



Regulation No. 4

Readmission to Designated Membership

Effective August 13, 2021

REGULATION NO. 4

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3 **General**

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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.

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10 **Part B: Continuing Duty to Disclose**

11 An applicant for readmission to Designated Membership must truthfully answer the questions
12 related to good moral character on the application form and fully disclose and submit
13 information and documentation requested in the application. From the date of submission of
14 the application to the date of readmission to Designated Membership, an applicant for
15 readmission to Designated Membership shall immediately disclose to the Admissions and
16 Continuing Education Department circumstances and events occurring after the date of
17 submission of the application that may have a material bearing on the applicant's character.

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19 The Good Moral Character Manual describes the process for considering an applicant's good moral
20 character.

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

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

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29 **Basic Requirements for Readmission to** 30 **Designated Membership**

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

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35 **A) Application**

36 The applicant for readmission to Designated Membership shall complete the official Appraisal
37 Institute application form for readmission to Designated Membership, together with any requested
38 documentation;

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40 **B) Filing Fee**

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

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44 **C) Dues and Other Indebtedness**

45 The applicant for readmission to Designated Membership shall pay the current year's dues pro-rated
46 for the date of readmission (unless applying for readmission to a classification of membership for
47 which paying dues is not required) and any other indebtedness owed to the Appraisal Institute or any
48 Chapter or Region prior to readmission to Designated Membership;

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50 **D) Good Moral Character**

51 The applicant for readmission to Designated Membership shall possess good moral character, which
52 is honesty, truthfulness, and respect for the law; and

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54 **E) Continuing Education**

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

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59 **Applicants Seeking Practicing Designated Member Status**

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61 **1) If an applicant:**

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63 **a) applies for Practicing Designated Member status; and**

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

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69 c) applies for readmission on a date that falls within the same five-year year period (most recent
70 continuing education cycle) during which the individual's membership terminated,

71
72 then the applicant shall have no continuing education requirements for readmission. If the applicant is
73 readmitted to Designated Membership, he or she shall return to the five-year continuing education
74 cycle during which his or her membership terminated.

- 75
76 2) If an applicant:
- 77 a) applies for Practicing Designated Member status; and
 - 78 b) was not at the time of termination the subject of the disciplinary action of suspension, a pending
79 disciplinary proceeding or a pending peer review proceeding in which the
80 individual was sent an offer of disciplinary action; and
 - 81 c) applies for readmission on a date that does not fall within the same five-year period (most recent
82 continuing education cycle) during which the individual's membership terminated,

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

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94 Applicants Seeking Non-Practicing Designated Member Status

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96 If an applicant:
- 97 a) applies for Non-Practicing Designated Member status; and
 - 98 b) was not at the time of termination the subject of the disciplinary action of suspension, a
99 pending disciplinary proceeding or a pending peer review proceeding in which the individual was
100 sent an offer of disciplinary action;

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102 then such individual's application for readmission may be reviewed by the Chair of the Admissions
103 and Designation Qualifications Committee (ADQC) or the Chair's designee. The Chair or the Chair's
104 designee will determine in his or her sole discretion what if any continuing education requirements
105 such individual must meet prior to readmission and what if any continuing education requirements the
106 individual must fulfill if readmitted. The decision of the Chair or the Chair's designee shall be final.

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111 Applicants Seeking Either Practicing or Non-Practicing Designated Member Status

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113 If an applicant seeking either Practicing Designated Member or Non-Practicing Designated Member
114 status was at the time of termination the subject of the disciplinary action of expulsion, the disciplinary

115 action of suspension, a pending disciplinary proceeding or a pending peer review proceeding in which the
116 individual was sent an offer of disciplinary action, then the applicant shall, within the five (5) years prior to
117 the date of readmission, have completed the education described in the Standards Requirement, Ethics
118 Requirement and the 500-Points Requirements in of Regulation No. 10. If the applicant is readmitted to
119 Designated Membership, he or she will be placed on a continuing education cycle that commences on the
120 date of readmission and expires on the sixth December 31st following readmission.

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122 All readmitted Designated Members who hold Practicing status will be subject to the Standards
123 Requirement, Ethics Requirement and 500-Points Requirement in Regulation No. 10 in their new cycles
124 regardless of the continuing education requirements to which they previously were subject.

125

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

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

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134 Applicants Seeking Either Practicing or Non-Practicing Life Designated Member Status

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136 A Practicing or Non-Practicing Life Designated Member who was terminated from membership for any
137 reason (including resignation) may not be readmitted with Life Designated Member status unless
138 readmission occurs within one (1) year of the date of termination.

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Additional Requirements for Readmission to Designated Membership

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

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

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

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

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An individual is subject to the additional requirements of this Part if at the time of the termination of such individual's Designated Membership, the individual was 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.

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

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

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

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2) receive a favorable recommendation from the Professional Practice Compliance and

183 Enforcement Committee; and

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185 3) receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at
186 a quorum meeting of the Board of Directors.

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189 **Part C: Applications Requiring Readmission Review**

190 If this Regulation requires a readmission review, the applicant must submit a "List of Assignments" listing
191 all assignments performed within the previous three (3) years and pay the appropriate fee. A Screener
192 selects assignments and the applicant provides copies of the assignments to the Screener. The Screener
193 interviews the applicant by phone. The Screener may check with a local representative about local data.

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195 After the interview the Screener's options include:

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197 a) Issue a favorable recommendation,

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199 b) Issue a favorable recommendation conditioned on a requirement that the applicant attend
200 courses and/or seminars and pass examinations,

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202 c) Recommend that the applicant perform additional work and reapply for a readmission review; or

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204 d) Refer the readmission review to an Experience Committee.

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206 An applicant may appeal an unfavorable Experience Committee decision by filing a timely Notice of
207 Appeal by traceable carrier with the Admissions Department within sixty (60) days after the date of the
208 notice from the Admissions and Continuing Education Department advising the applicant of the
209 unfavorable decision of an Experience Committee. If an applicant fails to file a timely Notice of Appeal,
210 the right of such applicant to appeal shall terminate, and the decision of the Experience Committee shall
211 be final.