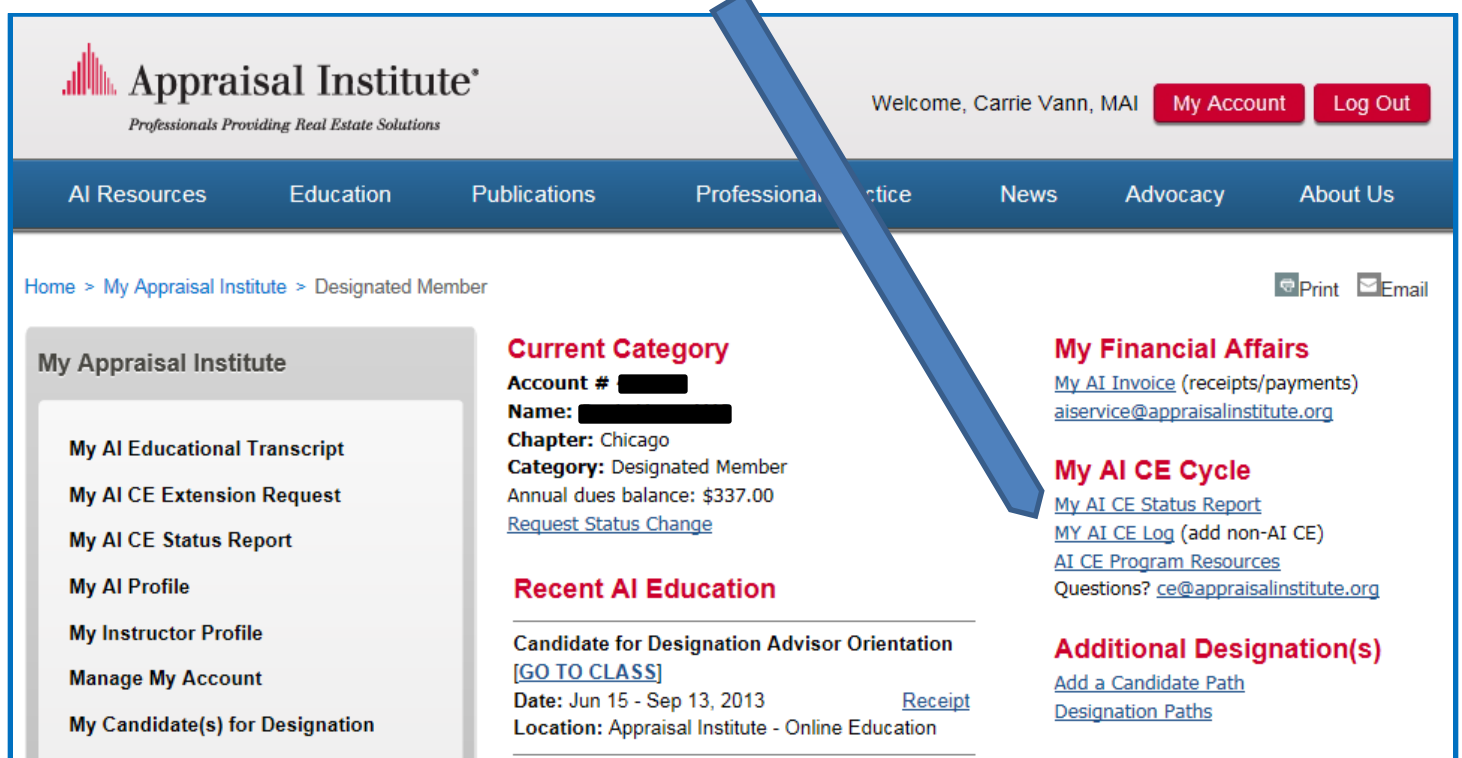


Accessing AI CE Status Report and Log for Designated members and Practicing Affiliates

