

Regulation No. 3  
**Admission to General and  
Residential Review Candidacy  
and AI-GRS and AI-RRS  
Membership**

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1 **ARTICLE I**

---

2 **General Provisions**

3  
4 **Part A: Purpose**

5 The purpose of this Regulation is to set forth uniform requirements for admission and readmission to  
6 General and Residential Review Candidacy, termination of such candidacy and admission to  
7 designated Appraisal Institute 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 Department" means the administrative section of the Appraisal Institute that handles and  
20 coordinates administrative matters in conformance with this Regulation and the policies and  
21 procedures further implementing this Regulation.

22  
23 "ADQC" or "Admissions Committee" means the Admissions and Designation Qualifications  
24 Committee, as described in Regulation No. 7 concerning National Committees.

25  
26 "Applicant" means an individual who has applied for admission to (or readmission to) Residential or  
27 General Review Candidacy but has not been granted Residential or General Review Candidate  
28 status.

29  
30 "Candidate" means an individual who holds General or Residential Review Candidate status with the  
31 Appraisal Institute.

32  
33 "Candidate in good standing" means an individual who:

- 34  
35 1) holds Candidate status with the Appraisal Institute;  
36  
37 2) is not suspended from candidacy;  
38  
39 3) is not the subject of a disciplinary proceeding as defined in the Regulations of the Appraisal  
40 Institute; and  
41  
42 4) is not the subject of a peer review proceeding in which the Professional Practice Department has  
43 offered the individual a publishable disciplinary action as set forth in the Regulations of the  
44 Appraisal Institute.

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

47

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

49

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

53

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

55

56 “Member” means a Designated Member of the Appraisal Institute.

57

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

60

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

63

64 “Residential Experience” is work relating to residential real estate that is covered by the Standards of  
65 Professional Practice, or experience gained by providing practical solutions to residential real  
66 property economics problems as may be further defined by the ADQC.

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

91 **Section 1. Files to be Confidential**

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

96  
97 **Section 2. Confidential Treatment of Communications**

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

101  
102 **Section 3. Breach of Confidential Nature of Admissions Proceedings**

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

- 105  
106 a) peer review proceedings under the Bylaws and Regulations of the Appraisal Institute, which may  
107 result in disciplinary actions such as expulsion from membership, candidacy and affiliation; and  
108  
109 b) legal proceedings for damages suffered by the Appraisal Institute as the result of a failure to  
110 observe the rules relating to the confidential nature of admissions proceedings under this  
111 Regulation.

112  
113  
114 **Part E: Extensions**

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

- 118  
119 a) military service when the Candidate is called to active duty;  
120  
121 b) a serious illness or disability that substantially impairs his or her ability to complete the  
122 requirements within the established time limits; or  
123  
124 c) other good cause shown.

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

129

## 130 Candidacy

131

### 132 Part A: Admission to Candidacy

#### 133 Section 1. Formal Application

134 Except as otherwise provided, each Applicant for admission to candidacy must agree, certify or attest  
135 to the following as applicable, as well as to any other requirements the Appraisal Institute may require  
136 in the admissions process:

137

138 a) complete the official application form;

139

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

144

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

147

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

150

151 e) certify to an understanding of the provisions contained in Part B Section 2 of this Article and to an  
152 understanding that any misuse of Candidate status may subject him or her to Peer Review  
153 proceedings conducted pursuant to Regulation No. 6;

154

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

159

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

162

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

165

166 An individual who knowingly makes false statements, submits false information or fails to fully  
167 disclose information requested in an application for admission to candidacy shall be subject to  
168 discipline pursuant to Regulation No. 6. In addition, an individual who, while a Designated Member or  
169 a Candidate, is convicted of a crime committed prior to application for candidacy shall be subject to  
170 discipline pursuant to Regulation No. 6.

