

What is Advisory Guidance?

All Candidates for Designation have the opportunity to request the Advisory Guidance option. It will provide you with the opportunity to have an independent and helpful evaluation of your work. The intent is educational; to provide counseling and ultimately help you understand some of the requirements for apply for Experience Credit. There is no fee, however; you must submit an application to apply for this option. The application should be accompanied by the reports you have chosen to be considered.

- A general Candidate may choose up to two (2) reports for consideration.
- A residential Candidate may choose up to five (5) reports for consideration.

During Advisory Guidance, an Experience Panel member will consider your sample work, and provide you with feedback and counseling. You will choose the reports for this process. You may consider choosing a standard report for general feedback, or you may consider choosing a specialty property report to receive specific input.

You may choose the Advisory Guidance process at any time prior to submitting application for Experience Credit. The work chosen for Advisory Guidance cannot be chosen as the subject for Experience Credit consideration, however; the hours can apply for this credit.

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Advisory Guidance Instructions and Application

One of the many benefits of your Candidacy is Advisory Guidance, which provides educational and constructive feedback about your work. It is not a requirement for designation, but is a highly recommended option for all Candidates. You may choose to have an Advisory Guidance interview (as often as you choose) at any time prior to submitting Experience Credit. The work chosen for the Advisory Guidance process cannot be chosen to be considered again in your submissions for Experience Credit. However, the hours can apply for Experience Credit.

Application for the Advisory Guidance process requires the submission of an Advisory Guidance Application and the copies of reports to be considered.

- Residential Candidates may submit up to five (5) reports to be considered.
- General Candidates may submit up to two (2) reports to be considered.

You may choose reports that represent your most common work for feedback on your day-to-day work product, or you may choose a specialty property report to receive specific input to broaden your base of knowledge.

Instructions and Submission of the Advisory Guidance Application

- 1) Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- 2) Please indicate whether you are a residential or general Candidate.
- 3) List the Reports you are submitting for the Advisory Guidance process.
- 4) Identification of the report should include the date of the report and the address or other specific identifying information.
- 5) Scan/email application as an attachment (PDF, JPEG, TIF) to experience@appraisalinstitute.org.

Note: Once your application is received, you will be contacted via email and set up with an account into which you can upload your reports via a web browser. Please DO NOT e-mail any reports directly to the national office or the screener.

Advisory Guidance Application

Account # **Name**

- General Candidate: Select up to two (2) reports for evaluation**
- Residential Candidate: Select up to five (5) reports for evaluation**

1.	Date of Report	Property Type	Address
2.	Date of Report	Property Type	Address
3.	Date of Report	Property Type	Address
4.	Date of Report	Property Type	Address
5.	Date of Report	Property Type	Address

Your Reports

Once your application is received, you will be contacted via email and set up with an account into which you can upload your reports via a web browser. Please DO NOT e-mail any reports directly to the national office or the screener.

By signing this application electronically, you hereby consent and agree that your electronic signature constitutes your acceptance and agreement to this application's terms and conditions as if actually signed by you in writing and that your electronic signature has the same legal force and effect as a signature affixed by hand. Further, you agree that the lack of a certification authority or other third party verification will not in any way affect the validity or enforceability of your electronic signature or any resulting contract between you and the Appraisal Institute.

Signature **Date**

Please **scan and email** this Application to: experience@appraisalinstitute.org

If you have any questions, please email experience@appraisalinstitute.org or call (312) 335-4111.