AI Continuing Education: An Overview
What is AI Continuing Education?

AI CE requirements and your state’s CE requirements are not the same. The former is needed to maintain your designation, while the latter is needed to maintain your state credentials.

That being said, you can typically use the education you take with AI and the education you take with outside providers to meet both state and AI CE requirements—save one exception: AI Business Practices & Ethics.

This course is the exception because it is an AI CE requirement that must be taken with AI, however, you could possibly submit it to your state for credit.

The course provides information about standards and ethics requirements for valuers in general and, more specifically, for valuers who belong to the Appraisal Institute.
Where Can I Find Out About State Approvals

The **AI state approvals** will provide you with what your state approves. Some AI educational programs may not be approved in every state.

You should check state approvals prior to registering for any Appraisal.

**NOTE:** AI doesn’t always have programs available in every state, so some states will not have individual schedule pages. If a course or seminar is not offered in your state, please search AI education for an offering in a nearby area.
What Regulation Covers AI Continuing Education?

Regulation No. 10.
AI CE Cycle for **Required** Designated members

Every five years, Designated members in a *required* status must complete the following:

- **Standards** (USPAP, IVS, SVP, etc.)
- **AI Business Practices and Ethics**
- **500 points of continuing education**

*These 500 points include points earned for completing USPAP/IVS and AI Business Practices & Ethics.*
AI CE Cycle for **Recommended** Designated members

Every five years, Designated members in a *recommended* status must complete the following:

- **Standards** (USPAP, IVS, SVP, etc.)
- **AI Business Practices and Ethics**
- One *item valued at 150 points or higher*
Designated Members: Required vs. Recommended Status

The only difference between the required and the recommended status among Designated members is the 500-point requirement. Required Designated members must complete the 500 points, whereas recommended Designated members are not required to do so, but AI strongly encourages it.

For recommended Designated members:

If I do the 500 points?
- You are listed in the Find An Appraiser Directory as “Continuing Education Program Completed.”
- You do not have to complete an item valued at 150 points, as you are amassing all 500 points.

If I do not do the 500 points?
- You are listed in the Find An Appraiser Directory as “Continuing Education Program Not Completed.”
- You must affirm you have not completed the continuing education program in required certification statements.
- You must complete an item valued at 150 points (or higher).
Al CE Cycle for Practicing Affiliates

Every five years, Practicing Affiliates must complete the following:

• **Standards** (USPAP, IVS, SVP, etc.)
• **AI Business Practices and Ethics**
• 350 points of continuing education *

* These 350 points include points earned for completing USPAP/IVS and AI Business Practices & Ethics.
First-Year Requirements for Practicing Affiliates

Practicing Affiliates must complete the following within their first year of affiliation:

• **Standards** (USPAP, IVS, SVP, etc.)

• **AI Business Practices and Ethics**

Also known as the first-year Standards and Ethics requirement.
What if a Practicing Affiliate Fails to Meet the First-Year Standards & Ethics Requirement?

Practicing Affiliates will face a six-month suspension period. If the two requirements are not completed within the six-month suspension period, these affiliations will be terminated.

Note: Practicing Affiliates cannot request an extension for the first-year Standards & Ethics requirement.
How are Points Added Up at AI?

Generally, **one hour of CE is equal to five points**, thus 500 points equals 100 hours. That being said, you may take courses or seminars for which this rule of thumb may not apply, and that’s because some AI education has higher point values because the content is considered more advanced.

For example, *USPAP* is seven hours (35 points), but the seven-hour seminar *Forecasting Revenue* is 75 points because it’s considered advanced education.
Earning Points

**MAY** Earn Points for:

- Courses, Seminars and Examinations that cover subject matter identified in [AI Creditable Topics](#)

**NOT** Earn Points for:

1. Travel time, homework (including homework during class time), preparation time, registration and lunch;
2. Private tutoring, received or given;
3. An educational course or seminar of less than two (2) hours duration;
4. Partial attendance
5. Attendance of the same course, seminar or exam more than once in an AI continuing education cycle (except for USPAP)

*Regulation No. 10: AI Continuing Education*
Where Can I Find Point Values of Programs?

The Appraisal Institute Education web page is your starting point to search for a particular course, webinar or seminar.

Once you find a program, click on its linked title—which will direct you to the program page, where you can find point values for: only attending, attending and passing the exam (if applicable), or passing the exam.
What About Advanced Education from an Outside Provider?

