Candidate for Designation Policy Manual

Effective May 9, 2019
Table of Contents

General Information ........................................................................................................................................3
Initial Standards and Ethics Requirement .................................................................................................3
Readmission to Candidacy ..........................................................................................................................3
Restoration of Credit ....................................................................................................................................3
Annual Minimum Progress Requirement .....................................................................................................4
Timeline to Designation and Maximum Length of Candidacy .....................................................................4
Timelines to Designation for Candidates with One to Three Core Requirements .......................................4
Candidate Termination ..................................................................................................................................5
Extensions ....................................................................................................................................................5
Candidate Advisors ......................................................................................................................................5
References to Candidacy ...............................................................................................................................6
Resources .....................................................................................................................................................6
Alternative Paths to Designated Membership ..............................................................................................7

Alternative Paths to MAI Membership for Candidates Who Hold Other Credentials ..............................8
  AACI Designation - The Appraisal Institute of Canada (Canada) ..............................................................8
  CIS HypZert (F) Certification - HypZert GmbH (Germany) ........................................................................9
  CCIM Designation - Certified Commercial Investment Member (USA) ..................................................10
  LREA Certification - Japanese Appraisal License, issued by the Ministry of Land, Infrastructure, Transport and Tourism (Japan) ...............................................................................................................11
  SRA Designation - The Appraisal Institute (USA) .....................................................................................12
  CAE Designation - (IAAO) International Association of Assessing Officers (USA) .................................13

Alternative Paths to SRA Membership for Candidates Who Hold Other Credentials ..............................14
  MAI Designation - The Appraisal Institute (USA) .....................................................................................14
  CRA Designation - The Appraisal Institute of Canada (Canada) ..............................................................14
  IFA Designation - (IFA) Independent Fee Appraisers (USA) ....................................................................15
  RES Designation - International Association of Assessing Officers (USA) ...............................................16

Alternative Paths to Al-GRS Membership for Candidates Who Hold Other Credentials .......................17
  MAI or SRPA Designation - The Appraisal Institute (USA) ....................................................................17
  SRA Designation - The Appraisal Institute (USA) ....................................................................................18
  AACI Designation - The Appraisal Institute of Canada (Canada) ............................................................19
  ARM Designation - American Society of Appraisers, Appraisal Review and Management (USA) ............20
  RPRA Designation - American Society of Farm and Rural Appraisers Real Property Review Appraiser (USA) 21

Alternative Paths to Al-RRS Membership for Candidates Who Hold Other Credentials .......................22
  MAI, SRPA, SRA or RM Designation - The Appraisal Institute (USA) ....................................................22
  CRA Designation - The Appraisal Institute of Canada (Canada) .............................................................23
General Information

This manual outlines policies and procedures of the Candidate for Designation program—a companion document to Regulation No. 1, Admission to General Candidacy and MAI Membership, Regulation No. 2, Admission to Residential Candidacy and SRA Membership, and Regulation No. 3, Admission to General and Residential Review Candidacy and AI-GRS and AI-RRS Membership.

Initial Standards and Ethics Requirement

Except as otherwise provided, each Candidate must complete the Initial Standards and Ethics Requirement, within the four (4) year period prior to becoming a Candidate or within the first twelve (12) months after admission to the Candidate. To complete this requirement an individual must:

a) Attend a Standards course; and
b) Attend the AI Business Practices and Ethics course.

Former AI professionals that did not meet their Initial Standards and Ethics Requirement

If the applicant resigned or was terminated without completing their Initial Standards and Ethics requirement, they must provide proof that they have, in the four (4) years prior to readmission, completed:

a) Standards course; and
b) AI Business Practices and Ethics course.

Readmission to Candidacy

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

a) the individual’s General Candidacy or Associate Membership was terminated with a decision that the individual may not apply for readmission to General Candidacy or Associate Membership in which case the individual may not apply for readmission; or
b) the individual’s General Candidacy or Associate Membership was terminated with a decision that the individual may reapply after a certain period of time other than one (1) year, in which case the individual may only apply for readmission to candidacy after the specified time period.

Restoration of Credit

General Candidates are subject to the requirements in effect on the date of admission or readmission to the Candidate program, as modified from time to time. A Candidate will receive credit for designation requirements completed (except for the Comprehensive Examination, the College Degree Requirement, the Appraisal Institute Business Practices and Ethics Course, and the Standards Course) within ten (10) years prior to his or her most recent application for Candidacy. Such individual will receive credit for the Business Practices and Ethics Course and the Standards Course and/or examination taken and passed within four (4) years prior to his or her most recent application for Candidacy.
Annual Minimum Progress Requirement

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.