171 **Section 2. Good Moral Character**

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

179

180 **Section 3. State Certification or Equivalent**

181 Each Applicant for admission to candidacy must be a state certified real property appraiser or  
182 equivalent. Equivalencies to state certification include:

183

184 a) passing the Appraisal Institute general certification Examinations;

185

186 b) attaining certain degrees described as Alternative Course and Course Examination Requirements  
187 for Master's Degree Program or equivalencies in this Regulation under the Courses and  
188 Examination Requirements; or

189

190 c) meeting other criteria equivalent to state certification as determined by the ADQC.

191

192

193 **Part B: Rules Pertaining to Candidates**

194 **Section 1. Privileges**

195 Candidates shall have the privileges and obligations set forth in the Bylaws, Regulations and policies  
196 of the Appraisal Institute.

197

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

200

201 **Section 2. References to Candidacy**

202 Each Candidate in good standing of the Appraisal Institute:

203

204 a) shall only be referred to and shall only refer to him or herself both orally and in writing as a:

205

206 • "Candidate for Designation, Appraisal Institute,"

207 • or by such other terminology that the Appraisal Institute may permit.

208

209 b) may use the above terminology on business cards, letterhead, web sites and other publications;

210

211 c) shall use the above terminology only in conjunction with the full name of an individual and not in  
212 connection with the name, logo or signature of any firm, partnership or corporation;

213

214 d) may not abbreviate the above terminology with initials or otherwise, or convert them to an  
215 acronym;



- 216 e) may not use or refer to a specific Appraisal Institute designation that the Candidate does not  
217 already hold, nor include the above terminology under a heading concerning professional  
218 designations. The above terminology may be included under a heading concerning professional  
219 associations;  
220
- 221 f) may not use the terminology “Member, Appraisal Institute” if the individual does not already hold  
222 an Appraisal Institute designation; and  
223
- 224 g) may not use the terminology “Candidate Member.”  
225

### 226 **Section 3. Applicable Requirements**

227 Except as otherwise provided, an individual is subject to the requirements in effect on the date of  
228 admission to candidacy, as modified from time to time.  
229

### 230 **Section 4. Time Requirements**

- 231 a) **Maximum Length of Residential Appraisal Review Candidacy**  
232 Except where otherwise provided, a Residential Review Candidate must complete the  
233 requirements for the AI-RRS within three (3) years from the date of admission to candidacy.  
234

235 If a Residential Review Candidate fails to complete the requirements for Designated Membership  
236 within the required period such individual’s Residential Review Candidacy shall be automatically  
237 terminated and such individual may not apply for readmission to Residential Review Candidacy for a  
238 period of one (1) year from the date the individual’s Residential Review Candidacy was terminated.  
239

- 240 b) **Maximum Length of General Review Candidacy**  
241 Except where otherwise provided, a General Review Candidate must complete the requirements  
242 for the AI-GRS within four (4) years from the date of admission to candidacy.  
243

244 If a General Review Candidate fails to complete the requirements for Designated Membership within  
245 the required period such individual’s General Review Candidacy shall be automatically terminated  
246 and such individual may not apply for readmission to General Review Candidacy for a period of one  
247 (1) year from the date the individual’s General Review Candidacy was terminated.  
248

- 249 c) **Annual Minimum Progress**  
250 All Candidates must demonstrate annual minimum progress each year on the requirements for  
251 Designated Membership. Such minimum progress shall be defined by the ADQC.  
252

253 If a Candidate fails to demonstrate annual minimum progress as defined by the ADQC, such  
254 individual’s Candidacy shall be terminated and such individual may not apply for readmission to  
255 Candidacy for a period of one (1) year from the date the individual’s Candidacy was terminated.  
256

### 257 **Section 5. Maximum Number of Candidacies**

258 An individual may be a General Review Candidate a maximum of three (3) times. An individual may  
259 be a Residential Review Candidate a maximum of three (3) times.  
260

261 **Section 6. Concurrent Candidacies**

262 An individual may concurrently be a Candidate for more than one (1) Appraisal Institute designation.

263

264 **Section 7. Communication with Advisor**

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

269

270 **Section 8. Compliance**

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

276

277 **Section 9. Initial Standards and Ethics Education Requirement**

278 Except as otherwise provided, each Candidate must complete the Initial Standards and Ethics  
279 Requirement within the four-year period prior to becoming a General or Residential Review  
280 Candidate or within the first twelve (12) months after admission to candidacy. To complete this  
281 requirement an individual must:

282

283 a) attend the Appraisal Institute Business Practices and Ethics Course; and

284

285 b) attend a Standards Course.

