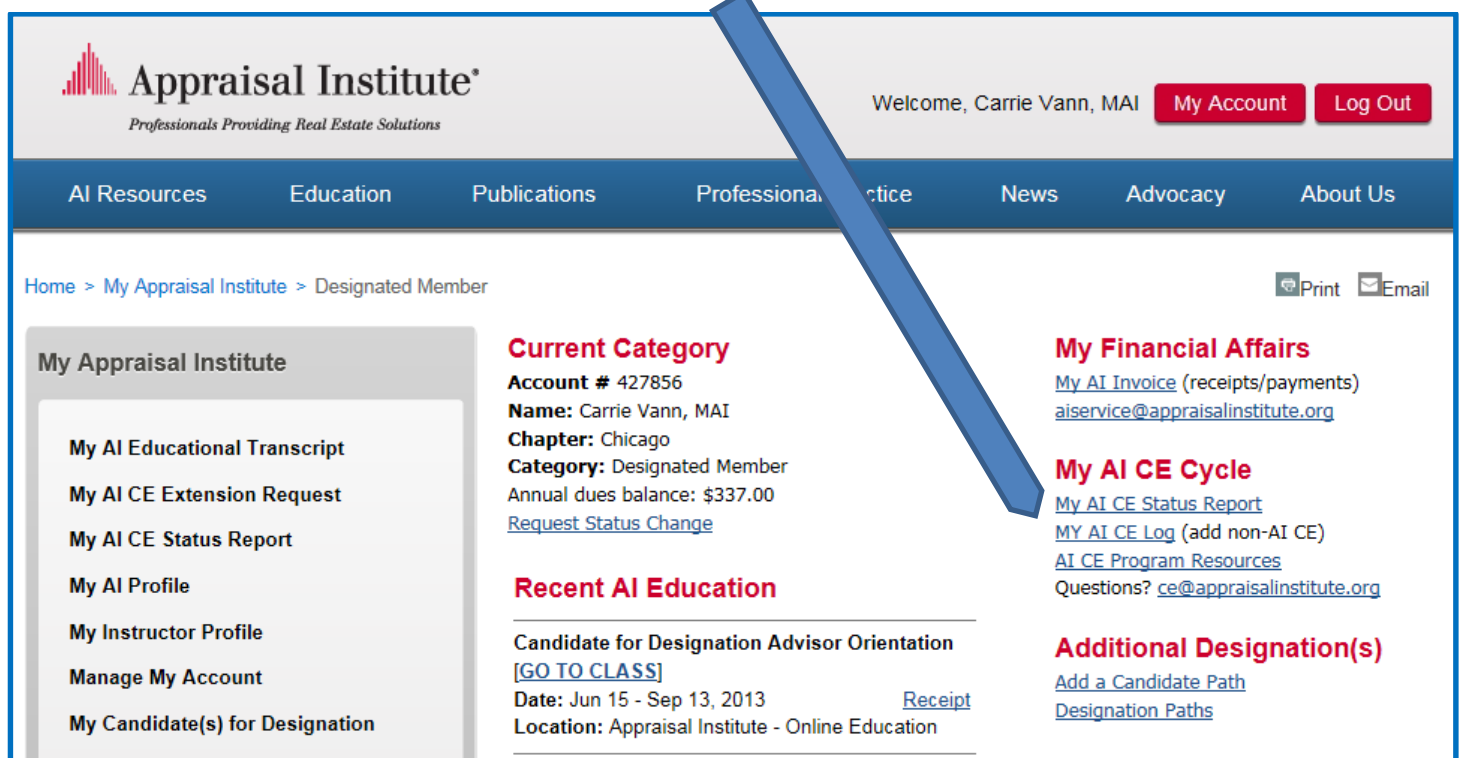


Accessing AI CE Status Report and Log for Designated members and Practicing Affiliates

Below is information related to locating and accessing your AI CE Status Report and AI CE Log (to enter outside education or service hours).

1. Login to your “MY AI” page on the AI website:
<http://www.myappraisalinstitute.org/myappraisalinstitute/>.
2. Once logged in, you will land on a page that looks similar to this (see below). Designated members and Practicing Affiliate see different items, but the format is similar.
3. Look to the right – you will see a section titled (in RED) “My AI CE Cycle”.



The screenshot shows the Appraisal Institute website interface for a designated member. The header includes the Appraisal Institute logo and navigation links. The user is logged in as Carrie Vann, MAI. The main content area is divided into three columns. The left column contains a sidebar with links to various account features. The middle column displays the user's current category and recent AI education. The right column contains links to financial affairs and the 'My AI CE Cycle' section, which is highlighted by a blue arrow. The 'My AI CE Cycle' section includes links to the status report, log, and program resources.

Appraisal Institute
Professionals Providing Real Estate Solutions

Welcome, Carrie Vann, MAI [My Account](#) [Log Out](#)

[AI Resources](#) [Education](#) [Publications](#) [Professional Practice](#) [News](#) [Advocacy](#) [About Us](#)

Home > My Appraisal Institute > Designated Member [Print](#) [Email](#)

My Appraisal Institute

- My AI Educational Transcript
- My AI CE Extension Request
- My AI CE Status Report
- My AI Profile
- My Instructor Profile
- Manage My Account
- My Candidate(s) for Designation

Current Category
Account # 427856
Name: Carrie Vann, MAI
Chapter: Chicago
Category: Designated Member
Annual dues balance: \$337.00
[Request Status Change](#)

Recent AI Education

Candidate for Designation Advisor Orientation
[\[GO TO CLASS\]](#)
Date: Jun 15 - Sep 13, 2013 [Receipt](#)
Location: Appraisal Institute - Online Education

My Financial Affairs
[My AI Invoice](#) (receipts/payments)
aiservice@appraisalinstitute.org

My AI CE Cycle
[My AI CE Status Report](#)
[MY AI CE Log](#) (add non-AI CE)
[AI CE Program Resources](#)
Questions? ce@appraisalinstitute.org

Additional Designation(s)
[Add a Candidate Path](#)
[Designation Paths](#)

4. You can take a look at your “MY AI CE Status Report” to see what you have met and what you have remaining OR you can directly access your “MY AI CE Log”.

Your AI CE Status Report will include information related to your current AI 5-year CE Cycle, when it began, when it ends, have you completed Standards, have you completed AI *Business Practices and Ethics*, where you are related to how many points you have remaining in your cycle, etc.

At very bottom of the AI CE Status Report you will also find an overview of the education, hours/points you’ve received and any carryover you may have had from a previous cycle, etc.

- Once you have taken a peek at your “My AI CE Status Report” let’s move to what your “My AI CE Log” looks like and what you can do within it.
- When access, the “MY AI CE Log” page looks like this (see below).

Continuing Education - Add CE Log

Sponsoring Organization Chapter Other

Organization

City

State

Program Title USPAP (7 hr) Outside Provider
 USPAP (15 hr) Outside Provider
 Specify

Start Date

End Date

Program Type

Attendance Hours

Exam Hours

Creditable Topic

The content must contain either direct application of appraisal theory and techniques in the appraisal process or skills related or tangential to the appraisal practices.

Submit

[Return to Continuing Education Status Report](#)

You will enter information in this log that include these items:

- Education taken from **outside** education providers (for courses, seminars, webinars, conferences, etc.)
- Service to the AI (includes Chapter, National, Regional Service)
- Service as an AI Candidate Advisor
- Service to the RE Profession/Industry

Tip: Under “Attendance Hours” please enter the number of hours issued on completion certificates for education and enter actual hours of service under the service titles. The system will then convert those hours to points. You do not have to do any conversion related to “points”, we do that.