

Appraisal
Institute®

Candidate for Designation Program Overview

Who are Candidates for Designation?

Candidates for Designation generally provide services as valuers (to customers, employers, etc.). They are also actively pursuing designated membership with the Appraisal Institute.

Candidates choose to pursue designated membership, seeking the following Appraisal Institute designation(s):

- MAI
- SRA
- AI-GRS
- AI-RRS

Note: Candidates have met initial eligibility requirements that allow them to enter the Candidate for Designation program.



Annual Fee for Candidates for Designation

Upon applying to enter the Candidate for Designation program, individuals are required to pay an annual fee. For new applicants, annual fees are prorated when joining between February and October.

Individuals joining after November 1st will be charged the full annual fee for the upcoming year.

Each subsequent year, Candidates will be invoiced for the upcoming annual fee (this occurs around November 1st).

Fees are subject to change.



Standards and Ethics

All Candidates for Designation will be required to complete Standards and Ethics within their first year of Candidacy (*unless readmitting, see next page*).

- Standards (USPAP, IVS, SVP, etc.)
- AI [Business Practices and Ethics](#)

Candidates may complete Standards by sending in their most current USPAP or IVS completion certificate. Candidates may complete *AI Business Practices and Ethics* online or in the classroom; this is an Appraisal Institute course that **must** be completed with the Appraisal Institute.

Note: Candidates practicing solely outside the United States may provide proof of completing *International Valuation Standards* (IVS) course **or** may pass AI [Introduction to International Valuation Standards Overview](#) (*offline exam required*).



Individuals Subject to AI Readmission Requirements

Individuals previously affiliated with the AI, please refer to the [Candidate Policy Manual](#).

Standards and Ethics education may be required **prior** to readmission.

An individual whose Candidacy has been terminated fewer than three (3) times may apply for readmission to Candidacy after at least one (1) year since the most recent termination from that Candidacy.



AI Candidate Advisor

When a Candidate is officially enrolled in the Candidate for Designation program, they will be asked to select an AI Candidate Advisor.

Candidates may select an [AI Candidate Advisor here](#) (login required).



Important Requirements for Consideration

Aside from paying annual fees, completing education, passing the comprehensive examination, and submitting experience and demonstration of knowledge (if applicable), Candidates must adhere to:

- Timeline to Designation
- Annual Minimum Progress



Timeline to Designation

A Candidate timeline to designation is based on the number of requirements you have when you enter the Candidate for Designation program.

- General Candidates for Designation seeking MAI Designated membership must complete all designation requirements within four (4) years from the date of admission/readmission.
- Residential Candidates for Designation seeking SRA Designated membership must complete all designation requirements within three (3) years from the date of admission/readmission.
- General Review Candidates for Designation seeking AI-GRS Designated membership must complete all designation requirements within four (4) years from the date of admission/readmission.
- Residential Review Candidates for Designation seeking AI-RRS Designated membership must complete all designation requirements within three (3) years from the date of admission/readmission.

Candidates at risk of termination due to failure to meet Annual Minimum Progress or Timeline to Designation requirements shall be automatically transferred to the Practicing Affiliate category at least 30-days after notice to the Candidate.



Annual Minimum Progress

Candidates for Designation must demonstrate Annual Minimum Progress each year of their candidacies.

Candidates for Designation may refer to [Required Annual Minimum Progress Graph](#) (login required) and the [Candidate Status Report](#) (login required) for an overview of their progress.

Annual Minimum Progress is defined as a Candidate Timeline to Designation divided by the remaining designations requirements at the time of admission or readmission to the Candidate program.



For Written Appraisal and Appraisal Review Reports

Candidates are required to use certification statements as part of affiliation with the Appraisal Institute. Before accessing sample certification statements (next page), review the following (login may be required):

- [Disclaimer](#)
- [Notes on Using the Sample Certification Statements](#)
- [Copyright notice](#)
- ["A Word about Appraisal Institute Standards, Certifications, Compliance Statements and Appraisal Institute Certification Statements"](#)

Sample Certification Statements

The following sample certification statements for written appraisal and appraisal review reports are available for Appraisal Institute professionals to use to meet affiliation requirements. Candidates are required to use the exact wording identified in the items below.

- [Sample certification for a written appraisal report](#)
- [Sample certification for a written appraisal review report](#)



Sample Certification Statement: USPAP Compliant Appraisal Report (July 21, 2015)

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no (or the specified) present or prospective interest in the property that is the subject of this report and no (or the specified) personal interest with respect to the parties involved.
- I have performed no (or the specified) services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the *Uniform Standards of Professional Appraisal Practice*.
- I have (or have not) made a personal inspection of the property that is the subject of this report. *(If more than one person signs this certification, the certification must clearly specify which individuals did and which individuals did not make a personal inspection of the appraised property.)*
- No one provided significant real property appraisal assistance to the person signing this certification. *(If there are exceptions, the name of each individual providing significant real property appraisal assistance must be stated.)*

Common Errors and Issues

Developed by the Appraisal Institute senior manager of ethics and standards and the senior manager of experience screening, these documents identify some of the most common errors that are found in valuation work. This is a valuable resource for Candidates for Designation and should be read ***before*** applying for the Experience requirement.

