

Advisor Bulletin: Third Quarter 2020

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

Thank you all for catching up on your contact notes; it's been very helpful. Don't forget that you can access [Advisor Resources](#) online, including a handy video on accessing the advisor portal, recent bulletin issues, and the advisor handbook.

2020 Annual Minimum Progress (AMP)

To reiterate: we do not provide automatic extensions for Annual Minimum Progress (AMP). Extensions for either timeline or AMP, can be requested 24 hours a day via a Candidate's checklist. We review each extension request and consider what has occurred in 2020 and if AMP was met in prior years. We *do not recommend* that anyone apply for an AMP extension before the 4th quarter, since 2021 schedules are not yet available. Pearson VUE testing centers are open at reduced capacity. AI Education extended most exam timeframes. If Candidates have a question about an education exam window, they should contact the education department at (312) 335-4207 **before** their exam window expires.

The Admissions area has extended the August and November comp exam windows an additional month. Keep in mind that exam results are not available until several weeks after the **end of the exam window**.

- **August 1, 2020 – September 30, 2020 (exam results released in October)**
- **November 1, 2020 – December 31, 2020 (exam results released in January)**

What can my Candidate do this year to demonstrate progress, if courses are not available (or not needed)?

New Candidates can upload their most recent USPAP certificate; they can take their first-year requirement, *Business Practices and Ethics*.; general Candidates can also take the [Advanced Education Diagnostic Test](#), which is required before registration for advanced courses.

2021 course schedules should start appearing on the website in the 4th quarter. Candidates can also contact their chapters to find out what is being planned locally. Registration for an upcoming course is considered forward progress.

General Candidates who plan to submit their Demo this year or next year or hope to register for a 2021 Capstone must first complete the [General Demonstration Report Writing Seminar](#).

Candidates can begin compiling their experience on the AI log at any time, but we do not recommend that they apply for experience until they have completed at least most of their coursework. If they are concerned about whether their work will meet AI criteria, they can apply for [Advisory Guidance](#), which is a not-for-credit submission of one or more reports, on which they will get feedback from a trained experience screener.

Timeline Extensions

Many Candidates whose timelines ended in 2020 will find them automatically extended when a designation requirement is scheduled or in progress. If not the case, the Candidate must apply for an extension as soon as they have a plan of action. Note: extension requests that indicate reasons for not completing the timeline **with no plan of action** will be denied. Also keep in mind:

- Candidates **should not** assume that extensions will be granted in one-year intervals; we often approve shorter extensions so Candidates can demonstrate progress, especially among Candidates who do not fulfill their plan of action.
- Timeline extensions **do not** affect other deadlines, such as exam appointments or due dates for experience or demo revisions.
- Timeline extensions—like AMP extensions—are requested via the Candidate Checklist

Financial aid

Candidates recently received reminders containing information on available national scholarships; the application deadline is October 1, 2020. Scholarship information can be found on the [AIERF website](#), along with information on emergency financial assistance.

Capstone (General Demonstration of Knowledge option)

We are expecting the 2021 Capstone schedule to be released this week. If you have a Candidate who is interested, they should complete **both** prerequisites soon, as offerings sell out quickly. The prerequisites are:

- **Advanced Market Analysis and Highest & Best Use** (If the course does not appear on the Candidate's checklist as not completed, then the requirement has been met.)
- The [General Demonstration Appraisal Report Writing seminar](#) (completion within five years of registration)

Note: the [General Demonstration Appraisal Report Writing seminar](#) is also a prerequisite for the traditional demo report (completion within five years of submission).

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

Best Regards,
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