

AI Continuing Education: An Overview

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What is AI Continuing Education?

AI CE requirements and your state's CE requirements are not the same. The former is needed to maintain your designation while the latter is needed to maintain your state credentials. You can typically use the education you take with AI and the education you take with outside providers to meet both state and AI CE requirements—save one exception: AI *Business Practices & Ethics*. This course is the exception because it is an AI CE requirement that must be taken with AI; however, you could possibly submit it to your state for credit. The course provides information about standards and ethics requirements for valuers in general and, more specifically, for valuers who belong to the Appraisal Institute.

On its website, AI outlines state approvals for each AI educational offering (i.e., courses, seminars and webinars) that provide you with what your state approves. Some AI educational programs may not be approved in every state.

If you are interested in more information as to how to write an AI CE certification statement in your appraisal reports, please review sample certification statements on the AI website for appraisal and appraisal review reports.

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AI CE Cycle for Designated Members

Every five years, Designated members in a ***required*** status must complete the following:

- Standards (USPAP, IVS, SVP, etc.)
- AI Business Practices and Ethics
- 500 points of continuing education*

** These 500 points include points earned for completing USPAP/IVS and AI Business Practices & Ethics.*

Every five years, Designated members in a ***recommended*** status must complete the following:

- Standards (USPAP, IVS, SVP, etc.)
- AI Business Practices and Ethics
- One item valued at 150 points or higher

The only difference between the required and the recommended status among Designated members is the 500-point requirement. Required Designated members must complete the 500 points, whereas recommended Designated members are not required to do so, but AI strongly encourages it. For recommended Designated members:

If I do the 500 points?

- You are listed in the Find an Appraiser Directory as “Continuing Education Program Completed.”
- You do not have to complete an item valued at 150 points (or higher) since you are amassing all 500 points.

If I do not do the 500 points?

- You are listed in the Find an Appraiser Directory as “Continuing Education Program Not Completed.”
- You must affirm you have not completed the continuing education program in required certification statements.
- You must complete an item valued at 150 points (or higher).

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AI CE Cycle for Practicing Affiliates

Every five years, Practicing Affiliates must complete the following:

- Standards (USPAP, IVS, SVP, etc.)
- *AI Business Practices and Ethics*
- 350 points of continuing education*

Known as the first-year Standards and Ethics requirement, Practicing Affiliates must complete the following within their first year of affiliation:

- Standards (USPAP, IVS, SVP, etc.)
- *AI Business Practices and Ethics*

** These 350 points include points earned for completing USPAP/IVS and AI Business Practices & Ethics.*

Practicing Affiliates must complete their first-year Standards and Ethics requirement within their first year, or their affiliation will be suspended.

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AI CE Points

Generally, one hour of CE is equal to five points, thus 500 points equals 100 hours, and 350 points equals 70 hours. You may take courses or seminars for which this rule of thumb may not apply, and that's because some AI education has higher point values because the content is considered more advanced. For example, *USPAP* is seven hours (35 points), but the seven-hour seminar *Forecasting Revenue* is 75 points because it's considered advanced education.

You **MAY** Earn Points for:

- Courses, seminars and examinations that cover subject matter identified in AI Creditable Topics

You **MAY NOT** Earn Points for:

- Travel time, homework (including homework during class time), preparation time, registration and lunch
- Private tutoring, received or given
- An educational course or seminar of less than two (2) hours duration
- Partial attendance
- Attendance of the same course, seminar or exam more than once in an AI continuing education cycle (except for USPAP)

The Appraisal Institute Education website is your starting point to search for a particular course, webinar or seminar where the program pages will outline the point values for the following:

- only attending
- attending and passing the exam (if applicable)
- passing the exam

Continuing education may be carried forward into the next continuing education cycle as long as:

- points for non-advanced education were earned during the last six months of the current cycle; or
- points for advanced education were earned during the last 12 months of the current cycle.

