

Regulation No. 4

# Readmission to Designated Membership

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**Effective November 15, 2011**

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1 **ARTICLE I**

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2  
3 **General**

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5 **Part A: Requirements for Readmission to Designated Membership**

6 To be readmitted to Designated Membership in the Appraisal Institute, an individual must fulfill the  
7 basic requirements set forth in this Regulation, as well as any additional requirements applicable to  
8 specific situations set forth in this Regulation.

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11 **Part B: Readmission Procedure Manual**

12 There shall be a Readmission Procedure Manual that shall set forth procedures relating to  
13 readmission to Designated Membership.

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16 **Part C: Reopening of Ethics and Counseling Files**

17 Upon readmission to Designated Membership in the Appraisal Institute, any peer review proceedings  
18 that were pending at the time the individual's membership was terminated shall be reopened and  
19 processed in accordance with the Appraisal Institute Bylaws, Regulations, policies and procedures.

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## 23 **Basic Requirements for Readmission to** 24 **Designated Membership**

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26 The basic requirements for readmission to Designated Membership in the Appraisal Institute are  
27 as follows:

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29 A. Application. The applicant for readmission to Designated Membership shall complete the  
30 application form for readmission furnished by the Appraisal Institute, together with any  
31 requested documentation;

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33 B. Filing Fee. The applicant for readmission to Designated Membership shall pay a filing fee in  
34 an amount fixed by the Board of Directors of the Appraisal Institute;

35

36 C. Dues and Other Indebtedness. The applicant for readmission to Designated Membership  
37 shall pay the current year's dues pro-rated for the date of readmission (unless applying for  
38 readmission to a classification of membership which is not required to pay dues) and any  
39 other indebtedness owed to the Appraisal Institute or any Chapter or Region. The current  
40 year's dues shall be returned if the individual's application for readmission is not approved;

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42 D. Good Moral Character. The applicant for readmission to Designated Membership shall  
43 possess good moral character, which is honesty, truthfulness, and respect for the law. An  
44 Affiliate or Associate Member in good standing seeking readmission to Designated  
45 Membership shall be deemed to have met the good moral character requirement; and

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47 E. Continuing Education. The applicant for readmission to Designated Membership shall meet  
48 the continuing education requirements set forth below.

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50 1. If the applicant:

51

52 a) Had his or her Designated Membership terminated due to resignation or non-  
53 payment of dues;

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55 b) Was not at the time of termination the subject of the disciplinary action of suspension,  
56 a pending disciplinary proceeding, or a pending peer review proceeding in which the  
57 individual was sent an offer of disciplinary action;

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59 c) Was not at the time of termination suspended for failure to complete continuing  
60 education requirements;

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62 d) Seeks Practicing Member status; and

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64 e) Applies for readmission on a date that falls within the same five-year year period  
65 (most recent continuing education cycle) during which the individual's membership  
66 terminated,

67  
68 then the applicant shall have no continuing education requirements for readmission. If the  
69 applicant is readmitted to Designated Membership, he or she shall return to the five-year  
70 continuing education cycle during which his or her membership terminated.

71  
72 2. If the applicant:

- 73 a) Had his or her Designated Membership terminated due to resignation or non-  
74 payment of dues;
- 75  
76 b) Was not at the time of termination the subject of the disciplinary action of suspension,  
77 a pending disciplinary proceeding, or a pending peer review proceeding in which the  
78 individual was sent an offer of disciplinary action;
- 79  
80 c) Was not at the time of termination suspended for failure to complete continuing  
81 education requirements;
- 82  
83 d) Seeks Practicing Member status; and
- 84  
85 e) Applies for readmission on a date that does not fall within the same five-year period  
86 (most recent continuing education cycle) during which the individual's membership  
87 terminated,  
88

89 then such individual shall, within the five (5) years prior to the date of readmission, have:

- 90 a) Attended the Appraisal Institute Business Practices and Ethics course;
- 91  
92 b) Completed the education described in the Advanced Continuing Education  
93 Requirement set forth in Regulation No. 10; and
- 94  
95 c) Fulfilled the Standards of Professional Appraisal Practice Course requirement which  
96 is either:  
97  
98 i. Attendance at the fifteen (15) hour national Uniform Standards of  
99 Professional Appraisal Practice Course taught by an instructor certified by  
100 the Appraiser Qualifications Board of The Appraisal Foundation and receipt  
101 of a passing grade on the course examination; or  
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103 ii. Attendance at the seven (7) hour national Uniform Standards of Professional  
104 Appraisal Practice Course taught by an instructor certified by the Appraiser  
105 Qualifications Board of The Appraisal Foundation and receipt of a passing  
106 grade on the course examination; or  
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- iii. Teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice Course or seven (7) hour national Uniform Standards of Professional Appraisal Practice Course provided that the applicant is an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation; or
- iv. Attendance at the Appraisal Institute’s International Valuation Standards Course and passing any corresponding examination, provided that the applicant certifies that he or she practices only outside of the United States and intends to continue practicing only outside of the United States.

Further, if the applicant is readmitted to Designated Membership, he or she shall be placed on a continuing education cycle commencing on the date of readmission and expiring on the sixth December 31st following readmission. Such individual must include a statement in the certifications of his or her written reports that he or she is not “continuing education completed” in accordance with the Certification Standard unless the individual completed the requirements to become “continuing education completed” in the five (5) years prior to readmission or until the individual completes all such requirements in the new continuing education cycle.

