



Regulation No. 1

Admission to General Candidacy and MAI Membership

Effective August 13, 2021

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1 **ARTICLE I**

2
3 **General Provisions**

4
5 **Part A: Purpose**

6 The purpose of this Regulation is to set forth uniform requirements for admission and readmission to
7 General Candidacy, termination of General Candidacy and admission to MAI membership.
8

9
10 **Part B: Scope**

11 This Regulation contains the basic information to implement this Regulation’s purpose. There shall
12 also be policies and procedures that further implement the purpose of this Regulation.
13

14
15 **Part C: Definitions**

16 As used in this Regulation, the following terms shall have the following meanings unless the context
17 clearly indicates that another meaning is intended:
18

19 “Admissions Appeals Panel” means an Admissions Appeals Panel of the Appraisal Institute, as
20 described in Regulation No. 7 concerning National Committees.
21

22 “Admissions Department” means the administrative section of the Appraisal Institute that handles and
23 coordinates administrative matters in conformance with this Regulation and the policies and
24 procedures further implementing this Regulation.
25

26 “ADQC” means the Admissions and Designation Qualifications Committee, as described in
27 Regulation No. 7 concerning National Committees.
28

29 “Applicant” means an individual who applied for admission to (or readmission to) General Candidacy,
30 but has not been granted General Candidate status.
31

32 “Chapter” means any one of the local Chapters of the Appraisal Institute that have been established
33 by the Board of Directors.
34

35 “Code of Professional Ethics” or “Code” means the Appraisal Institute Code of Professional Ethics.
36

37 “Conflict of interest” means a situation in which an individual’s judgment in matters regarding another
38 person’s interests or rights would be materially affected by the individual’s own financial, business,
39 property or personal interests.
40

41 “General Candidate” means an individual who holds General Candidate status with the Appraisal
42 Institute.

43 “General Candidate in good standing” means an individual who:

44

45 1) holds General Candidate status with the Appraisal Institute;

46

47 2) is not suspended from candidacy;

48

49 3) is not the subject of a disciplinary proceeding as defined in the Regulations of the Appraisal
50 Institute; and

51

52 4) is not the subject of a peer review proceeding in which the Professional Practice Department has
53 offered the individual a publishable disciplinary action as set forth in the Regulations of the
54 Appraisal Institute.

55

56 “Good moral character” means honesty, truthfulness and respect for law.

57

58 “MAI designation” means the MAI logo and initials that only members of the Appraisal Institute who
59 are admitted to MAI membership are authorized to use to indicate membership and to promote their
60 services.

61

62 “Personal bias” means an individual’s predisposition, either favorable or prejudicial, to the interests or
63 rights of another individual. It is the opposite of being impartial.

64

65 “Region” means any one of the several Regions of the Appraisal Institute that have been established
66 by the Board of Directors.

67

68 “Specialized Experience” is work relating to real estate other than one-to-four (1-4) family residential
69 real estate that complies with the Standards of Professional Practice, or experience gained by
70 providing practical solutions to real property economics problems as may be further defined by the
71 ADQC.

72

73 “Standards Course” shall mean either the 15-Hour USPAP course and exam taught by an instructor
74 certified by the Appraiser Qualifications Board of the Appraisal Foundation, the 7-Hour USPAP
75 update course taught by an instructor certified by the Appraiser Qualifications Board of the Appraisal
76 Foundation or an equivalent course as determined by the ADQC.

77

78 “Standards of Professional Practice,” or “Standards” means the Appraisal Institute Standards of
79 Professional Practice. The Appraisal Institute Standards of Professional Practice are:

80

81 • The Standards of Valuation Practice (SVP), promulgated by the Appraisal Institute, and the
82 Certification Standard of the Appraisal Institute; or

83

84 • Applicable national or international standards, and the Certification Standard of the Appraisal
85 Institute.

86

87 The Uniform Standards of Professional Appraisal Practice (USPAP) is an example of a national
88 standard. The International Valuation Standards (IVS) is an example of an international standard.
89 “Termination” means the end of membership, candidacy or affiliation in the Appraisal Institute.
90

91 **Part D: Confidential Nature of Admissions Proceedings**

92 **Section 1. Files to Be Confidential**

93 Except where otherwise required or permitted, matters processed pursuant to this Regulation shall be
94 confidential. No documents or information furnished to any committee, panel, or board, pertaining to
95 an individual shall be made public or discussed with anyone except as authorized under the Bylaws,
96 Regulations and policies of the Appraisal Institute.
97

98 **Section 2. Confidential Treatment of Communications**

99 All communications transmitted in connection with an application for examination credit,
100 Demonstration of Knowledge credit, experience credit or in connection with any proceeding relating to
101 a determination or assessment of good moral character shall be marked “Confidential.”
102

