



# Regulation No. 10

# Continuing Education

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2

3 **General**

4

5 **Part A: Continuing Education Requirement for Designated Members**

6 Except as provided otherwise, each Designated Member of the Appraisal Institute must complete the  
7 applicable continuing education requirements set forth in this Regulation to retain his or her membership  
8 designation(s) and remain a member of the Appraisal Institute. Non-Practicing Designated Members are  
9 not subject to continuing education requirements.

10

11

12 **Part B: Continuing Education Requirement for Practicing Affiliates**

13 Except as otherwise provided, each Practicing Affiliate of the Appraisal Institute must complete the  
14 applicable continuing education requirements set forth in this Regulation to remain a Practicing Affiliate of  
15 the Appraisal Institute.

16

17 **Part C: Continuing Education Cycles**

18 **Section 1. Five-Year Cycles**

19 The Appraisal Institute shall assign a continuing education cycle to each Designated Member subject to  
20 continuing education requirements. Except where otherwise provided, Designated Member continuing  
21 education cycles shall commence on January 1st of the year the Appraisal Institute identifies and shall  
22 last for a period of five (5) years. Except where otherwise provided, Practicing Affiliate continuing  
23 education cycles shall commence on July 1st of the year the Appraisal Institute identifies and shall last for  
24 a period of five (5) years. Designated Members and Practicing Affiliates must complete the applicable  
25 continuing education requirements in each continuing education cycle. Upon expiration of a continuing  
26 education cycle or any extension of such cycle, the Appraisal Institute shall assign the Designated  
27 Member or Practicing Affiliate a new five (5) year cycle.

28

29 **Section 2. Cycles for Designated Members Holding Multiple Designations**

30 An Appraisal Institute Designated Member holding multiple Appraisal Institute designations shall have  
31 only one (1) continuing education cycle. Except where provided otherwise, meeting the continuing  
32 education requirements for one (1) designation shall be deemed as meeting the requirements for all.

33

34 **Section 3. Cycles for Newly Designated Members**

35 Newly Designated Members are assumed to have met continuing education requirements and shall be  
36 considered "Continuing Education Program Completed" through the sixth December 31st from the date of  
37 designation. The accumulation of credits earned during the initial cycle shall be from the date of  
38 membership designation to the sixth December 31st.

39

40 **Section 4. Carrying Over Credit to a New Cycle**

41 Points earned in excess of those required in the current continuing education cycle may not be carried  
42 forward into the next continuing education cycle except as follows:

- 43 a) All points earned in excess of those required in the current continuing education cycle may be  
44 carried forward into the next continuing education cycle if such points were earned during the last  
45 six (6) months of the current cycle; and  
46
- 47 b) Points earned in excess of those required in the current continuing education cycle from  
48 education that the Admissions and Designation Qualifications Committee (ADQC) has  
49 determined to constitute advanced education may be carried forward into the next continuing  
50 education cycle if such points were earned during the last twelve (12) months of the current cycle.  
51

52  
53

#### **Part D: Continuing Education Program Completed**

54 To become "Continuing Education Program Completed," a Designated Member must complete in his or  
55 her five (5) year cycle the Standards Requirement, the Ethics Requirement and the 500-Points  
56 Requirement. A Designated Member who is not mandated to complete the 500-Points Requirement  
57 because of the date he or she became a member of the Appraisal Institute predecessor organizations  
58 must still complete the Standards Requirement, the Ethics Requirement and the 500-Points Requirement  
59 in his or her five (5) year cycle to hold the status "Continuing Education Program Completed." Designated  
60 Members who are not mandated to complete the 500-Points Requirement are strongly encouraged to  
61 become "Continuing Education Program Completed."  
62

62

63 To become "Continuing Education Program Completed," a Practicing Affiliate must complete in his or her  
64 five (5) year cycle the Standards Requirement, the Ethics Requirement and the 350-Points Requirement.  
65

65

67

## 68 Continuing Education Requirements

69

### 70 **Part A: Standards Requirement**

71 Except as otherwise provided, all Designated Members and Practicing Affiliates of the Appraisal Institute  
72 shall satisfy the Standards Requirement in every continuing education cycle by:

73

- 74 1) attending the Appraisal Institute seven (7) or fifteen (15) hour Uniform Standards of Professional  
75 Appraisal Practice Course and passing any corresponding examination; or
- 76
- 77 2) attending the seven (7) or fifteen (15) hour national Uniform Standards of Professional Appraisal  
78 Practice Course when taught by an instructor certified by the Appraiser Qualifications Board of The  
79 Appraisal Foundation and passing any corresponding examination; or
- 80
- 81 3) teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice Course  
82 or seven (7) hour national Uniform Standards of Professional Appraisal Practice Course provided that  
83 the Designated Member or Practicing Affiliate is an instructor certified by the Appraiser Qualifications  
84 Board of The Appraisal Foundation; or
- 85
- 86 4) attending the Appraisal Institute of Canada's Standards of Professional Practice Course and passing  
87 any corresponding examination, provided that the Designated Member or Practicing Affiliate certifies  
88 that he or she practices solely in Canada and intends to continue to practice solely in Canada; or
- 89
- 90 5) attending the International Valuation Standards Course and passing any corresponding examination,  
91 provided that the Designated Member or Practicing Affiliate certifies that he or she practices solely  
92 outside of the United States, United States Territories and Canada and intends to continue to do so.

93

94 Non-Practicing Designated Members are not subject to the Standards Requirement.

95

96

### 97 **Part B: Ethics Requirement**

98 Except as otherwise provided, all Designated Members and Practicing Affiliates of the Appraisal Institute  
99 shall satisfy the Ethics Requirement in every continuing education cycle by attending or teaching the  
100 Appraisal Institute Business Practices and Ethics Course in every continuing education cycle.

101 Non-Practicing Designated Members are not subject to the Ethics Requirement.

102

### 103 **Part C: Points Requirement**

#### 104 **Section 1. Designated Members**

105 Except as otherwise provided, each Designated Member must earn five hundred (500) points in each  
106 continuing education cycle as set forth in this Part.

107

108 Designated Members who:

109

110 a) were members or candidates of the Appraisal Institute as of January 1, 1991; and

111

112 b) have held Appraisal Institute membership or candidacy continuously since January 1, 1991, and

113

114 c) hold "voluntary" status as defined in Regulation No. 10, Article I effective January 1, 1991

115

116 must complete a course or seminar, and/or pass an examination, that is valued at one hundred fifty (150)  
117 points or more in each continuing education cycle to maintain Designated Membership. While such  
118 Designated Members are not required to earn five hundred (500) points in each continuing education  
119 cycle to maintain Designated Membership, they must do so if they wish to be "Continuing Education  
120 Program Completed" and they are strongly encouraged to achieve such status. The five hundred (500)  
121 points shall be earned in accordance with Section 3 of this Part.

122

123 Non-Practicing Designated Members are not subject to any Points Requirement.

124

### 125 **Section 2. Practicing Affiliates**

126 Except as otherwise provided, each Practicing Affiliate must earn three hundred and fifty (350) points in  
127 each continuing education cycle as set forth in this Part.

128

### 129 **Section 3. Earning Points**

130 a) Points for Courses, Seminars and Examinations.

131

132 To qualify for points, an educational course, seminar or examination must meet the requirements set forth  
133 in this section and any additional criteria adopted from time to time by the Board of Directors or the  
134 ADQC.

135

136 Designated Members and Practicing Affiliates may earn points for attending courses and seminars, and  
137 for passing examinations, that cover subject matter identified in the creditable topics list approved by the  
138 ADQC. The ADQC shall in its sole discretion determine the number of points that Designated Members  
139 and Practicing Affiliates shall receive for attending each specific course and seminar, and for passing  
140 each specific examination. In determining the number of such points, the ADQC may consider and weigh  
141 factors including but not limited to the quality, difficulty, and relevancy of the course, seminar or  
142 examination, the extent to which the course, seminar or examination covers creditable topics and the  
143 number of hours of instruction in the course or seminar.