286

287

288 **Part C: Rules Pertaining to Suspension and Termination of Candidacy**

289 **Section 1. Suspension of Candidate**

290 The candidacy of a Candidate shall be suspended if any of the following occur:

291

292 a) The Candidate is suspended pursuant to the Bylaws for failure to pay dues or other indebtedness  
293 in accordance with the Bylaws. The duration of such suspension shall be for the period set forth  
294 in the Bylaws.

295 b) The Candidate is subject to the disciplinary action of suspension pursuant to Regulation No. 6.  
296 The duration of such suspension shall be for the period determined in accordance with  
297 Regulation No. 6.

298

299 c) The Candidate fails to complete the Initial Standards and Ethics Education Requirement. Such  
300 suspension shall commence on the day after the date by which the Candidate was to complete  
301 the Initial Standards and Ethics Requirement and shall run for a period of up to six (6) months. If  
302 the Candidate completes the Requirement within the suspension period, the suspension for such  
303 failure shall be lifted.

304

305

306 **Section 2. Termination of Candidacy**

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

308

- 309 a) The Candidate delivers notice of resignation in writing to the Chief Executive Officer of the  
310 Appraisal Institute, or his or her delegate, along with any indicia of candidacy issued to such  
311 Candidate. If required by the Bylaws, such resignation shall be published in a manner that the  
312 Appraisal Institute deems appropriate.  
313
- 314 b) The candidacy of the Candidate is terminated pursuant to the Bylaws for failure to pay dues, fees  
315 or other indebtedness to the Appraisal Institute. If required by the Bylaws, such termination shall  
316 be published in a manner that the Appraisal Institute deems appropriate.  
317
- 318 c) The Candidate is subject to the disciplinary action of expulsion pursuant to Regulation No. 6. The  
319 expulsion shall be published in a manner that the Appraisal Institute deems appropriate.  
320
- 321 d) The Candidate does not contest or appeal a decision to terminate candidacy.  
322
- 323 e) The Candidate is unsuccessful in an appeal to an Admissions Appeal Board of a decision to  
324 terminate candidacy.  
325
- 326 f) The Candidate fails to complete the requirements for Designated Membership within the required  
327 time period.  
328
- 329 g) The Candidate fails to demonstrate minimum progress each year, as defined by the ADQC, on  
330 the requirements for Designated Membership.  
331
- 332 h) The Candidate fails to fulfill the Initial Standards and Ethics Education Requirement and then fails  
333 to complete the Requirement within the resulting six (6) month suspension period.  
334

335 **Section 3. Invalidation of Credit**

336 All credit that has previously been awarded toward a review designation shall be automatically  
337 invalidated for a Candidate whose candidacy is terminated for any reason.  
338

339

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

341 **Section 1. Procedure for Readmission**

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

345

- 346 a) the individual's candidacy or Associate Membership was terminated with a decision that the  
347 individual may not apply for readmission to candidacy; or

348

349 b) the individual's candidacy or Associate Membership was terminated with a decision that the  
350 individual may reapply after a certain period of time other than one (1) year, in which case the  
351 individual may only apply for readmission to candidacy after the specified time period.

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

355

356 a) the individual's candidacy or Associate Membership was terminated with a decision that the  
357 individual may not apply for readmission to candidacy; or

358

359 b) the individual's candidacy or Associate Membership was terminated with a decision that the  
360 individual may reapply after a certain period of time other than one (1) year, in which case the  
361 individual may only apply for readmission to candidacy after the specified time period.