103 **Section 3. Breach of Confidential Nature of Admissions Proceedings**

104 A Member, Candidate, Practicing Affiliate or Affiliate who fails to observe the rules relating to the
105 confidential nature of admissions proceedings under this Regulation shall be subject to:
106

- 107
- 108 a) peer review proceedings under the Bylaws and Regulations of the Appraisal Institute, which may
109 result in disciplinary actions such as expulsion from membership, candidacy and affiliation; and
110
 - 111 b) legal proceedings for damages suffered by the Appraisal Institute as the result of a failure to
112 observe the rules relating to the confidential nature of admissions proceedings under this
113 Regulation.
114

115 **Part E: Extensions**

116 The Chair of the ADQC, or his or her designee, may extend the time limitations imposed by this
117 Regulation or the policies and procedures further implementing this Regulation on any act required to
118 be performed by a General Candidate for:
119

- 120
- 121 a) military service when the General Candidate is called to active duty;
122
 - 123 b) a serious illness or disability that substantially impairs his or her ability to complete the
124 requirements within the established time limits; or
125
 - 126 c) other good cause shown.
127

128 Individuals requesting extension of such time limitations shall provide appropriate evidence of the
129 nature and specific period of military service, seriousness of the illness or disability or other good
130 cause to the Admissions Department.
131

133

134 **General Candidacy**

135

136 **Part A: Admission to General Candidacy**

137 **Section 1. Formal Application**

138 Except where provided otherwise, each Applicant for admission to General Candidacy must agree,
139 certify or attest to the following as applicable, as well as to any other requirements the Appraisal
140 Institute may require in the admissions process:

141

142 a) complete the official application form;

143

144 b) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time
145 against the Appraisal Institute, its Board of Directors, officers and committees, or members
146 thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or
147 other persons cooperating with the Appraisal Institute in its official activities;

148

149 c) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards
150 of Professional Practice and Regulations of the Appraisal Institute, as modified from time to time;

151

152 d) certify to an understanding that, as a General Candidate, he or she is not a Designated Member
153 of the Appraisal Institute;

154

155 e) certify to an understanding of the provisions contained in Part B Section 2 of this Article and to an
156 understanding that any misuse of candidacy status may subject him or her to peer review
157 proceedings conducted pursuant to Regulation No. 6;

158

159 f) certify to an understanding that as an Applicant and as a General Candidate, if admitted, he or
160 she may be required to submit to representatives of the Appraisal Institute in the admissions
161 process, sufficient samples of his or her appraisal work to enable the representatives to make a
162 proper evaluation;

163

164 g) truthfully answer the items related to good moral character on the application form and fully
165 disclose information related to a possible lack of good moral character; and

166

167 h) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed
168 the Appraisal Institute.

169

170 An individual who knowingly makes false statements, submits false information or fails to fully
171 disclose information requested in an application for admission to General Candidacy shall be subject
172 to discipline pursuant to Regulation No. 6. In addition, an individual who, while a Designated Member

173 or a General Candidate, is convicted of a crime committed prior to application for General Candidacy
174 shall be subject to discipline pursuant to Regulation No. 6.

175

176 **Section 2. Good Moral Character**

177 Each Applicant for admission to General Candidacy must have good moral character. From the date
178 of submission of the application for General Candidacy to the date of admission to General
179 Candidacy, an Applicant shall immediately disclose to the Admissions Department circumstances and
180 events occurring after the date of submission of the application that may have a material bearing on
181 the Applicant's character. If information contained in the application or in the Appraisal Institute's files
182 indicates that the Applicant may lack good moral character, then the application shall be processed
183 pursuant to the policies and procedures further implementing this Regulation.

184

185 **Section 3. General State Certification or Equivalent**

186 Each Applicant for admission to General Candidacy must be a state certified general real property
187 appraiser or equivalent. Equivalencies to general state certification include:

188

- 189 a) passing the Appraisal Institute general certification Examinations;
190
191 b) attaining certain degrees described as Alternative Course and Course Examination Requirements
192 for Master's Degree Program or equivalencies in this Regulation under the Courses and
193 Examination Requirements; or
194
195 c) meeting other criteria equivalent to general state certification as determined by the ADQC.

196

197

198 **Part B: Rules Pertaining to General Candidates**

199 **Section 1. Privileges**

200 A General Candidate shall have the privileges and obligations set forth in the Bylaws, Regulations
201 and policies of the Appraisal Institute.

202

203 The intent of the Appraisal Institute is that all admissions decisions made with respect to any
204 Applicant or General Candidate be free of conflict of interest and personal bias.

