

# Committee Service for Continuing Education Credit

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According to Regulation No. 10: Continuing Education, practicing Designated and Associate Members may earn continuing education (CE) hours for service on chapter, regional, or national committees. A practicing Designated or Associate Member may earn up to 25 hours of Appraisal Institute CE credit per five-year cycle for the following committee-related activities:

## Appraisal Institute Service:

- Chapter Board of Directors
- Standing Chapter Committees
- Regional Committees
- National Boards
- National Committees
- National Project Teams
- National Panels

## Creditable Service Form

Creditable service on an Appraisal Institute board, committee, project team, or panel consists of:

- Serving as a chair, vice-chair, or member of a board, committee, project team, or panel
- Attending its meetings
- Completing appropriate assignments to the satisfaction of the chair

At the end of each year, chapters, regional, and national committees must complete the attached form identifying Designated and Associate Members who have served listing the boards, committees, or panels they served on as well as the number of hours served.

Creditable service also includes authoring publications, courses, seminars, or articles for the Appraisal Institute as well as serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses, seminars, or articles. Service to the Appraisal Institute for any of these listed activities, as well as committee service, may be combined to reach a maximum of 25 hours.

It is not necessary to document every meeting date or assignment completed. Simply record the Designated or Associate Member's name, account number, and number of hours to be credited on the attached form. The Appraisal Institute Continuing Education department staff will determine how many of the reported hours may be added to the member's record in accordance with the rules outlined in Regulation No. 10.

Once the form is completed, the appropriate official (chapter president, national committee chair, etc.) must attest and sign that the information on the form is accurate and submit it to the Continuing Education department at the national office in Chicago. Continuing education credit will be entered into the system by March 1 of the year following service.

Committee members who do not meet the standard of performance defined as creditable service described above are not eligible to receive credit for committee service. It is the responsibility of the reporting official to determine whether the Designated and Associate Member has met the standard of performance necessary to receive credit.

Questions regarding committee service for continuing education credit should be directed to the Continuing Education department at: [ce@appraisalinstitute.org](mailto:ce@appraisalinstitute.org) or 312-335-4401.

