

Regulation No. 4

Readmission to Designated Membership

Effective May 10, 2018

Copyright © 2018 Appraisal Institute. All rights reserved.

Printed in the United States of America. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of the publisher.

REGULATION NO. 4

Table of Contents

ARTICLE I: General 3
Part A: Requirements for Readmission to Designated Membership 3
Part B: Readmission Procedure Manual 3
Part C: Reopening of Peer Review Proceedings 3

ARTICLE II: Basic Requirements for Readmission to Designated Membership..... 4

ARTICLE III: Additional Requirements for Readmission to Designated Membership 9
Part A: Individuals whose Designated Membership was Terminated During Certain Peer Review Proceedings..... 9
Part B: Individuals whose Designated Membership was Terminated Due to Expulsion..... 9

1 **ARTICLE I**

2

3 **General**

4

5 **Part A: Requirements for Readmission to Designated Membership**

6 To be readmitted to Designated Membership in the Appraisal Institute, an individual must fulfill the
7 basic requirements set forth in this Regulation, as well as any additional requirements applicable to
8 specific situations set forth in this Regulation.

9

10

11 **Part B: Readmission Procedure Manual**

12 There shall be a Readmission Procedure Manual that shall set forth procedures relating to
13 readmission to Designated Membership.

14

15

16 **Part C: Reopening of Peer Review Proceedings**

17 Upon readmission to Designated Membership in the Appraisal Institute, any peer review proceedings
18 that were pending at the time the individual's membership was terminated shall be reopened and
19 processed in accordance with the Appraisal Institute Bylaws, Regulations and policies.

20

22

23 **Basic Requirements for Readmission to** 24 **Designated Membership**

25

26 The basic requirements for readmission to Designated Membership in the Appraisal Institute are as
27 follows:

28

29 **A) Application**

30 The applicant for readmission to Designated Membership shall complete the official Appraisal
31 Institute application form for readmission to Designated Membership, together with any requested
32 documentation;

33

34 **B) Filing Fee**

35 The applicant for readmission to Designated Membership shall pay a filing fee in an amount fixed by
36 the Board of Directors of the Appraisal Institute;

37

38 **C) Dues and Other Indebtedness**

39 The applicant for readmission to Designated Membership shall pay the current year's dues pro-rated
40 for the date of readmission (unless applying for readmission to a classification of membership for
41 which paying dues is not required) and any other indebtedness owed to the Appraisal Institute or any
42 Chapter or Region. The current year's dues shall be returned if the individual's application for
43 readmission is not approved;

44

45 **D) Good Moral Character**

46 The applicant for readmission to Designated Membership shall possess good moral character, which
47 is honesty, truthfulness, and respect for the law. An Affiliate in good standing seeking readmission to
48 Designated Membership shall be deemed to have met the good moral character requirement; and

49

50 **E) Continuing Education**

51 The applicant for readmission to Designated Membership shall meet the continuing education
52 requirements set forth below.

53

54 **1) If the applicant:**

55

56 **a) had his or her Designated Membership terminated due to resignation or non-payment of**
57 **dues;**

58

59 **b) was not at the time of termination the subject of the disciplinary action of suspension, a**
60 **pending disciplinary proceeding or a pending peer review proceeding in which the**
61 **individual was sent an offer of disciplinary action;**

62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105

- c) was not at the time of termination suspended for failure to complete continuing education requirements;
 - d) seeks Practicing Member status; and
 - e) applies for readmission on a date that falls within the same five-year year period (most recent continuing education cycle) during which the individual's membership terminated,
- then the applicant shall have no continuing education requirements for readmission. If the applicant is readmitted to Designated Membership, he or she shall return to the five-year continuing education cycle during which his or her membership terminated.

