraisalinstitute.org](mailto:education@appraisalinstitute.org)

The Capstone program is one of several general Demonstration of Knowledge requirement options. Please be aware that the Board did recently pass the motion to **eliminate Defense of Reports and E-Demo**, as we had warned Candidates who mentioned being interested in those options. If a Candidate has applied for and has one of those two demo options in progress, they will be allowed to finish.

## Education Transcript and AI Continuing Education Requirements for Designated Members

If you need a document listing AI education over the last 10 years, you may access this information through the Print Education Transcript button under Education and Events on your login page.

If you are looking for your AI Continuing Education requirements, you may access this through your AI CE cycle under View Requirements on your AI login page. Please view this document for everything you need to know about your AI CE requirements. [AI Continuing Education: An Overview](#)

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

Best Regards,

Emma Abraham

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