

General Admissions Procedure Manual

Effective November 5, 2010

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2 **General Provisions**

3 This General Admissions Procedure Manual (“Procedure Manual”) provides details regarding policies
4 and procedures relating to general Associate membership and admission to membership as an MAI
5 member. It is a companion document to Regulation No. 1, Admission to General Associate
6 membership and MAI Membership. Definitions of terms used in this Procedure Manual are provided
7 in Regulation No. 1.

8 Wherever this Procedure Manual grants permission to a Chair or Vice Chair of a body to appoint a
9 person or persons to perform a particular task, the same appointive permission is extended to any
10 person who is designated by the Chair or Vice Chair to make such appointments.

11 Provisions related to good moral character are contained in a separate manual.

12

14 **Grading of Comprehensive Examination**

15 If a passing grade is awarded to a required examination (including the Comprehensive Examination)
16 taken by a general Associate member, the credit shall be posted on the general Associate member's
17 record.

18 If a Comprehensive Examination fails based on grading by the computerized testing software, the
19 general Associate member will be notified in writing. At the general Associate member's written
20 request, made within sixty (60) days of the date the general Associate member was notified that his
21 or her examination failed, the failing examination will be reviewed by a member of the General
22 Comprehensive Examination Panel.

23 Nothing herein shall be construed to prohibit the General Comprehensive Examination Panel from
24 choosing to re-grade one or more Comprehensive Examinations.

25

27 Demonstration Appraisal

28

29 Part A: Grading

30 Section 1. Graders

31 Each demonstration appraisal report or three appraisal report alternative shall be referred to the
32 Demonstration Appraisal Grading Panel for grading. Only MAI members are permitted to grade or
33 review demonstration appraisal reports to determine if they meet the requirements of Regulation No.
34 1.

35 Section 2. Grading Procedure

36 The procedures for grading demonstration appraisal reports and the three appraisal report alternative
37 are as follows:

- 38 a. upon receipt of a general Associate member's application for credit from the Admissions
39 Department and demonstration appraisal report or three appraisal reports, a grader will be
40 assigned to grade the demonstration appraisal report or three appraisal reports to determine
41 whether they meet the technical requirements;
- 42 b. if the grader determines that the general Associate member's demonstration appraisal report or
43 three appraisal reports meet the technical requirements, the grader shall notify the Admissions
44 Department in writing; and
- 45 c. if it is determined that the demonstration appraisal report or three appraisal reports fail to meet
46 the technical requirements, the grader shall draft a critique to be sent to the general Associate
47 member explaining the reasons for the failing grade and forward it to the Admissions Department,
48 which shall in turn transmit it to the general Associate member.

49 Part B: Verification Process

50 The following procedures shall be used to verify factual data in a general Associate member's
51 demonstration appraisal report and the statements of the general Associate member in the
52 application for credit:

- 53 a. Upon being notified by the Admissions Department that a general Associate member's
54 demonstration appraisal report meets the technical requirements, the Chair of the Demonstration
55 Appraisal Grading Panel (or designee) shall assign a Representative:
- 56 (1) to verify the factual data in the demonstration appraisal report and the statements in the
57 application for credit; and/or
- 58 (2) to make a recommendation, as appropriate, whether the demonstration appraisal report and
59 the statements in the application for credit should be accepted as factual and accurate or be
60 rejected as being non-factual and/or inaccurate.

