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# Introduction

This document is intended to help guide you through the specific requirements, tools, and resources available to you as a Candidate for Designation.

National Admissions and Continuing Education staff are always available for questions and guidance throughout your designation process.

Best of luck!

Admissions and Continuing Education

## Admissions and Continuing Education Staff Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Admissions Questions</td>
<td><a href="mailto:admissions@appraisalinstitute.org">admissions@appraisalinstitute.org</a></td>
<td>P: (312) 335-4111</td>
</tr>
<tr>
<td>AI Continuing Education</td>
<td><a href="mailto:ce@appraisalinstitute.org">ce@appraisalinstitute.org</a></td>
<td>P: (312) 335-4401</td>
</tr>
<tr>
<td>Demonstration of Knowledge</td>
<td><a href="mailto:demo@appraisalinstitute.org">demo@appraisalinstitute.org</a></td>
<td>P: (312) 335-4111</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td><a href="mailto:comp@appraisalinstitute.org">comp@appraisalinstitute.org</a></td>
<td>P: (312) 335-4111</td>
</tr>
<tr>
<td>Experience</td>
<td><a href="mailto:experience@appraisalinstitute.org">experience@appraisalinstitute.org</a></td>
<td>P: (312) 335-4111</td>
</tr>
<tr>
<td>Candidate Advisors</td>
<td><a href="mailto:advisors@appraisalinstitute.org">advisors@appraisalinstitute.org</a></td>
<td>P: (312) 335-4111</td>
</tr>
</tbody>
</table>
“MY AI” Personal AI Webpage

Access your MY AI webpage (you will be required to login)
Forgot Username or Forgot Password

Important items for Candidacy

- My Candidate Advisor (after you have selected an Advisor)
- My Chapter
- Account #
- Timeline for Candidate to Designation
- My Annual fee balance
- My AI Invoice
- My Candidate Status Report (your remaining designation requirements)
- Candidate Annual Minimum Progress
Additional useful items:

- My AI Educational Transcript
- Manage My Account
- AI Business Tools
- Recent AI Education (includes active online programs)
- Education Resources
Connecting with My Chapter

On your “My AI” page, you will have access to a link on the left called My Chapter.

When you click “View Chapter Officers” you will have an opportunity to also visit your chapter’s website.

Our AI Chapters are very active; they hold education offerings (including designation education), networking events, Candidate/Advisor events, seminars, luncheons, installation dinners, meetings, symposiums, etc.

We highly encourage you to get involved at your chapter level!!
My AI Benefits

- Y.T. & Louise Lum Library
  Enjoy 24/7 access to a world class research library. Select from thousands of articles, documents, industry research and more.

- Find an Appraiser
  Become a part of AI’s comprehensive appraiser database that lists AI professionals from all over the world. It has become an indispensable resource to those seeking valuation services, as well as a source of business for appraisers themselves.

- Career Center
  Market and increase the visibility of your business with business cards and self-promotion templates highlighting your AI designation. Access report writing tools and resources on common appraisal business practices.

- Classroom and Online education, Webinars, Books, Magazines, E-Newsletters
  Appraisal Institute is the globally recognized resource for high quality education in the field of real property valuation with nearly 800 offerings annually.

  AI conducts webinars on today’s “hot” appraisal issues and appraisal businesses practice topics. AI webinars cover industry issues in a live presenter format in a shorter delivery time-frame.

- Industry Tools
  Site to do Business, FUEL Valuation, IREM’s Income/Expense Reports, RESNET, Taxbot, ExactBid’s RIMSCentral, and much more!

- Networking and leadership development
  Chapter affiliation, annual conference, Leadership Development and Advisory Council (LDAC), Chapter Leadership Program, Leadership Resource Registry, etc.