Timeline to Designation and Maximum Length of Candidacy

Maximum Length of General Candidacy
Except where otherwise provided, a general Candidate must complete the requirements for MAI designated membership within four (4) years from the date of admission to general Candidacy.

Maximum Length of General Review Candidacy
Except where otherwise provided, a general review Candidate must complete the requirements for AI-GRS designated membership within four (4) years from the date of admission to Candidacy.

Maximum Length of Residential Candidacy
Except where otherwise provided, a residential Candidate must complete the requirements for SRA designated membership within three (3) years from the date of admission to residential Candidacy.

Maximum Length of Residential Review Candidacy
Except where otherwise provided, a residential review Candidate must complete the requirements for AI-RRS designated membership within three (3) years from the date of admission to Candidacy.

View recommended timeline completion chart for all designation paths and timelines.

Timelines to Designation for Candidates with One to Three Core Requirements

For Candidates who have one to three core requirements remaining at the time of admission/readmission.

<table>
<thead>
<tr>
<th>Number of core designation requirements remaining</th>
<th>Timeline to Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) core designation requirement</td>
<td>1 Year</td>
</tr>
<tr>
<td>Two (2) core designation requirements</td>
<td>2 Years</td>
</tr>
<tr>
<td>Three (3) core designation requirements</td>
<td>3 Years</td>
</tr>
</tbody>
</table>

Note: For Candidates who have four or more core requirements remaining, please refer to the section called Timeline to Designation Maximum Length of Candidacy.
Candidate Termination

If a Candidate fails to complete his/her requirements by the end of his/her Timeline to Designation or fails to adhere to the rules of Annual Minimum Progress (as defined by the ADQC), his/her candidacy will be terminated. If terminated, an individual may not renew candidacy for a period of one year from the date of termination. An individual may be a Candidate a maximum of three times per designation path.

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.

Once a Candidate is readmitted, he/she will be subject to the requirements in effect on the date of readmission, as modified from time to time. Candidates may receive credit for designation requirements completed within 10 years of their most recent application for Candidacy if those requirements are still applicable at the time of readmission.

Extensions

The Chair of the ADQC may extend the time limitations imposed by the Regulations, policies, and procedures implementing the Regulations on any act required to be performed by a Candidate for:

a) military service when the Candidate is called to active duty;
b) serious illness or disability that substantially impairs his or her ability to complete the requirements within the established time limits; or
c) other good cause shown.

Individuals requesting extension of such time limitations shall provide appropriate evidence of the nature and specific period of military service, seriousness of the illness or disability or other good cause to the Admissions Department.

For those who may need to apply for a prolonged extension, please contact the Admissions Department for the appropriate application. Some examples of those who may qualify include military deployment, serious illness that does not allow the Candidate to make any progress for a period of at least one year, or other good cause which would be circumstances beyond one’s control. Significant documentation will be required.

Candidate Advisors

Except as otherwise provided, a Candidate shall communicate with his/her respective Advisor at least on a quarterly basis during his/her Candidacy. A Candidate enrolled in the Master’s Degree Program is not subject to this requirement while he/she is a graduate student.
References to Candidacy

Each Candidate of the Appraisal Institute:

a) shall only be referred to and shall only refer to himself or herself both orally and in writing as a:
   • “Candidate for Designation, Appraisal Institute”;
   • or by such other terminology that the Appraisal Institute may permit.
b) may use the above terminology on business cards, letterhead, web sites and other publications;
c) shall use the above terminology only in conjunction with the full name of an individual and not in connection
   with the name, logo or signature of any firm, partnership or corporation;
d) may not abbreviate the above terminology with initials or otherwise, or convert them to an acronym;
e) may not use or refer to a specific Appraisal Institute designation that the Candidate does not already hold,
   nor include the above terminology under a heading concerning professional designations (the above
   terminology may be included under a heading concerning professional associations);
f) may not use the terminology “Member, Appraisal Institute” if the individual does not already hold an
   Appraisal Institute designation; and

g) may not use the terminology “Candidate Member.”

Resources

Candidate for Designation Program Overview

AI Login Page
Access your Candidate checklist to complete designation requirements. Retrieve education completion certificates, invoices, receipts, chapter information, etc.