205

206 **Section 2. References to Candidacy**

207 Each General Candidate in good standing of the Appraisal Institute:

208

- 209 a) shall only be referred to and shall only refer to himself or herself both orally and in writing as a:
210
211 • "Candidate for Designation, Appraisal Institute";
212
213 • or by such other terminology that the Appraisal Institute may permit.
214
215 b) may use the above terminology on business cards, letterhead, web sites and other publications;

- 216 c) shall use the above terminology only in conjunction with the full name of an individual and not in
217 connection with the name, logo or signature of any firm, partnership or corporation;
218
- 219 d) may not abbreviate the above terminology with initials or otherwise, or convert them to an
220 acronym;
221
- 222 e) may not use or refer to a specific Appraisal Institute designation that the General Candidate does
223 not already hold, nor include the above terminology under a heading concerning professional
224 designations. (The above terminology may be included under a heading concerning professional
225 associations);
226
- 227 f) may not use the terminology "Member, Appraisal Institute" if the individual does not already hold
228 an Appraisal Institute designation; and
229
- 230 g) may not use the terminology "Candidate Member."
231

232 **Section 3. Applicable Requirements**

233 Except as otherwise provided, an individual is subject to the requirements in effect on the date of
234 admission to candidacy, as modified from time to time.
235

236 **Section 4. Time Requirements**

237 a) Maximum Length of General Candidacy.

238 Except where otherwise provided, a General Candidate must complete the requirements for MAI
239 Designated Membership within four (4) years from the date of admission to General Candidacy.
240 For individuals who were Associate Members as of December 31, 2012, became General
241 Candidates effective January 1, 2013 and have maintained continuous General Candidacy since
242 that date, the Candidate Policy Manual provides time requirements for completing MAI
243 membership requirements.
244

245 If a General Candidate fails to complete the requirements for MAI Designated Membership within
246 the required period, such individual's General Candidacy shall be terminated.
247

248 b) Annual Minimum Progress.

249 General Candidates must demonstrate annual minimum progress each year on the requirements
250 for MAI membership. Such minimum progress shall be defined by the ADQC.
251

252 If a General Candidate fails to demonstrate minimum progress as defined by the ADQC, such
253 individual's General Candidacy shall be terminated.
254

255 **Section 5. Concurrent Candidacies**

256 An individual may concurrently be a Candidate for more than one (1) Appraisal Institute designation.
257
258
259

260 **Section 6. Communication with Advisor**

261 Except as otherwise provided, a General Candidate shall communicate with such Candidate's
262 Advisor at least once every full calendar quarter during which the individual is a General Candidate.
263 A Master's Degree Program Candidate for Designation is not subject to this requirement while a
264 Master's Degree Program student.

265
266 **Section 7. Compliance**

267 Each General Candidate shall abide by, uphold, and conform his or her actions to the Bylaws,
268 Regulations, Code of Professional Ethics and Standards of Professional Practice of the Appraisal
269 Institute, as each may be amended from time to time. Each Candidate shall also abide by, uphold,
270 and conform his or her actions to such policies and procedures as the Board of Directors or duly
271 authorized bodies or individuals of the Appraisal Institute may promulgate from time to time.
272

273 **Section 8. Initial Standards and Ethics Education Requirement**

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

- 278
279 a) attend the Appraisal Institute Business Practices and Ethics Course; and
280
281 b) attend a Standards Course.
282

283
284 **Part C: Rules Pertaining to Suspension and Termination of General**
285 **Candidacy**

286 **Section 1. Suspension of General Candidate**

287 The candidacy of a General Candidate shall be suspended if any of the following occur:
288

- 289 a) the General Candidate is suspended pursuant to the Bylaws for failure to pay dues, fees or other
290 indebtedness in accordance with the Bylaws. The duration of such suspension shall be for the
291 period set forth in the Bylaws.
292
293 b) the General Candidate is subject to the disciplinary action of suspension pursuant to Regulation
294 No. 6. The duration of such suspension shall be for the period determined in accordance with
295 Regulation No. 6.
296
297 c) the General Candidate fails to complete the Initial Standards and Ethics Education Requirement.
298 Such suspension shall commence on the day after the date by which the General Candidate was
299 to complete the Initial Standards and Ethics Education Requirement and shall run for a period of
300 up to six (6) months. If the General Candidate completes the Requirement within the suspension
301 period, the suspension for such failure shall be lifted.
302
303