- 61 b. If a Representative determines that he or she has a conflict of interest or a personal bias for or
62 against the general Associate member, he or she must decline serving as a Representative with
63 respect to that general Associate member's demonstration appraisal report and the Chair of the
64 Demonstration Appraisal Grading Panel (or designee) shall assign a replacement.
- 65 c. If at any time the Chair of the Demonstration Appraisal Grading Panel (or designee) determines
66 that a Representative is not conducting the verification process adequately, the Chair (or
67 designee) may order further investigation and/or rescind the appointment of the Representative
68 and appoint a replacement.
- 69 d. If at any point in the verification process the Representative is able to verify the factual data in the
70 demonstration appraisal report and the statements in the application for credit, the
71 Representative shall notify the Admissions Department in writing. The Admissions Department
72 shall then post credit for the demonstration appraisal report on the general Associate member's
73 record and notify the general Associate member that credit has been posted.
- 74 e. Unless there is a recommendation by the Representative that credit not be given, the verification
75 process should not exceed twenty (20) days. This period of time may be extended by the Chair of
76 the Demonstration Appraisal Grading Panel.
- 77 f. If the Representative fails to file a recommendation within twenty (20) days of the date the
78 Representative received the demonstration appraisal report and application for credit (or any
79 extension thereto), the Chair of the Demonstration Appraisal Grading Panel shall determine
80 whether additional time should be granted for the Representative to file a recommendation,
81 whether a replacement Representative should be appointed, or whether the general Associate
82 member should receive credit for the demonstration appraisal report without any further review .
- 83 g. At the request of the Representative, the Chair of the Demonstration Appraisal Grading Panel (or
84 designee) may appoint one or two additional Representatives to assist in conducting an interview
85 and/or investigation.
- 86 h. At an interview, the general Associate member shall be allowed to explain how the factual data in
87 the demonstration appraisal report was obtained and/or to furnish information to show that the
88 factual data in the demonstration appraisal report and/or the statements in the application for
89 credit are factual and accurate. The applicant may request additional time to obtain information or
90 to assemble documentation in support of his or her position.
- 91 i. If, after completing his or her investigation the Representative concludes, by the greater weight of
92 the evidence, that the data in the demonstration appraisal report and/or the statements in the
93 application for credit are not factual and accurate, the Representative shall prepare a formal
94 written recommendation ("Recommendation") which recommends that the demonstration
95 appraisal report not receive credit. The Recommendation shall set forth in detail the relevant
96 factual information relied on as the basis for the Representative's conclusion. Before completing
97 the Recommendation, the Representative shall make a reasonable effort to verify and
98 substantiate all factual data relied on as the basis for the Recommendation and include with the
99 Recommendation a brief statement describing such efforts.

- 100 j. The Representative shall submit the Recommendation to the Admissions Department. If the
101 Admissions Department determines that the Representative's Recommendation is not in
102 compliance with the requirements of this Procedure Manual, the Admissions Department shall
103 return the Recommendation to the Representative with instructions to take such further steps as
104 may be required to bring the Recommendation into compliance with the requirements of this
105 Procedure Manual. On determination by the Admissions Department that the Representative's
106 Recommendation is in compliance with the requirements of this Procedure Manual, the
107 Admissions Department shall submit a copy of the Recommendation to the Chair of the
108 Demonstration Appraisal Grading Panel.
- 109 k. If after review the Chair of the Demonstration Appraisal Grading Panel determines that the
110 Recommendation that the demonstration appraisal report not receive credit is without a
111 reasonable basis in fact, he or she shall instruct the Admissions Department to post credit. If after
112 review the Chair of the Demonstration Appraisal Grading Panel determines that there may be a
113 reasonable basis in fact for the Recommendation, he or she shall instruct the Admissions
114 Department to submit a copy of the Recommendation to the general Associate member.
- 115 l. A general Associate member who has received an unfavorable Recommendation by the
116 Representative shall have the right to request a Conference. This right may be exercised only by
117 filing a Request for Conference by traceable carrier, with the Admissions Department, within thirty
118 (30) days after the date of the notice from the Admissions Department advising the general
119 Associate member of the unfavorable Recommendation. A Request for Conference must state
120 the general Associate member's reason(s) for requesting a Conference. If no timely and complete
121 Request for Conference is filed, the unfavorable Recommendation shall be final and the general
122 Associate member shall have no further right of review or appeal.
- 123 m. If a general Associate member files a timely Request for Conference, the Chair or Vice Chair of
124 the Admissions Committee shall appoint a Conference Board. The general Associate member
125 shall have the right to appear at the Conference in person, individually or with legal counsel or a
126 personal representative. By advance request, a general Associate member may participate by
127 telephone.
- 128 At the Conference, the general Associate member shall have the right to present evidence, both
129 testimony and documents, with respect to the unfavorable Recommendation. The Representative
130 shall present evidence and respond to questions of the Conference Board. The Representative
131 shall have the burden to prove, by the greater weight of the evidence, that the data in the
132 demonstration appraisal report and/or the statements in the application for credit are not factual
133 and accurate.
- 134 If the Conference Board finds, by the greater weight of the evidence, that the data in the
135 demonstration appraisal report and/or that the statements in the application for credit were not
136 factual and accurate, the Conference Board shall prepare and submit a written decision
137 concluding that the demonstration appraisal report not receive credit.
- 138 If the Conference Board determines that the data in the general Associate member's
139 demonstration appraisal report and the statements in the general Associate member's application
140 for credit are factual and accurate, it shall instruct the Admissions Department to post credit.

