

Appraisal
Institute®

The Practicing Affiliate Category: An Overview of Affiliation with the AI

Who are Practicing Affiliates?

Practicing Affiliates provide services as valuers (to customers, employers, etc.). Practicing Affiliates are interested in affiliation with the Appraisal Institute but not ready or interested in pursuing designated membership.

This category is open to all valuers of real property, including: Certified Real Property Appraisers, Licensed Appraisers, Trainee/Registered/Provisional appraisers, appraisal reviewers, tax assessors, or anyone who is considered a valuer of real property.

This could include consultants, analysts, financial advisors, realty officers, government officials, real estate evaluators, university faculty, researchers, appraisal data technicians, those who are valuers but are not required to be licensed at the state level.

Learn more about services provided that are defined by our [Code of Professional Ethics](#)



AI Continuing Education for Practicing Affiliates

Every five years, Practicing Affiliates will be required to complete the following:

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

[Learn more about Practicing Affiliate Requirements](#)

Note: The first time a Practicing Affiliate joins the AI the Standards and Ethics requirements must be completed within 12 months of their join date.



AI CE Points

Generally, **one hour of CE is equal to five points**, however, Practicing Affiliates may take courses or seminars in 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, thus 35 points, but the seven-hour seminar *Forecasting Revenue* is 75 points because it's considered advanced education.

[AI Continuing Education: An Overview](#)

Find documents related to advanced education point values, creditable topics list, FAQs, etc.



Individuals Subject to AI Readmission Requirements

Individuals who have been previously affiliated with the AI, please refer to the [Practicing Affiliate Policy Manual](#).

Standards and Ethics education may be required prior to readmission.



Annual Fee for Practicing Affiliates

Upon applying to enter the Practicing Affiliate category individuals are required to pay an annual fee. Annual fees, for new applicants, are prorated for those joining between February and October.

Individuals joining after November 1st will be charged the full annual fee for the upcoming year.

Each subsequent year, Practicing Affiliates will be invoiced for the upcoming year annual affiliation fee (this occurs around November 1st).

Fees are subject to change annually.





How Can Practicing Affiliates Get the **Most** out of Affiliation with the AI?

- Enjoy affiliation with a local chapter and network with seasoned professionals
- Access to the prestigious [Lum Library](#)
- Utilize the AI [Career Center](#) to search for jobs and post profiles
- Access significant discounts on education developed and published by the leader in real property valuation: AI
- Become more familiar with Candidate for Designation program while enjoying the Practicing Affiliate category

[Learn about more AI Benefits!](#)

AI Volunteer Opportunities

Practicing Affiliates Get Involved!

Practicing Affiliates can serve at the chapter, regional and/or national level.

AI Networking

Join us on a national level at our [AI Annual Conference!](#)

Practicing Affiliates may also attend local events at the [chapter level.](#)



SAVE THE DATE: AUGUST 2-3

AI Professional Development Programs

Developed to help AI Professionals hone their skills, our programs focus on cutting-edge, problematic or advanced topics. Topics cover a body of knowledge in a specialty, allowing professionals to obtain education competency in a property type or specialty area.

- *Analytics for Valuation*
- *Valuation of the Components of a Business Enterprise*
- *International Valuation of Fixed Assets*
- *Valuation of Sustainable Buildings*
- *Valuation of Conservation Easements*
- *Litigation*
- *Appraising Historic Preservation Easements*

[Professional Development Program webpage](#)



The World's Leading Publisher of Appraisal Literature

Appraisal Institute is the world's largest publisher of real estate appraisal literature. In addition to publishing general reference books, the Appraisal Institute every year adds to its extensive list of publications that cover contemporary practice issues, advances in methodology and technology, and the valuation of a wide range of special purpose properties.

The Appraisal Institute also publishes the award-winning *Valuation* magazine and *The Appraisal Journal*. The peer-reviewed journal has served as a top forum for appraisal professionals and is a frequently referenced periodical in appraisal literature. *Valuation* magazine focuses on innovative features and practical ideas. [Appraiser News Online](#) keeps appraisers abreast of profession trends, as well as legislative and regulatory matters impacting appraisers. ***Practicing Affiliates enjoy complimentary subscriptions with affiliation.***



AI Career Center

Job Posting?

Unmatched exposure for job listings, online job management, and resume searches of AI professionals.

Job Seeking?

Provides AI Professionals **free** resume posting, job search control, easy job application, and saved jobs capability.