2) If the applicant:

- a) had his or her Designated Membership terminated due to resignation or non-payment of dues;
 - b) was not at the time of termination the subject of the disciplinary action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the individual was sent an offer of disciplinary action;
 - c) was not at the time of termination suspended for failure to complete continuing education requirements;
 - d) seeks Practicing Member status; and
 - e) applies for readmission on a date that does not fall within the same five-year period (most recent continuing education cycle) during which the individual's membership terminated,
- then such individual shall, within the five (5) years prior to the date of readmission, have completed the following continuing education requirements:
- a) attended the Appraisal Institute Business Practices and Ethics course;
 - b) completed a course or seminar, and/or passed an examination, that is valued at one hundred fifty (150) points or more; and
 - c) fulfilled the Standards of Professional Practice Course requirement which is either:
 - i. attendance at the Appraisal Institute seven (7) hour or (15) hour Uniform Standards of Professional Appraisal Practice course and receipt of a passing grade on any corresponding course examination;

- 106 ii. attendance at the seven (7) hour or fifteen (15) hour national Uniform Standards
107 of Professional Appraisal Practice Course taught by an instructor certified by the
108 Appraiser Qualifications Board of The Appraisal Foundation and receipt of a
109 passing grade on any corresponding course examination;
110
111 iii. teaching the fifteen (15) hour national Uniform Standards of Professional
112 Appraisal Practice Course or seven (7) hour national Uniform Standards of
113 Professional Appraisal Practice Course provided that the applicant is an
114 instructor certified by the Appraiser Qualifications Board of The Appraisal
115 Foundation; or
116
117 iv. attendance at the Appraisal Institute's International Valuation Standards Course
118 and passing any corresponding examination, provided that the applicant certifies
119 that he or she practices only outside of the United States and intends to continue
120 practicing only outside of the United States.
121

122 Further, if the applicant is readmitted to Designated Membership, he or she shall be placed
123 on a continuing education cycle commencing on the date of readmission and expiring on the
124 sixth December 31st following readmission. Such individual must include a statement in the
125 certifications of his or her written reports that he or she is "Continuing Education Program
126 Not Completed" in accordance with the Certification Standard unless the individual completed
127 the requirements to become "Continuing Education Program Completed" in the five (5) years
128 prior to readmission or until the individual completes all such requirements in the new
129 continuing education cycle.
130

131 3) If the applicant:

- 132
133 a) had his or her Designated Membership terminated due to failure to complete continuing
134 education requirements;
135
136 b) was not at the time of termination the subject of the disciplinary action of suspension, a
137 pending disciplinary proceeding or a pending peer review proceeding in which the
138 individual was sent an offer of disciplinary action; and
139
140 c) seeks Practicing Member status,
141

142 then the applicant shall, within the five (5) years prior to the date of readmission, have
143 completed the Standards, Ethics and 500 Points Requirements described in Regulation No.
144 10. If the applicant is readmitted to Designated Membership, he or she will be placed on a
145 continuing education cycle that commences on the date of readmission and expires on the
146 sixth December 31st following readmission.
147

148 4) If the applicant:

149

- 150 a) had his or her Designated Membership terminated due to resignation, non-payment of
151 dues or failure to meet continuing education requirements;
152
153 b) was not at the time of termination the subject of the disciplinary action of suspension, a
154 pending disciplinary proceeding or a pending peer review proceeding in which the
155 individual was sent an offer of disciplinary action; and
156
157 c) seeks Non-Practicing Member status,

158
159 then such individual's application for readmission shall be reviewed by the Chair of the
160 Admissions and Designation Qualifications Committee (ADQC) or the Chair's designee. The
161 Chair or the Chair's designee will determine in his or her sole discretion what if any
162 continuing education requirements such individual must meet prior to readmission and what if
163 any continuing education requirements the individual must fulfill if readmitted. The decision
164 of the Chair or the Chair's designee shall be final.
165

