

Candidate Resource Manual

January 1, 2016

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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)
- Candidate Annual Minimum Progress



Welcome, Carrie Vann [My Account](#) [Log Out](#)

[AI Resources](#) [Education](#) [Publications](#) [Professional Practice](#) [News](#) [Advocacy](#) [About Us](#)

Home > My Appraisal Institute > Candidate Print Email

My Appraisal Institute

- 2016 Vice President Candidates
- My Candidate Status Report**
- My Candidate Advisor
- My AI Educational Transcript
- Manage My Account**
- My Chapter
- My Communities
- My AI Card
- AI Business Tools
- AI Service Center
- AI Benefits
- Career Center
- News & Reminders
- Get Involved!

Current Category

Account # 427856
Name: Carrie Vann
Chapter: Chicago
Category: Candidate for Designation

Timeline for Candidate to Designation:
Expires **12/31/2017**

Annual fee balance: \$517.00

Recent AI Education

Candidate for Designation Advisor Orientation
[GO TO CLASS](#)
Date: Jun 15 - Sep 13, 2013 [Receipt](#)
Location: Appraisal Institute - Online Education

Installation & Award Dinner
Date: Nov 16, 2012 [Receipt](#)
Location: Chicago, IL

Candidate for Designation Advisor Orientation
[GO TO CLASS](#)
Date: Nov 1 - Dec 1, 2012 [Receipt](#)
Location: Appraisal Institute - Online Education

Candidate for Designation Advisor Orientation

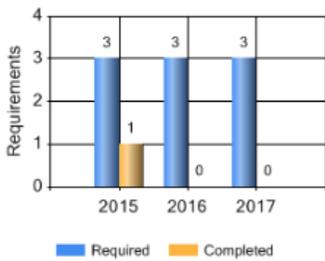
My Financial Affairs

[My AI Invoice](#) (receipts/payments)
aiservice@appraisalinstitute.org

My Designation Path Resources

[My Candidate Status Report](#)
Details remaining requirements for designated membership

Annual Minimum Progress



Year	Required	Completed
2015	3	1
2016	3	0
2017	3	0

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

My Appraisal Institute

- My Candidate Status Report
- My Candidate Advisor
- My AI Educational Transcript
- Manage My Account
- My Chapter
- My Communities
- My AI Card
- AI Business Tools
- AI Service Center
- AI Benefits
- Career Center
- News & Reminders
- Get Involved!

Current Category

Account # 427856
Name: Carrie Vann
Chapter: Chicago
Category: Candidate for Designation

Timeline for Candidate to Designation:
Expires **12/31/2018**

Annual fee balance: \$450.00

Recent AI Education

Candidate for Designation Advisor Orientation

[\[GO TO CLASS\]](#)

Date: Jun 15 - Sep 13, 2013

[Receipt](#)

Location: Appraisal Institute - Online Education

Installation & Award Dinner

Date: Nov 16, 2012

[Receipt](#)

Location: Chicago, IL

Candidate for Designation Advisor Orientation

[\[GO TO CLASS\]](#)

Date: Nov 1 - Dec 1, 2012

[Receipt](#)

Location: Appraisal Institute - Online Education

[Education Next Page >](#)

My Education Resources

Search AI Education

Launch Knowledge Center

[Download My Educational Materials, Student Forms, and Resources](#)

Education Questions education@appraisalinstitute.org

[AI Education Certificate Request Form](#)

