



## **Designated Member Readmission: An Overview**

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## Practicing Versus Non-Practicing

Non-practicing former Designated members may apply for readmission **immediately!** Click the Apply for Readmission button on your AI login page and fill out the application.

Practicing individuals will need to determine if they are ready to begin the readmission process.

### Items to consider:

- Is your AI CE cycle current? If it is, you may Apply for Readmission immediately and continue with your current AI CE cycle.
- Is your AI CE cycle expired? You must complete certain continuing education requirements prior to being eligible to apply for readmission.

If you have outside provider continuing education, including Standards, you may use this continuing education towards your requirements for readmission. You may use education completed over the last five years.

You may activate your Readmission checklist by clicking the Apply for Readmission button and clicking **NEXT**.

Do not click **NEXT** if you are **not** ready to begin this process. Once a readmission checklist is generated it has the required date of completion.

After you click **NEXT**, your readmission checklist will populate, and you can begin completing the requirements and uploading your outside provider education.

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## Entering Outside Provider Education

Appraisal Institute accepts education completed through other providers if the programs meet the following requirements:

- The education is not a home study or correspondence course;
- The topics covered are on the Creditable Topics for AI CE credit; and
- The program spans at least two hours.

As it relates to readmission, you can enter outside provider education for Standards and Fair Housing if it has been completed within the last five years of the date of your readmission application. The steps are as follows:

1. Log into your **AI account**
2. Click on the **Checklist Details** link
3. Click on the **Standards** (link) or **Fair Housing** (link)
  - a. You will be able to upload these certificates through the green “Report Course” button. Enter the information for the course(s) as prompted
4. Click on the **100 Hours** (link) to attest and sign that you have the appropriate number of hours over the last five years

## Completing Your Readmission Checklist

When your readmission checklist is completed within the allocated period, all requirements will show as **met** and your readmission application will become unlocked: pending application submission!

## Annual Dues for Readmission

Upon readmission, you will be asked to pay the appropriate dues amount.

### Nov 1 – Jan 31:

- Pay **full dues** for the upcoming year  
(*e.g., readmitting in Nov 2025 pays full 2026 dues*)

### Feb 1 – Oct 31:

- Pay **prorated dues** for the current year  
(*e.g., readmitting in September 2025 pays prorated 2025 dues*)
- If readmitting between **September – October**, you will also receive a **dues bill for the upcoming year** (due Jan 6)

## Frequently Asked Questions

These FAQs are intended to provide general information about Readmissions to Designated membership in the Appraisal Institute. The actual rules are contained in [Regulation No. 4: Readmission to Designated Membership](#); they govern readmission requirements for the Appraisal Institute.

The FAQs may not include all information, options, requirements, and variations applicable to any person. These FAQs apply if the end date of your most recent AI CE cycle has expired.

1. When I last held Designated membership, my AI CE requirements were different. When I am readmitted, what continuing education requirements will I need to fulfill?

During each five-year AI CE cycle, Practicing Designated members are required to complete the following:

- Standards (USPAP/IVS)
- Fair Housing requirement
- *AI Business Practicing and Ethics (BP&E)*
- 100 hours of credible continuing education

2. Upon readmission, when will my first continuing education cycle end?

Upon readmission, you will be placed on an AI CE cycle beginning on the date of readmission and ending on the sixth June 30th after readmission. For example, if a member is readmitted on July 21, 2024, the member has until June 30, 2029, to fulfill AI CE requirements. A member's AI CE checklist can be accessed through their AI login page 24 hours a day.

3. Where can I find additional information on the Appraisal Institute continuing education program?

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

4. Must I submit any past work experience for review?

If you were subject to disciplinary action, disciplinary proceedings, or certain peer review proceedings, or you were terminated due to expulsion at the time your membership lapsed, you must submit recent experience for a readmission review. You must receive a favorable recommendation based on that review for readmission.

5. If I was subject to disciplinary action, disciplinary proceedings, or certain peer review proceedings, or terminated due to expulsion at the time my membership lapsed, and I received a favorable recommendation on an experience review and received a sixty percent (60%) vote from the Board of Directors, will I have any additional continuing education requirements?

Within five years prior to readmission, you must complete:

- Standards (USPAP/IVS)
- Fair Housing requirement
- *AI Business Practicing and Ethics*
- 100 hours of creditable continuing education

6. What AI regulation governs readmission?

View [Regulation No. 4: Readmission to Designated Membership](#)

## Questions?

Please visit our [Support Center](#)