144

145 A Designated Member or Practicing Affiliate may not earn points for:

146

147 1) travel time, homework (including homework during class time), preparation time, registration and  
148 lunch;

149

150 2) private tutoring, received or given;

151

152 3) an educational course or seminar of less than two (2) hours duration;

153 4) partial attendance at seminars and courses, provided, however, that in case of emergency and as  
154 determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify for  
155 credit for the actual amount of time attended; or  
156

157 5) attendance at the same course or seminar more than once in a continuing education cycle,  
158 except as otherwise provided. Credit may be awarded for attendance at the 15-hour national  
159 Uniform Standards of Professional Appraisal Practice Course and 7-hour national Uniform  
160 Standards of Professional Appraisal Practice Course as many as three times combined in a  
161 continuing education cycle, provided such Courses are taught by an instructor certified by the  
162 Appraiser Qualifications Board of The Appraisal Foundation.  
163

164 b) Points for Teaching Appraisal Institute Courses and Seminars

165 A Designated Member may earn up to three hundred and fifty (350) points in a continuing education cycle  
166 for teaching Appraisal Institute courses and seminars, provided that the Designated Member may earn no  
167 more than a total of three hundred and fifty (350) points from the following activities combined:  
168

169 1) Appraisal Institute instruction;  
170

171 2) hours of service to the Appraisal Institute (subsection c); and  
172

173 3) hours of service to the real estate professions and real estate related community service  
174 (subsection d).  
175

176 A Designated Member may not earn points for teaching the same course or seminar more than once in a  
177 continuing education cycle. A Designated Member may not earn points for proctoring an examination.  
178

179 c) Points for Service to the Appraisal Institute

180 Except as provided below, a Designated Member or Practicing Affiliate may earn up to one hundred and  
181 twenty-five (125) points in a continuing education cycle for creditable service to the Appraisal Institute,  
182 including:  
183

184 1) serving on an Appraisal Institute Board, committee, panel, or project team;  
185

186 2) authoring publications, courses, seminars, or articles for the Appraisal Institute; and  
187

188 3) serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses,  
189 seminars, or articles.  
190

191 Five (5) points shall be awarded for each hour of creditable service performed up to the one hundred and  
192 twenty-five (125) point maximum. The number of hours of creditable service must bear a reasonable  
193 relationship to the service provided as determined by the Chair of the ADQC or the Chair's designee.  
194

195 The Chair of the ADQC or his or her designee may approve continuing education credit for service to the  
196 Appraisal Institute not specified above upon application by the Designated Member or Practicing Affiliate.  
197

198 d) Points for Service as an Advisor  
199 A Designated Member may earn up to one hundred and twenty-five (125) points in a continuing education  
200 cycle for service as an Advisor to Candidate(s) in the Appraisal Institute admissions program. Five (5)  
201 points shall be awarded for each hour of creditable service performed up to the one hundred and twenty-  
202 five (125) point maximum. The number of hours of creditable service must bear a reasonable relationship  
203 to the service provided as determined by the Chair of the ADQC or the Chair's designee.  
204

205 e) Points for Service to the Real Estate Professions and Real Estate Related Community Service  
206 A Designated Member or Practicing Affiliate may also earn up to fifty (50) points in a continuing education  
207 cycle for the following service to the real estate professions outside of the Appraisal Institute and for real  
208 estate related community service outside the Appraisal Institute:

- 209
- 210 1) service on a Board of The Appraisal Foundation;
  - 211
  - 212 2) service on a state real estate regulatory board;
  - 213
  - 214 3) service to a real estate related non-profit organization;
  - 215
  - 216 4) contributing volunteer appraisal, appraisal review, appraisal consulting or real property consulting  
217 services to a non-profit charitable organization; and
  - 218
  - 219 5) instruction of courses, seminars, panels and presentations for entities other than the Appraisal  
220 Institute.
  - 221

222 A Designated Member or Practicing Affiliate may not earn points for teaching the same course, seminar,  
223 panel or presentation more than once in a continuing education cycle. A Designated Member or  
224 Practicing Affiliate may not earn points for proctoring an examination.  
225

226 Five (5) points shall be awarded for each hour of creditable service performed up to the fifty (50) point  
227 maximum. The number of hours of creditable service must bear a reasonable relationship to the services  
228 provided as determined by the Chair of the ADQC or the Chair's designee.  
229

230 The Chair of the ADQC or his or her designee may approve continuing education credit for other services  
231 to the real estate professions and other real estate related community services not specified above upon  
232 application by the Designated Member or Practicing Affiliate.  
233

## 234

### 235 **Part D: Requirements for Designated Members Transferring from Non-** 236 **Practicing Status to Practicing Status** 237