362

363 An Applicant for readmission must:

364

365 a) satisfy all of the requirements of this Regulation related to admission to candidacy;

366

367 b) pay a nonrefundable application fee and pay in full of all outstanding dues, fees or other  
368 indebtedness owed the Appraisal Institute during the individual's former membership, candidacy  
369 and/or affiliation; and

370

371 c) provide proof that the individual has, in the four (4) years prior to readmission, attended the  
372 following courses and passed any corresponding examination(s):

373

i. Standards Course

374

ii. the Appraisal Institute Business Practices and Ethics Course.

375

376

### 377 **Section 2. Restoration of Credit**

378 Review Candidates are subject to the requirements in effect on the date of admission or readmission  
379 to the Candidate program, as modified from time to time. A Review Candidate will receive credit for  
380 designation requirements completed (with the exception of the Comprehensive Examination, the  
381 College Degree Requirement, the Appraisal Institute Business Practices and Ethics Course, and the  
382 Standards Course) within ten (10) years prior to his or her most recent application for Review  
383 Candidacy. Such individual will receive credit for the Appraisal Institute Business Practices and Ethics  
384 Course and the Standards Course taken and passed within four (4) years prior to his or her most  
385 recent application for Review Candidacy.

386

### 387 **Section 3. Rules Applicable to Readmitted Candidate**

388 An individual who is readmitted as a Candidate is subject to the requirements in effect on the date of  
389 readmission, as modified from time to time. Upon readmission, any peer review proceedings that  
390 were pending at the time the individual was terminated or the individual resigned, shall be reopened  
391 and processed.

## 393 Requirements Relating to Admission to AI-GRS 394 Membership

395  
396 To be admitted to AI-GRS Membership and to be authorized to use the AI-GRS Designation, a  
397 Candidate shall satisfy the requirements set forth in this Article, except as otherwise provided.

### 398 399 **Part A: Good Moral Character**

400 The Candidate must have good moral character.

401

402

### 403 **Part B: Good Standing**

404 The Candidate must be a Candidate in good standing.

405

406

### 407 **Part C: College Degree**

408 A General Review Candidate must have received at least a four (4) year undergraduate degree from  
409 a degree-granting educational institution approved by the ADQC, or currently be an active state  
410 Certified General Real Property Appraiser.

411

412 A General Review Candidate whose principal place of business is outside of the United States must  
413 have received an undergraduate degree from a degree-granting educational institution approved by  
414 the ADQC.

415

416

### 417 **Part D: Courses and Examinations**

#### 418 **Section 1. Courses**

419 The Candidate must have attended courses approved by the ADQC covering the Code of  
420 Professional Ethics, Standards of Professional Practice and other subject matters identified by the  
421 ADQC.

422

#### 423 **Section 2. Course Examinations**

424 The Candidate must have received a passing grade on Appraisal Institute course examinations (or  
425 their equivalents) designated by the ADQC, which are designed to test knowledge of real estate  
426 appraisal principles and procedures; Standards of Professional Practice; income approach and  
427 capitalization techniques; sales comparison approach; cost approach; site valuation; market analysis;  
428 highest and best use; advanced applications; report writing; statistics; modeling; finance; general  
429 appraisal review theory and case studies, appraisal problems analysis and any other subject matters  
430 identified by the ADQC.

431

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

### 435 **Section 3. Equivalencies**

436 If the ADQC determines that one or more courses or examinations offered by an accredited college,  
437 junior college, community college or university are equivalent to one or more Appraisal Institute  
438 courses and examinations required for AI-GRS Membership, a General Review Candidate who has  
439 completed such equivalent course(s) or examination(s) shall be deemed to have completed the  
440 appropriate course or examination requirement for AI-GRS Membership.

441

442 The Appraisal Institute may offer equivalency course(s) and examination(s) to substitute for certain  
443 courses and examinations.

