

Candidate for Designation Policy Manual

Effective August 16, 2024

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General Information

The Candidate Policy Manual outlines policies and procedures of the Candidate for Designation program. It is a companion document to Regulation No. 1, Admission to General Candidacy and MAI Membership, Regulation No. 2, Admission to Residential Candidacy and SRA Membership, and Regulation No. 3, Admission to General and Residential Review Candidacy and AI-GRS and AI-RRS Membership.

References to Candidacy

Each Candidate of the Appraisal Institute:

- shall only be referred to and shall only refer to himself or herself both orally and in writing as a:
 - “Candidate for Designation, Appraisal Institute”;
 - or by such other terminology that the Appraisal Institute may permit.
- may use the above terminology on business cards, letterhead, web sites and other publications;
- shall use the above terminology only in conjunction with the full name of an individual and not in connection with the name, logo or signature of any firm, partnership or corporation;
- may not abbreviate the above terminology with initials or otherwise, or convert them to an acronym;
- may **not** use or refer to a specific Appraisal Institute designation that the Candidate does not already hold, nor include the above terminology under a heading concerning professional designations (the above terminology may be included under a heading concerning professional associations);
- may **not** use the terminology “Member, Appraisal Institute” if the individual does not already hold an Appraisal Institute designation; and
- may **not** use the terminology “Candidate Member.”

Required Time Period

“Required Time Period” shall mean the four (4) year period of time in which Candidates must complete the requirements for Designated Membership.

Maximum Length of Candidacy

Except where otherwise provided, a Candidate must complete the requirements for designated membership within four (4) years from the date of admission to Candidacy.

If a Candidate fails to complete the requirements for designated membership within the Required Time Period, that individual may request to enter a **new** Required Time Period (if eligible). When a new Required Time Period is requested, the individual will be subject to the requirements in effect on that date. The Candidacy of individuals who are no longer eligible to enter a new Required Time Period shall be terminated and the individual will be entered into the Practicing Affiliate category.

Candidate Termination [Required Time Period]

If a Candidate fails to complete the requirements for membership within the Required Time Period and does not receive a new Required Time Period, the individual's Candidacy will be terminated. Candidates terminated for not receiving a new Required Time Period will be moved into the Practicing Affiliate category.

Candidate Advisor

Candidates will have the option to select an Appraisal Institute Candidate Advisor.

Resources

Candidate Resource Manual

Access your Candidate checklist to complete designation requirements. Retrieve education completion certificates, invoices, receipts, chapter information, etc. [Candidate Resource Manual](#) (PDF).

Candidate Requirement Fees

Fees related to designation requirements such as Experience, Demo and Comp. Learn more about [Candidate Requirement Fees](#) (webpage).

Designated Membership Dues

Annual dues for Designated members. Learn more about [Designated Membership Dues](#) (webpage).

AI Equivalencies

If the ADQC determines that one (1) or more courses or examinations offered by an accredited college, junior college, community college, or university are equivalent to one or more Appraisal Institute courses and examinations required for membership, an applicant for admission to Candidacy who has completed such equivalent course(s) or examination(s) shall be deemed to have completed the appropriate course or examination requirement for membership.

AI Membership

P: (312) 335-4111

E: admissions@appraisalinstitute.org

Designation Requirements

Each Candidate for Designation program will have varying education prerequisites depending on the designation path. Most individuals will complete these prerequisites as a Practicing Affiliate, and once finished, these Practicing Affiliates may transition into the Candidate for Designation program.

The prerequisite education for entering each path as a Candidate for Designation can be found in the following designation paths.

[MAI Designation Requirements](#)

[SRA Designation Requirements](#)

[AI-GRS Designation Requirements](#)

[AI-RRS Designation Requirements](#)

Note: [View alternative designation paths](#) for those who hold approved designations or credentials.

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MAI Designation Requirements

The MAI membership designation is held by professionals who provide a wide range of services on all types of real property related to providing opinions of value, evaluations, review, consulting, and advice on investment decisions, among other things. Property types may include commercial, industrial, agricultural, residential, and vacant land.

Individuals seeking MAI Designated Membership must complete prerequisites and have good moral character to be eligible to enter the General Candidate for Designation program.

Note: SRA or RM Designated members please see [MAI Designation Alternative Path](#).

