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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 CE

**Admissions and CE Staff Contacts**

General Admissions Questions  
admissions@appraisalinstitute.org  
P: (312) 335-4111

AI Continuing Education  
ce@appraisalinstitute.org  
P: (312) 335-4401

Demonstration of Knowledge Requirement  
demo@appraisalinstitute.org  
P: (312) 335-4111

Comprehensive Examination  
comp@appraisalinstitute.org  
P: (312) 335-4111

Experience  
experience@appraisalinstitute.org  
P: (312) 335-4111

Candidate Advisors  
advisors@appraisalinstitute.org  
P: (312) 335-4111
“MY AI” Page

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)
- Log Candidate Attendance
- Candidate Annual Minimum Progress
Additional useful items:

a. My AI Educational Transcript
b. Manage My Account
c. AI Business Tools
d. Recent AI Education (includes active online programs)
e. 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

- Insurance
- Education and publication discounts
- Networking and leadership development
- Ethics and Counseling hotline
- Legislative advocacy
- AI Lum Library
- AI Service Center
- FedEx discounts
- HP products
- Self-storage almanac
- Mini-storage messenger
- ReisReports
- Narrative1 Software
- National Collateral Database
- Site to do Business Online
- Model engagement letters
- OfficeMax
- IREM’s Income/Expense Analysis® Reports
- Find an Appraiser Directory
- AI Designations
- Business cards
- Emblems and logos
- Exact Bid
- JurisPro Online
- Expert Witness Profiler
- “MY AI Card”
- Self promotion templates
- PR made simple

View a full list of your AI Benefits!
My AI 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.*

![Candidate Status Report](image)

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
- Options for requirements (demo)
- Online seminars 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)

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Timeline to Designation

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

You 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.

**Annual Minimum Progress**

Annual Minimum Progress on your designation path is required each year you are a Candidate for Designation. For example, the path above indicates 10 remaining requirements to complete in a 4 year timeframe. Annual minimum progress is broken up by year in the Candidate Minimum Progress Chart.

You are free to choose what requirements you want to complete in what years. Recommendations for those who are completing the full set of requirements in the allotted timeframe can be found in the **Candidate minimum progress guidelines**.

Refer to your **MY Candidate Status Report** to complete the specific requirements that will count towards your Annual Minimum Progress.
Candidate Attendance Requirement

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

Candidate Attendance Approved Events

Log Your Annual Candidate Attendance

Except where otherwise provided, for each full calendar year during which an individual was a Candidate whose residence or principal place of business residence was within the jurisdiction of a Chapter, the Candidate shall have attended at least one (1) meeting of such Chapter to which the Candidate belongs, or an Appraisal Institute event (National, Regional, Chapter) approved by the ADQC. A Candidate who already holds another Appraisal Institute designation is not subject to this requirement.

Please contact your local chapter or chapter website to see what may qualify.

Candidate Attendance does not satisfy annual minimum progress requirements. A Candidate who already holds another Appraisal Institute designation is not subject to this requirement.

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When using this tool, the link (Log Candidate Attendance) will take you to another page indicating the attendance you have logged (for a specific year).

Remember you must log your Candidate attendance each year – it is not automatically logged for you if you attend an approved event. If for some reason you are having trouble, please contact admissions@appraisalinstitute.org.

See how a successful Candidate Attendance Log date looks below.

Log Candidate Attendance

For each full calendar year that you are a Candidate for Designation, you are required to attend at least one (1) meeting of the Chapter to which you belong or an Appraisal Institute event (Chapter, Regional, National) approved by the ADQC. A Candidate who already holds another Appraisal Institute designation is not subject to this requirement. Please review the list of Candidate Attendance Approved Events.

<table>
<thead>
<tr>
<th>Attendance Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/22/2014</td>
<td>3rd Q Chapter Meeting</td>
</tr>
</tbody>
</table>
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 Policy Manual
Includes important information and requirements for your designation path

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

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

Request a Candidate Extension
Request and extension related to Candidate Attendance, Annual Minimum Progress, expiring Timelines for Designation, etc

Fees Related to Candidacy
Admissions related fees for the Candidate program
Equivalencies

If you are a Candidate who has obtained an MSRE, MRED, or an MBA with a concentration in real estate, you could receive equivalency credit for the AI MAI designation advanced education requirements (General Appraiser Report Writing & Case Studies; Advanced Income Capitalization; Advanced Market Analysis & HBU; Advanced Concepts & Case Studies; Quantitative Analysis).

Individuals who have graduated from a program affiliated with the AI Master’s Degree Program will receive credit equivalency for certain courses once they submit a copy of their official transcripts to the Admissions Department. **Note:** For Candidates who have a master's degree (or higher) from a non-affiliated university in the area of real estate, they may still submit their official transcripts, along with course syllabi, for review to possibly receive credit equivalency.

Graduates of an MDP-affiliated program will automatically satisfy certain educational requirements based on a similar body of knowledge as that of the Appraisal Institute, which is outlined in this comprehensive chart.

The following universities are affiliated with the AI Master's Degree Program:

1. **Johns Hopkins University**, Baltimore, Maryland  
   Master of Science in Real Estate (Real Estate Valuation and Appraisal track)

2. **Texas A&M University**, College Station, Texas  
   Master of Real Estate

3. **University of Denver**, Denver, Colorado  
   Master of Business Administration (Real Estate Concentration)

4. **Virginia Commonwealth University**, Richmond, Virginia  
   Masters Degree Program in Real Estate Valuation

5. **University of San Diego**, San Diego, California  
   Master of Science in Real Estate

6. **The University of Florida**, Gainesville, Florida  
   Master of Science in Real Estate

7. **University of St. Thomas**, Minneapolis, Minnesota  
   Master of Science in Real Estate

8. **European Business School (EBS)**, International University, Schloss Reichhartshausen (Germany)  
   Master of Science in Real Estate

9. **American University**, Washington, D.C.  
   Master of Science in Real Estate