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.
Alternative Paths to Designated Membership

MAI
SRPA
SRA
AI-GRS
AI-RRS
Alternative Paths to MAI Membership for Candidates Who Hold Other Credentials

The paths below may substitute for the required courses, examinations, demonstration of knowledge requirement, and/or experience requirements, as included in Regulations. Good moral character and college degree requirements still apply.

AACI Designation - The Appraisal Institute of Canada (Canada)

Eligibility

To attain MAI membership, one must be an AACI designated member in good standing in the Appraisal Institute of Canada (who earned the AACI designation by means of the standard admission procedure) and must also be a general Candidate of the Appraisal Institute and satisfy the following requirements. A two-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to Candidacy:
   a. AI Business Practices and Ethics Course; and
   b. AI Standards requirement. An AACI designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada’s Canadian Uniform Standards of Appraisal Practice (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.

3. General Comprehensive Examination Requirement

4. MAI Membership Application
Eligibility

To attain MAI membership, one must have the HypZert Certification CIS HypZert (F) in good standing, be a general Candidate of the Appraisal Institute and satisfy the requirements listed below. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to Candidacy:
   a. AI Business Practices and Ethics Course; and
   b. If practicing solely outside the United States – please provide proof of completing your most current International Valuation Standards (IVS) course or pass Appraisal Institute Introduction to International Valuation Standards Overview.

3. General Comprehensive Examination Requirement

4. General Demonstration of Knowledge Requirement

5. Specialized Experience Requirement (1,500 hours over at least the 12-months)

6. MAI Membership Application

Next Page
Eligibility

To attain MAI membership, one must have the CCIM Designation in good standing, must also be a general Candidate of the Appraisal Institute, and must satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to Candidacy:
   a. AI Business Practices and Ethics Course; and
   b. Standards requirement.

3. Pass Advanced Income Capitalization

4. Pass Advanced Market Analysis and Highest and Best Use

5. Pass Advanced Concepts and Case Studies

6. Pass Quantitative Analysis

7. General Comprehensive Examination Requirement

8. General Demonstration of Knowledge Requirement

9. Specialized Experience Requirement

10. MAI Membership Application
LREA Certification - Japanese Appraisal License, issued by the Ministry of Land, Infrastructure, Transport and Tourism (Japan)

Eligibility

To attain MAI membership, one must have an approved Japanese Appraisal License, issued by the Ministry of Land, Infrastructure, Transport and Tourism (LREA) in good standing, must also be a general Candidate of the Appraisal Institute, and must satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to Candidacy:
   a. AI Business Practices and Ethics Course; and
   b. If practicing solely outside the United States – please provide proof of completing your most current International Valuation Standards (IVS) course or pass Appraisal Institute Introduction to International Valuation Standards Overview.

3. Pass Advanced Income Capitalization

4. Pass Advanced Market Analysis and Highest and Best Use

5. Pass Advanced Concepts and Case Studies

6. Pass Quantitative Analysis

7. General Comprehensive Examination Requirement

8. General Demonstration of Knowledge Requirement

9. Specialized Experience Requirement (1,500 hours over at least the 12-months)

10. MAI Membership Application
SRA Designation - The Appraisal Institute (USA)

Eligibility

To attain MAI membership, one must have the SRA Designation in good standing, must also be a general Candidate of the Appraisal Institute, and must satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement
2. Pass Advanced Income Capitalization
3. Pass Advanced Market Analysis and Highest and Best Use
4. Pass Advanced Concepts and Case Studies
5. Pass Quantitative Analysis
6. General Comprehensive Examination Requirement
7. General Demonstration of Knowledge Requirement
8. Specialized Experience Requirement (3,000 hours over at least a 24-month period)
9. MAI Membership Application

Next Page
CAE Designation - (IAAO) International Association of Assessing Officers (USA)

Eligibility

To attain MAI membership, one must either hold a state certification in mass appraisal or earned the CAE designation (in good standing) and satisfy the following requirements. A four-year timeline to designation will be provided once the Candidate for Designation program is entered.

Pre-General Candidacy Requirements

If one is not a General Certified Real Property Appraiser – these pre-general Candidacy exams must be passed through the Appraisal Institute or through a college or university accredited by the US Department of Education.