- 238 1) If the date on which a Non-Practicing Designated Member applies to move from Non-Practicing status  
239 to Practicing status falls within the five (5) year period (continuing education cycle) during which the  
240 Designated Member moved to Non-Practicing status, then such Designated Member shall have no



241 continuing education requirements to regain Practicing status and shall return to the five (5) year  
242 continuing education cycle during which he or she moved to Non-Practicing status.  
243

244 2) If the date on which a Designated Member applies to move from Non-Practicing status to Practicing  
245 status does not fall within the five (5) year period (continuing education cycle) during which the  
246 Designated Member moved to Non-Practicing status, then such Designated Member shall, within the  
247 five (5) years prior to regaining Practicing status, have:

- 248
- 249 a) attended the Appraisal Institute Business Practices and Ethics course;
  - 250
  - 251 b) completed a course or seminar, and/or passed an examination that is valued at one hundred fifty  
252 (150) points or more; and
  - 253
  - 254 c) completed the education described in the Standards of Professional Practice Course  
255 Requirement of this Regulation.
  - 256

257 Further, if such individual regains Practicing status, he or she shall be placed on a continuing  
258 education cycle commencing on the date such individual regains Practicing status and expires on the  
259 sixth December 31st after he or she regains such status. Such individual, if designated, must include  
260 a statement in the certifications of his or her written reports that he or she is not "Continuing  
261 Education Program Completed" in accordance with the Certification Standard unless the individual  
262 has completed the requirements to become "Continuing Education Program Completed" in the five (5)  
263 years prior to regaining Practicing status or until the individual completes such requirements in the  
264 new continuing education cycle.

- 265
- 266 3) All Designated Members moving from Non-Practicing status to Practicing status are subject to the  
267 Standards, Ethics, and Points Requirements in their new continuing education cycles regardless of  
268 the continuing education requirements to which they previously were subject.
  - 269
  - 270 4) The Chair of the ADQC, or the Chair's designee, will consider and act in his or her sole discretion on  
271 requests for exceptions to the continuing education requirements for Designated Members moving  
272 from Non-Practicing status to Practicing status and the decision of the Chair or the Chair's designee  
273 shall be final.
  - 274

276

## 277 **Continuing Education Recordkeeping**

278

### 279 **Part A: General**

280 Each Designated Member and Practicing Affiliate shall be responsible for maintaining records of his or  
281 her Appraisal Institute creditable continuing education points earned from: (1) courses, seminars and  
282 examinations taken from other providers; (2) service to the Appraisal Institute; (3) service as an Advisor;  
283 (4) service to the real estate professions outside the Appraisal Institute; and (5) real estate related  
284 community service outside the Appraisal Institute. Designated Members and Practicing Affiliates shall  
285 update their Appraisal Institute continuing education records with such information through the national  
286 Appraisal Institute Web site by the end of their continuing education cycles or submit evidence of  
287 completion to the Appraisal Institute by the end of their continuing education cycle.

288

289

### 290 **Part B: Evidence of Completion**

291 Each Designated Member and Practicing Affiliate shall maintain appropriate supporting documentation  
292 evidencing completion of the creditable education or service for which the individual posts credit on his or  
293 her Appraisal Institute continuing education evidence of completion. The individual shall retain such  
294 documentation for at least one (1) year following the expiration of the cycle to which credit is applied. For  
295 creditable education taken with other providers, evidence of completion must verify at a minimum the  
296 name of the provider, program dates, creditable program hours and the individual's full attendance. Such  
297 evidence may take the form of a course completion certificate, a grade letter, a transcript or other  
298 appropriate documentation. For creditable service, evidence of completion shall include at a minimum a  
299 letter from the organization for which the Designated Member or Practicing Affiliate provided the service,  
300 the nature of the service, and the number of hours of service provided.

301

302

### 303 **Part C: Review of Continuing Education Records**

304 The Appraisal Institute may from time to time review a Designated Member's or Practicing Affiliate's  
305 documentation evidencing completion of creditable education taken from other providers or creditable  
306 service that was posted by the individual to his or her Appraisal Institute continuing education evidence of  
307 completion.