166 If a readmitted Designated Member in Non-Practicing status wishes to move to Practicing
167 Member status, such Designated Member first must have completed the continuing education
168 requirements set forth in (1) or (2) above, depending on whether the date such Designated
169 Member applies for Practicing status falls within the same five (5) year period (continuing
170 education cycle) during which the individual's membership terminated. If the Designated
171 Member would have been in the same continuing education cycle time period had he or she
172 not terminated membership, such individual must include a statement in the certifications of
173 his or her written reports that he or she is "Continuing Education Program Not Completed" in
174 accordance with the Certification Standard unless the individual completed the requirements
175 to become "Continuing Education Program Completed" in the five (5) years prior to becoming
176 a Practicing Member or until the individual completes all such requirements in the new
177 continuing education cycle.
178

179 5) If the applicant:

- 180
181 a) had his or her Designated Membership terminated for any reason; and
182
183 b) was as at the time of termination suspended for failure to complete continuing education
184 requirements, or the subject of the disciplinary action of expulsion, the disciplinary action
185 of suspension, a pending disciplinary proceeding or a pending peer review proceeding in
186 which the individual was sent an offer of disciplinary action
187

188 then the applicant shall, within the five (5) years prior to the date of readmission, have
189 completed the education described in the Standards, Ethics and 500 Points Requirements of
190 Regulation No. 10. If the applicant is readmitted to Designated Membership, he or she will be
191 placed on a continuing education cycle that commences on the date of readmission and
192 expires on the sixth December 31st following readmission.
193

194 All readmitted Designated Members who hold Practicing status will be subject to the
195 Standards, Ethics and 500 Points Requirements in their new cycles regardless of the
196 continuing education requirements to which they previously were subject.

197

198 The Chair of the ADQC, or the Chair's designee, will consider and act on requests for
199 exceptions to the continuing education requirements for readmission in his or her sole
200 discretion and the decision of the Chair or the Chair's designee shall be final.

201

202 "Continuing Education Program Completed" means the status a Designated Member
203 achieves by satisfying the Standards, Ethics and 500 Points Requirements set forth in
204 Regulation No. 10.

205

207

208 Additional Requirements for Readmission to 209 Designated Membership

210

211 **Part A: Individuals whose Designated Membership was Terminated** 212 **During Certain Peer Review Proceedings**

213 If an individual's Designated Membership was terminated while subject to a peer review proceeding
214 described below, the individual must meet the following two (2) additional requirements for
215 readmission to Designated Membership in the Appraisal Institute:

216

217 1) receive a favorable recommendation from a readmission review that will determine whether the
218 individual's recent work product complies with the Standards of Professional Practice. To facilitate
219 this readmission review, the individual must submit with the application for readmission to
220 Designated Membership a "List of Assignments" listing all assignments performed within the
221 previous three (3) years and will be required to submit appraisals and other information during the
222 readmission review process. A favorable recommendation may be conditioned on a requirement
223 that the individual attend courses and/or seminars, and pass examinations.

224

225 2) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at
226 a quorum meeting of the Board of Directors.

227

228 An individual is subject to the additional requirements of this Part if at the time of the termination of
229 such individual's Designated Membership, the individual was the subject of the disciplinary action of
230 suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the
231 individual was sent an offer of disciplinary action.

232

233

234 **Part B: Individuals whose Designated Membership was Terminated Due** 235 **to Expulsion**

236 If an individual's Designated Membership in the Appraisal Institute was terminated due to the
237 disciplinary action of Expulsion, the individual is ineligible to apply for readmission to Designated
238 Membership for five (5) years from the date of the Expulsion and must meet the following three (3)
239 additional requirements for readmission to Designated Membership in the Appraisal Institute:

240

241 1) receive a favorable recommendation from a readmission review that will determine whether the
242 individual's recent work product complies with the Standards of Professional Practice. To facilitate
243 this readmission review, the individual must submit with the application for readmission to
244 Designated Membership a "List of Assignments" listing all assignments performed within the
245 previous three (3) years and will be required to submit appraisals and other information during the

246 readmission review process. A favorable recommendation may be conditioned on a requirement
247 that the individual attend courses and/or seminars and pass examinations;
248
249 2) receive a favorable recommendation from the Professional Practice Compliance and
250 Enforcement Committee; and
251
252 3) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at
253 a quorum meeting of the Board of Directors.
254
255