If you have completed an outside provider course, seminar, or passed an exam that you believe:

• Contains advanced content;
• covers subject matter on the AI Creditable Topics list;
• and is comparable to AI advanced education

Log into your AI account to self report your outside provider CE.
AI Creditable Topics
How Do I Add Outside Provider CE or Service?

The Appraisal Institute accepts outside provider education, but it must be a minimum of 10 points (two hours) and the subject matter must fall under the [AI Creditable Topics](#) list.

To log your outside provider CE or Service, please follow these steps:

1. Log into Your [AI Account](#).
How Do I Add Outside Provider CE or Service?

2. Click on the **View Requirements** link.
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.
How Do I Add Outside Provider CE or Service?

4. Scroll down and click on the **Report CE** button and complete the form.

**Note:** you can add hours for being a teacher, a Candidate Advisor, along with your service to AI and the real estate profession by clicking the drop-down button: **CE Type**.
How Do I Add Outside Provider CE or Service?

5. 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.
The View Requirements page gives you a summary of your AI CE cycle.

- **Status**: practicing vs. non-practicing; recommended vs. required.
- **Dates**: AI CE cycles start and end dates; extension date (if applicable).
- **CE extension application**.
- **Requirements**: the status of each requirement.
Icons on View Requirements Page

The icon glossary is as follows:

- **Green checkmark** = requirement completed.
- **Pencil icon** = pending completion: you made add outside provider CE or register for an AI course in order to obtain the green checkmark.
- **Magnifying glass** = AI staff is currently reviewing the requirement; this usually pertains to outside provider USPAP.
- **Lock icon** = not accessible; this typically relates to readmission.
## Your AI CE Checklist

All four of the below highlighted sections are hyperlinks.

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI Affiliation</td>
<td>![Checkmark]</td>
<td>Active Affiliation</td>
</tr>
<tr>
<td>Standards</td>
<td>![Checkmark]</td>
<td>Course Complete by Dec 31 2019</td>
</tr>
<tr>
<td>AI Business Practices and Ethics</td>
<td>![Pencil]</td>
<td>Pending Completion by Dec 31 2019</td>
</tr>
<tr>
<td>500 Points</td>
<td>![Pencil]</td>
<td>Pending Points</td>
</tr>
</tbody>
</table>
The Standards link will take you to a page where you can view your past USPAP/IVS information on courses completed with both AI and outside providers; also you can report a USPAP/IVS course here.
The BP&E Linked Page

The **Business Practices & Ethics** link will take you to a page where you can view your past BP&E information and register for the course.
The Points link will take you to a page where you can view your reported CE. The first section is an overview of your points.
The Points Linked Page

The second section provides you with a detailed view of all AI CE.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Earned Date</th>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOL - Cool Tools: New Technology for Real Estate Appraisers</td>
<td>06/22/2019</td>
<td>Online/Distance Learning</td>
<td>35.00</td>
</tr>
<tr>
<td>R76112 - State of Atlanta Conference 2018, Afternoon Session</td>
<td>10/19/2018</td>
<td>Classroom Program</td>
<td>20.00</td>
</tr>
<tr>
<td>R76113 - State of Atlanta Conference 2018, Morning Session</td>
<td>10/19/2018</td>
<td>Classroom Program</td>
<td>15.00</td>
</tr>
<tr>
<td>R73308 - Regional &amp; Local Verification Requirements for Yellow Book, USPAP, State Regulations &amp; Various Clients</td>
<td>01/25/2018</td>
<td>Classroom Program</td>
<td>20.00</td>
</tr>
<tr>
<td>I400 - 7-Hour National USPAP Update Course</td>
<td>01/05/2018</td>
<td>Classroom Program</td>
<td>35.00</td>
</tr>
<tr>
<td>R72418 - State of Atlanta Conference 2017, Afternoon Session</td>
<td>10/05/2017</td>
<td>Classroom Program</td>
<td>20.00</td>
</tr>
<tr>
<td>R72419 - State of Atlanta Conference 2017, Morning Session</td>
<td>10/05/2017</td>
<td>Classroom Program</td>
<td>15.00</td>
</tr>
<tr>
<td>801 - Spotlight on Common Errors and Issues</td>
<td>01/26/2017</td>
<td>Classroom Program</td>
<td>10.00</td>
</tr>
</tbody>
</table>
The third section provides you with a detailed view of all self-reported AI CE completed with outside providers.
AI CE vs. AI Education Transcript

**Note:** your AI education transcript will not list your self-reported CE because these courses were completed with outside providers. Your AI education transcript only lists education taken with AI, which is where you can obtain AI certificates of completion.