[Common Errors and Issues](#) (General/Residential: Development and Reporting) cover topics that include. certification statement, identification of client, intended users and intended use, scope of work and problem identification, extraordinary/special assumptions and hypothetical conditions, prospective value, highest and best use, excess/surplus land, reporting requirements, reconciliation, resources, and references

[Common Errors and Issues in Review](#) cover topics that include compliance with standards, problem identification and scope of work, identification of client, intended users and intended use, review reporting requirements, certification statements, extraordinary/special assumptions, resources, and references.



Designation Requirements

Click on the charts below for detailed information and current designation requirements for each Candidate path.

- [MAI Designation Requirements](#) (General Candidacy)
- [SRA Designation Requirements](#) (Residential Candidacy)
- [AI-GRS Designation Requirements](#) (General Review Candidacy)
- [AI-RRS Designation Requirements](#) (Residential Review Candidacy)



Experience Requirements

The most comprehensive information related to completion of this requirement may be found in the [Experience Credit Candidate Guidebook](#).

We highly recommend Candidates apply for a [FREE Advisory Guidance](#) submission **before** applying for the Experience requirement for their designation path.

Advisory Guidance is a terrific benefit for all Candidates and provides an independent evaluation of the Candidates daily work product. It is conducted by an Experience Panel member who will offer counseling and ultimately help a Candidate understand how to better prepare for the Experience requirement for the designation process. This is a **free** benefit for all Candidates for Designation!



Comprehensive Examination Requirements

The most extensive information related to completion of this requirement may be found in the [Comprehensive Examination Guidebook](#).

In order to be eligible to apply for the Comprehensive Exam, Candidates must:

- Attend and pass all required courses/exams;
- Meet college degree requirement or equivalency;
- Meet the Standards and Ethics.

The exam is administered through Pearson VUE, similar to other AI exams. Candidates may choose any [location](#) to take the exams. The Comp Exam is offered three times per year, over a 30-day examination window.



Demonstration of Knowledge Requirements

The most extensive information related to completion of this requirement may be found in the applicable guidebooks for each designation path.

General Candidates seeking MAI membership may view:

[*The Official Guide to the Demonstration of Knowledge Requirement: General*](#)

Residential Candidates seeking SRA membership may view

[*The Official Guide to the Demonstration of Knowledge Requirement: Residential.*](#)

*There is **no** Demonstration of Knowledge requirement for either the AI-GRS or AI-RRS designation.*

This requirement is only applicable to the MAI and SRA designation paths.



Access to Ask Professional Practice Questions

AI Professionals may direct inquiries concerning professional practice and the application of the Code of Ethics and Standards to:

Stephanie Coleman, MAI, SRA, AI-GRS, AI-RRS

Senior Manager, Ethics and Standards

Director of Screening

Phone: 877-777-6939 (toll-free)

Fax: 312-335-4405

scoleman@appraisalinstitute.org

[Professional Practice Documents](#)



AI Volunteer Opportunities

Candidates Get Involved!

Candidates can serve at the chapter, regional and/or national level.

AI Networking

Join us on a national level at our [AI Annual Conference!](#)
Candidates may also attend local events at the [chapter level.](#)

**SAVE
THE
DATE**



AI Commitment to Diversity

Appraisal Institute remains committed to promoting a diverse environment by welcoming all who wish to be affiliated with the organization.

The Appraisal Institute remains committed to implementing diversity strategies throughout the organization.

Unique Opportunities for Minorities and Women

- Minorities and Women Directory
- AIET Minorities and Women AI Course Scholarship
- AIET Minorities and Women Education Scholarship

[Commitment to Diversity webpage](#)

AI Advocacy

AI has the only government affairs office in the United States that represents real estate appraisers. Having a Washington D.C. office uniquely positions our professionals to have their voices heard by lawmakers and regulators.

Washington D.C. Office Mission

- Advance the concerns of AI Professionals through continual interaction with Congress, federal agencies, and state legislators and regulators.
- Keep you as informed as possible on key issues and how they affect you.
- Support Congressional candidates who are pro-appraiser and pro-real estate through our political action committee, AI PAC (the Appraisal Institute Political Action Committee).