444

### 445 **Section 4. Rewriting Course Examinations**

446 A Candidate shall have two opportunities to challenge a course examination without attending the  
447 corresponding course. A Candidate who has attended a required course and subsequently fails an  
448 examination for that course may take the appropriate examination twice more before he or she is  
449 required to attend the course again.

450

451

## 452 **Part E: Comprehensive Examination for General Review Candidates**

### 453 **Section 1. Comprehensive Examination Requirement**

454 The Candidate shall have received a passing grade on a Comprehensive Examination approved by  
455 the Admissions Committee for General Review Candidates.

456

### 457 **Section 2. Eligibility to Write the Comprehensive Examination**

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

463

464

## 465 **Part F: Experience**

### 466 **Section 1. Hours of Specialized Experience**

467 Except as otherwise provided, the General Review Candidate must have received credit for 4,500  
468 hours of Specialized Experience, including at least 1,000 hours of work that meets USPAP review  
469 Standards, SVP review Standards, or equivalent requirements as determined by the ADQC.

470

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

475

476 The 4,500 hours must be the General Review Candidate's most recent work, must have been  
477 performed over at least a 36-month period, must have a reasonable relationship of hours as  
478 described in the Experience Credit Candidate Guidebook and be work for which the General Review  
479 Candidate has significant professional responsibility.

480 A General Review Candidate who holds an active general state certification (or equivalent) must list  
481 his or her most recent 1,000 hours of Specialized Experience that meets USPAP review Standards,  
482 SVP review Standards or equivalent requirements as determined by the ADQC performed over at  
483 least the last twelve (12) months, while attesting that he or she has the requisite 4,500 hours of  
484 Specialized Experience performed over at least a 36-month period. The experience screener may  
485 request additional work if needed.

486

487 Note: Certain equivalencies are contained in the policies and procedures further implementing this  
488 Regulation.

489

## 490 **Section 2. Significant Professional Responsibility**

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

497

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

503

## 504 **Section 3. Advisory Guidance**

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

507

## 508 **Section 4. Consideration of Specialized Experience**

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

511

- 512 a) meet the Standards of Professional Practice, if the Standards apply to the work; or  
513  
514 b) meet criteria appropriate to the type of work or the applicant's area of professional practice, if the  
515 Standards of Professional Practice do not apply.

516

## 517 **Section 5. Obtaining Experience Credit**

518 The procedures for applying for experience credit, evaluating experience and obtaining experience  
519 credit are set forth in this Regulation and the policies and procedures further implementing this  
520 Regulation.

521

#### 522 **Section 6. Evaluation**

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

528

#### 529 **Section 7. Awarding Credit**

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

533

#### 534 **Section 8. Right to Formal Appeal**

535 If the General Review Candidate is not satisfied with the Experience Panel's award, the General  
536 Review Candidate may appeal to an Admissions Appeal Board, by submitting a Notice of Appeal to  
537 the Admissions Department within sixty (60) days of the date the formal notice of the award was  
538 issued. If a General Review Candidate fails to file a timely Notice of Appeal, the right to appeal shall  
539 terminate. Procedures governing formal appeals and Appeal Hearings regarding denial of experience  
540 credit are contained in the Admissions Appeal Board Procedure Manual.

541

542

### 543 **Part G: Alternative Requirements for MAI and SRPA Designated** 544 **Members**

545 A Designated Member in good standing who holds the MAI or SRPA Designation and who declares  
546 the track to AI-GRS Membership may complete the following requirement as an alternative to meeting  
547 the requirements set forth in this Article:

548

549 1. educational component as determined by the ADQC; and

550

551 2. Specialized Experience credit for five (5) appraisal reviews that meet Standard 3 or  
552 equivalent requirements as determined by the ADQC.

553

554

### 555 **Part H: Alternative Requirements for Candidates Whose Principal Place** 556 **of Business is Outside of the United States**

557 See Part H of Article IV.

558



559

560

**Part I: Equivalencies for Designated Members of Other Organizations**

561

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

562

who holds such professional designation and has fulfilled the other organization's requirement(s) will

563

be deemed to have satisfied such requirement(s) for the relevant review designation. Alternative

564

requirements are contained in the policies and procedures further implementing this Regulation.

