

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

Effective August 13, 2021

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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
127 good 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.
238

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

243 If a General Review Candidate fails to complete the requirements for Designated Membership
244 within the required period such individual’s General Review Candidacy shall be automatically
245 terminated.
246

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

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

254 **Section 5. Concurrent Candidacies**

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

257 **Section 6. Communication with Advisor**

258 Except as otherwise provided, a Candidate shall communicate with such Candidate’s Advisor at least
259 once every full calendar quarter during which the individual is a Candidate. A Master’s Degree

260 Program Candidate for Designation is not subject to this requirement while a Master's Degree
261 Program student.

262

263 **Section 7. Compliance**

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

269

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

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

275

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

277

278 b) attend a Standards Course.

279

280

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

282 **Section 1. Suspension of Candidate**

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

284

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

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

291

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

297

298 **Section 2. Termination of Candidacy**

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

300

301 a) The Candidate delivers notice of resignation in writing to the Chief Executive Officer of the
302 Appraisal Institute, or his or her delegate, along with any indicia of candidacy issued to such
303 Candidate. If required by the Bylaws, such resignation shall be published in a manner that the
304 Appraisal Institute deems appropriate.

- 305 b) The candidacy of the Candidate is terminated pursuant to the Bylaws for failure to pay dues, fees
306 or other indebtedness to the Appraisal Institute. If required by the Bylaws, such termination shall
307 be published in a manner that the Appraisal Institute deems appropriate.
308
- 309 c) The Candidate is subject to the disciplinary action of expulsion pursuant to Regulation No. 6. The
310 expulsion shall be published in a manner that the Appraisal Institute deems appropriate.
311
- 312 d) The Candidate does not contest or appeal a decision to terminate candidacy.
313
- 314 e) The Candidate is unsuccessful in an appeal to an Admissions Appeals Panel of a decision to
315 terminate candidacy.
316
- 317 f) The Candidate fails to complete the requirements for Designated Membership within the required
318 time period.
319
- 320 g) The Candidate fails to demonstrate minimum progress each year, as defined by the ADQC, on
321 the requirements for Designated Membership.
322
- 323 h) The Candidate fails to fulfill the Initial Standards and Ethics Education Requirement and then fails
324 to complete the Requirement within the resulting six (6) month suspension period.
325

326 **Section 3. Invalidation of Credit**

327 All credit that has previously been awarded toward a review designation shall be automatically
328 invalidated for a Candidate whose candidacy is terminated for any reason.
329

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

332 **Section 1. Procedure for Readmission**

333 An individual whose General Review Candidacy has been terminated may apply for readmission to
334 General Review Candidacy unless:

- 335
- 336 a) the individual's candidacy or Associate Membership was terminated with a decision that the
337 individual may not apply for readmission to candidacy; or
338
- 339 b) the individual's candidacy or Associate Membership was terminated with a decision that the
340 individual may reapply after a certain period of time, in which case the individual may only apply
341 for readmission to candidacy after the specified time period.
342

343 An individual whose Residential I Review Candidacy has been terminated may apply for readmission
344 to Residential Review Candidacy 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 b) the individual's candidacy or Associate Membership was terminated with a decision that the
349 individual may reapply after a certain period of time, in which case the individual may only apply
350 for readmission to candidacy after the specified time period.

351

352 An Applicant for readmission must:

353

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

355

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

359

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

362

i. Standards Course

363

364 ii. the Appraisal Institute Business Practices and Ethics Course.

365

366 **Section 2. Restoration of Credit**

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

375

376 **Section 3. Rules Applicable to Readmitted Candidate**

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

382 Requirements Relating to Admission to AI-GRS 383 Membership

384
385 To be admitted to AI-GRS Membership and to be authorized to use the AI-GRS Designation, a
386 Candidate shall satisfy the requirements set forth in this Article, except as otherwise provided.

387 388 **Part A: Good Moral Character**

389 The Candidate must have good moral character.

390

391

392 **Part B: Good Standing**

393 The Candidate must be a Candidate in good standing.

394

395

396 **Part C: Degree**

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

400

401

402 **Part D: Courses and Examinations**

403 **Section 1. Courses**

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

407

408 **Section 2. Course Examinations**

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

416

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

420

421

422

423 **Section 3. Equivalencies**

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

429

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

432

433 **Section 4. Rewriting Course Examinations**

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

438

439

440 **Part E: Comprehensive Examination for General Review Candidates**

441 **Section 1. Comprehensive Examination Requirement**

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

444

445 **Section 2. Eligibility to Write the Comprehensive Examination**

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

451

452

453 **Part F: Experience**

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

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

458

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

463

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

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

474

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

477

478 **Section 2. Significant Professional Responsibility**

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

485

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

491

492 **Section 3. Advisory Guidance**

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

495

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

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

499

- 500 a) meet the Standards of Professional Practice, if the Standards apply to the work; or
501
502 b) meet criteria appropriate to the type of work or the applicant's area of professional practice, if the
503 Standards of Professional Practice do not apply.