- AI Support Services and Charitable Entities
  AI Service Center, Ethics & Counseling Hotline, Legislative Advocacy, AI Education and Relief Foundation

- Insurance
  LIA Administrators & Insurance Services, AI Insurance Trust

- Business Services and Other Discounts
  Office Depot, Amazon Business, Framing Success, Avis, Hertz, Club Quarters, Lands’ End

View a full list of your AI Benefits! Benefits subject to change.
My Designation requirements

Access your **MY Candidate Status Report** (you will be required to login)

Example of status report for the general Candidate path for those seeking MAI Designated membership

*Note: Many of our designation examinations are challengeable, meaning you will receive the materials for the course, study on your own, and then take the examination at an approved PearsonVue testing center. If passed, you will meet that examination requirement.*

Remaining requirements **NEEDED** for MAI designated membership

1. [First Year Standards and Ethics Requirement](#)
2. [College Degree Requirement](#)
3. **Advanced Income Capitalization**
   - [Challenge Exam](#) without completing course
4. [Advanced Market Analysis and Highest & Best Use](#)
   - [Challenge Exam](#) without completing course
5. [Advanced Concepts and Case Studies](#)
   - [Challenge Exam](#) without completing course
6. [Quantitative Analysis](#)
7. [General Comprehensive Examination](#)
   - *(all education + college degree must be completed prior to sitting for this exam. You have received credit for 0 of the 4 modules of the Comprehensive Exam.)*
8. [Specialized Experience Requirement](#)
9. [General Demonstration of Knowledge Requirement](#)
10. [MAI Designated Membership Application](#)

*Important: Please refer to your MY AI page for your timeline to designation. Please review the Candidate Policy Manual for minimum progress requirements and recommended completions on your path.*

If you have any questions, please contact us at admissions@appraisalinstitute.org or (312)335-4111.
The numbered items in the Candidate Status Reports will take you directly to the designation requirement you need. For education you can view, classroom, online, and live online education, as well as the challenge option discussed earlier.

Other designation requirement links such as the Comprehensive Examination, Demonstration of Knowledge requirement, and the Experience requirement have excellent resource documents within their dedicated pages, including:

- FAQs
- Guidebooks include items such as:
  - Options for requirements (demo)
  - Online seminar for details on meeting specific requirements (demo)
  - Free Advisory Guidance (experience)
  - Tips and Tricks for the processes (experience)
  - Common Errors (experience)
  - Supplemental Study Guides (comprehensive exam)
  - Sample questions (comprehensive exam)

**Annual Minimum Progress**

Candidates for Designation must demonstrate Annual Minimum Progress each year on designation requirements for MAI, SRA, AI-GRS and AI-RRS designations. Such progress shall be defined by the ADQC.

Candidates for Designation each year must demonstrate Annual Minimum Progress by completing or attempting to complete one or more designation requirements.

Refer to your [MY Candidate Status Report](#) to complete the specific requirements that will count towards your Annual Minimum Progress.
Timeline to Designation

Access your MY AI webpage (you will be required to login)

Your timeline for designation is indicated under “Current Category”.

Your timeline for designation is based on the number of requirements you have when you enter the Candidate for Designation Program.

Your designation requirements in MY Candidate Status Report are divided by the number of years you have to complete the designation path. This is what makes up your required Annual Minimum Progress.

**Equivalencies**

Are you a State Certified Assessor, have a credential or designation from another organization, hold an appraisal license from a country outside the United States, graduate from an Appraisal Institute approved master’s degree program, or graduate from an approved undergraduate or graduate degree program approved by the Appraisal Institute or one you would like to have evaluated?

Click here to learn more about approved Candidate program equivalencies!
Select Your Designated Member Advisor

Advisor Information for Candidates

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.

If you have not selected your Designated member Advisor, you can do that now!

Select Your AI Advisor Now

Resources

Candidate for Designation Program Overview

My Appraisal Institute Login Page
Access to all Candidate needs, including, invoices, Annual Minimum Progress graph, education transcript, status, etc.

My Candidate Status Report
Remaining requirements for designation for Candidates for Designation.

Request a Candidate Extension
Request and extension related for Annual Minimum Progress and Timelines for Designation.

Add a Candidate Path Application
Designated members and Candidates for Designation who want to pursue an additional designation path.

Fees Related to Candidacy
Admissions related fees for to designation requirements such as Experience, Demo and Comp.

Designated Membership Dues
Annual dues for Designated members.