304 **Section 2. Termination of Candidacy**

305 The candidacy of a General Candidate shall be terminated if any of the following occur:

- 306 a) the General Candidate delivers notice of resignation in writing to the Chief Executive Officer of
307 the Appraisal Institute, or his or her delegate, along with any indicia of candidacy issued to such
308 General Candidate. If required by the Bylaws, such resignation shall be published in a manner
309 that the Appraisal Institute deems appropriate.
310
- 311 b) the candidacy of the General Candidate is terminated pursuant to the Bylaws for failure to pay
312 dues, fees or other indebtedness to the Appraisal Institute. If required by the Bylaws, such
313 termination shall be published in a manner that the Appraisal Institute deems appropriate.
314
- 315 c) the General Candidate is subject to the disciplinary action of expulsion pursuant to Regulation
316 No. 6. The expulsion shall be published in a manner that the Appraisal Institute deems
317 appropriate.
318
- 319 d) the General Candidate does not contest or appeal a decision to terminate candidacy.
320
- 321 e) the General Candidate is unsuccessful in an appeal to an Admissions Appeals Panel of a
322 decision to terminate candidacy.
323
- 324 f) the General Candidate fails to complete the requirements for MAI membership within the required
325 time period.
326
- 327 g) the General Candidate fails to demonstrate minimum progress each year, as defined by the
328 ADQC, on the requirements for MAI membership.
329
- 330 h) the General Candidate fails to fulfill the Initial Standards and Ethics Education Requirement and
331 then fails to complete the Requirement within the resulting six (6) month suspension period.
332

333 **Section 3. Invalidation of Credit**

334 All credit that has previously been awarded toward the MAI designation shall be automatically
335 invalidated for a General Candidate whose candidacy is terminated for any reason. All credit that has
336 previously been awarded toward the MAI designation shall be automatically invalidated for an
337 individual who was an Associate Member as of December 31, 2012 but who did not become a
338 General Candidate on January 1, 2013.
339

340 **Part D: Rules Pertaining to Readmission to General Candidacy**

341 **Section 1. Readmission to General Candidacy**

342 An individual whose General Candidacy has been terminated may apply for readmission to General
343 Candidacy unless:
344
345

- 346 a) the individual's General Candidacy or Associate Membership was terminated with a decision that
347 the individual may not apply for readmission to General Candidacy or Associate Membership in
348 which case the individual may not apply for readmission; or
349
350 b) the individual's General Candidacy or Associate Membership was terminated with a decision that
351 the individual may reapply after a certain period of time, in which case the individual may only
352 apply for readmission to candidacy after the specified time period.
353

354 **Section 2. Procedures for Readmission to General Candidacy**

355 An Applicant for readmission must:

- 356
357 a) satisfy all of the requirements of this Regulation related to admission to General Candidacy;
358
359 b) pay a non-refundable application fee and pay in full of all outstanding dues, fees or other
360 indebtedness owed the Appraisal Institute during the individual's former membership, candidacy
361 and/or affiliation; and
362
363 c) provide proof that the individual has, in the four (4) years prior to readmission, attended the
364 following courses and passed any corresponding examination(s):
365
366 (i) Standards Course
367
368 (ii) the Appraisal Institute Business Practices and Ethics Course.
369

370 **Section 3. Restoration of Credit**

371 General Candidates are subject to the requirements in effect on the date of admission or readmission
372 to the Candidate program, as modified from time to time. A General Candidate will receive credit for
373 designation requirements completed within ten (10) years prior to his or her most recent application
374 for General Candidacy (with the exception of the Comprehensive Examination, the Degree
375 Requirement, the Appraisal Institute Business Practices and Ethics Course, and the Standards
376 Course). Such individual will receive credit for the Business Practices and Ethics Course and the
377 Standards Course and/or examination taken and passed within four (4) years prior to his or her most
378 recent application for General Candidacy.
379

380 **Section 4. Rules Applicable to Readmitted General Candidacy**

381 An individual who is readmitted as a General Candidate is subject to the requirements in effect on the
382 date of readmission, as modified from time to time. Upon readmission, any peer review proceedings
383 that were pending at the time the individual was terminated shall be reopened and processed.
384

386

387 **Requirements Relating to Admission to MAI**
388 **Membership**

389

390 To be admitted to MAI membership and to be authorized to use the MAI designation, a General
391 Candidate shall satisfy the following requirements set forth in this Article, except as otherwise
392 provided.

393

394 **Part A: Good Moral Character**

395 The General Candidate must have good moral character.

396

397

398 **Part B: Good Standing**

399 The General Candidate must be a General Candidate in good standing.

400

401

402 **Part C: Degree**

403 A General Candidate must have received a bachelor's degree or higher from a degree-granting
404 educational institution approved by the ADQC or currently be an active state Certified General Real
405 Property Appraiser (or equivalent).

