Welcome to the Appraisal Institute!
As a Practicing Affiliate you may:

- Learn about the Candidate for Designation program.
- Take advantage of **AI Benefits**, such as the Find An Appraiser directory and Lum Library, along with various educational materials and resources that will help you advance your career.
- Enjoy affiliation with a local chapter and network with seasoned professionals.
- Access the Appraisal Institute Career Center to search for jobs and post profiles.
A Practicing Affiliate is an individual who provides Service(s) as defined by the Code of Professional Ethics (CPE).

Individuals who may qualify for this category could include, state certified, licensed, trainee, provisional, registered appraisers or those have the equivalent education, licensure, or alternative designations.
As a Practicing Affiliate, you will frequently receive communications (generally in the form of e-mail) from the Admissions & Continuing Education department.

The department will send these communications via a third-party software program. Please make sure you add our email to your safe sender list.
AI Communications, cont.

We *strongly recommend that you do not* opt out of any communications from the Admissions & Continuing Education department since our communications are not marketing campaigns. These communications provide Practicing Affiliates with crucial information.

The Admissions & Continuing Education department rates its communications by level of importance by using the following color hierarchy:

- *(Low importance)*
- *(Medium importance)*
- *(High importance)*
What to expect in your first year as a Practicing Affiliate?

As a Practicing Affiliate, you must satisfy the Standards & Ethics requirements within your first year of affiliation in order to remain an active Practicing Affiliate.

- Standards course (i.e. USPAP, IVS, SVP, applicable national or international standards)
- Ethics: AI Business Practices & Ethics (BP&E), only offered by AI.

Note: Any Practicing Affiliate who is eligible for readmission at future date must complete the Standards and Ethics education requirements within four (4) years prior to the date of application for readmission.
First Things First: Know Your Affiliation

You can find your affiliation information when you log into My Appraisal Institute under the heading “Current Category.”
Certification Statements

The Appraisal Institute Certification Standard requires Practicing Affiliates to include certain certification statements in addition to those required by USPAP.

Practicing Affiliates are required to use the exact wording for all of statements required by the Certification Standard, please see the Certification Standard page for further details. If you later become a Candidate and pursue Designated membership, the Experience Screening process will require that you have properly used certification statements in your work since you began your affiliation with AI.
I do not hold state-certification, may I join AI as a Practicing Affiliate?

Yes.

- If you meet such requirements as may be set forth in the Bylaws, Regulations and policies of the Appraisal Institute.
I do not hold state certification, how long can I remain in the Practicing Affiliate category?

An individual admitted as a Practicing Affiliate under this Section may remain a Practicing Affiliate until the earliest of the following:

- the date on which the individual becomes a Candidate;
- one (1) year from the date the Practicing Affiliate becomes state certified (or equivalent as determined by the ADQC);
- the sixth December 31st following the date of admission; or
- the date of termination due to resignation, failure to pay fees, failure to satisfy the Ethics and Standards education requirements, failure to satisfy continuing education requirements, the disciplinary action of expulsion or other basis set forth in the Bylaws, Regulations or policies of the Appraisal Institute. Until you become a Candidate for Designation; or
Yes.

- If you are state certified (or equivalent as determined by the ADQC) as of the date of admission; and
- you meet such other requirements as may be set forth in the Bylaws, Regulations and policies of the Appraisal Institute.
An individual admitted as a Practicing Affiliate under this Section may remain a Practicing Affiliate until the earliest of the following:

- the date on which the individual becomes a Candidate;
- one (1) year from the date of admission as a Practicing Affiliate; or
- the date of termination due to resignation, failure to pay fees, failure to satisfy the Ethics and Standards education requirements, failure to satisfy continuing education requirements, the disciplinary action of expulsion or other basis set forth in the Bylaws, Regulations or policies of the Appraisal Institute.

**Note:** If you were an Associate member on 12/31/2012, and have never been a Practicing Affiliate, you may not be subject to a timeline to enter the Candidate program. Please contact admissions@appraisalinstitute.org.
What are grounds for termination of my status as a Practicing Affiliate?

Your affiliation may be terminated due to resignation, failure to pay fees, failure to complete the Ethics and Standards education requirements, failure to complete AI continuing education requirements, the disciplinary action of expulsion or other basis set forth in the Bylaws, Regulations or policies of the Appraisal Institute.

