



Advisor Bulletin: Second Quarter 2020

Dear Advisors, Chapter Presidents, and Chapter Executive Staff:

Why am I getting this Bulletin, anyway?

If you are a Chapter President, Chapter Executive Director or Candidate Advisor, you are getting this bulletin to keep you updated on recent items in the Admissions and Continuing Education area. If you do not hold these positions or no longer want to serve as a Candidate Advisor, please let me know.

Candidate Contact Log

It has been a very unusual 1st and 2nd quarter and I know it has been difficult to log Candidate contact. However, it is more important than ever to get that contact logged. Your member expertise and relationship with your Candidate(s) provides our staff with critical information on where they might stand in the designation process. Your feedback often informs our approach to each Candidate (are they busy home-schooling children, did they have to take another job to make ends meet, are they no longer interested or able to complete the Candidate program)? Please try to stay up to date with your Candidate contact notes and log as much as you can. Please log your 2nd Quarter contact if you have not done so already. We really appreciate it!

[Advisor Resources](#) Includes handy video on accessing Advisor Portal, recent bulletin issues and the Advisor Handbook.

2020 Annual Minimum Progress (AMP)

I have had several inquiries related to 2020 AMP and whether we will provide automatic extensions, etc. We are not providing automatic extensions. Extensions, as always, can be requested 24 hours a day via a Candidates checklist. We are reviewing each extension request and are considering what has occurred so far in 2020.

Pearson VUE testing centers are open with reduced capacities. AI Education has extended most exam timeframes. If a Candidate has a question about an Education exam, they should contact the Education Dept. directly.

The Admissions area has extended the August and November Comp Exam windows an additional month.

- **August 1, 2020 – September 30, 2020**
- **November 1, 2020 – December 31, 2020**

We encourage Candidates to submit an extension if they are in an at-risk group and would like to perhaps schedule the comp exam next year or wait to take a classroom course. For those who have completed courses/exams, and who have time to complete their Experience Log submission, this has been a great time to submit that requirement.

General Candidates who plan to submit their Demo this year or who hope to sign up for a 2021 Capstone, should make sure to complete the [General Demonstration Report Writing Seminar](#) (requirement prerequisite for Capstone and Traditional Demo submissions, within the last 5 years).

Candidates may apply for an extension for either Annual Minimum Progress or Timeline to Designation. They have a better shot at approval if they attempted at least one requirement this year or are registered for something in the future. They

need to lay out a **specific plan** for each of their remaining requirements on the extension request form. They should not plan on going several years without attempting a requirement unless they have special circumstances (such as military deployment or prolonged illness). We do have a Prolonged Extension available (upon request) for those who qualify for one.

Financial aid

Reminders were recently sent out to all Candidates with information on available national scholarships (application deadline is July 1, 2020). Scholarship information can be found on the [AIERF website](#), along with information on emergency financial assistance in the case of disaster or emergency.

Residential Elective Requirement

What meets the Residential Elective Requirement can be found here: [Residential Elective Requirement](#)

Logging your Advisor AI CE

Keep in mind that you log your own hours for service as a Candidate Advisor (up to 25 hours/125 points per CE cycle or 5 hours/25 points per year).

1. Log into Your **AI Account**.
2. Click on the **View Requirement** link.

The screenshot shows a user profile page. At the top left is a circular profile picture placeholder with the text "NO PHOTO" and an "Edit" button. Below the photo are fields for "Account #:" and "Company:". To the right, there are fields for "Location:", "Phone:", "Work Phone:", and "Email:". On the far right is a dark blue sidebar menu with links: Profile, Transactions, Education and Events, Downloads, My Committees, Affiliation, AI Business Tools, Add Candidate Path Application, Change Member Status, and Member Directory. At the bottom, there is a section titled "My Designations" containing a table with columns: Designations, Designation Date, AI CE Cycle Start Date, AI CE Cycle End Date, and Status. A red arrow points from the "View Requirements" link in the table to the "View Requirements" link in the table.

Designations	Designation Date	AI CE Cycle Start Date	AI CE Cycle End Date	Status
				View Requirements

3. Click on the **150-, 500- or 350-Points** link (depending on your membership/affiliation with AI). Note: you can add outside provider Standards (USPAP/IVS) as well, by clicking on the Standards link.

AI Affiliation An individual must be affiliated with the AI to be considered a Designated member, Candidate for Designation, Practicing Affiliate, Affiliate or Student Affiliate.		Active Affiliation
Standards ← Standards requirement (i.e. USPAP, IVS).		Pending Completion by Dec 31 2023
AI Business Practices and Ethics <i>AI Business Practices and Ethics</i> is a significant course in Appraisal Institute curriculum.		Pending Completion by Dec 31 2023
500 Points ← In this section, you can view the status of your progress towards 500 points, report your outside provider education, service to the AI, service as an AI Advisor and service to the real estate profession. For more information please view our AI Continuing Education Overview .		Met

Note: you can add hours for being a Candidate Advisor, along with your service to AI and the real estate profession by clicking the drop-down button: **CE Type:** and selecting "Service as an AI Candidate Advisor"

Add Continuing Education

CE Type: Required

Program Name / Service Info: Required

Start Date:  Required

End Date:  Required

Attendance Hours: Required

Exam Hours (if applicable):

Points: 0.00

CE Type:

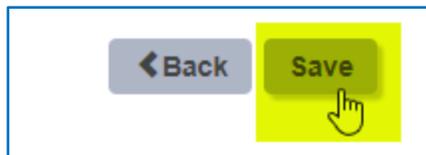
Name / Service Info:

Start Date:

Required

- Classroom Program
- Online/Distance Learning
- Service to AI
- Service to the Real Estate Profession
- Services as an AI Candidate Advisor
- Teaching AI Courses & Seminars

Once you click on the **Save** button, your self-reported CE will appear under the section called **Self-Reported Points**. **Note: hours will be converted into points automatically.**



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

Best Regards,
Emma Abraham
advisors@appraisalinstitute.org