406

407

408 **Part D: Courses and Examinations**

409 **Section 1. Courses**

410 The General Candidate must have attended courses approved by the ADQC covering the Code of
411 Professional Ethics, Standards of Professional Practice and other subject matters identified by the
412 ADQC.

413

414 **Section 2. Course Examinations**

415 The General Candidate must have received a passing grade on Appraisal Institute course
416 examinations (or their equivalents) designated by the ADQC, which are designed to test knowledge of
417 real estate appraisal principles and procedures; Standards of Professional Practice; income approach
418 and capitalization techniques; sales comparison approach; cost approach; site valuation; market
419 analysis; highest and best use; advanced applications; report writing; statistics; modeling; finance;
420 appraisal problems analysis and any other subject matters identified by the ADQC.

421 If a General Candidate is notified that he or she failed a required Appraisal Institute course
422 examination and if the General Candidate makes a written request within sixty (60) days of the date
423 of notification, the failing examination will be reviewed by the Chair of the Education Committee or his
424 or her designee.

425

426 **Section 3. Equivalencies**

427 If the ADQC determines that one (1) or more courses or examinations offered by an accredited
428 college, junior college, community college, or university are equivalent to one or more Appraisal
429 Institute courses and examinations required for MAI membership, a General Candidate who has
430 completed such equivalent course(s) or examination(s) shall be deemed to have completed the
431 appropriate course or examination requirement for MAI membership.

432

433 **Section 4. Rewriting Course Examinations**

434 A General Candidate shall have two opportunities to challenge a course examination without
435 attending the corresponding course.

436 A General Candidate who has attended a required course and subsequently fails an examination for
437 such course may take the appropriate examination twice more before he or she is required to attend
438 the course again.

439

440 **Section 5. Alternative Course and Course Examination Requirements for Master's Degree**
441 **Program**

442 An individual who holds a Master's Degree in Real Property Valuation (or similar degree at the
443 graduate level) from a university whose program has been approved by the ADQC and who is also a
444 General Candidate may satisfy certain alternative course and course examination requirements.

445

446

447 **Part E: Comprehensive Examination**

448 **Section 1. Comprehensive Examination Requirement**

449 The General Candidate shall have received a passing grade on a Comprehensive Examination
450 approved by the ADQC.

451

452 **Section 2. Scope of Comprehensive Examination**

453 The topics covered by the contents of the Comprehensive Examination shall be determined by the
454 ADQC. The Comprehensive Examination shall contain questions that cover the broad spectrum of the
455 appraisal field and are designed to test the General Candidate's reasoning, judgment and knowledge
456 of the information essential to the varied practice of an MAI Designated Member of the Appraisal
457 Institute.

458

459 **Section 3. Eligibility to Write the Comprehensive Examination**

460 Eligibility to write the Comprehensive Examination shall be limited to General Candidates who have
461 attended the required courses, received a passing grade on all required examinations and have
462 received at least a four (4) year undergraduate degree from a degree-granting educational institution
463 approved by the ADQC or currently be an active state Certified General Real Property Appraiser.

464

465 **Section 4. Grading**

466 The procedures for grading of the Comprehensive Examination are set forth in the policies and
467 procedures further implementing this Regulation.

468 **Part F: Demonstration of Knowledge**

469 The General Candidate shall have received credit for one of the following Demonstration of
470 Knowledge options:

- 471
- 472 1) Traditional Demonstration Appraisal Report;
 - 473
 - 474 2) Research Project;
 - 475
 - 476 3) Master's Thesis or Doctoral Dissertation;
 - 477
 - 478 4) Peer Reviewed Publications; or
 - 479
 - 480 5) Capstone Program.

481

482 The specific requirements for the Demonstration of Knowledge options are set forth in this
483 Regulation, in the policies and procedures further implementing this Regulation and in *The Official*
484 *Guide to the Demonstration of Knowledge Requirement: General* published by the Appraisal Institute.

485

486 Each Demonstration of Knowledge option requires the filing of an appropriate application and the
487 payment of a required fee. Any documents submitted to the Appraisal Institute shall become the
488 property of the Appraisal Institute and shall not be returned to the General Candidate.

489

490 Each application for Demonstration of Knowledge credit shall be processed to determine whether it
491 meets the requirements for credit. The requirements for credit and the procedures for determining
492 whether credit should be awarded are established in this Regulation, in the applicable policies and
493 procedures further implementing this Regulation and in *The Official Guide to the Demonstration of*
494 *Knowledge Requirement: General* published by the Appraisal Institute.

