

## FAQs

### MAI Designation Course Information March 16, 2022

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These FAQs answer questions about the required diagnostic test and the mandatory (pre-classroom, pre-synchronous) online session, as well as other miscellaneous questions you may have about the Appraisal Institute's MAI Designation courses.

#### Diagnostic Test

- Q. When should I take the diagnostic test?
- A. You may take the test at any time. We recommend that you take the test at least 7 days before the classroom or synchronous session of the course begins. This gives you at least a week to complete the mandatory (pre-classroom or pre-synchronous) online session of the course. [Take the free diagnostic test today](#) ▶
- Q. Does each MAI designation education course have its own diagnostic test?
- A. No. There is only one diagnostic test that you take once for all four courses.
- Q. Why am I required to take the diagnostic test before I can register for my first MAI designation education course?
- A. To successfully complete courses in the MAI designation education curriculum, it is important that you have advanced Excel spreadsheet skills. Therefore, before enrolling in your first MAI designation education course, you are required to take a challenging diagnostic test in which you demonstrate mastery of creating and working with Excel spreadsheets.
- Q. If I am not successful on the diagnostic test, may I register for an MAI designation education course?
- A. Yes. However, this is not recommended. If you have difficulty with the diagnostic test, you will struggle in the MAI courses. Instructors cannot be expected to delay MAI course instruction to teach Excel skills that should have already been mastered before taking an MAI designation education course.
- Q. If I am not successful on the diagnostic test, what can I do to successfully prepare for the MAI courses? May I retake the diagnostic test?
- A. You may only take the diagnostic test once. The test was intentionally designed to be challenging and ensure you have mastered above-average Excel skills needed in the MAI Designation courses. Below are recommendations for successful preparation prior to taking the MAI courses:

- Register for the [Excel Applications for Valuation](#) course, which is offered online. This course was specifically designed to help prepare students for the MAI designation courses. It will reinforce and expand your existing knowledge and skill set covered in the qualifying education curriculum. And rather than using the HP-12C to solve problems, you'll use Excel applications.
- Other Appraisal Institute education programs: [Excel: Making Your Job Easier Using Excel Spreadsheets](#) or [Using Spreadsheet Programs in Real Estate Appraisals--The Basics](#).
- Self-study through Excel tutorials available via Google, YouTube, [Lynda.com](#), etc.
- [Mixed cell references](#)
- [Getting started with Excel 2010](#)
- [Create your first Excel 2013 workbook](#)
- [Excel 2016 for Mac Help](#).

Q. How do I register for the diagnostic test?

A. Click [here](#) to register for the test. Then log in to your account on the Appraisal Institute website. On your profile page, click on Education and Events on the right side of the page and scroll down to find the AI Excel Diagnostic Test.

Q. When and where do I take the diagnostic test, and how long will it take to complete it?

A. The test can be taken at any time on your personal computer. It will take approximately one hour, depending on your skill level.

Q. Is the diagnostic test free?

A. Yes.

Q. What can I expect to see on the diagnostic test and how can I prepare?

A. You should be familiar with Excel functions such as copy/paste, data and cell formatting, and mathematical formula creation. In addition, you must be able to solve basic statistical equations (e.g., sum, average, median, stdev, COV, etc.), day-to-day appraisal problems involving adjustments and rounding, and financial appraisal problems (e.g., PV, PMT, FV, IRR, etc.). You should also be able to project income and expenses as part of a discounted cash flow analysis and be familiar with the use of absolute "\$" and relative cell references in formulas.

During the diagnostic test, you may use online resources for help if you get stuck, but you may NOT copy and paste formulas from the internet directly into the spreadsheet; doing so will automatically result in your answer being marked incorrect.

Q. How will I receive my result for the diagnostic test?

A. Feedback about your performance will appear on your screen immediately after you submit the diagnostic test.

- Q. Is Excel required to take the diagnostic test?
- A. Yes. Microsoft Excel is required to take both the diagnostic test and the MAI designation courses.
- Q. What version of Excel is required to take the diagnostic test?
- A. Excel 2010 or later is required to take the test.
- Q. May I use a spreadsheet program other than Excel to take the diagnostic test?
- A. No. Microsoft Excel 2010 or later is required for both the diagnostic test and the MAI designation courses.
- Q. If I want to challenge all of the MAI designation education courses, do I need to pass the diagnostic test?
- A. No. If you wish to challenge ALL FOUR of the MAI designation education courses, you do not have to take the test.

#### Online Session

- Q. Is the online session mandatory?
- A. Yes, each MAI designation education course has been designed with a mandatory two-hour online session. This session is the official beginning of the course. Participants have the flexibility to complete the online session at their own speed when it is most convenient for them. The two-hour online session MUST be completed and it MUST be completed 2 days BEFORE the classroom session begins.
- Q. How much work do I have to complete in the online session? Is it recorded?
- A. The content in the online session is unique for each course. One course provides a content review to ensure that participants are up to speed; another may ask you to complete an assignment that is discussed in more depth during the traditional classroom course sessions. Work completed during the online session is submitted and is recorded.
- Q. When do online sessions go live?
- A. The online session goes live 28 DAYS before the classroom or synchronous session begins. You have 26 days to complete the two-hour session. Access is turned off 2 days before the classroom or synchronous session begins. This gives instructors enough time to review what you have submitted and respond if necessary.
- Q. What happens if I don't complete the online session in time?
- A. If you do not complete the online session, you will not receive credit for the course.

- Q. If I need help, how soon will an instructor respond?
- A. Instructors are asked to respond to participants within 48 hours. National staff will respond to technical questions within 48 hours.