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How to Self-Report Outside Provider Education and Service

If you have completed an outside provider course, seminar, or passed an exam that you believe:

- Contains advanced content
- covers subject matter on the AI Creditable Topics list
- and is comparable to AI advanced education

You may inquire about receiving a higher point value based on these criteria. Please email both the course outline and your certificate of completion to ce@appraisalinstitute.org.

For all other outside provider education, log into your AI account to self-report your CE. 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 the AI Creditable Topics list. To log your outside provider CE or Service, please follow these steps:

- Log into Your **AI Account**.
- Click on the **View Requirements** link
- Click on the **150-, 500-or 350-Points** link (depending on your membership/affiliation with AI).
- Scroll down and click on the **Report CE button** and complete the form.
- Click the **Save** button.
- Your self-reported CE will appear under the section called **Self-Reported Points**. Hours will automatically be converted into points.

You can also add hours for serving as a Candidate Advisor, PAREA mentor, along with your service to AI and the real estate profession by clicking the drop-down button: **CE Type**. You can also add outside provider Standards (USPAP/IVS) as well, by clicking on the **Standards** link.

Programs sponsored by the Appraisal Institute, either nationally or at the chapter level, will automatically be added to your AI CE log.

Note: You cannot add duplicate education in the same five-year AI CE cycle with one exception: USPAP, which Appraisal Institute will recognize three times within one cycle.

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Your AI CE Checklist

Once you log into your account and click on the View Requirements link, you will be directed to a page that gives you a summary of your AI CE cycle:

- Status: practicing or nonpracticing and recommended or required
- AI CE cycles start and end dates and your AI CE extension date (if applicable)
- CE extension application link
- Your list requirements and their respective status (i.e., pending completion, complete)

Your AI CE Checklist is made up of hyperlinks:

- **AI Affiliation:** this link takes you to a page where you can view your membership/affiliation status, including your join date.
- **Standards:** this link takes you to a page where you can view your past USPAP/IVS information on courses completed with both AI and outside providers; you can also self-report an outside provider USPAP/IVS course here.
- **AI Business Practices and Ethics:** this link will take you to a page where you can view your past and current registration information and register for the course.
- **Points** (i.e., 500, 300, 150-point requirement): this link takes you to a page where you can view your AI CE log—both AI CE and your outside provider self-reported CE.

Note: Your AI education transcript will not list your self-reported CE because these courses were completed with outside providers. Your AI education transcript only lists education taken with AI, which is where you can obtain AI certificates of completion. If you want to view both outsider provider and AI education, you can do so on the **Points** page.

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Other Ways to Earn AI CE

You may receive up to 125 points (25 hours) of AI CE credit in the category of Points for Service for Mentoring:

- Serving as a Candidate advisor for the Candidate for Designation program
- Serving as a mentor for the Appraisal Institute Practical Applications of Real Estate Appraisal (AI PAREA) program
- Serving as an advisor for the Appraiser Diversity Initiative
- Other mentoring as approved by ADQC.

You may also receive AI CE credit for the following:

- Up to 125 points (25 hours) of AI CE credit per CE cycle for **service to the Appraisal Institute**
- Up to 50 points (10 hours) of AI CE credit per CE cycle for **service to the real estate profession**
- Up to 350 points for **teaching Appraisal Institute courses and seminars**
- Up to 50 points (10 hours) for **real estate brokerage and law courses**

Note: No more than 350 points total (per AI CE cycle) may be earned of all these combined.

Certificates of Completion

Please make sure you keep records of any outsider provider CE that you report, as the Appraisal Institute may request that you submit all documentation for self-reported programs. AI Education completion certificates are available through your AI Account under **Education and Events**.

Note: The button to view/print certificates will be next to online education and the classroom education certificates are printable within the details of your course. Click View to access.