1. Prerequisites

- Certified General Real Property Appraiser (or equivalent)
- Standards requirement
- *AI Business Practices and Ethics*
- Degree requirement (*if not already a certified general real property appraiser*)
- Pass exam: *Advanced Income Capitalization*
- Pass exam: *Advanced Market Analysis and Highest and Best Use*
- Pass exam: *Advanced Concepts and Case Studies*
- Pass exam: *Quantitative Analysis*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- General Demonstration of Knowledge
- 4,500 Hours Specialized Experience
- MAI Membership application

[Regulation No. 1: Admissions to General Candidacy and MAI Membership](#)

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SRA Designation Requirements

The SRA membership designation is held by professionals who provide a wide range of services for residential properties related to providing opinions of value, evaluations, reviews, consulting, and advice regarding investment decisions, among other things.

Individuals seeking SRA Designated Membership must complete prerequisites and have good moral character to be eligible to enter the Residential Candidate for Designation program.

Note: MAI and SRPA Designated members please see [SRA Designation Alternative Path](#).

1. Prerequisites

- Certified Real Property Appraiser (or equivalent)
- Standards requirement
- *AI Business Practices and Ethics*
- Degree Requirement (*if not a certified real property appraiser*)
- Residential Elective
- Attend Course and Pass exam: *Advanced Residential Applications and Case Studies /Part 1*
Note: Pair and Pass *Advanced Residential Applications and Case Studies/Part 1* (course/exam) with *Advanced Residential Report Writing/Part 2* (course/exam) to also satisfy the Residential Demonstration of Knowledge requirement (#3 below).

2. Enter Residential Candidate for Designation Program

3. Requirements

- Residential Comprehensive Examination
- Residential Demonstration of Knowledge
- 3,000 Hours Residential Experience
- SRA Membership Application

[Regulation No. 2: Admissions to Residential Candidacy and SRA Membership](#)

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AI-GRS Designation Requirements

The AI-GRS membership designation is held by professionals who provide reviews of appraisals of a wide range of property types, including commercial, industrial, agricultural, residential, and vacant land.

Individuals seeking AI-GRS Designated Membership must complete prerequisites and have good moral character to be eligible to enter the General Review Candidate for Designation program.

Note: MAI and SRPA Designated members please see [AI-GRS Designation Alternative Path](#).

1. Prerequisites

- Certified General Real Property Appraiser (or equivalent)
- Standards requirement
- *AI Business Practices and Ethics*
- Degree requirement (*if not a certified general real property appraiser*)
- Pass exam: *Review Case Studies - General*
- Pass exam: *Review Theory - General*

2. Enter General Review Candidate for Designation Program

3. Requirements

- General Review Comprehensive Examination
- 4,500 Hours Specialized Review Experience
- AI-GRS Membership Application

[Regulation No. 3: Admissions to Review Candidacy and AI-GRS and AI-RRS Membership](#)

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AI-RRS Designation Requirements

The AI-RRS membership designation is held by professionals who provide reviews of residential appraisals.

Individuals seeking AI-RRS Designated Membership must complete prerequisites and have good moral character to be eligible to enter the Residential Review Candidate for Designation program.

Note: MAI, SRPA, SRA or RM Designated members please see [AI-RRS Designation Alternative Path](#).

1. Prerequisites

- Certified Real Property Appraiser (or equivalent)
- Standards requirement
- *AI Business Practices and Ethics*
- Degree requirement (*if not a certified real property appraiser*)
- Attend course and pass exam: *Advanced Residential Applications and Case Studies/Part 1*
- Pass exam: *Review Case Studies - Residential*
- Pass exam: *Review Theory - Residential*

2. Enter Residential Review Candidate for Designation Program

3. Requirements

- Residential Review Comprehensive Examination
- 3,000 Hours Residential Review Experience
- AI-RRS Membership Application

[Regulation No. 3: Admissions to Review Candidacy and AI-GRS and AI-RRS Membership](#)

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Alternative Paths to Designated Membership

MAI Designation Alternative Paths

Alternative paths may substitute for the required courses, examinations, degree requirement, demonstration of knowledge, and/or experience requirements, as included in Regulations. Individuals seeking MAI Designated Membership must complete prerequisites and have good moral character to be eligible to enter the General Candidate for Designation program.