495

496 A Candidate may also receive verbal advice, suggestions, theoretical explanations, and references to
497 textbooks and techniques, available literature, etc., relating to valuation practice but such advice,
498 suggestions, explanations or references should not include review or commentary on the
499 demonstration appraisal report.

500

501 **Section 1. Traditional Demonstration Appraisal Report Option**

502 A General Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for
503 one demonstration appraisal report relating to an income-producing property that satisfactorily
504 demonstrates the General Candidate's ability to present a properly supported value estimate or
505 opinion evaluating the nature, quality or utility of a parcel of real estate or any interest in, or aspect of,
506 real property in accordance with the criteria set forth in *The Official Guide to the Demonstration of*
507 *Knowledge Requirement: General* published by the Appraisal Institute.

508

509 All appraisal data contained in a demonstration appraisal report must be factual. In addition, the
510 statements of the General Candidate in the application for credit must be factual in that the General
511 Candidate must personally and without assistance assemble all of the data used in preparing the

512 demonstration appraisal report, analyze the data, form the conclusions and prepare the
513 demonstration appraisal report. In preparing the demonstration appraisal report, the General
514 Candidate may receive assistance in matters such as photography, drawings and word processing.
515

516 If a demonstration appraisal report does not receive credit because the appraisal report or application
517 for credit is not factual, then the General Candidate may not submit the appraisal report for re-grading
518 or revise the appraisal report and the General Candidate may not use the same subject property for a
519 subsequent demonstration appraisal report.
520

521 **Section 2. Research Project Option**

522 A General Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for
523 a Research Project that meets the criteria set forth in *The Official Guide to the Demonstration of*
524 *Knowledge Requirement: General* published by the Appraisal Institute.
525

526 The General Candidate must have sole professional responsibility for the development of the
527 Research Project. The General Candidate must personally, and without assistance, define the
528 problem, develop the analysis, formulate the conclusions and prepare the Research Project. In
529 preparing the Research Project, the General Candidate may receive assistance in matters such as
530 photography, drawings and word processing.
531

532 **Section 3. Master's Thesis or Doctoral Dissertation Option**

533 A General Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for
534 a Master's Thesis or Doctoral Dissertation (in a field related to real property economics) approved by
535 the ADQC or its designee and that meets the criteria set forth in *The Official Guide to the*
536 *Demonstration of Knowledge Requirement: General* published by the Appraisal Institute.
537

538 **Section 4. Peer Reviewed Publications Option**

539 A General Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for
540 at least three (3) peer reviewed publications based on original research (in a field related to real
541 property economics) approved by the ADQC or its designee and that meets the criteria set forth in
542 *The Official Guide to the Demonstration of Knowledge Requirement: General* published by the
543 Appraisal Institute. The submissions must have sufficient scope and complexity to demonstrate that
544 the Candidate has a thorough understanding of the principles, theories, techniques and applications
545 of real estate economics.
546

547 **Section 5. Capstone Program Option**

548 A General Candidate may satisfy the Demonstration of Knowledge requirement by receiving credit for
549 a demonstration appraisal report prepared through the Capstone Program that meets the criteria set
550 forth in *The Official Guide to the Demonstration of Knowledge Requirement: General* published by the
551 Appraisal Institute. The Capstone Program Option requires the same skills and knowledge base that
552 are required to produce a complete demonstration appraisal report under the Traditional
553 Demonstration Appraisal Report Option. Instead of selecting and compiling data on a property,
554 participants are provided with a subject property and data to analyze and then write the report in a
555 limited time period.

556 **Part G: Experience**

557 **Section 1. Hours of Specialized Experience**

558 Except as otherwise provided, the General Candidate must have received credit for 4,500 hours of
559 Specialized Experience. A General Candidate who is also an SRA Designated Member of the
560 Appraisal Institute must have received credit for 3,000 hours of Specialized Experience.

561
562 A General Candidate shall apply for the credit in one submission. The work must deal with more than
563 one type of real estate, but must not include one-to-four family residential. The work must
564 demonstrate that substantially different knowledge, skills, or techniques were required to perform
565 such work competently.

566
567 The 4,500 hours must be the General Candidate's most recent work, must have been performed over
568 at least a 36-month period, must have a reasonable relationship of hours as described in the
569 Experience Credit Candidate Guidebook and be work for which the Candidate has significant
570 professional responsibility. The 3,000 hours for the SRA Designated Member pursuing the MAI
571 Designation must be the SRA Designated Member's most recent work, must have been performed
572 over at least a 24-month period, must have a reasonable relationship of hours as described in the
573 Experience Credit Candidate Guidebook and be work for which the Candidate has significant
574 professional responsibility.