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. At the top left is the logo and tagline: "Appraisal Institute Professionals Providing Real Estate Solutions". On the top right, it says "Welcome, Carrie Vann, MAI" with "My Account" and "Log Out" buttons. A navigation bar includes links for "AI Resources", "Education", "Publications", "Professional Practice", "News", "Advocacy", and "About Us". Below the navigation bar, the breadcrumb trail reads "Home > My Appraisal Institute > Designated Member". On the right side of the page, there are "Print" and "Email" icons. The main content area is divided into three columns. The left column, titled "My Appraisal Institute", contains links for "My AI Educational Transcript", "My AI CE Extension Request", "My AI CE Status Report", "My AI Profile", "My Instructor Profile", "Manage My Account", and "My Candidate(s) for Designation". The middle column, titled "Current Category", displays account information: "Account # [REDACTED]", "Name: [REDACTED]", "Chapter: Chicago", "Category: Designated Member", "Annual dues balance: \$337.00", and a link for "Request Status Change". Below this is the "Recent AI Education" section, listing "Candidate for Designation Advisor Orientation" with a link "[GO TO CLASS]", "Date: Jun 15 - Sep 13, 2013" (with a "Receipt" link), and "Location: Appraisal Institute - Online Education". The right column contains "My Financial Affairs" with links for "My AI Invoice (receipts/payments)" and "aiservice@appraisalinstitute.org", "My AI CE Cycle" with links for "My AI CE Status Report", "MY AI CE Log (add non-AI CE)", "AI CE Program Resources", and "Questions? ce@appraisalinstitute.org", and "Additional Designation(s)" with links for "Add a Candidate Path" and "Designation Paths". A large blue arrow points from the top right towards the "My AI CE Cycle" section.

4. Click on the link: My AI CE Status Report to see what you have met and what you have remaining. If you already know, you can directly access your log by clicking on the second link: “MY AI CE Log.”

AI CE Status Report

Your AI CE Status Report will include information related to your current five-year AI CE Cycle: when it began, when it ends, have you completed Standards (USPAP, IVS), have you completed AI *Business Practices and Ethics*, have you reached the 350-point total, how many points you need, if any. **Note: we will take up to three USPAPS per cycle.**

At the 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.

Note: generally, five points = one hour. If you see points assigned to education that does not follow this formula, chances are they are listed on one of the two following lists:

- [AI Advanced Education Point Values](#)
- [AI Items Valued at 150 Points or Higher](#)

Continuing Education Cycle Requirements

Candidates are required to complete 350 points of continuing education credit, which must include the Business Practices and Ethics requirement, and the National Uniform Standards of Professional Appraisal Practice (USPAP) requirement.

Requirement	Has Been Met
350 Points Requirement	
Business Practices and Ethics	
USPAP	

An "X" indicates the requirement has been met.

Course Summary: This statement shows all programs that have been applied to your current cycle. Programs from outside providers taken in this cycle will only be reflected if they have been submitted.

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.

Program Name	Credit Points	Program End Date	Category	Points
	0.00			0.00
	-----			-----
	0.00			0.00

- Once you have viewed your “My AI CE Status Report” let’s move to what your “My AI CE Log” looks like and what you can do with it. As shown in the above image, you will see the red button: ADD to CE Log. Click the button.
- This page will load. Here you can add **only outside provider education**. No need to add Appraisal Institute education since it will show up in your AI CE Status Report automatically once completed.

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](#)

Continue to the next page.

You will need to enter the following:

- Organization
- City
- State
- Program title
- Start and end dates
- Program type (online, classroom, et al.)
- Attendance hours (these hours will automatically be converted into points)
- Exam hours (these hours will automatically be converted into points)
- Credible topic (This drop-down menu tells AI that you are taking education related to valuation in some way. The [Creditable Topics for AI Continuing Education Credit list](#) is broad and includes many topics.)

Also, under the Credible Topic list are other means of earning AI CE and they are listed at the very top of the list:

Organization	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Program Title	<input type="text" value="Specify"/>
Start Date	<input type="text"/>
End Date	<input type="text"/>
Program Type	<input type="text"/>
Attendance Hours	<input type="text"/>
Exam Hours	<input type="text"/>
Creditable Topic	<input type="text" value="Specify"/>

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.

They are:

- Service to the AI (includes chapter, national, regional service) = maximum 25 hours
- Service as an AI Candidate Advisor = maximum 25 hours
- Service to the RE Profession/Industry = maximum of 10 hours

Note: RE brokerage and law courses = maximum of 10 hours

Some Frequently Asked Questions

1. What if I don't have enough AI CE by the end of my cycle?

Fill out an online CE extension application.

- [Continuing Education Extension Form \(Designated members\)](#)
- [Continuing Education Extension Form \(Practicing Affiliates\)](#)

2. I am a Designated member, and I would like to be a Candidate Advisor, where do I find more information?

- [AI Candidate Advisor Program](#)

More Questions?

- [AI CE FAQs](#)
- [AI CE Resources](#) webpage
- [AI Continuing Education Program](#) webpage

Contact

- ce@appraisalinstitute.org
- (312) 335-4111