AACI Designation (Accredited Appraiser Canadian Institute)

Appraisal Institute of Canada

AACI to MAI Designation Alternative Path

1. Prerequisites*

- AACI designated member in good standing from the Appraisal Institute of Canada
- *AI Business Practices and Ethics*
- Standards requirement

AACI Designated members who practices solely in Canada may provide proof of completing Canada's Canadian Uniform Standards of Appraisal Practice (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- MAI membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

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ARA Designation (Accredited Rural Appraiser)

American Society of Farm Managers and Rural Appraisers (ASFMRA)

ARA to MAI Designation Alternative Path

1. Prerequisites*

- ARA designated member in good standing from the American Society of Farm Managers and Rural Appraisers (ASFMRA)
- Standards requirement
- *AI Business Practices and Ethics*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- 4,500 Hours Specialized Experience
- MAI membership application

HypZert (F) and HypZert (MLV) Certification

HypZert (Germany)

HypZert (F) or HypZert (MLV) to MAI Designation Alternative Path

1. Prerequisites*

- HypZert (F) certification or HypZert (MLV) certification in good standing from HypZert
- Standards requirement
- *AI Business Practices and Ethics*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- General Demonstration of Knowledge
- 1,500 Hours of Specialized Experience
- MAI membership application

*Individuals seeking these designation paths must contact admissions@appraisalinstitute.org and provide proof of designation.

CCIM Designation (Certified Commercial Investment Member)

CCIM Institute

CCIM to MAI Designation Alternative Path

1. Prerequisites*

- CCIM (Certified Commercial Investment Member) designated member in good standing from the CCIM Institute
- Standards requirement
- *AI Business Practices and Ethics*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- General Demonstration of Knowledge
- 4,500 Hours Specialized Experience
- MAI membership application

LREA Certification

Ministry of Land, Infrastructure, Transport and Tourism (Japan)

LREA to MAI Designation Alternative Path

1. Prerequisites*

- LREA certification in good standing from the Ministry of Land, Infrastructure, Transport and Tourism (Japan)
- Standards requirement
- *AI Business Practices and Ethics*
- Pass exam: *Advanced Income Capitalization*
- Pass exam: *Advanced Market Analysis and Highest and Best Use*
- Pass exam: *Advanced Concepts and Case Studies*
- Pass exam: *Quantitative Analysis*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- General Demonstration of Knowledge
- 1,500 Hours Specialized Experience
- MAI membership application

*Individuals seeking these designation paths must contact admissions@appraisalinstitute.org and provide proof of designation.

SRA Designation

Appraisal Institute (USA)

SRA to MAI Designation Alternative Path

1. Prerequisites

- SRA designated member in good standing from the Appraisal Institute
- Pass exam: *Advanced Income Capitalization*
- Pass exam: *Advanced Market Analysis and Highest and Best Use*
- Pass exam: *Advanced Concepts and Case Studies*
- Pass exam: *Quantitative Analysis*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- General Demonstration of Knowledge
- 3,000 Hours Specialized Experience
- MAI membership application

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State Certified Assessor or CAE Designation

International Association of Assessing Officers (IAAO)

State Certified Assessor or CAE to MAI Designation Alternative Path

1. Prerequisites*

- CAE designated member in good standing from the International Association of Assessing Officers (IAAO) OR hold a state certification in Mass Appraisal
- Degree requirement
- Standards requirement
- *AI Business Practices and Ethics*
- *Pass Real Estate Finance, Statistics, and Valuation Modeling*
- *Pass General Appraiser Market Analysis and Highest & Best Use*
- *Pass General Appraiser Sales Comparison Approach*
- *Pass General Appraiser Income Approach/ Part 2*
- *Pass exam: Advanced Income Capitalization*
- *Pass exam: Advanced Market Analysis and Highest and Best Use*
- *Pass exam: Advanced Concepts and Case Studies*
- *Pass exam: Quantitative Analysis*

2. Enter General Candidate for Designation Program

3. Requirements

- General Comprehensive Examination
- General Demonstration of Knowledge
- 4,500 Hours Specialized Experience
- MAI membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation or certification.

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SRA Designation Alternative Paths

The paths may substitute for the required courses, examinations, degree requirement, demonstration of knowledge, and/or experience requirements, as included in Regulations.