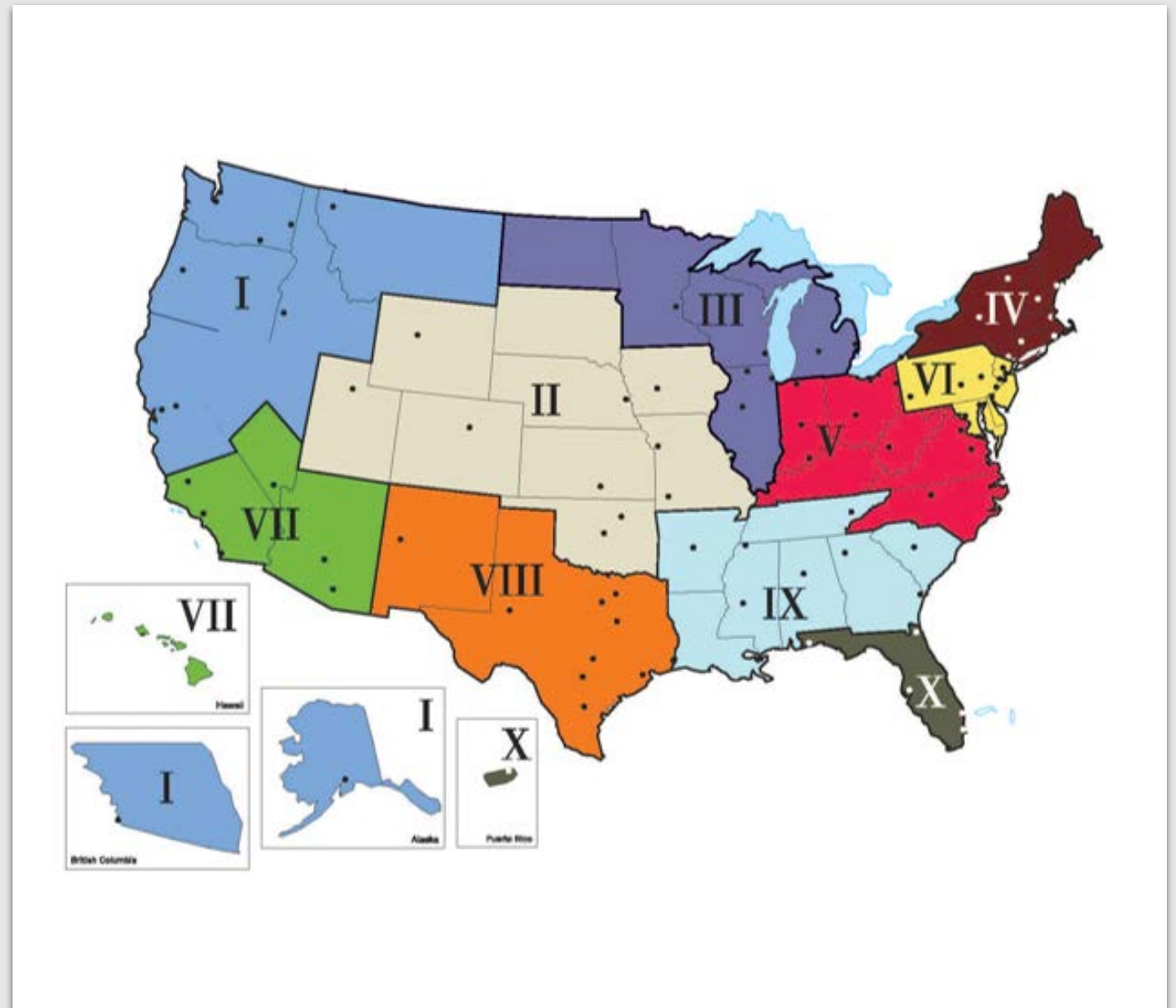
[AI Advocacy webpage and contacts](#)



Regional and Chapter Structure

Ten regions are located in the US.

79 chapters exist within these regions.



AI Service Center

Primary resource for AI Professionals

Open: Monday through Friday

Hours: 8:00 a.m. – 5:00 p.m. Central Time

Toll-free: (888) 756-4624

aiservice@appraisalinstitute.org



AI Key Contacts

Admissions and AI CE Department

(312) 335-4111

Admissions: admissions@appraisalinstitute.org

CE: ce@appraisalinstitute.org

Education Department

(312) 335-4207

education@appraisalinstitute.org

Online Education Technical Support

(312) 335-4473

ol-help@appraisalinstitute.org

Y.T. and Louise Lee Lum Library

(312) 335-4467

ailibrary@appraisalinstitute.org

Professional Practice

Information: (877) 777-6939

Enforcement: (312) 335-4409

scoleman@appraisalinstitute.org

Help Us Improve!

Please let us know what information you found most helpful or interesting in this overview and what may have been missing that you would have liked more information on.

Please send an email to cvann@appraisalinstitute.org and let me know your thoughts!

Thank you!

Carrie Vann

Senior Manager, Admissions and Continuing Education