[Learn More](#)

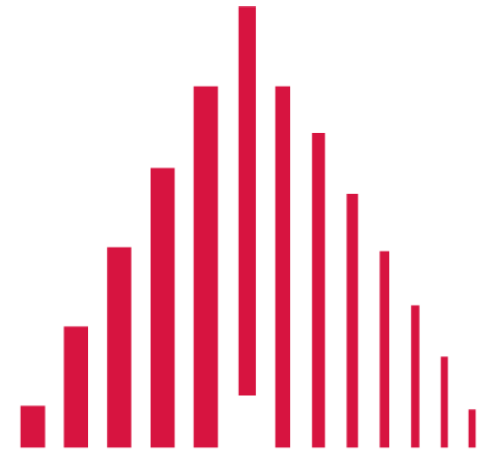


Market Data

Continuously monitor the economy and real estate markets. AI supplies you with a variety of sources to keep abreast of market trends!

Economic Indicators, PwC Real Estate Investor Survey
National Market Indicators, Hanley Wood Indicators,
Mortgage Rates, McGraw-Hill Construction Forecasts and
Trends, Standard and Poor's (S&P) Reports and Indices.

[Learn more about available Market Data!](#)



**Appraisal
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For Written Appraisal and Appraisal Review Reports

Practicing Affiliates have access to sample certification statements. Before accessing sample certification statements, please review the following:

- [Disclaimer](#)
- [Notes on Using the Sample Certification Statements](#)
- [Copyright notice](#)
- ["A Word about Appraisal Institute Standards, Certifications, Compliance Statements and Appraisal Institute Certification Statements"](#)

Sample Certification Statements

The following sample certification statements for written appraisal and appraisal review reports are available for Appraisal Institute professionals.

- [Sample certification for a written appraisal report](#)
- [Sample certification for a written appraisal review report](#)



Sample Certification Statement: USPAP Compliant Appraisal Report (July 21, 2015)

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no (or the specified) present or prospective interest in the property that is the subject of this report and no (or the specified) personal interest with respect to the parties involved.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have (or have not) made a personal inspection of the property that is the subject of this report. ***(If more than one person signs this certification, the certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property.)***
- No one provided significant real property appraisal assistance to the person signing this certification. ***(If there are exceptions, the name of each individual providing significant real property appraisal assistance must be stated.)***

Access to Ask Professional Practice Questions

AI Professionals may direct inquiries concerning professional practice and the application of the Code of Ethics and Standards to:

Stephanie Coleman, MAI, SRA, AI-GRS, AI-RRS

Senior Manager, Ethics and Standards

Director of Screening

Phone: (312) 244-9368

Fax: (312) 335-4405

scoleman@appraisalinstitute.org

[Professional Practice Documents](#)



AI Reports®

Practicing Affiliates have access to AI Reports® forms

[AI Reports® Appraisal Report – Residential](#)

[AI Reports® Appraisal Report – Land](#)

[AI Reports® Restricted Appraisal Report – Residential](#)

[AI Reports® Liquidation Value Addendum](#)

[AI Reports® Residential Green and Energy Efficient Addendum](#)

[AI Reports® Commercial Green and Energy Efficient Addendum \(new\)](#)

[AI Reports® Certifications and Limiting Conditions](#)

Common Errors and Issues

Developed by the Appraisal Institute senior manager of ethics and standards and the senior manager of experience screening, these documents identify some of the most common errors that are found in valuation work.

[Common Errors and Issues](#) (General/Residential: Development and Reporting) cover topics that include. certification statement, identification of client, intended users and intended use, scope of work and problem identification, extraordinary/special assumptions and hypothetical conditions, prospective value, highest and best use, excess/surplus land, reporting requirements, reconciliation, resources, and references

[Common Errors and Issues in Review](#) cover topics that include compliance with standards, problem identification and scope of work, identification of client, intended users and intended use, review reporting requirements, certification statements, extraordinary/special assumptions, resources, and references.



AI Commitment to Diversity

Appraisal Institute remains committed to promoting a diverse environment by welcoming all who wish to be affiliated with the organization.

The Appraisal Institute remains committed to implementing diversity strategies throughout the organization.

Unique Opportunities for Minorities and Women

- Minorities and Women Directory
- AIET Minorities and Women AI Course Scholarship
- AIET Minorities and Women Education Scholarship

[Commitment to Diversity webpage](#)

AI Advocacy

AI has the only government affairs office in the United States that represents real estate appraisers. Having a Washington D.C. office uniquely positions our professionals to have their voices heard by lawmakers and regulators.