141 n. A general Associate member who receives an adverse decision from a Conference Board with
142 respect to verification of a demonstration appraisal report and/or statements in an application for
143 credit shall have the right to appeal the adverse decision. This right may be exercised only by
144 filing a Notice of Appeal, by traceable carrier, with the Admissions Department, within sixty (60)
145 days after the date of the notice from the Admissions Department advising the general Associate
146 member of the adverse decision of the Conference Board. The Notice of Appeal must state the
147 general Associate member's reason(s) for contesting the decision. If the general Associate
148 member fails to file a timely and complete Notice of Appeal, the right of such general Associate
149 member to appeal shall terminate, and the decision of the Conference Board shall become final.
150 Procedures governing formal appeals and Appeal Hearings regarding verification of
151 demonstration appraisal reports are contained in the Admissions Appeal Board Procedure
152 Manual.
153

155 Experience

156 The Chair of the Experience Panel shall oversee the assignment of MAI members of the Experience
157 Panel to serve as Screeners and to serve on Experience Committees for Specialized Experience
158 applications.

159 Experience credit shall be awarded based on the recommendations of the Screeners and Experience
160 Committees of the Experience Panel made pursuant to the provisions of Regulation No. 1, this
161 Procedure Manual, and Appraisal Institute policy. No individual shall serve as a Screener or as a
162 member of an Experience Committee if he or she has previously evaluated the experience
163 submission or if he or she has a conflict of interest or has a personal bias favorable or prejudicial to
164 the general Associate member.

165 An experience submission shall initially be evaluated by a Screener and, if necessary, then be
166 evaluated by an Experience Committee consisting of three to five members of the Experience Panel.
167 A Screener shall evaluate the work product and interview the general Associate member.

168 The Chapter Admissions Chair, or designee, should be available to assist the Screener. The
169 Screener will proceed even if the Chapter Admissions Chair, or designee, is not available.

170 After an interview, the Experience Committee shall prepare its recommendation and Critique Form
171 regarding experience credit and forward them to the Admissions Department. The written
172 recommendation of the Experience Committee shall specifically state the number of hours of
173 Specialized Experience credit awarded to the general Associate member. The Critique Form shall, as
174 appropriate, advise the general Associate member toward improving the work product. The
175 Experience Committee does not submit a Critique Form when full credit is recommended.

176 If the recommendation of the Screener or Experience Committee is that the general Associate
177 member receive all of the experience credit being requested by the general Associate member, then
178 the Admissions Department shall post the credit on the general Associate member's experience
179 record and forward the award to the general Associate member, advising him or her that the
180 requested experience credit has been awarded.

181 If the Experience Committee's decision is that the general Associate member receive less experience
182 credit than that being requested, then the Admissions Department shall notify the Associate member
183 of the Experience Committee's decision and of his or her right to appeal the decision within sixty (60)
184 days.