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Failure to Complete AI CE Requirements

Designated members and Practicing Affiliates have five-year AI CE cycles. Failure to complete all AI CE requirements within this period will put your membership/affiliation at risk of suspension. Once suspended, you will be ineligible for an AI CE extension. Once suspended, Practicing Affiliates will have six months to complete all AI CE requirements; if these requirements are not completed within this period, these affiliations will be terminated. Once suspended, Designated members will have one year to complete all AI CE requirements; if these requirements are not completed within this period, these memberships will be terminated.

If a Designated member or Practicing Affiliate wishes to avoid suspension, they must either:

- complete the AI CE requirements by the end of their AI CE cycle end date; or
- Apply for an AI continuing education extension

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AI Advanced Education Point Values

The following is a list of AI advanced education options approved for the highest point values for AI CE requirements.

AI Program	Valued at 150 Points or higher	Attend/Pass point value	Attend point value	Pass exam point value
<i>Advanced Concepts & Case Studies</i>	☑	375	275	325
<i>Advanced Income Capitalization</i>	☑	375	275	325
<i>Advanced Market Analysis and Highest and Best Use</i>	☑	375	275	325
<i>Advanced Residential Report Writing/Part 2</i>	☑	375	275	Not offered
<i>Advanced Spreadsheet Modeling for Valuation Applications</i>	☑	200	150	150
<i>Application & Interpretation of Simple Linear Regression</i>	☑	200	150	150
<i>Advanced Residential Applications and Case Studies/Part 1</i>	☑	225	175	Not offered
<i>Basic Appraisal Principles</i>	☑	200	150	150
<i>Basic Appraisal Procedures</i>	☑	200	150	150
<i>Case Studies in Appraising Green Commercial Buildings</i>	☑	200	150	Not offered
<i>Case Studies in Appraising Green Residential Buildings</i>		125	75	Not offered
<i>Condemnation Appraising: Principles & Applications</i>	☑	200	180	Not offered

AI Program	Valued at 150 Points or higher	Attend/Pass point value	Attend point value	Pass exam point value
<i>Fundamentals of Separating Real and Personal Property from Intangible Business Assets</i>	<input checked="" type="checkbox"/>	200	150	Not offered
<i>General Appraiser Income Approach/Part 1</i>	<input checked="" type="checkbox"/>	225	175	200
<i>General Appraiser Income Approach/Part 2</i>	<input checked="" type="checkbox"/>	225	175	200
<i>General Appraiser Market Analysis and Highest & Best Use</i>	<input checked="" type="checkbox"/>	225	175	200
<i>General Appraiser Report Writing & Case Studies</i>	<input checked="" type="checkbox"/>	225	175	200
<i>General Appraiser Sales Comparison Approach</i>	<input checked="" type="checkbox"/>	225	175	200
<i>General Appraiser Site Valuation & Cost Approach</i>	<input checked="" type="checkbox"/>	225	175	200
<i>International Financial Reporting Standards for the Real Property Appraiser</i>	<input checked="" type="checkbox"/>	200	150	Not offered
<i>International Equivalency Course: General</i>	<input checked="" type="checkbox"/>	195	180	180
<i>Introduction to Green Buildings: Principles & Concepts</i>		125	75	Not offered
<i>International Valuation Standards Overview</i>		125	75	Not offered
<i>Litigation Appraising: Specialized Topics and Applications</i>	<input checked="" type="checkbox"/>	200	180	Not offered
<i>Practical Applications in Appraising Green Commercial Properties</i>	<input checked="" type="checkbox"/>	200	150	Not offered
<i>Quantitative Analysis</i>	<input checked="" type="checkbox"/>	375	275	325
<i>Real Estate Finance, Statistics, and Valuation Modeling</i>	<input checked="" type="checkbox"/>	225	175	200
<i>Residential Sales Comparison and Income Approach</i>	<input checked="" type="checkbox"/>	225	175	200