504

505 **Section 5. Obtaining Experience Credit**

506 The procedures for applying for experience credit, evaluating experience and obtaining experience
507 credit are set forth in this Regulation and the policies and procedures further implementing this
508 Regulation.

509

510

511 **Section 6. Evaluation**

512 Reports and files submitted for experience credit shall be evaluated in accordance with this
513 Regulation and the policies and procedures further implementing this Regulation. Limitations imposed
514 by either a specific client or form do not relieve the General Review Candidate of the obligation to
515 comply with the Appraisal Institute Standards of Professional Practice and Code of Professional
516 Ethics, where applicable.
517

518 **Section 7. Awarding Credit**

519 No credit may be awarded, full credit may be awarded, or partial credit may be awarded in increments
520 of 500 hours. If no credit or partial credit is awarded, the General Review Candidate may reapply
521 listing work that began accruing after the date of the work previously submitted.
522

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

524 If the General Review Candidate is not satisfied with the Experience Panel's award, the General
525 Review Candidate may appeal to an Admissions Appeals Panel, by submitting a Notice of Appeal to
526 the Admissions Department within sixty (60) days of the date the formal notice of the award was
527 issued. If a General Review Candidate fails to file a timely Notice of Appeal, the right to appeal shall
528 terminate. Procedures governing formal appeals and Appeal Hearings regarding denial of experience
529 credit are contained in the Admissions Appeals Panel Procedure Manual.
530

531

532

532 **Part G: Alternative Requirements for MAI and SRPA Designated**
533 **Members**

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

537

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

539

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

542

543

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

546 See Part H of Article IV.

547

548

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

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

556 Requirements Relating to Admission to AI-RRS 557 Membership

558
559 To be admitted to AI-RRS Membership and to be authorized to use the AI-RRS Designation, a
560 Candidate shall satisfy the requirements set forth in this Article, except as otherwise provided.

561 562 **Part A: Good Moral Character**

563 The Candidate must have good moral character.

564 565 566 **Part B: Good Standing**

567 The Candidate must be a Candidate in good standing.

568 569 570 **Part C: Degree**

571 A Residential Review Candidate must have received a bachelor's degree or higher from a degree-
572 granting educational institution approved by the ADQC, or currently be an active state Certified
573 General or Residential Real Property Appraiser (or equivalent).

574 575 576 **Part D: Courses and Examinations**

577 **Section 1. Courses**

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

581 582 **Section 2. Course Examinations**

583 The Candidate must have received a passing grade on Appraisal Institute course examinations (or
584 their equivalents) designated by the ADQC, which are designed to test knowledge of real estate
585 appraisal principles and procedures; Standards of Professional Practice; market analysis; highest and
586 best use; site valuation; cost approach; sales comparison approach; income approach; advanced
587 applications; case studies; finance; statistics; valuation; appraisal problems analysis and any other
588 subject matters identified by the ADQC.

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

592 593 **Section 3. Equivalencies**

594 If the ADQC determines that one or more courses or examinations offered by an accredited college,
595 junior college, community college or university are equivalent to one or more Appraisal Institute
596 courses and examinations required for AI-RRS Membership, a Candidate who has completed such

597 equivalent course(s) or examination(s) shall be deemed to have completed the appropriate course or
598 examination requirement for AI-RRS Membership.

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

601

602 **Section 4. Rewriting Course Examinations**

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

607

608

609 **Part E: Comprehensive Examination for Residential Review Candidates**

610 **Section 1. Comprehensive Examination Requirement**

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

613

614 **Section 2. Eligibility to Write the Comprehensive Examination**

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

620

621

622 **Part F: Experience**

623 **Section 1. Hours of Residential Experience**

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

627

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

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

635

636 A Residential Review Candidate who is holds an active general or residential state certification (or
637 equivalent) must list his or her most recent 1,000 hours of Residential Experience that meets USPAP
638 review Standards, SVP review Standards or equivalent requirements as determined by the ADQC
639 performed over at least the last six (6) months, while attesting that he or she has the requisite 3,000

640 hours of Residential Experience performed over at least a 24-month period. The experience screener
641 may request additional work if needed.

