



2010

# CE ESSENTIALS *for*

## DESIGNATED MEMBERS

### *Introducing New Options to Fulfill CE Requirements!*

The Appraisal Institute has made the following changes to Designated members' continuing education requirements:

1.

Alternative courses may be taken to fulfill the Appraisal Curriculum Overview requirement

2.

An increase in the number of USPAP courses that can be taken per CE cycle

### Frequency of USPAP Courses Per Cycle

Continuing education credit for the 7-hour or 15-hour national USPAP course can be granted **up to three times** per CE cycle. Previously, CE credit for USPAP was only granted twice per cycle.

### Appraisal Curriculum Overview (ACO) Alternatives

Designated members with CE cycles ending December 31, 2011 and after must complete the Appraisal Curriculum Overview requirement. To fulfill this requirement, Designated members have had to take the appropriate Appraisal Curriculum Overview course. Now, instead of taking an Appraisal Curriculum Overview course, Designated members may also fulfill this requirement by taking a Level II course or certificate program.

### SRA, RM Designated Members may take ONE of the following to fulfill the ACO requirement:

- Appraisal Curriculum Overview 1-Day Course OR Appraisal Curriculum Overview 2-Day Course
- Real Estate Finance, Statistics and Valuation Modeling
- Appraising Historic Preservation Easements
- Litigation Certificate Program
- An Appraisal Institute Level II Curriculum Course

### MAI, SRPA and SREA Designated Members may take ONE of the following to fulfill the ACO requirement:

- Appraisal Curriculum Overview 2-Day Course
- Valuation of Conservation Easements
- Appraising Historic Preservation Easements
- Litigation Certificate Program
- An Appraisal Institute Level II Curriculum Course

**Please note:** A course may not be repeated in subsequent cycles, unless the education program has been substantially revised.

# Numerous Ways to Fulfill Remaining CE Hours:

As you probably already know, Designated members must complete 100 hours of CE every five years.\* After fulfilling the three required courses – USPAP (7-hour or 15-hour), Business Practices and Ethics, and Appraisal Curriculum Overview (or alternative course) – your remaining CE hours may be fulfilled in a variety of ways.

## Take Appraisal Institute Education

- **Enroll in Appraisal Institute Online Education** – for a full listing of online classes, visit our website at [www.appraisalinstitute.org/online](http://www.appraisalinstitute.org/online).
- **Enroll in Appraisal Institute Advanced Education** and earn 1.25 hours of CE for every hour completed. To view the list of approved programs, please visit [www.appraisalinstitute.org/CE](http://www.appraisalinstitute.org/CE).

## Volunteer for Leadership Roles

You may earn CE credit hours per five-year cycle at one (1) hour of CE credit for every hour of creditable service as follows:

- **Volunteer for Appraisal Institute national/regional/chapter leadership positions** – You may earn up to 25 hours of CE for approved roles including reviewing AI publications, courses, seminars or articles; authoring AI publications, courses, seminars or articles; developing education programs; and serving on a national/regional/chapter committee, panel or project team.
- **Volunteer for real estate-related leadership positions or community service roles outside of the Appraisal Institute** – You may earn up to 10 hours of CE for approved roles, including serving on a state real estate regulatory board; volunteering for a real estate-related nonprofit organization; contributing volunteer appraisal, appraisal review, appraisal consulting or real property consulting services to a nonprofit charitable organization; and instructing non-Appraisal Institute education programs.

## Even More Options for Fulfilling Your CE Hours

- **Take classes from an outside education provider** – for a list of creditable topics, please visit [www.appraisalinstitute.org/CE](http://www.appraisalinstitute.org/CE).
- **Take approved brokerage and law classes** – CE credit will be given for up to 10 hours of brokerage and law courses directly related to real estate that are approved for state mandatory continuing education.
- **Take approved computer training classes** – CE credit will be given for up to 10 hours for computer training that is specific to the appraisal profession.

# KEEP TRACK OF YOUR CE

*On the Appraisal Institute website, you can maintain your CE log from “My Appraisal Institute.”*

- Visit [www.appraisalinstitute.org](http://www.appraisalinstitute.org) and login with your username and password
- On your My Appraisal Institute page, click the My CE Log link in the left-hand navigation bar
- Review and/or add items to your CE log

\*Practicing Designated members on 100-Hour Recommended (formerly voluntary status) CE status are not required to complete 100 hours of CE every five years, but are required to complete the USPAP and Business Practices and Ethics requirements, and for cycles ending 2011 and after, the Appraisal Curriculum Overview requirement. Such 100-hour Recommended members that choose not to complete the 100 hours will not be considered to be “continuing education complete,” therefore completing the 100 hours is highly recommended.

# Contact Us

*If you have any questions pertaining to your CE requirements:*

## CONTINUING EDUCATION AND READMISSION DEPARTMENT

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CE FAQs page: [www.appraisalinstitute.org/CE](http://www.appraisalinstitute.org/CE)