AI Program	Valued at 150 Points or higher	Attend/Pass point value	Attend point value	Pass exam point value
<i>Residential and Commercial Valuation of Solar</i>	<input checked="" type="checkbox"/>	200	150	Not offered
<i>Review Theory-General</i>	<input checked="" type="checkbox"/>	375	275	100
<i>Review Case Studies-General</i>	<input checked="" type="checkbox"/>	375	275	100
<i>Review Theory-Residential</i>	<input checked="" type="checkbox"/>	225	175	100
<i>Review Case Studies-Residential</i>	<input checked="" type="checkbox"/>	225	175	100
<i>The Appraiser as an Expert Witness: Preparation and Testimony</i>	<input checked="" type="checkbox"/>	200	150	Not offered
<i>Uniform Appraisal Standards for Federal Land Acquisitions: Practical Applications</i>	<input checked="" type="checkbox"/>	200	150	55
<i>Valuation in Challenging Markets</i>	<input checked="" type="checkbox"/>	250	200	Not offered
<i>Valuation of Conservation Easements</i>	<input checked="" type="checkbox"/>	250	200	Not offered
Seminars (approx. 7 hours)	AI CE Points (attend seminar only)			
<i>Appraising Automobile Dealerships</i>	75 points			
<i>Advanced Land Valuation: Sound Solutions to Perplexing Problems</i>	75 points			
<i>Appraisal of Medical Office Buildings</i>	75 points			
<i>Complex Litigation Appraisal Case Studies</i>	75 points			
<i>Evaluating Commercial Leases: The Tenant and the Terms Both Matter</i>	75 points			
<i>Forecasting Revenue</i>	75 points			
<i>Rates and Ratios: Making Sense of GIMs, OARs and DCF</i>	75 points			

<i>Marketability Studies: Advanced Considerations and Applications</i>	75 points
<i>Marketability Studies: The Six-Step Process and Basic Applications</i>	75 points
<i>Real Estate Finance, Value, and Investment Performance</i>	75 points
<i>Small Hotel/Motel Valuation</i>	75 points
<i>Subdivision Valuation</i>	75 points
<i>The Discounted Cash Flow Model: Concepts, Issues, and Applications</i>	55 points

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AI Continuing Education: Creditable Topics

The following list of topics is currently approved for Continuing Education credit by the Appraisal Institute. Refer to this list in determining whether a non-Appraisal Institute educational program you are considering taking is acceptable.

The subject must enhance the professional competency of designated appraisers or aid in increasing and expanding designated appraisers' outlook on the profession.

The content must contain either direct application of appraisal theory and techniques in the appraisal process, or skills related or tangential to appraisal practice.

AI will give continuing education credit (up to 50 points) for brokerage and law courses directly related to real estate—which must be approved for state mandatory continuing education.

Because of constant technological changes in our industry, computer education skills are necessary for our members to be competitive in the appraisal industry. Therefore, up to 50 points of CE credit can be earned during each certification cycle, for computer education for applications specific to the appraisal industry.

Any topic covered by *The Appraisal of Real Estate* will automatically be given serious consideration for approval as a creditable topic for continuing education purposes.

The Admissions and Designation Qualifications Committee maintains the list of creditable topics and makes changes from time to time. If you feel that a topic should be included on the list, please let us know.

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Topic: Accounting/Bookkeeping	
Income/Expense Analysis	Cost Accounting
How to Read Financial Statements	Introduction to Accounting (collegiate level)
Topic: Analysis/Evaluation	
Absorption Analysis	Historic Preservation/Easements
Accounting Records	Impact Studies
Appraising for financial reporting	Income Analysis
Artificial Intelligence, AVMs, Blockchain	Investment Analysis
Cash Flow Analysis	Land Use/Zones
Condominium Conversions	Leases/Rental
Data Analysis	Market/Market Demand Analysis
Depreciation Analysis	Property Management Analysis
Development/Redevelopment Analysis	Real Estate Securities: Characteristics, Valuation Analysis
Expense Statements	Regression Analysis
Feasibility Analysis	Scope of Work
Financing: Availability; Mortgages; Mortgage Equity	Solar Energy Systems Analysis
Fiscal Impact	Subdivision Analysis
Green/Sustainable Development	Valuation Analysis
Highest and Best Use Analysis	