565

## 567 Requirements Relating to Admission to AI-RRS 568 Membership

569 To be admitted to AI-RRS Membership and to be authorized to use the AI-RRS Designation, a  
570 Candidate shall satisfy the requirements set forth in this Article, except as otherwise provided.  
571

572

### 573 **Part A: Good Moral Character**

574 The Candidate must have good moral character.  
575

576

577

### 577 **Part B: Good Standing**

578 The Candidate must be a Candidate in good standing.  
579

580

581

### 581 **Part C: College Degree**

582 A Residential Review Candidate must have received at least a four (4) year undergraduate degree  
583 from a degree-granting educational institution approved by the ADQC, or currently be an active state  
584 Certified General or Residential Real Property Appraiser.  
585

586

586 Unless otherwise provided, Residential Review Candidates who were admitted to Review Candidacy  
587 on or before December 31, 2014, and who have maintained Review Candidacy continuously from  
588 such date of admission must hold an Associate degree, or higher, from a degree-granting education  
589 institution approved by ADQC.  
590

591

591 A Residential Review Candidate whose principal place of business is outside of the United States  
592 must have received an undergraduate degree from a degree-granting educational institution  
593 approved by the ADQC.  
594

595

596

### 596 **Part D: Courses and Examinations**

#### 597 **Section 1. Courses**

598 The Candidate must have attended courses approved by the ADQC covering the Code of  
599 Professional Ethics, Standards of Professional Practice and other subject matters identified by the  
600 ADQC.  
601

602

#### 602 **Section 2. Course Examinations**

603 The Candidate must have received a passing grade on Appraisal Institute course examinations (or  
604 their equivalents) designated by the ADQC, which are designed to test knowledge of real estate  
605 appraisal principles and procedures; Standards of Professional Practice; market analysis; highest and  
606 best use; site valuation; cost approach; sales comparison approach; income approach; advanced

607 applications; case studies; finance; statistics; valuation; appraisal problems analysis and any other  
608 subject matters identified by the ADQC.

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

612

### 613 **Section 3. Equivalencies**

614 If the ADQC determines that one or more courses or examinations offered by an accredited college,  
615 junior college, community college or university are equivalent to one or more Appraisal Institute  
616 courses and examinations required for AI-RRS Membership, a Candidate who has completed such  
617 equivalent course(s) or examination(s) shall be deemed to have completed the appropriate course or  
618 examination requirement for AI-RRS Membership.

619 The Appraisal Institute may offer equivalency course(s) and examination(s) to substitute for certain  
620 courses and examinations.

621

### 622 **Section 4. Rewriting Course Examinations**

623 A Candidate shall have two opportunities to challenge a course examination without attending the  
624 corresponding course. A Candidate who has attended a required course and subsequently fails an  
625 examination for that course may take the appropriate examination twice more before he or she is  
626 required to attend the course again.

627

628

## 629 **Part E: Comprehensive Examination for Residential Review Candidates**

### 630 **Section 1. Comprehensive Examination Requirement**

631 The Candidate shall have received a passing grade on a Comprehensive Examination approved by  
632 the Admissions Committee for Residential Review Candidates.

633

### 634 **Section 2. Eligibility to Write the Comprehensive Examination**

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

640

641

## 642 **Part F: Experience**

### 643 **Section 1. Hours of Residential Experience**

644 Except as otherwise provided, the Residential Review Candidate must have received credit for 3,000  
645 hours of Residential Experience, including at least 1,000 hours of work that meets USPAP review  
646 Standards, SVP review Standards, or equivalent requirements as determined by the ADQC.

647

648 A Residential Review Candidate shall apply for the credit in one submission. The work must deal  
649 with more than one type of real estate. The work must demonstrate that substantially different  
650 knowledge, skills, or techniques were required to perform such work competently.