Start Dates, Cancellation Dates, Deadlines

- Q. What is the last possible day I may register for an MAI designation education course?
- A. To allow enough time for you to complete a required online session, course registration will be closed on the 5<sup>th</sup> day before the classroom or synchronous session begins. Please see additional deadlines below:

Important Course Deadlines for MAI Designation Education	
Tasks	Deadlines
Official FIRST day of course—the day mandatory online session goes live	28 days BEFORE the classroom or synchronous session begins
Last day to cancel registration with full refund	15 days BEFORE the classroom or synchronous session begins
Last day to register for the course with <u>printed materials</u> *	14 days BEFORE the classroom or synchronous session begins
Last day to cancel registration with \$150 cancellation fee	14 days or less BEFORE the classroom or synchronous session begins
Last day to cancel registration with -0- refund	7 days or less BEFORE the classroom or synchronous session begins
Last day to register for the course*	5 days BEFORE the classroom or synchronous session begins
Last day to complete the mandatory online session	2 days BEFORE the classroom or synchronous session begins

Notes.

Although the first day of the course is the day the mandatory online session goes live, the deadlines are backed up from the day the classroom or synchronous session begins.

\* Course materials are only available as electronic downloads if you register less than 14 days BEFORE the classroom or synchronous session begins; registration is closed 5 days prior to the start of the classroom or synchronous session.

Courses

- Q. Which courses comprise the MAI designation education curriculum?
- A. The following courses are in the curriculum:
- [Advanced Income Capitalization](#)
  - [Advanced Market Analysis and Highest & Best Use](#)
  - [Advanced Concepts & Case Studies](#)

- [Quantitative Analysis](#)

Q. What is the recommended order for taking the MAI designation education courses?

A. While there is no required order for taking the MAI designation education courses, we highly recommend taking them in the following order:

- Advanced Income Capitalization
- Advanced Market Analysis and Highest & Best Use (prerequisite: *Advanced Income Capitalization*)
- [Quantitative Analysis](#)
- *Advanced Concepts & Case Studies* (prerequisite: *Advanced Income Capitalization*)

### Miscellaneous

Q. When will I receive my course materials?

A. Downloadable materials are available to all registrants immediately. If printed materials are chosen at registration, course handbooks are direct shipped to you 30 days before the classroom or synchronous session of the course begins. To retrieve downloadable materials, sign into your AI account and choose Education and Events from your profile page. Then scroll down to find the download option for the course.

Q. Are the MAI designation education courses approved for CE credit?

A. The MAI designation education courses are approved for continuing education (CE) credit by the AQB. Please see <https://ai.appraisalinstitute.org/eweb/DynamicPage.aspx?Webcode=AIstateApproval> for the number of approved hours for each course for each state. Note. The two-hour online session is NOT approved. Below is a breakdown of total hours for each course.

- Advanced Income Capitalization: 35 hours [2 hours online (no state CE credit), 30 classroom hours, 3 exam hours]
- Advanced Market Analysis and Highest & Best Use: 35 hours [2 hours online (no state CE credit), 30 classroom hours, 3 exam hours]
- Advanced Concepts & Case Studies: 40 hours [2 hours online (no state CE credit), 35 classroom hours, 3 exam hours]
- Quantitative Analysis: 35 hours [2 hours online (no state CE credit), 30 classroom hours, 3 exam hours]

Q. Are the MAI designation courses approved for QE Elective credit?

A. The MAI designation courses are approved by the AQB for QE Elective credit. The courses were sent to the states for QE approval as well. Please see <https://ai.appraisalinstitute.org/eweb/DynamicPage.aspx?Webcode=AIstateApproval> for the number of approved hours for each course for each state. Note. The two-hour online session is NOT approved for QE Elective credit. Below is a breakdown of total hours for each course.

- Advanced Income Capitalization: 35 hours [2 hours online (no QE Elective credit), 30 classroom hours, 3 exam hours]
- Advanced Market Analysis and Highest & Best Use: 35 hours [2 hours online (no QE Elective credit), 30 classroom hours, 3 exam hours]

- Advanced Concepts & Case Studies: 40 hours [2 hours online (no QE Elective credit), 35 classroom hours, 3 exam hours]
- Quantitative Analysis: 35 hours [2 hours online (no QE Elective credit), 30 classroom hours, 3 exam hours]

Q. If I want QE Elective credit for an MAI designation course, do I need to pass the course exam?

A. Yes, you must pass the exam in order to receive QE Elective hours.

Q. How many Appraisal Institute continuing education points do I get for the MAI designation education courses?

A. You will receive the following AI CE points for the courses:

	Attend and Pass Exam	Attend Only	Pass Exam Only (Challenge)
Advanced Concepts & Case Studies	375	275	325
Advanced Income Capitalization	375	275	325
Advanced Market Analysis & Highest and Best Use	375	275	325
Quantitative Analysis	375	275	325

Q. Must I bring a laptop computer to class? Do I need Excel?

A. Yes. You are required to bring a laptop with Microsoft Excel 2010 or later installed. All course demonstrations are done in Excel. In addition, course templates used for problem solving are provided in Excel (downloads).

Q. Are the MAI designation education courses offered online in a synchronous format?

A. Yes. All four MAI designation courses are offered synchronously.

Q. When did 510, 520, 530, 540, and 550 retire?

A. See dates below.

Course	Retirement Date
510—Advanced Income Capitalization	January 31, 2011
520—Highest & Best Use and Market Analysis	2007
530—Advanced Sales Comparison and Cost Approaches	April 1, 2011
540—Report Writing and Valuation Analysis	December 31, 2010
550—Advanced Applications	April 1, 2011