Under certain conditions a terminated Practicing Affiliate may be eligible for readmission, however; a Practicing Affiliate who terminates may not apply for readmission as a Practicing Affiliate for two (2) years from the date of termination.
How can I access My AI Account?

You can log into your **MY AI Account** to access your MY AI Educational Transcript and your MY AI CE Status Report by clicking on the appropriate links located on the left side bar.
What are the requirements for Practicing Affiliates?

- Within each AI CE cycle, Practicing Affiliates must complete 350-Points of Continuing Education that includes:
  - The Standards requirement (i.e. USPAP, IVS, SVP, applicable national or international standards); and
  - AI Business Practices and Ethics course.

**Note:** Both programs must be completed within the first year of affiliation and again during each subsequent AI CE cycle.
More on AI Continuing Education

- Practicing Affiliates can access their AI CE Status Report by logging into their MY AI Account and clicking on the “MY AI CE Status Report” link located on the left side bar.
The link will take you to your AI CE Status Report, where you will have access to what requirements have been met (as demarcated with an “X”).
You can also view an itemized list of your education that counts toward the 350-point total in your current AI CE cycle, along with any carryover points you might have earned during your previous AI CE cycle.

Creditable points earned in excess of those required in the current continuing education cycle may be carried forward into the next continuing education cycle as long as:

- The points were earned during the last six (6) months of the current cycle; or
- The points that qualify as advanced education as approved by the ADQC were earned during the last twelve (12) months of the current cycle.
More on AI Continuing Education, cont.

- You can also add outside provider CE by clicking on the red button that reads: “ADD to CE Log.”

You do not need to enter chapter sponsored courses and seminars. Chapter sponsored courses and seminars are submitted to Appraisal Institute national office and will automatically appear in your CE log.

- You will be directed to the following page, where you must enter the appropriate information on your outside provider CE.
What are Practicing Affiliate Fees?

- 2015 fees are $340 per year, and are prorated if you join between February and October. Individuals joining after November 1st are charged the full fees for the upcoming year.

**Note:** Prices are subject to change annually.
Access the Practicing Affiliate Policy Manual for great information and resources about your category and requirements of affiliation with the Appraisal Institute.

Practicing Affiliate Policy Manual
About the Appraisal Institute

AI is a global association of real estate appraisers made up of:

- Elected officers
- Board of Directors
- National Committees
- Regions
- Chapters
- AI affiliated individuals
- National staff
About the Appraisal Institute, cont.

AI has 22,000 valuation professionals in nearly 60 countries

- 86 Chapters throughout 10 Regions
  - In North America
- Chapters offer regular meetings, special events, and educational programs
  - Meet locally to support networking, advance professional development, and cultivate camaraderie
Benefits and Services of AI

My Appraisal Institute

www.appraisalinstitute.org/myappraisalinstitute

✓ Monitor your AI account from one convenient place.

✓ Manage your account from address changes to updating your “Find an Appraiser” listing.

✓ Keep track of education requirements, deadlines, annual fees/receipts, and more.
Benefits and Services of AI, cont.

✓ View your education transcript.

✓ Follow AI in the news and view important designation and education requirements.

✓ Download a convenient identification card.
AI Service Center

The first-line resource for Designated Members, Candidates, Practicing Affiliates & Affiliates, Students, and Prospects

Hours: Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time (888) 756-4624
Key Contacts at AI

Main AI Service Center: (888) 756-4624
  ▶ E-mail: aiservice@appraisalinstitute.org

AI Admissions Department: (312) 335-4111
  ▶ E-mail: admissions@appraisalinstitute.org

AI Continuing Education Department: (312) 335-4401
  ▶ E-mail: ce@appraisalinstitute.org
Education Department: (312) 335-4207
- General E-mail: education@appraisalinstitute.org

Online Education Technical Support: (312) 335-4473
- Online Education Technical Support E-mail: ol-help@appraisalinstitute.org

Y.T. and Louise Lee Lum Library: (312) 335-4467
- E-mail: ailibrary@appraisalinstitute.org

Professional Practice (for AI Affiliated Individuals Only):
  Information: (877) 777-6939
  Enforcement: (312) 335-4409
- E-mail: scoleman@appraisalinstitute.org