575
576 A General Candidate who holds an active general state certification (or equivalent) must list his or her
577 most recent 1,500 hours of Specialized Experience performed over at least the last twelve (12)
578 months, while attesting that he or she has the requisite 4,500 hours of Specialized Experience
579 performed over at least a 36-month period. The experience screener may request additional work if
580 needed.

581
582 Note: Certain equivalencies are contained in the policies and procedures further implementing this
583 Regulation.

584
585 **Section 2. Significant Professional Responsibility**

586 The General Candidate must be able to demonstrate significant professional responsibility for work
587 product submitted for experience credit. The General Candidate must be able to show that he or she
588 followed the appropriate process(es) and arrived at analyses, opinions and conclusions that were
589 incorporated in the report (or file memoranda showing data, reasoning and conclusions). The mere
590 assembling and analyzing of facts relating to the solution of a valuation or evaluation problem does
591 not necessarily result in significant professional responsibility.

592
593 To determine if the General Candidate has significant professional responsibility for identified work
594 product, the party considering the experience may take into account: whether the General Candidate
595 signed reports or certification forms in the report; whether the General Candidate's name was listed in
596 certification forms as a person who had significant professional responsibility; and/or other
597 appropriate evidence.

599 **Section 3. Advisory Guidance**

600 A General Candidate may request consideration of a sample of work for educational purposes in
601 accordance with the policies and procedures further implementing this Regulation.

602

603 **Section 4. Consideration of Specialized Experience**

604 To receive credit, the experience must meet the applicable requirements described above in this Part,
605 the policies and procedures further implementing this Regulation, and:

606

607 a) meet the Standards of Professional Practice, if the Standards apply to the work; or

608

609 b) meet criteria appropriate to the type of work or the applicant's area of professional practice, if the
610 Standards of Professional Practice do not apply.

611

612 **Section 5. Obtaining Experience Credit**

613 The procedures for applying for experience credit, evaluating experience and obtaining experience
614 credit are set forth in this Regulation and the policies and procedures further implementing this
615 Regulation.

616

617 **Section 6. Evaluation**

618 Reports and files submitted for experience credit shall be evaluated in accordance with this
619 Regulation and the policies and procedures further implementing this Regulation. Limitations imposed
620 by either a specific client or form do not relieve the General Candidate of the obligation to comply with
621 the Appraisal Institute Standards of Professional Practice and Code of Professional Ethics, where
622 applicable.

623

624 **Section 7. Awarding Credit**

625 No credit may be awarded, full credit may be awarded, or partial credit may be awarded in increments
626 of 500 hours. If no credit or partial credit is awarded, the General Candidate may reapply listing work
627 that began accruing after the date of the work previously submitted.

628

629 **Section 8. Right to Formal Appeal**

630 If the General Candidate is not satisfied with the Experience Panel's award, the General Candidate
631 may appeal to an Admissions Appeals Panel, by submitting a Notice of Appeal to the Admissions
632 Department within sixty (60) days of the date the formal notice of the award was issued. If a General
633 Candidate fails to file a timely Notice of Appeal, the right to appeal shall terminate. Procedures
634 governing formal appeals and Appeal Hearings regarding denial of experience credit are contained in
635 the Admissions Appeals Panel Procedure Manual.

636

637

638 **Part H: Alternative Requirements for General Candidates Whose**
639 **Principal Place of Business is Outside of the United States**

640 **Section 1. Alternatives**

641 A General Candidate whose principal place of business is outside of the United States may satisfy
642 the alternative requirements set forth in this Regulation and the policies and procedures further
643 implementing this Regulation.

644

645 **Section 2. Other Provisions**

646 All materials submitted to the Appraisal Institute must be in English, unless otherwise approved by the
647 Chair of the ADQC, or his or her designee. These include, but are not limited to, applications, reports
648 for experience credit, submissions for Demonstration of Knowledge credit, appeals and examinations.
649 A translator approved by the Appraisal Institute may attend an experience interview.

650

651 The Comprehensive Examination will be scheduled in foreign locations as needed, with approval by
652 the ADQC.

653

654

655 **Part I: Alternative Requirements For Certain Holders Of The SRPA**

656 **Designation**

657 **Section 1. General**

658 A member of the Society of Real Estate Appraisers who held an SRPA designation as of December
659 31, 1990, may complete the two additional requirements set forth below as an alternative to meeting
660 the requirements set forth in Parts C through F of this Article.