1. Pass Real Estate Finance, Statistics, and Valuation Modeling
2. Pass General Appraiser Market Analysis and Highest & Best Use
3. Pass General Appraiser Sales Comparison Approach
4. Pass General Appraiser Income Approach/ Part 2

General Candidate Requirements

5. College Degree Requirement

6. Within the first twelve (12) months after being admitted to general Candidacy:
   a. AI Business Practices and Ethics Course; and
   b. Standards requirement.

7. Pass Advanced Income Capitalization

8. Pass Advanced Market Analysis and H&BU


10. Pass Quantitative Analysis

11. General Comprehensive Examination Requirement

12. General Demonstration of Knowledge Requirement

13. Specialized Experience Requirement

14. MAI Membership Application
Alternative Paths to SRA Membership for Candidates Who Hold Other Credentials

The paths below may substitute for the required courses, examinations, demonstration of knowledge requirement, and/or experience requirements, as included in Regulations. Good moral character and college degree requirements still apply. A one-year timeline to designation will be provided.

MAI Designation - The Appraisal Institute (USA)

Eligibility

To attain SRA membership, one must be a MAI designated member in good standing in the Appraisal Institute and must also be a residential Candidate of the Appraisal Institute and satisfy the following requirements. A one-year timeline to designation will be provided.

Requirements

1. College Degree Requirement
2. Residential Experience Requirement
3. SRA Membership Application

CRA Designation - The Appraisal Institute of Canada (Canada)

Eligibility

To attain SRA membership, one must be a CRA designated member in good standing in the Appraisal Institute of Canada (who earned the CRA designation by means of the standard admission procedure), must be a residential Candidate of the Appraisal Institute, and must satisfy the following requirements. A one-year timeline to designation will be provided.

Requirements

1. College Degree Requirement
2. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. AI Business Practices and Ethics Course; and,
   b. AI Standards requirement. A CRA designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada’s Canadian Uniform Standards of Appraisal Practice (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
3. SRA Membership Application
IFA Designation - (IFA) Independent Fee Appraisers (USA)

Eligibility

To attain SRA membership, one must be an IFA designated member in good standing, (who earned the IFA designation by means of the standard admission procedure), must be a residential Candidate of the Appraisal Institute, and must satisfy the following requirements. A three-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. *Al Business Practices and Ethics Course*; and
   b. Standards requirement.

3. Pass Residential Elective Requirement

4. Attend and pass *Advanced Residential Applications and Case Studies/Part 1*
   

5. Residential Comprehensive Examination Requirement

6. Residential Demonstration of Knowledge Requirement

7. Residential Experience Requirement

8. SRA Membership Application
RES Designation - International Association of Assessing Officers (USA)

Eligibility

To attain SRA membership, one must hold a state certification in mass appraisal or the hold the RES designation, in good standing, from the International Association of Assessing Officers (IAAO). One must be a residential Candidate of the Appraisal Institute and must satisfy the following requirements. A three-year timeline to designation will be provided once the Candidate for Designation program is entered.

Pre-Residential Candidacy Requirements
If one is not a General or Residential Certified Real Property Appraiser – these pre-residential Candidacy exams must be passed through the Appraisal Institute and/or through a college or university accredited by the US Department of Education.

1. Pass Residential Market Analysis and Highest & Best Use or General Appraiser Market Analysis and Highest & Best Use
2. Pass Real Estate Finance, Statistics, and Valuation Modeling

Residential Candidate Requirements

3. College Degree Requirement

4. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. AI Business Practices and Ethics Course; and
   b. Standards requirement.

5. Residential Elective Requirement

6. Attend and pass Advanced Residential Applications and Case Studies/Part 1

7. Residential Comprehensive Examination Requirement

8. Residential Demonstration of Knowledge Requirement

9. Residential Experience Requirement

10. SRA Membership Application
Alternative Paths to AI-GRS Membership for Candidates Who Hold Other Credentials

The paths below may substitute for the required courses, examinations, and/or experience requirements, as included in Regulation No. 3. Good moral character requirements still apply. A two-year timeline to designation will be provided.

MAI or SRPA Designation - The Appraisal Institute (USA)

Eligibility

To attain AI-GRS membership, one must be a MAI or SRPA designated member in good standing in the Appraisal Institute and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements. A two-year timeline to designation will be provided.