Washington D.C. Office Mission

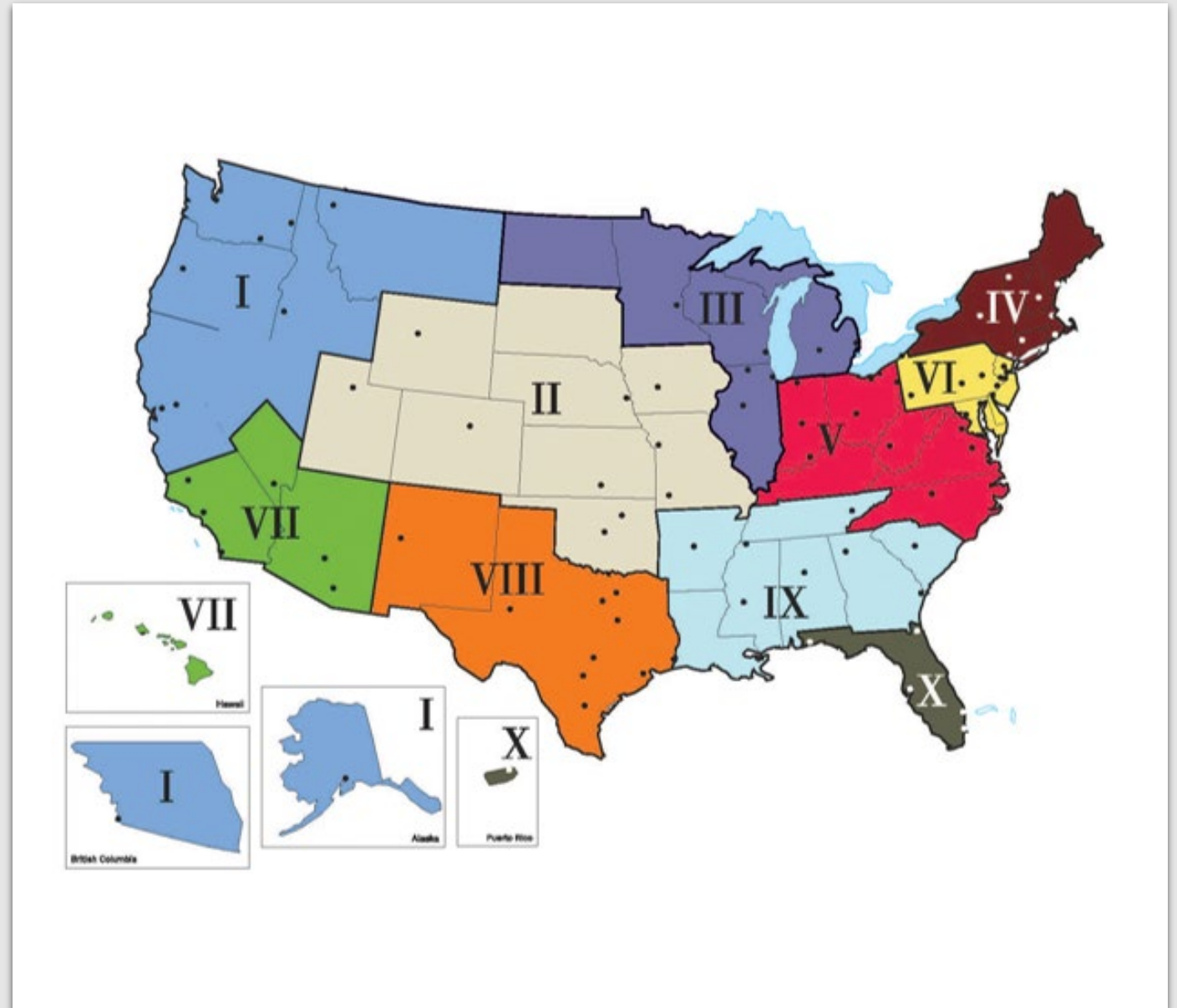
- Advance the concerns of AI Professionals through continual interaction with Congress, federal agencies, and state legislators and regulators.
- Keep you as informed as possible on key issues and how they affect you.
- Support Congressional candidates who are pro-appraiser and pro-real estate through our political action committee, AI PAC (the Appraisal Institute Political Action Committee).

[AI Advocacy webpage and contacts](#)



Regional and Chapter Structure

Ten regions in the US.



AI Service Center

Primary resource for AI Professionals

Open: Monday through Friday

Hours: 8:00 a.m. – 5:00 p.m. Central Time

Toll-free: (888) 756-4624

aiservice@appraisalinstitute.org



AI Key Contacts

Admissions and AI CE Department

(312) 335-4111

Admissions: admissions@appraisalinstitute.org

CE: ce@appraisalinstitute.org

Designated Member Services: mbr@appraisalinstitute.org

Education Department

(312) 335-4207

education@appraisalinstitute.org

Online Education Technical Support

(312) 335-4473

ol-help@appraisalinstitute.org

Y.T. and Louise Lee Lum Library

(312) 335-4467

ailibrary@appraisalinstitute.org

Professional Practice

Information: (312) 244-9368

Enforcement: (312) 335-4409

scoleman@appraisalinstitute.org

Help Us Improve!

Please let us know what information you found most helpful or interesting in this overview and what may have been missing that you would have liked more information on.

Please send an email to cvann@appraisalinstitute.org and let me know your thoughts!

Thank you!

Carrie Vann

Senior Manager, Admissions and Continuing Education