Individuals seeking SRA Designated Membership must complete prerequisites and have good moral character to be eligible to enter the Residential Candidate for Designation program.

MAI Designation

Appraisal Institute (USA)

MAI to SRA Designation Alternative Path

1. **Prerequisite**
 - MAI designated member in good standing from the Appraisal Institute

2. **Enter Residential Candidate for Designation Program**

3. **Requirements**
 - 3,000 Hours Residential Experience
 - SRA membership application

CRA Designation (Canadian Residential Appraiser)

Appraisal Institute of Canada

CRA to SRA Designation Alternative Path

1. **Prerequisites***
 - CRA designated member in good standing from the Appraisal Institute of Canada
 - *AI Business Practices and Ethics*
 - Complete AI Standards requirement (*CRA Designated members who practices solely in Canada may provide proof of completing Canada's Canadian Uniform Standards of Appraisal Practice (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.*)

2. **Enter Residential Candidate for Designation Program**

3. **Requirements**
 - SRA membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

ASA Designation (Accredited Senior Appraiser)

American Society of Appraisers (ASA)

ASA to SRA Designation Alternative Path

1. Prerequisites*

- ASA designated member in good standing from the American Society of Appraisers
- Standards requirement
- *AI Business Practices and Ethics*

2. Enter Residential Candidate for Designation Program

3. Requirements

- Residential Comprehensive Examination
- Residential Demonstration of Knowledge
- 3,000 Hours Residential Experience
- SRA membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

RAA Designation (Residential Accredited Appraiser)

National Association of Realtors

RAA to SRA Designation Alternative Path

1. Prerequisites*

- RAA designated member in good standing from the National Association of Realtors
- Standards requirement
- *AI Business Practices and Ethics*

2. Enter Residential Candidate for Designation Program

3. Requirements

- Residential Comprehensive Examination
- Residential Demonstration of Knowledge
- 3,000 Hours Residential Experience
- SRA membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

State Certified Assessor or RES Designation

International Association of Assessing Officers (IAAO)

State Certified Assessor or RES to SRA Designation Alternative Path

1. Prerequisites*

- RES designated member in good standing from the International Association of Assessing Officers (IAAO) OR hold a state certification in Mass Appraisal
- Degree requirement
- Pass approved *Real Estate Finance, Statistics, and Valuation Modeling*
- Pass approved *Residential or General Appraiser Market Analysis and Highest & Best Use*
- Standards requirement
- *AI Business Practices and Ethics*
- Residential Elective Requirement
- Attend/pass Advanced Residential Applications and Case Studies/Part 1
Note: Pair and Pass *Adv. Residential Applications and Case Studies/Part 1* (course/exam) with *Advanced Residential Report Writing/Part 2* (course/exam) to ALSO satisfy the residential Demonstration of Knowledge Requirement.

2. Enter Residential Candidate for Designation Program

3. Requirements

- Residential Comprehensive Examination
- Residential Demonstration of Knowledge
- 3,000 Hours Residential Experience
- SRA membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation or certification.

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AI-GRS Designation Alternative Paths

Individuals seeking AI-GRS Designated Membership must complete prerequisites and have good moral character to be eligible to enter the General Review Candidate for Designation program.

The paths may substitute for the required courses, examinations, degree requirement, demonstration of knowledge, and/or experience requirements, as included in Regulations.

MAI or SRPA Designation

Appraisal Institute (USA)

MAI or SRPA to AI-GRS Designation Alternative Path

1. Prerequisites

- MAI or SRPA designated member in good standing from the Appraisal Institute
- Pass exam: *Review Theory – General*

2. Enter General Review Candidate for Designation Program

3. Requirements

- Specialized Review Experience
5 qualifying appraisal review reports that meet applicable Standards requirements.
- AI-GRS membership application

SRA Designation

Appraisal Institute (USA)

SRA to AI-GRS Designation Alternative Path

1. Prerequisites

- SRA designated member in good standing from the Appraisal Institute
- Pass exam: *Review Theory – General*
- Pass exam: *Review Case Studies – General*

2. Enter General Review Candidate for Designation Program

3. Requirements

- General Review Comprehensive Examination
- Specialized Review Experience
- AI-GRS membership application

AACI Designation (Accredited Appraiser Canadian Institute)