If you want to view both outsider provider and AI education, you can do so on the **Points** page of the CE section.
How Many Times Can I Take USPAP/IVS in a Five-Year Cycle?

The Appraisal Institute will recognize *three* USPAP/IVS courses within one cycle.
Are There Other Ways to AI CE?

YES!
Become a Candidate Advisor!

Appraisal Institute®
As a Candidate Advisor

• You may receive up to 125 points (25 hours) of AI CE credit in the category of Service as an AI Candidate Advisor
• You have regular contact (at least quarterly) with Candidates in person, via phone and/or email
• You encourage and help Candidates with creating achievable timelines for completing designation requirements
What Are Other Ways to Earn AI CE?

• Up to **125 points** (25 hours) of AI CE credit per CE cycle for **service to the Appraisal Institute**

• Up to **50 points** (10 hours) of AI CE credit per CE cycle for **service to the real estate profession**

• Up to **350 points** for **teaching Appraisal Institute courses and seminars**

• Up to **50 points** (10 hours) for **real estate brokerage and law courses**

Note: No more than 350 points total (per AI CE cycle) may be earned of all these combined.
What CE Do I Need to Self-Report?

Only outside provider education.

Programs sponsored by the Appraisal Institute, either nationally or at the chapter level, will automatically be added.

You may log into your AI account, click on the link Checklist Details, click on the 500 Points link then scroll down and click on the Report CE button under the heading: Self-Reported Points.
Can I Carry Over Excess Points into my New Cycle?

Yes. Continuing education may be carried forward into the next continuing education cycle as long as:

• points for non-advanced education were earned during the last six months of the current cycle; or

• points for advanced education were earned during the last 12 months of the current cycle.
Yes. Please make sure you keep record of any outsider provider CE that you self report, as the Appraisal Institute may request that you submit all documentation for programs self reported.
How do I Receive My AI Certificate of Completion?

Education completion certificates are available through your AI Account under Education and Events.

Note: The button to view/print certificates will be next to online education (see below) and the classroom education certificates are printable within the details of your course. Click View to access.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Completed</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Practices and Ethics, Online</td>
<td>Completed</td>
<td>January 21, 2019</td>
<td>01/15/2019</td>
<td>02/14/2019</td>
</tr>
<tr>
<td>7-Hour Equivalent USPAP Update Course, Online</td>
<td>Completed</td>
<td>June 13, 2017</td>
<td>06/15/2017</td>
<td>07/15/2017</td>
</tr>
<tr>
<td>Advanced Market Analysis and Highest &amp; Best Use - Online Component * 2017-01-09 - 2017-01-30, Online</td>
<td>Completed</td>
<td>January 12, 2017</td>
<td>01/09/2017</td>
<td>01/30/2017</td>
</tr>
<tr>
<td>7-Hour Equivalent USPAP Update Course, Online</td>
<td>Completed</td>
<td>April 15, 2015</td>
<td>04/01/2015</td>
<td>05/01/2015</td>
</tr>
</tbody>
</table>
What is the CE Certification Statement I Should Write in my Appraisal Reports?

• Sample Certification Statements for written Appraisal Reports

• Sample Certification Statements for written Appraisal Review Reports

• Sample Certification Statements Webpage and Additional Resources
What Happens If I do not Complete my AI CE Requirements?

Designated members will have one year to complete all AI CE requirements; if they are not completed within this timeframe, these Designated memberships will be terminated.

Practicing Affiliates will have six months to complete all AI CE requirements; if they are not completed within this timeframe, these affiliations will be terminated.
How Do I Avoid Suspension?

If a Designated member or Practicing Affiliate wishes to avoid suspension, they must either:

• complete the AI CE requirements by the end of their AI CE cycle end date;

• or submit a continuing education extension form.
AI CE Resources

- **AI Advanced Education Point Values**
- **AI Education Items Valued at 150 Points (or higher)**
- **Creditable Topics for AI Continuing Education Credit**
- **Regulation No. 10 Continuing Education**
AI Key Contacts

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scoleman@appraisalinstitute.org