642

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

645

646 **Section 2. Significant Professional Responsibility**

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

653

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

659

660 **Section 3. Advisory Guidance**

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

663

664 **Section 4. Consideration of Residential Experience**

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

667

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

669

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

672

673 **Section 5. Obtaining Experience Credit**

674 The procedures for applying for experience credit, evaluating experience and obtaining experience
675 credit are set forth in this Regulation and the policies and procedures further implementing this
676 Regulation.

677

678 **Section 6. Evaluation**

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

684 **Section 7. Awarding Credit**

685 No credit may be awarded, full credit may be awarded, or partial credit may be awarded in increments
686 of 500 hours. If no credit or partial credit is awarded, the Residential Review Candidate may reapply
687 listing work that began accruing after the date of the work previously submitted.
688

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

690 If the Residential Review Candidate is not satisfied with the Experience Panel's award, the
691 Residential Review Candidate may appeal to an Admissions Appeals Panel, by submitting a Notice of
692 Appeal to the Admissions Department within sixty (60) days of the date formal notice of the award
693 was issued. If a Residential Review Candidate fails to file a timely Notice of Appeal, the right to
694 appeal shall terminate. Procedures governing formal appeals and Appeal Hearings regarding denial
695 of experience credit are contained in the Admissions Appeals Panel Procedure Manual.
696

697

698

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

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

703

704 1. educational component as determined by ADQC; and

705

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

708

709

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

712 **Section 1. Alternatives**

713 A Candidate whose principal place of business is outside of the United States may satisfy the
714 alternative requirements set forth in this Regulation and policies and procedures further implementing
715 this Regulation.

716

717 **Section 2. Other Provisions**

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

722

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

725

726

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

728 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

729 who holds such professional designation and has fulfilled the other organization's requirement(s) will
730 be deemed to have satisfied such requirement(s) for the relevant review designation. Alternative
731 requirements are contained in the policies and procedures further implementing this Regulation.
732

734

735 Process for Admission to Designated Membership

736

737 **Part A: For Individuals Who Do Not Hold An Appraisal Institute** 738 **Designation**

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

741

742 Except where provided otherwise, a Candidate applying for admission to AI-GRS or AI-RRS
743 Membership under this Part 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) truthfully answer the items related to good moral character on the application form and fully
756 disclose information related to a possible lack of good moral character;

757

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

760

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

765

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

771

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

774

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

- 777 2) transmit the indicia of such Designated Membership to the new Designated Member; and
778
779 3) give the Chapter and Region having jurisdiction appropriate notice.
780

781
782 **Part B: Application of an Individual Who Holds An Appraisal Institute**
783 **Designation**

784 The procedures in this Part apply to individuals who apply for Designated Membership who already
785 hold an Appraisal Institute designation.

786
787 Except where provided otherwise, a Candidate applying for admission to Designated Membership
788 under this Part must:

- 789
790 1) complete the official application form;
791
792 2) sign an irrevocable waiver of any claims or causes of action that he or she may have at any time
793 against the Appraisal Institute, its Board of Directors, officers and committees, or members
794 thereof, or any Chapter or Region and all Members, Candidates, Practicing Affiliates, Affiliates or
795 other persons cooperating with the Appraisal Institute in its official activities;
796
797 3) sign an agreement to comply with and uphold the Bylaws, Code of Professional Ethics, Standards
798 of Professional Practice and Regulations of the Appraisal Institute, as modified from time to time;
799
800 4) pay a non-refundable application fee and all outstanding dues, fees or other indebtedness owed
801 the Appraisal Institute; and
802
803 5) from the date of submission of the application to the date of admission to Designated
804 Membership, the individual shall immediately disclose to the Admissions Department
805 circumstances and events occurring after the date of submission of the application that may have
806 a material bearing on his or her application.

807
808 An application for admission to Designated Membership under this Part will be processed in
809 accordance with this Regulation and the policies and procedures further implementing this
810 Regulation. Such procedures include, but are not limited to, determining that the application is in
811 order, that the appropriate application fee was submitted and that the individual has complied with the
812 requirements set forth in this Regulation.

813
814 Upon receipt of notice from the Admissions Department that an individual who already holds an
815 Appraisal Institute designation will be admitted to AI-GRS or AI-RRS Membership, the President of
816 the Appraisal Institute shall:

- 817
818 1) promptly notify the applicant that he or she has been admitted to Designated Membership and
819 has been authorized to use the designation;
820
821 2) transmit the indicia of Designated Membership to the new Designated Member; and

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