

# FAQs

## MAI Designation Education – Participants 3/30/17

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### 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 the required online session, course registration will be cut off on the 5<sup>th</sup> day before the classroom session begins. Please see additional deadlines below:

Important Deadlines for MAI Designation Education	
Task	Deadlines
Official FIRST day of course—day online session begins	28 days BEFORE the classroom session begins
Last day to register for and submit the Diagnostic Test	21 days BEFORE the classroom session begins
Last day to cancel registration with full refund	15 days BEFORE the classroom session begins
Last day to receive a “pass” confirmation on Diagnostic Test	14 days BEFORE the classroom session begins
Last day to register for the course with <b>printed materials*</b>	14 days BEFORE the classroom session begins
Last day to cancel registration with \$150 cancellation fee	14 days or less BEFORE the classroom session begins
Last day to cancel registration with -0- refund	7 days or less BEFORE the classroom session begins
Last day to register for the course*	5 days BEFORE the classroom session begins
Last day to complete online session	2 days BEFORE the classroom session begins

**Notes.**

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

Once you have passed the Diagnostic Test, you do not need to take the test again for the other MAI designation education courses.

\*Only download option for course materials is available from 14 days BEFORE to registration deadline 5 days BEFORE the classroom session begins.

### Courses

**Q. Which courses make up the MAI designation education curriculum?**

- A. The following courses are in the curriculum:
- *Advanced Income Capitalization*  
[http://appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=501GD&key\\_type=C](http://appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=501GD&key_type=C)
  - *Advanced Market Analysis and Highest & Best Use*

[http://www.appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=500GD&key\\_type=C](http://www.appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=500GD&key_type=C)

- *Advanced Concepts & Case Studies*  
[http://www.appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=503GD&key\\_type=C](http://www.appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=503GD&key_type=C)
- *Quantitative Analysis*  
[http://www.appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=502GD&key\\_type=C](http://www.appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=502GD&key_type=C)

**Q. Are the MAI designation education courses equivalent to the old Level II courses?**

A. See table below. Also, see [http://appraisalinstitute.org/education/ae\\_equivalencies.aspx](http://appraisalinstitute.org/education/ae_equivalencies.aspx) for more information about MAI course equivalencies.

<b>NEW Course</b>	<b>Days/ Hours</b>	<b>PREVIOUS Course</b>
<i>Advanced Income Capitalization</i>	5 days, 35 hours	510— <i>Advanced Income Capitalization</i>
<i>Advanced Market Analysis and Highest &amp; Best Use</i>	5 days, 35 hours	<i>General Appraiser Market Analysis and Highest &amp; Best Use</i> 520— <i>Highest &amp; Best Use and Market Analysis</i>
<i>Advanced Concepts &amp; Case Studies</i>	6 days, 40 hours	530— <i>Advanced Sales Comparison &amp; Cost Approaches</i>
		550— <i>Advanced Applications</i>
<i>Quantitative Analysis</i>	5 days, 35 hours	NA
<i>General Appraiser Report Writing &amp; Case Studies*</i>	4 days 30 hours	540— <i>Report Writing &amp; Valuation Analysis</i>

\* This is a qualifying education course.

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

A. See dates below.

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

**Q. Is there a recommended order for the MAI designation education courses?**

A. Below is a recommended order for taking the MAI designation education courses:

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

**Diagnostic Test** [Take the free diagnostic test today](#) ▶

**Q. Why do I have to pass the Diagnostic Test before I can register for an MAI designation education course?**

A. To successfully complete courses in the MAI designation education curriculum, it is important that you have basic spreadsheet skills. Therefore, before enrolling in an MAI designation education course, you are required to pass a Diagnostic Test in which you demonstrate your skill level in creating and working with Excel spreadsheets. The test is free and can be taken at any time on your own computer. After you have successfully passed the test, you will be allowed to register for any of the other courses.

**Q. When should I take the Diagnostic Test?**

A. You may take the test at any time. However, keep in mind that you must receive your “pass” grade confirmation at least 14 days before the classroom session begins. We recommend that **you take the test at least 21 days before the classroom session of the course begins. This allows enough time for the test to be graded and gives you at least 7 days to complete the online session of the course.**

**Q. How will I receive my result for the Diagnostic Test?**

A. Test results will be e-mailed to you within 7 business days from the day the test was submitted.

**Q. If I do not pass the test, may I retake it?**

A. Yes. You may retake the test as often as necessary. You’ll receive feedback to help you succeed on the retake. If you are not successful after 3 tries, the Appraisal Institute offers e-mail counseling to help you pass the test.