Requirements

1. General Review Education Alternative
   - Attend course and pass exam for Review Theory – General;
   - OR, pass exams for Review Theory – General AND Review Case Studies – General

2. Specialized Review Experience Alternative Requirement
   Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).

3. AI-GRS Membership Application
SRA Designation - The Appraisal Institute (USA)

Eligibility

To attain AI-GRS membership, one must be an SRA designated member in good standing in the Appraisal Institute and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement
2. Attend course and pass exam for Review Theory – General
3. Pass exam for Review Case Studies – General
4. General Review Comprehensive Examination
5. Specialized Review Experience Requirement
   Receive credit for qualifying appraisal review reports that meet applicable Standard(s).
6. AI-GRS Membership Application
AACHI Designation - The Appraisal Institute of Canada (Canada)

Eligibility

To attain AI-GRS membership, one must be an AACHI designated member in good standing in the Appraisal Institute of Canada (who earned the AACHI designation by means of the standard admission procedure) and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to general review Candidacy:
   a. *AI Business Practices and Ethics Course*; and
   b. AI Standards requirement. An AACHI designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada’s *Canadian Uniform Standards of Appraisal Practice* (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.

3. General Review Education Alternative
   • Attend course and pass exam for *Review Theory – General*;
   • OR, pass exams for *Review Theory – General* AND *Review Case Studies – General*

4. General Review Comprehensive Examination

5. Specialized Review Experience Alternative Requirement
   Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).

6. AI-GRS Membership Application

Next Page
ARM Designation - American Society of Appraisers, Appraisal Review and Management (USA)

Eligibility

To attain AI-GRS membership, one must be an ARM designated member in good standing in the American Society of Appraisers and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. *AI Business Practices and Ethics Course*; and
   b. Standards requirement.

3. Attend course and pass exam for *Review Theory – General*

4. General Review Comprehensive Examination

5. Specialized Review Experience Alternative Requirement
   Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).

6. AI-GRS Membership Application

Next Page
RPRA Designation - American Society of Farm and Rural Appraisers Real Property Review Appraiser (USA)

Eligibility

To attain AI-GRS membership, one must be a RPRA designated member in good standing in the American Society of Farm and Rural Appraisers and must also be a general review Candidate of the Appraisal Institute and satisfy the following requirements. A four-year timeline to designation will be provided.

Requirements

1. College Degree Requirement

2. Within the first twelve (12) months after being admitted to residential Candidacy:
   a. *AI Business Practices and Ethics Course*; and
   b. Standards Requirement.

3. Attend course and pass exam for *Review Theory – General*

4. Pass General Review Comprehensive Examination

5. Specialized Review Experience Alternative Requirement
   Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).

6. AI-GRS Membership Application
Alternative Paths to AI-RRS Membership for Candidates Who Hold Other Credentials

Note: The paths below may substitute for the required courses, examinations, and/or experience requirements, as included in Regulation No. 3. Good moral character requirements still apply. A two-year timeline to designation will be provided.

MAI, SRPA, SRA or RM Designation - The Appraisal Institute (USA)

Eligibility

To attain AI-RRS membership, one must be a MAI, SRPA, SRA, or RM designated member in good standing in the Appraisal Institute and must also be a residential review Candidate of the Appraisal Institute and satisfy the following requirements.

Requirements

1. Residential Review Education Alternative
   - Attend course and pass exam for Review Theory – Residential;

2. Residential Review Experience Alternative Requirement
   Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).

3. AI-RRS Membership Application

Next Page
CRA Designation - The Appraisal Institute of Canada (Canada)

Eligibility

To attain AI-RRS membership, one must be a CRA designated member in good standing in the Appraisal Institute of Canada (who earned the CRA designation by means of the standard admission procedure) and must also be a residential review Candidate of the Appraisal Institute and satisfy the following requirements. A three-year timeline to designation will be provided.

Requirements

4. College Degree Requirement

5. Within the first twelve (12) months after being admitted to residential review Candidacy:
   a. *AI Business Practices and Ethics Course*; and
   b. *AI Standards requirement*. A CRA designated member, who practices solely in Canada may satisfy the Standards requirement by submitting proof of completing Canada’s *Canadian Uniform Standards of Appraisal Practice* (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.

6. Residential Review Education Alternative
   - Attend course and pass exam for *Review Theory – Residential*;

7. Pass Residential Review Comprehensive Examination

8. Residential Review Experience Alternative Requirement
   Receive credit for five (5) qualifying appraisal review reports that meet applicable Standard(s).

9. AI-RRS Membership Application

End of Policy Manual