308

309 A Designated Member or Practicing Affiliate must submit within thirty (30) days of the date of a request  
310 from the Appraisal Institute all documentation evidencing completion of creditable education taken from  
311 other providers and creditable service that was posted by the individual to his or her Appraisal Institute  
312 continuing education evidence of completion. If a Designated Member or Practicing Affiliate fails to submit  
313 the requested documentation in the time frame specified, or has submitted or does submit false or  
314 misleading documentation or information, the matter shall be referred to the Professional Practice  
315 Department as a possible violation of the Code of Professional Ethics.

316

317 If a review of a Designated Member's or Practicing Affiliate's documentation, or lack thereof, results in a  
318 determination that he or she has not completed the necessary creditable education and service to be  
319 "Continuing Education Program Completed" at the end of a cycle, the Designated Member or Practicing  
320 Affiliate shall be subject to the rules relating to extensions, suspension and termination as set forth in this  
321 Regulation.

322

323

324

325

327

## 328 Failure to Comply with Continuing Education 329 Requirements

330

### 331 Section 1. Extensions of Cycles

332 Continuing education requirements cannot be waived. However, the Chair of the ADQC or the Chair's  
333 designee may grant an extension when the following conditions are met:

334

335 a) the Designated Member or Practicing Affiliate requests an extension in writing from the Chair of the  
336 ADQC in care of the national office;

337

338 b) the request is submitted in the year the continuing education cycle expires and at least sixty (60) days  
339 prior to the expiration of the continuing education cycle; and

340

341 c) the Designated Member or Practicing Affiliate suffers from a serious illness or catastrophe or can  
342 provide other good cause that impaired his or her ability to complete the continuing education  
343 requirements.

344

345 The Chair of the ADQC or the Chair's designee shall act on applications for extension in his or her  
346 discretion. The decision of the Chair or the Chair's designee shall be final.

347

348 The requirements of this section shall also apply to a Designated Member who would like an extension of  
349 time to earn the necessary points to obtain the status "Continuing Education Program Completed," even  
350 though the Designated Member is not mandated to complete the 500-Points Requirement because of the  
351 date he or she became a member of the Appraisal Institute predecessor organizations.

352

### 353 Section 2. Suspension Relating to Continuing Education Requirement

354 A Designated Member or Practicing Affiliate who fails to complete his or her continuing education  
355 requirements by the date his or her continuing education cycle ends shall automatically be suspended  
356 from all rights and privileges of membership or affiliation. The suspended individual shall be required to  
357 submit all indicia of membership or affiliation to the Chief Executive Officer of the Appraisal Institute.

358

359 If a suspended Designated Member completes his or her continuing education requirements within one  
360 (1) year from the date of suspension, all indicia of membership shall be returned and the rights and  
361 privileges of membership restored. If a suspended Practicing Affiliate completes his or her continuing  
362 education requirements within six (6) months from the date of suspension, all indicia of affiliation shall be  
363 returned and the rights and privileges of affiliation restored.

364

365

366

367 **Section 3. Termination Relating to Continuing Education Requirements**

368 If a Designated Member suspended pursuant to Section 2 above has not completed his or her continuing  
369 education requirements within the one (1) year suspension period, his or her membership shall  
370 automatically terminate. If a Practicing Affiliate suspended pursuant to Section 2 above has not  
371 completed his or her continuing education requirements within the six (6) month suspension period, his or  
372 her affiliation shall automatically terminate. Such Designated Member or Practicing Affiliate may appeal  
373 the automatic termination of membership or affiliation by sending via traceable carrier a written notice of  
374 appeal within thirty (30) days of the date of automatic termination. The appeal will be considered by an  
375 Admissions Appeal Board composed of individuals from the Admissions Appeals Panel selected by the  
376 Chair of such Panel.

377  
378 If, at the time of termination, the individual is the subject of a disciplinary action, a pending disciplinary  
379 proceeding or a pending peer review proceeding in which the individual has been sent an offer of  
380 disciplinary action, the Appraisal Institute shall publish such termination in a manner it deems appropriate.  
381 A Designated Member who is the subject of any peer review proceeding and who fails to fulfill his or her  
382 continuing education requirements within the one (1) year suspension period authorizes, but does not  
383 obligate the Appraisal Institute to complete any such peer review proceedings. A Practicing Affiliate who  
384 is the subject of any peer review proceeding and who fails to fulfill his or her continuing education  
385 requirements within the six (6) month suspension period authorizes, but does not obligate, the Appraisal  
386 Institute to complete any such peer review proceedings.

387