**Q. Does each MAI designation education course have its own Diagnostic Test?**

A. No. There is only one Diagnostic Test for all four courses. As soon as you have passed this test, you’ll be allowed to register for the first advanced education course you take and any others after this.

**Q. If I want to challenge all of the MAI designation education courses, do I need to take and pass the Diagnostic Test?**

A. No. If you wish to challenge all of the MAI designation education courses, you do not have to take the test. However, if you take one or more of the MAI designation education courses, you must take and pass the Diagnostic Test.

**Q. What will I be tested on?**

A. You will be asked to demonstrate your skill level in Excel by creating and working with spreadsheets.

**Q. How long will it take me to complete the test?**

A. If you have above-average skills working with Excel or other spreadsheet software programs, it won't take long: 15 minutes. Timing depends on your skill level.

**Q. What can I do to prepare for the test?**

A. Be familiar with the use of absolute "\$" and relative cell references in formulas before completing the test.

**Q. How do I take the test?**

A. After you have registered for the test, you will receive an e-mail with links to the test. You will be asked to open a spreadsheet workbook and complete various spreadsheet tasks. Then you will submit the test via e-mail.

**Q. Where can I access the Diagnostic Test?**

A. You may access the test through a link located on each MAI designation education course description web page: (<http://www.appraisalinstitute.org/education/AETEST.aspx>)

## **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 actual 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 session begins. You have 26 days to complete the two-hour session. Access is turned off 2 days before the classroom 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. Four days before the online session ends, you will receive an e-mail alerting you that you have not finished and reminding you of the deadline. If you do not complete the online session, you will not get credit for the course.

**Q. If I need help, how soon will an instructor respond?**

A. Instructors are asked to respond to students within 48 hours. National staff will respond to technical questions within 48 hours as well.

## Miscellaneous

**Q. When will I receive my course materials?**

A. If printed materials are chosen at registration, Course Handbooks are direct shipped to you 30 days before the classroom session of the course begins. Additional course materials (appendix items, Excel spreadsheet templates, etc.) are available at the end of the online session. You will be reminded to download these materials at that time; the materials will not be available when the traditional classroom session begins. Downloadable materials are available to all registrants immediately. To retrieve downloadable materials, sign in to the [Knowledge Center](#) with your AI username and password, and go to "My Programs."

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

A. The MAI designation education courses are approved for continuing education (CE) credit. Please see [http://www.appraisalinstitute.org/education/state\\_aprv.aspx](http://www.appraisalinstitute.org/education/state_aprv.aspx) for the number of approved hours for each course for each state. **Note.** *Advanced Market Analysis and Highest & Best Use* is approved for 35 CE hours (including the two-hour online session). The two-hour online session in the other three AE courses 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, 32 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 were sent to the AQB and are approved for QE Elective credit. The courses were sent to the states for QE approval as well. Please see [http://www.appraisalinstitute.org/education/state\\_aprv.aspx](http://www.appraisalinstitute.org/education/state_aprv.aspx) for the number of approved hours for each course for each state. **Note.** While two QE Elective credit hours for the online session are approved for *Advanced Market Analysis & Highest and Best Use*, they are **not** approved for QE Elective credit for the other three courses. 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, 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. Do I have to pass the MAI designation education course exam to receive QE Elective credit?**

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:

	<b>Attend and Pass Exam</b>	<b>Attend Only</b>	<b>Pass Exam only (challenge)</b>
<i>Advanced Concepts &amp; Case Studies</i>	375	275	325
<i>Advanced Income Capitalization</i>	375	275	325
<i>Advanced Market Analysis &amp; Highest and Best Use</i>	375	275	325
<i>Quantitative Analysis</i>	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 spreadsheet software. Excel 2007 is recommended for all of the courses except *Quantitative Analysis*, for which Excel 2010 is recommended. You may use other spreadsheet programs, but those programs will not be supported in class. All demonstrations will be conducted in Excel. Many of the 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 of the courses are offered synchronously.