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Topic: Appraisal/Appraising	
Appraisal for: Tax Purposes; Time Share	Appraisal Office Operations
Appraisal of: Condominium Conversion; Improved Property; Intangibles; Land; Leases; Manufactured Housing; Specific Property Rights; Subdivisions	Environmental Considerations
Appraisal Office Business Records	Expense Analysis
Appraiser/Attorney Relations	Goodwill: General Information; Valuation of Income Analysis
Appraising vs. Counseling	Green/Sustainable Development
Appraisal Review	Litigation: Errors & Omissions; Expert Witness; Liability of Appraisers; Malpractice
Hybrid Appraisals	Mass Appraisal Concepts
Jury View of the Appraiser	Partial Acquisitions
Appraiser as Arbitrator	Relocation: Effect on Value; Valuation of Remainder Property
Appraisal Office in the Home	(Appraisal Institute) Review Procedures
Assessment Appeal of Business	Supervisor/Trainee relationship
Topic: Architecture/Design	
Blueprint Reading	Nomenclature
Concept of Architecture/Design (related to history)	Project Planning
Concept of Architecture/Design (related to real estate)	
Topic: Assessor/Assessment	
Appraisal for Assessment	Duties of Assessor
Appeal Procedure: Laws Related to Appraisal Procedures	Assessment Standards
Appeal Procedure: General Challenge of Assessment	Assessment Appeals Law: Value Related
Assessment Ratio Study	Assessment Appeals Law: Procedural

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Topic: Capitalization	
Capitalization: Methods of; Techniques of cash Flow	Mortgage Equity
Effect of Risk	Rate Development
Income Capitalization	Rates of Return/Internal Rates of Return
Topic: Cash	
Cash Flow Analysis	Mineral and Timber Rights
Cash Equivalency	Use of Software Products Such as Argus
Effect of Value	
Topic: Codes/Law	
Air & Water Rights Valuation	Environmental Impact Studies
Americans with Disabilities Act	Historic/Scenic Valuation
Arbitration or Mediation (Dispute Resolution)	IRS: Regulations/Laws; Estate Tax; Capitalization
Assessment Appeal: Procedural	Possessory Interest/Franchise Concession Valuation
Assessment Appeal: Value Related	Real Estate: Construction; Fire Codes; Land Use; Property Relocation
Bankruptcy Cases: Valuation of	Right of Way/Easement Valuation
IRS: General; Relative Property	Subdivision Codes/Laws
CEBA Valuation	Tax: Estate/Inheritance Tax Cases (valuation of); Tax Appeal Valuation; Tax Law
Condemnation: General/Procedures	Timeshare Codes/Law
Condemnation: Valuation of Easement/Partial Interest	URAR
Eminent Domain	Zoning Codes/Law
Topic: Communications/Report Writing	
Appraisal Report Requirements	Requirements of Form Report
Regulation Guidelines, i.e., FNMA, RTC	Report Writing (above associate level)

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Topic: Construction	
ANSI Standards	Nomenclature
Construction Codes	Quality: Effect on Values
Solar Energy Design	Renovation/Remodeling
General Construction Methods	Solar Energy Design: Effect on Value, Related to Real Estate
Cost Analysis	Construction Details (how to read an electrical panel, etc.)
Topic: Depreciation	
Appraising vs. Accounting	Depreciation Methods
Report Writing	IRS Approved: Value Related
IRS Approved: Procedural	Life Cycle Costing
Depreciation Analysis	
Topic: Development	
Law: Conceptual	Redevelopment
Development for Specific Use	Transfer of Density Rights: Concepts & Procedures
Planning for Development	Transfer of Rights
Topic: Economic/Feasibility	
Absorption Outlook	Money Market Outlook
Analysis of Monetary/Fiscal Policy	Stock & Bonds/Stock Market
Economic Forecast	Taxes
Feasibility Outlook	Validation Stress Testing
Impact Studies	
Topic: Environmental/Hazardous Waste	
General Information	Impact on Value
Hazardous Waste	Site Assessments

