



# Designated Member Policy Manual

---

Effective January 1, 2025

Copyright © 2025 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.

**Contents**

**General Information ..... 3**

**Designated Member ..... 4**

**Designated Member Status..... 5**

**Practicing Designated Member ..... 5**

**Non-Practicing Designated Member..... 5**

**Life Designated Members ..... 6**

**Administrative Fees for Non-Practicing Retired Designated Members.....7**

**Resources ..... 8**

## General Information

This policy manual outlines policies and procedures of Designated membership and is a companion document to Regulation No. 10, Continuing Education, Regulation No. 4, Readmission to Designated Membership, the National Bylaws and Good Moral Character Manual.

## Designated Member

A Designated Member is an individual who holds an Appraisal Institute designation.

An International Designated Member is a Designated Member whose principal place of business and residence falls outside the United States, United States Territories and Canada.

A Designated Member in good standing is an individual who:

- a) holds an Appraisal Institute designation;
- b) is not suspended from membership; and
- c) who is not the subject of a pending peer review proceeding in which the member has been sent an offer of a publishable disciplinary action as set forth in the Regulations of the Appraisal Institute.

The Board of Directors shall adopt and maintain Regulations establishing the requirements for:

- a) conferring membership designations;
- b) retention of the membership designations;
- c) admitting and readmitting individuals to designated membership; and
- d) continuing education for Designated Members.

(next page)

## Designated Member Status

The Appraisal Institute reserves the right to audit an individual's eligibility for any status. The Appraisal Institute may make appropriate adjustments to an individual's status, as necessary.

**There are two standard Designated member statuses in the Appraisal Institute: Practicing Designated Member and Non-Practicing Designated Member. These two standard statuses contain sub-statuses that have certain eligibility requirements and different dues or fees structures.**

### Practicing Designated Member

#### Practicing Designated Member

A Practicing Designated Member is a Designated Member in good standing who is engaged in Valuation Practice as defined by the Code of Professional Ethics. *Some Practicing Designated Members may also hold the sub-status of Practicing Semi-Retired Designated Member.*

#### Practicing Semi-Retired Designated Member

A Practicing Semi-Retired Designated Member is a Designated Member in good standing who is at least sixty (60) years of age and earns no more than \$50,000 in each calendar year from Valuation Practice as defined by the Code of Professional Ethics. The Board of Directors shall establish such dollar amount from time to time.

### Non-Practicing Designated Member

#### Non-Practicing Designated Members

A Non-Practicing Designated Member is a Designated Member in good standing who is not engaged in Valuation Practice as defined by the Code of Professional Ethics. *Some Non-Practicing Designated Members may also hold the sub-status of Non-Practicing Retired Designated Member.*

#### Non-Practicing Retired Designated Members

A Non-Practicing Retired Designated Member is a Designated Member in good standing who is at least sixty (60) years of age and who is not engaged in Valuation Practice as defined by the Code of Professional Ethics.

(next page)

## Life Designated Members

A Life Designated Member is a Designated Member in good standing who has held Designated membership in the Appraisal Institute (or its predecessor organizations) continuously for at least 40 years.

A Life Designated Member whose membership was terminated for any reason, including resignation, will no longer be eligible for Life Designated Membership unless the Designated Member readmits to AI within one (1) year of the date of termination.

A Life Designated Member will be recognized as such without having to apply at the start of the calendar year in which they become eligible to become a Life Designated Member (current Life Designated Members will remain as such).

A Life Designated Member (not already in a discounted dues status) will receive a 40% discount on their ***national*** dues beginning in the next full dues cycle. Other discounted statuses include Practicing Semi-Retired Designated Member, Non-Practicing Designated Member, Non-Practicing Retired Designated Member and past president.

(next page)

## Administrative Fees for Non-Practicing Retired Designated Members

Non-Practicing Retired Designated Members shall not be assessed membership dues at any level of the organization; however:

- 1) The Board of Directors shall set from time to time annual national administrative fees and late fees payable by Non-Practicing Retired Designated Members;
- 2) Regions may set from time to time annual Region administrative fees and late fees payable by Non-Practicing Retired Designated Members within their Regions as permitted by the Bylaws, Regulations and policies of the Appraisal Institute; and
- 3) Chapters may set from time to time annual Chapter administrative fees and late fees payable by Non-Practicing Retired Designated Members who are members of their Chapters as permitted by the Bylaws, Regulations and policies of the Appraisal Institute.

Non-Practicing Retired Designated Members who do not pay administrative fees timely shall cease to receive any services provided to such members.

The Board of Directors shall adopt a policy that sets forth a date by which administrative fees at all levels of the organization shall be payable and a date by which late fees at all levels of the organization will begin accruing and the amount of such late fees if administrative fees have not been paid.

(next page)

## Resources

### [AI Login Page](#)

Access your AI Continuing Education checklist, retrieve education completion certificates, invoices, receipts, chapter information, status change application.

### [AI Continuing Education: An Overview](#)

Designated member AI Continuing Education requirements and resources.

### [Designated Membership Dues](#)

Annual dues for Designated members.

### [Designated Member Readmission: An Overview](#)

Information and resources related to readmission to Appraisal Institute Designated membership.

## End of Policy Manual

1/27/24cv