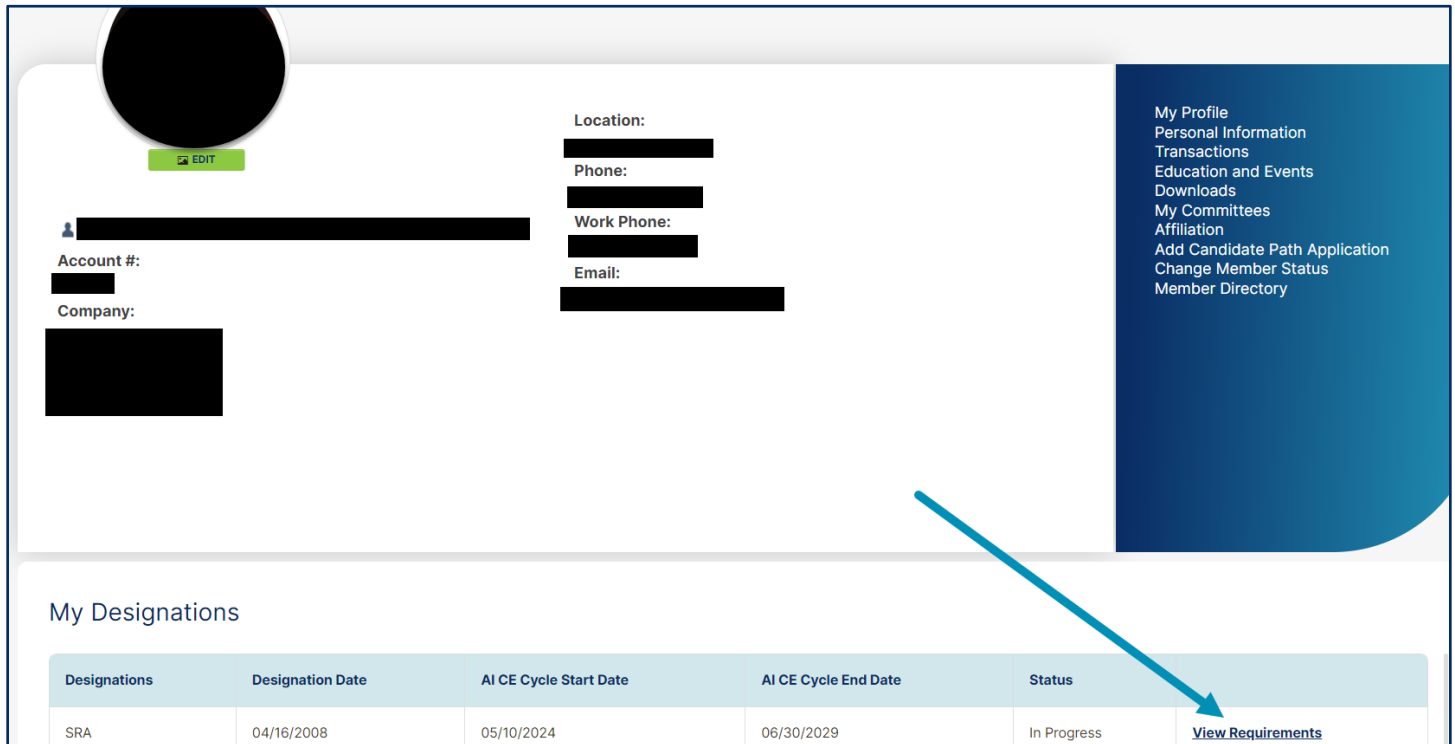


## AI CE: How to Self-Report Outside Education and Service

The Appraisal Institute accepts outside provider education, but it must be a minimum of 10 points (two hours) and the subject matter must fall under AI Continuing Education Credible Topics list. Learn more [AI Continuing Education: An Overview](#) (PDF).

To log your outside provider CE, please follow these steps:

1. Log into your **AI Account**.
2. Click on **View Requirements**.



The screenshot shows a user's profile page. On the left, there is a profile picture placeholder with an 'EDIT' button, and fields for 'Account #:' and 'Company:'. On the right, there are fields for 'Location:', 'Phone:', 'Work Phone:', and 'Email:'. A blue sidebar on the right contains a menu with items like 'My Profile', 'Personal Information', 'Transactions', 'Education and Events', 'Downloads', 'My Committees', 'Affiliation', 'Add Candidate Path Application', 'Change Member Status', and 'Member Directory'. Below the profile information is a section titled 'My Designations' with a table. A blue arrow points to the 'View Requirements' link in the table's 'Status' column.

Designations	Designation Date	AI CE Cycle Start Date	AI CE Cycle End Date	Status
SRA	04/16/2008	05/10/2024	06/30/2029	In Progress <a href="#">View Requirements</a>

3. Click on the **Points** requirement link (the number of points may vary based on affiliation type/status).

*Note: you can add outside provider Standards (USPAP/IVS) by clicking on the **Standards** link and outside provider Valuation Bias and Fair Housing courses by clicking on the **Fair Housing** link.*

Locked	Unlocked	Under Review	Met
<b>Fair Housing</b> <i>Click blue link above to register or report.</i>		Pending Completion by Jun 30 2027	
<b>Standards</b> <i>Click blue link above to register or report.</i>		Course Complete	
<b>AI Business Practices and Ethics</b> <i>Click blue link above to register.</i>		Course Complete	
<b>500 Points</b> <i>Click the above link (500 points) to access your point total.</i>		Pending Points	
<ul style="list-style-type: none"> <li>• Report education and service from outsider providers</li> <li>• View status of your AI CE progress</li> <li>• Report service to the AI and the real estate profession</li> </ul> <p>For more information please view our <a href="#">AI Continuing Education: An Overview</a></p>			

4. Scroll down and click on the **Report CE** button.

**Self-Reported Points**

**REPORT CE**

Program Name	End Date	Category	Points	Verified
No Self Reported CE on file.				

5. Complete the form, based on the **CE Type** you are reporting (i.e., outside provider education, service to the profession, service to the AI, service as a Candidate Advisor, etc.)

### Add Continuing Education

**CE Type:**

Required

**Outside Provider Name:**

Required

**Location:**

Required

**Program Name / Service Info:**

Required

**Start Date:**

Required

**End Date:**

Required

**Attendance Hours:**

Required

**Exam Hours (if applicable):**

**Creditable Topic:**

Required

Once you click on the **Save** button, the hours you entered will update to points and the CE will appear under the section called **Self-Reported Points**.

Self-Reported Points				
REPORT CE				
Program Name	End Date	Category	Points	Verified
Green Building Concepts for Appraisers	05/14/2024	Classroom Program	35.00 [Attend]	✓
				<a href="#">DELETE</a>

Note: Any education over 30 hours and any education with an exam, you will need to upload proof of completion (i.e., certificate of completion)

### AI Membership

(888) 756-4624

[customerservice@appraisalinstitute.org](mailto:customerservice@appraisalinstitute.org)

12/2/24cv