

Continuing Education Extension Request Form

Account #	Last Name	First Name	MI
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Extension period requested (Note: extensions are rarely granted a year beyond an AI CE cycle end date. Requests must be submitted at least sixty (60) days prior to the expiration of the continuing education cycle.)

Extensions

Applications for extensions must comply with the conditions for extensions in [Regulation No. 10](#). The Chair of the ADQC or the Chair's designee shall act on applications for extension in his or her discretion. The decision of the ADQC Chair or the Chair's designee shall be final. Designated members requesting extensions of continuing education cycles shall provide appropriate evidence of the nature of the serious illness or catastrophe or can provide other good cause that impaired his or her ability to complete the continuing education requirements to the Continuing Education Department.

Please select a box and provide a detailed description of why this extension is being requested:

Serious illness or catastrophe Other good cause shown

By completing this request for extension, I, _____, represent and certify that all the information contained in this form is true and accurate and that I will continue to abide by the Appraisal Institute Code of Professional Ethics, Standards of Professional Appraisal Practice, Bylaws, Regulations, policies, and procedures now and as they may be amended from time to time. If a change to the information contained in this extension request occurs, I promptly will notify the Appraisal Institute national office. **I understand that the Appraisal Institute has the right to audit my eligibility for an extension at any time and to make appropriate adjustments to my Designated membership status.**

Signature

Date

By signing this application electronically, you hereby consent and agree that your electronic signature constitutes your acceptance and agreement to this application's terms and conditions as if actually signed by you in writing and that your electronic signature has the same legal force and effect as a signature affixed by hand. Further, you agree that the lack of a certification authority or other third party verification will not in any way affect the validity or enforceability of your electronic signature or any resulting contract between you and the Appraisal Institute.

Please send completed applications to: ce@appraisalinstitute.org or fax (312) 335-4415.