3. If the applicant:

- a) Had his or her Designated Membership terminated due to failure to complete continuing education requirements;
- b) Was not at the time of termination the subject of the disciplinary action of suspension, a pending disciplinary proceeding, or a pending peer review proceeding in which the individual was sent an offer of disciplinary action; and
- c) Seeks Practicing Member status,

then the applicant shall, within the five (5) years prior to the date of readmission, have completed the education described in the Standards, Ethics, Advanced Continuing Education and 100-Hour Requirements of Regulation No. 10. If the applicant is readmitted to Designated Membership, he or she will be placed on a continuing education cycle that commences on the date of readmission and expires on the sixth December 31st following readmission.

4. If the applicant:

- a) Had his or her Designated Membership terminated due to resignation, non-payment of dues or failure to meet continuing education requirements;

153 b) Was not at the time of termination the subject of the disciplinary action of suspension,  
154 a pending disciplinary proceeding, or a pending peer review proceeding in which the  
155 individual was sent an offer of disciplinary action; and

156  
157 c) seeks Non-Practicing Member status,

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159 then such individual's application for readmission shall be reviewed by the Chair of the  
160 Admissions and Designation Qualifications Committee (ADQC) or the Chair's designee.  
161 The Chair or the Chair's designee will determine in his or her sole discretion what if any  
162 continuing education requirements such individual must meet prior to readmission and  
163 what if any continuing education requirements the individual must fulfill if readmitted. The  
164 decision of the Chair or the Chair's designee shall be final.

165  
166 If a readmitted Designated Member in Non-Practicing status wishes to move to Practicing  
167 Member status, such Designated Member first must have completed the continuing  
168 education requirements set forth in (1) or (2) above, depending on whether the date such  
169 Designated Member applies for Practicing status falls within the same five (5) year period  
170 (continuing education cycle) during which the individual's membership terminated. If the  
171 Designated Member would have been in the same continuing education cycle time period  
172 had he or she not terminated membership, such individual must include a statement in  
173 the certifications of his or her written reports that he or she is not "continuing education  
174 completed" in accordance with the Certification Standard unless the individual completed  
175 the requirements to become "continuing education completed" in the five (5) years prior  
176 to becoming a Practicing Member or until the individual completes all such requirements  
177 in the new continuing education cycle.

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179 5. If the applicant:

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181 a) Had his or her Designated Membership terminated for any reason; and  
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183 b) Was as at the time of termination suspended for failure to complete continuing  
184 education requirements, or the subject of the disciplinary action of expulsion, the  
185 disciplinary action of suspension, a pending disciplinary proceeding, or a pending  
186 peer review proceeding in which the individual was sent an offer of disciplinary action

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188 then the applicant shall, within the five (5) years prior to the date of readmission, have  
189 completed the education described in the Standards, Ethics, Advanced Continuing  
190 Education and 100-Hour Requirements of Regulation No. 10. If the applicant is  
191 readmitted to Designated Membership, he or she will be placed on a continuing  
192 education cycle that commences on the date of readmission and expires on the sixth  
193 December 31st following readmission.

194  
195 All readmitted Designated Members who hold Practicing status will be subject to the  
196 Standards, Ethics, Advanced Continuing Education, and 100-Hour Requirements in their

197 new cycles regardless of the continuing education requirements to which they previously  
198 were subject.

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200 The Chair of the ADQC, or the Chair's designee, will consider and act on requests for  
201 exceptions to the continuing education requirements for readmission in his or her sole  
202 discretion and the decision of the Chair or the Chair's designee shall be final.

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204 "Continuing education completed" means the status a Designated Member achieves by  
205 satisfying the Ethics, Standards Course, Advanced Continuing Education and 100-Hour  
206 requirements set forth in Regulation No. 10.

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ARTICLE III

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## Additional Requirements for Readmission to Designated Membership

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### **Part A: Individuals whose Designated Membership was Terminated During Certain Peer Review Proceedings**

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If an individual's Designated Membership was terminated while subject to a peer review proceeding described below, the individual must meet the following two (2) additional requirements for readmission to Designated Membership in the Appraisal Institute:

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1. Receive a favorable recommendation from a readmission review that will determine whether the individual's recent work product complies with the Standards of Professional Appraisal Practice. To facilitate this readmission review, the individual must submit with the application for readmission to Designated Membership a "List of Assignments" listing all assignments performed within the previous three (3) years and will be required to submit appraisals and other information during the readmission review process. A favorable recommendation may be conditioned on a requirement that the individual attend courses and/or seminars, and pass examinations.

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2. Receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting at a quorum meeting of the Board of Directors.

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An individual is subject to the additional requirements of this Part if at the time of the termination of such individual's Designated Membership, the individual was the subject of the disciplinary action of suspension; a pending disciplinary proceeding; or a pending peer review proceeding in which the individual was sent an offer of disciplinary action.

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### **Part B: Individuals whose Designated Membership was Terminated Due to Expulsion**

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If an individual's Designated Membership in the Appraisal Institute was terminated due to the disciplinary action of Expulsion, the individual is ineligible to apply for readmission to Designated Membership for five (5) years from the date of the Expulsion and must meet the following three (3) additional requirements for readmission to Designated Membership in the Appraisal Institute:

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1. Receive a favorable recommendation from a readmission review that will determine whether the individual's recent work product complies with the Standards of Professional Appraisal Practice. To facilitate this readmission review, the individual must submit with the application for readmission to Designated Membership a "List of Assignments" listing all assignments performed within the previous three (3) years and will be required to submit appraisals and other information during the readmission review process. A favorable recommendation may be conditioned on a requirement that the individual attend courses and/or seminars, and pass examinations;

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251 2. Receive a favorable recommendation from the Professional Practice Compliance and  
252 Enforcement Committee; and

253

254 3. Receive a favorable readmission vote of sixty percent (60%) of the Directors present and voting  
255 at a quorum meeting of the Board of Directors.

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