

Initial Level Experience Application

Name _____ Account # _____ Date _____

General Associate Member **Residential Associate Member**

- For general Associate Members, list a total of 3,000 hours (work performed over at least 24 months).
- For residential Associate Members, list a total of 2,000 hours (work performed over at least 18 months).

Note: No more than 1,500 hours of experience credit may be received in a twelve-month period.

Associate Member's Request

Time Period of work for Initial Experience Level: From: ____/____/____ through ____/____/____

Associate Member's Certification (please check boxes below)

- I have verified that the time period applied for in the section above corresponds with the experience submitted for my state certification (copy of license or log attached) OR with the first and last report shown on my List of Assignments.
- I am including and will submit this completed application, proof of my **initial state certification** OR applicable List of Assignments to experience@appraisalinstitute.org. I am aware that I will be contacted by the Associate Member Service Center, if my application and state certification/List of Assignments are approved.
- I hereby certify that I have examined my business records and that all statements in this application, including the List of Assignments, are true and correct to the best of my knowledge and belief, and that my files contain evidence of copies or records of said assignments that may be confidentially verified by designated representative(s) of the Appraisal Institute.

Signature _____

Date _____

Please **scan and email** this Application along with a copy of your initial State Certification OR List of Assignments (Excel) to: experience@appraisalinstitute.org

If you have any questions, please email experience@appraisalinstitute.org or call (312) 335-4111.

Initial Experience Level Instructions: Residential and General Associate Members

These instructions pertain to residential Associate Members admitted prior to January 1, 2005 and general Associate Members admitted prior to July 1, 2006.

- Residential Associate Members will submit a minimum of 2,000 hours (over at least 18 months). If you hold a residential state certification, you may submit proof of your initial certification in lieu of the List of Assignments. If you do NOT hold a residential state certification, you must complete a List of Assignments that reflects at least 2,000 hours. Click here for the [Residential List of Assignments](#)
- General Associate Members will submit a minimum of 3,000 hours (over at least 24 months). If you hold a general state certification, you may submit proof of your initial certification in lieu of the List of Assignments. If you do NOT hold a general state certification, you must complete a List of Assignments that reflects at least 3,000 hours. Click here for the [General List of Assignments](#)

Note: One of the purposes of establishing Initial Level is to provide a start date for work that qualifies for Final Level. If you are choosing to submit your state certification to establish your initial level, make sure that you are submitting your earliest certification.

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I. Instructions for Completing Initial Level Experience Application

- Please make sure you FIRST login to your “My Appraisal Institute” webpage and confirm that all of your contact information is accurate.
- Please indicate whether you are a Residential or General Associate Member.

Time Period of Work: Fill in the dates of the time period for which you have listed work. Verify that the dates of the time period on the application correspond to the dates of the assignments shown on the List of Assignments, OR, if you are submitting an initial state certification, that the dates listed match the experience you submitted to the state to achieve your certification. (In lieu of submitting a copy of your initial state certification, you can submit a copy of your state log or a letter from your state verifying your initial certification date.)

Note: If submitting a state certificate, the issue date on the certificate must be PRIOR to the date on which you wish to begin your final level of experience. (i.e. You cannot use a certificate issued in 2007 if you plan to submit a final level that begins in 2005).

Associate Member’s Certification: Please make sure you go over this section *carefully*, and check each section/box off as it is confirmed. Sign and date the application. Be sure to keep a copy of your application and List of Assignments for your records. Sign and date your application.

Note: Review your list and check for “gaps.” “Gaps” are periods of inactivity of three (3) months or more where one report ends and another begins. These periods of inactivity may be explained by a host of reasons, which may include vacation time, pursuit of other economic endeavors, or performing reports that do not meet the definition of Specialized or Residential Experience. You must submit a letter explaining all “gaps”.

II. Instructions for Completing List of Assignments

- Click here for the [Residential List of Assignments](#) (Excel spreadsheet)
- Click here for the [General List of Assignments](#) (Excel spreadsheet)

Please submit your List of Assignments as a single spreadsheet; do not divide your work into separate pages or spreadsheets unless you are instructed to do so. If it is necessary to mark off different time periods on your List of Assignments, feel free to footnote it as necessary.

Your List of Assignments should be submitted as an electronic (Excel) document so that it can be sorted and processed. Please note that handwritten List of Assignments will NOT be accepted.

III. Submission of Initial Level Experience

We ask that you to submit your application and proof of state certification **OR** List of Assignments electronically. You may submit your Application/proof of certification as a PDF, JPG, or TIF (by scanning and emailing).

- Submit **both** the Initial Experience Application and initial State Certification **OR** *List of Assignments* to experience@appraisalinstitute.org

Assistance with Experience Submission

If you need assistance completing your Application for Experience Credits and/or List of Assignments, please contact Admissions via email at experience@appraisalinstitute.org or at (312) 335-4111.