

# **Practicing Affiliate Policy Manual**

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## Practicing Affiliate Definitions

A Practicing Affiliate is an individual who:

- a) is a Practicing Affiliate with the Appraisal Institute; and
- b) provides Service(s) as defined by the Code of Professional Ethics.

A Practicing Affiliate in good standing meets the criteria set forth above in this Section and is not:

- a) suspended;
- b) the subject of a disciplinary proceeding as defined in the Regulations of the Appraisal Institute; or
- c) the subject of a peer review proceeding in which the Practicing Affiliate has been sent an offer of a publishable disciplinary action as set forth in the Regulations of the Appraisal Institute.

An International Practicing Affiliate is a Practicing Affiliate whose principal place of business and residence falls outside the United States, United States Territories and Canada.

## Referencing Practicing Affiliates

Practicing Affiliates and Affiliates may only refer to themselves by those terms on letterhead, business cards, websites and other advertising materials and under a heading entitled “professional associations.” Practicing Affiliates and Affiliates may use these terms only in conjunction with the name of an individual and not in connection with the name, logo, or signature of any firm, partnership or corporation. Practicing Affiliates and Affiliates may not abbreviate these terms or place these terms under a heading entitled “professional designations” or “professional memberships.”

<b>Correct:</b>
Jane Doe, Practicing Affiliate, Appraisal Institute
Jane Doe, Affiliate, Appraisal Institute

<b>Incorrect:</b>	<b>Why Incorrect:</b>
Jane Doe, Affiliate Member, Appraisal Institute	Cannot reference membership
Jane Doe, P.A.	Cannot abbreviate

## **Initial Standards and Ethics Education Requirement**

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

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

Once the Initial Standards and Ethics Requirement is completed the Practicing Affiliated will continue with their 5-year AI CE Cycle.

## **Rules Pertaining to Readmission to the Practicing Affiliate Category**

An Applicant for readmission must:

- a) pay a non-refundable application fee and pay in full of all outstanding dues, fees or other indebtedness owed the Appraisal Institute during the individual's former membership, candidacy and/or affiliation; and
- b) possess good moral character, be in good standing; and
- c) meet the applicable continuing education requirements for readmission.

## **Continuing Education Requirements for Readmission**

### **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.

If the applicant is readmitted as a Practicing Affiliate, he or she shall be placed on a continuing education cycle commencing on the date of readmission and expiring on the sixth June 30th following readmission. Within this cycle, Practicing Affiliates must complete the applicable continuing education requirements set forth in Regulation No. 10.

## Former AI professionals that were in a five (5) year AI CE Cycle

- a) If the applicant applies for readmission on a date that falls within the same five (5) year period (most recent continuing education cycle) during which the individual's affiliation was terminated, then the applicant shall have no continuing education requirements for readmission. The applicant shall be readmitted as a Practicing Affiliate and shall return to the same five (5) year AI continuing education cycle he or she held at the time of the most recent termination.
- b) If the applicant applies for readmission on a date that does not fall within the same five (5) year period (most recent continuing education cycle) during which the individual's affiliation was terminated, then such individual shall, within the four (4) years prior to the date of readmission, have completed the following continuing education requirements:
  - i. Standards course; and
  - ii. AI *Business Practices and Ethics* course.

If the applicant is readmitted as a Practicing Affiliate, they will be placed on a continuing education cycle that commencing on the date of readmission and expiring on the sixth June 30th following readmission.

Applications for readmission to the Practicing Affiliate category will be processed in accordance with the Bylaws, Regulations and policies of the Appraisal Institute.

# Continuing Education Requirements

The Appraisal Institute offers both classroom and online programs that meet AI Continuing Education (CE) requirements. Practicing Affiliates must complete the continuing education requirements set forth in [Regulation No. 10](#).

## Practicing Affiliate AI CE Requirements

During each five (5) year AI CE cycle the following is required:

- Standards course\*
- *AI Business Practices and Ethics*
- 350-Points of Continuing Education

Access your [AI CE Status Report](#)

Account Number: [REDACTED]

Continuing Education Program: Practicing Affiliate

Current Cycle Dates: 07/01/2015 - 06/30/2020

Current Requirements Must Be Met By: 06/30/2020

**Continuing Education Cycle Requirements**  
Practicing Affiliates are required to complete 350 points of continuing education credit, which must include the Business Practices and Ethics requirement, and the National Uniform Standards of Professional Appraisal Practice (USPAP) requirement.

Requirement	Has Been Met
350 Points Requirement	
Business Practices and Ethics	
USPAP	X

An "X" indicates the requirement has been met.

\*The Standards of Valuation Practice (SVP), promulgated by the Appraisal Institute and the Certification Standard of the Appraisal Institute; or applicable national or international Standards and the Certification Standard of the Appraisal Institute.

### [AI Continuing Education FAQs](#)

These are intended to provide general information about AI Continuing Education requirements. The actual rules are contained in Regulation No. 10, and govern continuing education requirements for the Appraisal Institute. The FAQs may not include all information, options, requirements or variations applicable to any particular person.

AI CE Questions? [ce@appraisalinstitute.org](mailto:ce@appraisalinstitute.org)