661

662 **Section 2. Additional Requirements**

663 The two (2) additional requirements are:

664

- 665 1) Pass the Comprehensive Examination required for the MAI designation; and
- 666 667 2) Receive credit for one additional year of experience that meets the requirements set forth in the
668 Appendix to the Final Plan of Unification. This additional year of experience is for a calendar year
669 or twelve (12) month period after the SRPA designation was awarded (or after the date of the last
670 experience used to meet the SRPA experience requirement) and within the ten (10) year period
671 preceding application for experience credit. The year (or more) of experience submitted must be
672 the most recent for which the appraiser has the requisite number of hours of appraisal work. The
673 process for obtaining credit for the one (1) additional year of experience credit is described in Part
674 G of this Article.

675

676 **Section 3. Application for MAI Membership**

677 The individual's application for MAI membership under this section shall be processed in accordance
678 with the provisions of Article IV of this Regulation.

679

680

681 **Part J: Equivalencies for Designated Members of Other Organizations**

682 If the ADQC determines that one (1) or more requirements for a professional designation in another
683 organization are equivalent to one (1) or more requirements set forth in this Article, a General

684 Candidate who holds such professional designation and has fulfilled the other organization's
685 requirement(s) will be deemed to have satisfied such requirement(s) for the MAI designation.
686 Alternative requirements are contained in the policies and procedures further implementing this
687 Regulation.

688

690

691 Process for Admission to MAI Membership

692

693 **Part A: For Individuals Who Do Not Hold An Appraisal Institute** 694 **Designation**

695 The procedures in this Part apply to individuals who apply for the MAI Designation, but who do not
696 already hold an Appraisal Institute designation.

697

698 Except where provided otherwise, a General Candidate applying for admission to MAI membership
699 must:

700

701 1) complete the official application form;

702

703 2) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time
704 against the Appraisal Institute, its Board of Directors, officers and committees, or members
705 thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or
706 other persons cooperating with the Appraisal Institute in its official activities;

707

708 3) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards
709 of Professional Practice and Regulations of the Appraisal Institute, as modified from time to time;

710

711 4) truthfully answer the items related to good moral character on the application form and fully
712 disclose information related to a possible lack of good moral character;

713

714 5) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed
715 the Appraisal Institute; and

716

717 6) from the date of submission of the application to the date of admission to MAI membership, the
718 individual shall immediately disclose to the Admissions Department circumstances and events
719 occurring after the date of submission of the application that may have a material bearing on his
720 or her application.

721

722 An application for admission to MAI membership under this Part will be processed in accordance with
723 this Regulation and the policies and procedures further implementing this Regulation. Such
724 procedures include, but are not limited to, determining that the application is in order, that the
725 appropriate application fee was submitted, that the General Candidate has complied with the
726 requirements set forth in this Regulation and consideration of the General Candidate's moral
727 character.

728

729 Upon receipt of notice from the Admissions Department that a General Candidate will be admitted to
730 MAI membership, the President of the Appraisal Institute shall:

- 731 1) promptly notify the individual that he or she has been admitted to MAI membership and is
732 authorized to use the MAI designation;
733
734 2) transmit the indicia of MAI Designated Membership to the new MAI Designated Member; and
735
736 3) give the Chapter and Region having jurisdiction appropriate notice.
737

738
739 **Part B: For Individuals Who Hold An Appraisal Institute Designation**

740 The procedures in this Part apply to individuals who apply for the MAI Designation who already hold
741 an Appraisal Institute designation.

742 Except where provided otherwise, a General Candidate applying for admission to MAI membership
743 must:

- 744
745 1) complete the official application form;
746
747 2) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time
748 against the Appraisal Institute, its Board of Directors, officers and committees, or members
749 thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or
750 other persons cooperating with the Appraisal Institute in its official activities;
751
752 3) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards
753 of Professional Practice and Regulations of the Appraisal Institute, as modified from time to time;
754
755 4) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed
756 the Appraisal Institute; and
757
758 5) from the date of submission of the application to the date of admission to MAI membership, the
759 individual shall immediately disclose to the Admissions Department circumstances and events
760 occurring after the date of submission of the application that may have a material bearing on his
761 or her application.
762

763 An application for admission to MAI membership under this Part will be processed in accordance with
764 this Regulation and the policies and procedures further implementing this Regulation. Such
765 procedures include, but are not limited to, determining that the application is in order, that the
766 appropriate application fee was submitted and that the individual has complied with the requirements
767 set forth in this Regulation.

768
769 Upon receipt of notice from the Admissions Department that an individual who already holds another
770 Appraisal Institute designation will be admitted to MAI membership, the President of the Appraisal
771 Institute shall:

- 772
773 1) promptly notify the individual that he or she has been admitted to MAI membership and is
774 authorized to use the MAI designation;
775

- 776 2) transmit the indicia of MAI Designated Membership to the new MAI Designated Member; and
777
778 3) give the Chapter and Region having jurisdiction appropriate notice.