651 The 3,000 hours must be the Residential Review Candidate's most recent work, must have been  
652 performed over at least a 24-month period, must have a reasonable relationship of hours as  
653 described in the Experience Credit Candidate Guidebook and be work for which the Residential  
654 Review Candidate has significant professional responsibility.

655

656 A Residential Review Candidate who is holds an active general or residential state certification (or  
657 equivalent) must list his or her most recent 1,000 hours of Residential Experience that meets USPAP  
658 review Standards, SVP review Standards or equivalent requirements as determined by the ADQC  
659 performed over at least the last six (6) months, while attesting that he or she has the requisite 3,000  
660 hours of Residential Experience performed over at least a 24-month period. The experience screener  
661 may request additional work if needed.

662

663 Note: Certain equivalencies are contained in the policies and procedures further implementing this  
664 Regulation.

665

## 666 **Section 2. Significant Professional Responsibility**

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

673

674 To determine if the Residential Review Candidate has significant professional responsibility for  
675 identified work product, the party considering the experience may take into account: whether the  
676 Residential Review Candidate signed reports or certification forms in the report; whether the  
677 Residential Review Candidate's name was listed in certification forms as a person who had significant  
678 professional responsibility; and/or other appropriate evidence.

679

## 680 **Section 3. Advisory Guidance**

681 A Residential Review Candidate may request consideration of a sample of work for educational  
682 purposes in accordance with the policies and procedures further implementing this Regulation.

683

## 684 **Section 4. Consideration of Residential Experience**

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

687

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

689

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

692

693

694 **Section 5. Obtaining Experience Credit**

695 The procedures for applying for experience credit, evaluating experience and obtaining experience  
696 credit are set forth in this Regulation and the policies and procedures further implementing this  
697 Regulation.  
698

699 **Section 6. Evaluation**

700 Reports and files submitted for experience credit shall be evaluated in accordance with this  
701 Regulation and the policies and procedures further implementing this Regulation. Limitations imposed  
702 by either a specific client or form do not relieve the Residential Review Candidate of the obligation to  
703 comply with the Appraisal Institute Standards of Professional Practice and Code of Professional  
704 Ethics, where applicable.  
705

706 **Section 7. Awarding Credit**

707 No credit may be awarded, full credit may be awarded, or partial credit may be awarded in increments  
708 of 500 hours. If no credit or partial credit is awarded, the Residential Review Candidate may reapply  
709 listing work that began accruing after the date of the work previously submitted.  
710

711 **Section 8. Right to a Formal Appeal**

712 If the Residential Review Candidate is not satisfied with the Experience Panel's award, the  
713 Residential Review Candidate may appeal to an Admissions Appeal Board, by submitting a Notice of  
714 Appeal to the Admissions Department within sixty (60) days of the date formal notice of the award  
715 was issued. If a Residential Review Candidate fails to file a timely Notice of Appeal, the right to  
716 appeal shall terminate. Procedures governing formal appeals and Appeal Hearings regarding denial  
717 of experience credit are contained in the Admissions Appeal Board Procedure Manual.  
718

719

720

721 **Part G: Alternative Requirements for Designated Members**

722 A Designated Member in good standing who holds the MAI, SRA, SRPA or RM Designation and who  
723 declares the track to AI-RRS Membership may complete the following requirement as an alternative  
724 to meeting the requirements set forth in this Article:

725

726 1. educational component as determined by ADQC; and

727

728 2. Residential Experience credit for five (5) appraisal reviews that meet Standard 3 or equivalent  
729 requirements as determined by the ADQC.