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Topic: Ethics/Standards	
Appraisal Regulatory Enforcement	International Valuation Standards
Uniform National Standards of Professional Appraisal Practice Course (AQB Approved)	Other USPAP or Ethics courses specific to valuation
Appraisal Institute Business Practices & Ethics	Valuation Bias, Fair Housing and /or Equal Opportunity
Topic: Financial	
Financial Analysis	Financing Methods
Credit Requirements for Financing	Instruments of Financing
Availability: Effect of Value	Mortgages
Cash Equivalency Adjustment	Trust Deeds
Creative Methods	
Topic: Government Aid	
Effect on Value	Subsidized Housing
Government Aid Law	
Topic: Investments	
Analysis for: Sale/Purchase; Valuation	Risk Analysis/Evaluation
Broker-Oriented Investments; Management: Objectives	Tax Credit Advantages
Investment Case Studies	Tools/Measures of Analysis
Topic: Land/Subdivision	
Analysis of: Cost; Development/Design	Land/Subdivision Use
Highest & Best Use	Land/Subdivision Valuation
Land Planning	Law/Regulations/Zoning
Topic: Leases/Leasing/Rentals	
Creating Leases: Clause Development Understanding	Types of Leases
Interpreting Leases	Valuation of Leases

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Topic: Loans/Lending	
Analysis of Terms	FSA/USDA
Appraisal Requirements for Lending	FIRREA
Cash Equivalency	Role in Appraisal Institute
Requirements to Obtain Loans	Summary of Terms and Type: Detail
Fannie Mae/Freddie Mac	Underwriting Requirements
Farmer Mac	Valuation of Loans
FHA	VA
Topic: Maintenance	
Cost Analysis	Contracts
Topic: Management	
Development: Critical Issues; Timing	Investment Management
Fees and Costs: General	Management of an Appraisal Office
Fees and Costs: Specific	Management of Investment Portfolio
General Procedures: Rent, Utilities – Small Units	Management of Property
Flood Plain Management	Water Control Management
Growth Management	
Topic: Mathematics	
Advanced Mathematics: Statistics, Calculus	Model Building for Evaluation Work
Appraisal Related	Real Estate Related
Business Statistics	
Topic: Market/Marketing	
Effect of Money Availability	Market Studies
Effect of Mortgage Lending	Methods of
Equity: Analysis of	Real Estate Analysis
Evaluation of	Statistical Analysis
Forecasts	Value Analysis
Loan Availability	

Topic: Planning	
Concepts of Specific Uses	Resources
Land Planning	Zoning Analysis
History of Planning	
Topic: Real Estate Transactions	
Appraisal of Real Estate Transactions	Exchange: General
Acquisition	Sales Contracts: Analysis of
Cash Equivalency	Joint Ventures
Exchange: Value Related	Sales Escrows
Mathematics: Specific Methods & Advances	Syndication
Real Estate Law	Purchases
Topic: Securities/Syndication	
Non-Real Estate Interests	Appraising for Wall Street: General
Valuation Related to CMBS or REIT Markets	
Topic: Tax/Taxes	
Capital Gains Taxes: Value Related	Estate: Personal Property
Effect on: Financing, Investment, Value	Tax Deferred Exchanges
Estate Taxes: Real Property	Tax Depreciation Permitted
Redevelopment Taxes	History of Taxes
Codes: General, Procedural	Taxes in Market Data Interpretation
Tax Aspect in Development	Taxes in Property Transfer Analysis
Tax Credits	

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