

## Candidate for Designation Program

### Information About Advisors for Candidates

The primary purpose of this document is to provide information to Candidates about Advisors. The document covers such issues as the role and responsibilities of Advisors and the selection of Advisors.

#### The Role of an Advisor

The primary role of an Advisor is to encourage and assist the Candidate in his or her efforts to become an Appraisal Institute Designated member. To help facilitate this goal, a Candidate and his or her Advisor should be in contact with one another on a regular basis. The Advisor can serve as a valuable resource for the Candidate, providing the Candidate with the benefit of his or her years with the Appraisal Institute and the appraisal profession generally. The Advisor also can help the Candidate by using his or her knowledge of the basic Appraisal Institute designation requirements to help guide the Candidate on his or her path to designation. For more technical and detailed information and guidance, the Advisor should direct the Candidate to resources on the Appraisal Institute web site and at national headquarters.

Other responsibilities of the Advisor include:

- To respond to the Candidate's questions, concerns, and requests as appropriate;
- To encourage and help the Candidate with creating achievable timelines for completing designation requirements;
- To monitor the Candidate's progress towards designated membership on the timelines created and to encourage the Candidate to be accountable for meeting such timelines;
- To encourage the Candidate to complete all designation requirements and become a Designated member;
- To guide the Candidate to appropriate resources, such as Appraisal Institute staff members and information on the Appraisal Institute web site;
- To coach the Candidate through active listening, observation and support; and
- To encourage the Candidate to manage his/her own learning.

#### Selection of Advisors

The Appraisal Institute will maintain a list of Designated members who are approved to be Advisors - These individuals have expressed interest in serving as Advisors and are eligible to serve. A Candidate may request a particular Advisor, or the Appraisal Institute can identify a potential Advisor for the Candidate. An Advisor can decide whether to accept assignment as an Advisor for specific Candidate(s). The Appraisal Institute will make the final determination as to who will serve as an Advisor for a specific Candidate.

**May I select my own Advisor?**

You may select an approved AI Advisor through your Candidate checklist.

**Will I have the same Advisor for my entire candidacy?**

While having the same Advisor for your entire candidacy is desirable, your Advisor could change under several circumstances. For example, the Advisor may no longer be in the Advisor program, or the Advisor may cease serving in that role for a specific Candidate if the Advisor or Candidate so requests.

**How often can I expect contact from my Advisor?**

Advisors and Candidates should communicate regularly to help guide the Candidate on his or her path to becoming a Designated Member. At a minimum, Candidates and Advisors should be in contact on a quarterly basis.

**Will my Advisor help me obtain work?**

No. The role of your Advisor is to help you on your path to designation by responding to your questions and concerns, providing information regarding basic designation requirements, working with you to create achievable timelines, and guiding you to appropriate resources as necessary. It is not the responsibility of your Advisor to help you obtain work or employment of any kind.

**Can I change Advisors?**

Having the same Advisor may allow for more effective guidance throughout the duration of your Candidacy, however, if your Advisor leaves the program, if you feel the pairing is not working effectively, or if a new Advisor becomes available that you would prefer, then a new Advisor selection can be made. Please contact [Advisors@appraisalinstitute.org](mailto:Advisors@appraisalinstitute.org) directly.

**What if my Advisor cannot answer all my questions?**

**There are resources and tools available to you on the Appraisal Institute website. Additionally, you can** email or call the Admissions Department. Note that while Advisors can inform you of the basic requirements for designation, questions requiring more technical and detailed knowledge should be directed to the appropriate department at national headquarters.

**Please note that the Bylaws and Regulations of the Appraisal Institute govern the Candidate for Designation program. In the event of a conflict between the Bylaws and Regulations and any statements or representations made or contained in any materials, documents, emails, or in any other form whether written or otherwise regarding the Candidate for Designation program or Appraisal Institute designation requirements, the Bylaws and Regulations shall prevail.**

Questions? [advisors@appraisalinstitute.org](mailto:advisors@appraisalinstitute.org)

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