Appraisal Institute of Canada (Canada)

AACI to AI-GRS Designation Alternative Path

1. Prerequisites*

- AACI designated member in good standing from the Appraisal Institute of Canada
- *AI Business Practices and Ethics*
- Standards requirement (*AACI Designated members who practices solely in Canada may provide proof of completing Canada's Canadian Uniform Standards of Appraisal Practice (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.*)
- Pass exam: *Review Theory – General*

2. Enter General Review Candidate for Designation Program

3. Requirements

- General Review Comprehensive Examination
- Specialized Review Experience
5 qualifying appraisal review reports that meet applicable Standards requirements.
- AI-GRS membership application

ARM Designation (Appraisal Review and Management)

American Society of Appraisers (ASA)

ARM to AI-GRS Designation Alternative Path

1. Prerequisites*

- ARM designated member in good standing from the American Society of Appraisers (ASA)
- Standards requirement
- *AI Business Practices and Ethics*
- Pass exam: *Review Theory – General*

2. Enter General Review Candidate for Designation Program

3. Requirements

- General Review Comprehensive Examination
- Specialized Review Experience
5 qualifying appraisal review reports that meet applicable Standards requirements.
- AI-GRS membership application

*Individuals seeking these designation paths must contact admissions@appraisalinstitute.org and provide proof of designation.

RPRA Designation (Real Property Review Appraiser)

American Society of Farm Managers and Rural Appraisers (ASFMRA)

RPRA to AI-GRS Designation Alternative Path

1. Prerequisites*

- RPRA designated member in good standing from the American Society of Farm Managers and Rural Appraisers (ASFMRA)
- Standards requirement
- *AI Business Practices and Ethics*

2. Enter General Review Candidate for Designation Program

3. Requirements

- General Review Comprehensive Examination
- Specialized Review Experience
5 qualifying appraisal review reports that meet applicable Standards requirements.
- AI-GRS membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

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AI-RRS Designation Alternative Paths

Individuals seeking AI-RRS Designated Membership must complete prerequisites and have good moral character to be eligible to enter the Residential Review Candidate for Designation program.

The paths may substitute for the required courses, examinations, degree requirement, demonstration of knowledge, and/or experience requirements, as included in Regulations.

MAI, SRPA, SRA or RM Designation

Appraisal Institute (USA)

MAI, SRPA, SRA, or RM to AI-RRS Designation Alternative Path

1. Prerequisites

- MAI, SRPA, SRA, or RM designated member in good standing from the Appraisal Institute
- Pass exam: *Review Theory – Residential*

2. Enter Residential Review Candidate for Designation Program

3. Requirements

- Residential Review Experience (*5 qualifying appraisal review reports that meet applicable Standards requirements*)
- AI-RRS membership application

ARM Designation [Appraisal Review and Management]

American Society of Appraisers (ASA)

ARM to AI-RRS Designation Alternative Path

1. Prerequisites*

- ARM designated member in good standing from the American Society of Appraisers
- Standards requirement
- *AI Business Practices and Ethics*
- Pass exam: *Review Theory – Residential*

2. Enter Residential Review Candidate for Designation Program

3. Requirements

- Residential Review Comprehensive Examination
- Residential Review Experience (*5 qualifying appraisal review reports that meet applicable Standards requirements*)
- AI-RRS membership application

*Individuals seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

CRA Designation (Canadian Residential Appraiser)

Appraisal Institute of Canada

CRA to AI-RRS Designation Alternative Path

1. Prerequisites*

- Be an MAI, SRPA, SRA, or RM designated member in good standing from the Appraisal Institute
- Standards requirement
- *AI Business Practices and Ethics*
CRA Designated members who practices solely in Canada may provide proof of completing Canada's Canadian Uniform Standards of Appraisal Practice (CUSPAP); and certifying that he or she practices solely in Canada and intends to practice solely in Canada.
- Pass exam: *Review Theory – Residential*

2. Enter Residential Review Candidate for Designation Program

3. Requirements

- Residential Review Comprehensive Examination
- Residential Review Experience
5 qualifying appraisal review reports that meet applicable Standards requirements.
- AI-RRS membership application

*Individual seeking this designation path must contact admissions@appraisalinstitute.org and provide proof of designation.

AI Membership

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