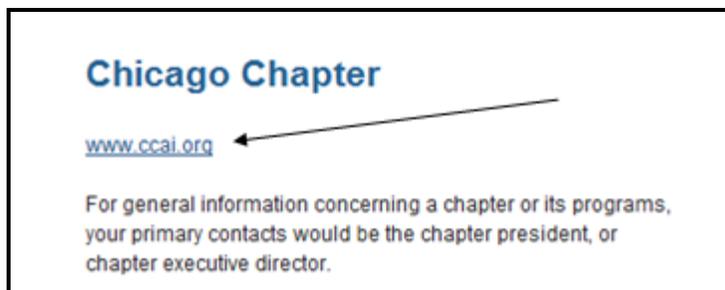
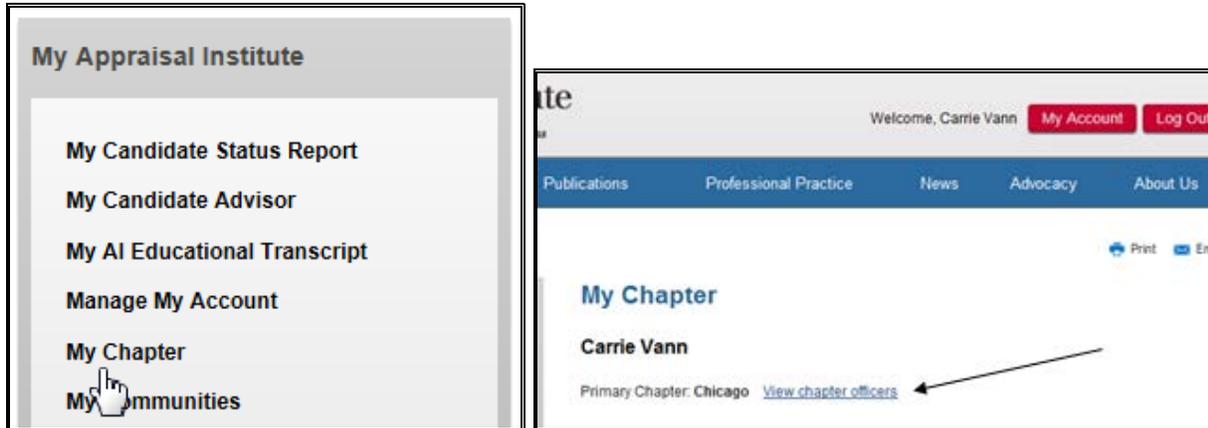
Online Education

[Online Education Cancellation/Extension Information](#)

Technical Support ol-help@appraisalinstitute.org

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!](#) Benefits subject to change.

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.



Appraisal Institute®
Professionals Providing
Real Estate Solutions

Candidate Status Report
Carrie Vann
Account# 427850
Report generated: 04/17/2014 02:35 p.m.

9 out of 19 requirements have been completed.

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:

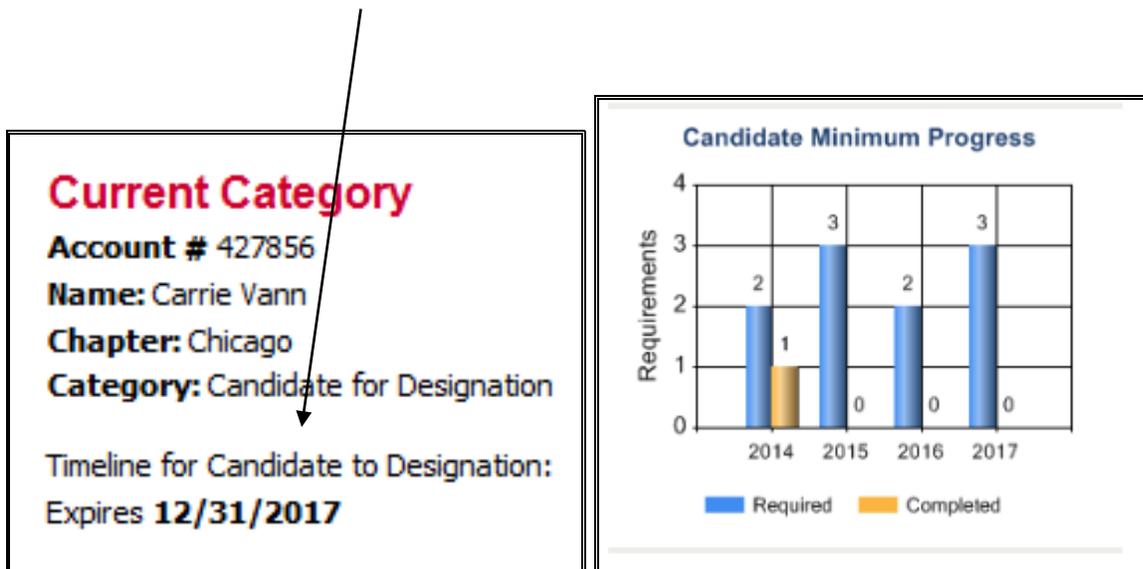
- FAQs
- Guidebooks
- Options for requirements (demo)
- Online seminars for details on meeting specific requirements (demo)
- Free Advisory Guidance (experience)
- Tips and Tricks for the processes (experience)
- Common Errors (experience)
- Supplemental Study Guides (comprehensive exam)
- Sample questions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

Next Page

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.

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.

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 Annual Minimum Progress and Timelines for Designation.

[Fees Related to Candidacy](#)

Admissions related fees for the Candidate program.

Equivalencies

If you are a Candidate who has earned 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](#).

For a list of affiliated universities, please visit the [AI Master's Degree Program webpage](#).