730

731

732 **Part H: Alternative Requirements for Candidates Whose Principal Place  
733 of Business is Outside of the United States**

734 **Section 1. Alternatives**

735 A Candidate whose principal place of business is outside of the United States may satisfy the  
736 alternative requirements set forth in this Regulation and policies and procedures further implementing  
737 this Regulation.  
738

739

740

739 **Section 2. Other Provisions**

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

744

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

747

748

749 **Part I: Equivalencies for Designated Members of Other Organizations**

750 If the ADQC determines that one (1) or more requirements for a professional designation in another  
751 organization are equivalent to one (1) or more requirements set forth in this Regulation, a Candidate  
752 who holds such professional designation and has fulfilled the other organization's requirement(s) will  
753 be deemed to have satisfied such requirement(s) for the relevant review designation. Alternative  
754 requirements are contained in the policies and procedures further implementing this Regulation.

755

757

## 758 Process for Admission to Designated Membership

759

### 760 **Part A: For Individuals Who Do Not Hold An Appraisal Institute** 761 **Designation**

762 The procedures in this Part apply to individuals who apply for an AI-GRS or AI-RRS Designation, but  
763 who do not already hold an Appraisal Institute designation.

764

765 Except where provided otherwise, a Candidate applying for admission to AI-GRS or AI-RRS  
766 Membership under this Part must:

767

768 1) complete the official application form;

769

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

774

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

777

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

780

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

783

784 6) from the date of submission of the application to the date of admission to Designated  
785 Membership, the individual shall immediately disclose to the Admissions Department  
786 circumstances and events occurring after the date of submission of the application that may have  
787 a material bearing on his or her application.

788

789 An application for admission to Designated Membership will be processed in accordance with this  
790 Regulation and the policies and procedures further implementing this Regulation. Such procedures  
791 include, but are not limited to, determining that the application is in order, that the appropriate  
792 application fee was submitted, that the Candidate has complied with the requirements set forth in this  
793 Regulation and consideration of the Candidate's moral character.

794

795 Upon receipt of such notice from the Admissions Department that the Candidate will be admitted to  
796 Designated Membership, the President of the Appraisal Institute shall:

797

798 1) promptly notify such Candidate that he or she has been admitted to Designated Membership and  
799 has been authorized to use the appropriate review designation;

- 800 2) transmit the indicia of such Designated Membership to the new Designated Member; and  
801  
802 3) give the Chapter and Region having jurisdiction appropriate notice.  
803

## 804 **Part B: Application of an Individual Who Holds An Appraisal Institute** 805 **Designation**

806 The procedures in this Part apply to individuals who apply for Designated Membership who already  
807 hold an Appraisal Institute designation.  
808

809 Except where provided otherwise, a Candidate applying for admission to Designated Membership  
810 under this Part must:  
811

- 812
- 813 1) complete the official application form;  
814
  - 815 2) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time  
816 against the Appraisal Institute, its Board of Directors, officers and committees, or members  
817 thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or  
818 other persons cooperating with the Appraisal Institute in its official activities;  
819
  - 820 3) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards  
821 of Professional Practice and Regulations of the Appraisal Institute, as modified from time to time;  
822
  - 823 4) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed  
824 the Appraisal Institute; and  
825
  - 826 5) from the date of submission of the application to the date of admission to Designated  
827 Membership, the individual shall immediately disclose to the Admissions Department  
828 circumstances and events occurring after the date of submission of the application that may have  
829 a material bearing on his or her application.  
830

831 An application for admission to Designated Membership under this Part will be processed in  
832 accordance with this Regulation and the policies and procedures further implementing this  
833 Regulation. Such procedures include, but are not limited to, determining that the application is in  
834 order, that the appropriate application fee was submitted and that the individual has complied with the  
835 requirements set forth in this Regulation.  
836

837 Upon receipt of notice from the Admissions Department that an individual who already holds an  
838 Appraisal Institute designation will be admitted to AI-GRS or AI-RRS Membership, the President of  
839 the Appraisal Institute shall:  
840

- 841 1) promptly notify the applicant that he or she has been admitted to Designated Membership and  
842 has been authorized to use the designation;  
843
- 844 2) transmit the indicia of Designated Membership to the new Designated Member; and



845 3) give the Chapter and Region having jurisdiction appropriate notice.