185 If a general Associate member is denied experience credit due to the quality of the appraisal work in
186 relation to the Standards of Professional Appraisal Practice, and if the appraisal work is signed by an
187 Appraisal Institute member other than the general Associate member who was denied credit, the
188 appraisal work shall be referred to the Ethics and Counseling Department for processing in
189 accordance with Regulation No. 6. The referral shall be made at the last step in the process, when
190 the decision to deny experience credit becomes final.

192 **Supervisory Experience**

193 An Associate member in a supervisory position who receives full experience credit pursuant to the
194 provisions of this Article shall be considered to have met the experience requirements set forth in
195 Regulation No. 1.

196 Qualifications:

197 The Associate member has been in a supervisory position for at least ten (10) years.

198 The Associate member trains or is responsible for people who perform work that meets the
199 Regulation No. 1 definitions of Specialized Experience and Significant Professional Responsibility.

200 Within the previous ten (10) years, the Associate member has not performed at least the number of
201 hours set forth in Regulation No. 1 for Specialized Experience that meets the definition of Significant
202 Professional Responsibility.

203 Submissions required:

204 - List of Work

205 If the Associate member performed any work within the previous ten (10) years that
206 meets the definition of Significant Professional Responsibility and the definition of
207 Specialized Experience, the Associate member must submit a list of that work. Samples
208 will be selected to evaluate similar to the experience procedures described in Regulation
209 No. 1 and this Procedure Manual.

210 - Resume

211 The Associate member must provide a Resume that describes in detail for at least the
212 most recent ten (10) years:

- 213 • employment and experience (including field and supervisory work);
- 214 • as related to appraisal, appraisal consulting, appraisal review, mass appraisal, or real
215 estate economics problem solving, the Associate member's employment relationships,
216 positions supervised or managed, and responsibilities for oversight;
- 217 • the reason the Associate member is excluded from performing work that meets the
218 definition of Significant Professional Responsibility; and
- 219 • a brief description of the Associate member's educational background.

220 - Work product

221 The Associate member must submit two work products that were:

- 222 • completed partially by the Associate member;

- 223 • co-signed by the Associate member; or
- 224 • prepared by another person and the Associate member assumed responsibility for the
- 225 product.

226 Process

227 A submission shall be evaluated by a special Experience Committee consisting of at least three MAI

228 members of the Experience Panel.

229 The Experience Committee shall interview the Associate member to ascertain the Associate

230 member's level of experience. The committee will use the reports as a starting point to ask questions

231 to determine the Associate member's knowledge of appropriate theory and techniques.

232 In addition to either no credit or full credit, partial credit may be granted. If no credit or partial credit is

233 granted, the Associate member may reapply for a time period that begins after the date of the

234 previous application.

235 After an interview, the Experience Committee shall prepare its recommendation regarding experience

236 credit and forward it to the Admissions Department. The written recommendation of the Experience

237 Committee shall specifically state the number of hours of experience credit awarded to the Associate

238 member.

239 If the Experience Committee's decision is that the Associate member receive less experience credit

240 than that being requested, the Admissions Department shall notify the Associate member of the

241 Experience Committee's decision and the right to appeal.

242

244 **Teaching Experience**

245

246 An Associate Member who has taught full time for at least seven (7) years in a field related to real
247 property economics (as determined by the ADQC) at a college or university approved by the ADQC
248 shall be considered to have met the experience requirements set forth in Regulation No. 1.

249

251 Options for Individuals Admitted to General 252 Associate Membership as the Result of an 253 Application Postmarked Before July 1, 2006

254 Individuals admitted to general Associate membership as the result of an application postmarked
255 before July 1, 2006, have the option to:

- 256 a. complete the Regulation No. 1 experience requirements effective July 1, 2006, as modified from
257 time to time; or
- 258 b. by July 1, 2011, complete the previous experience requirement, as provided in this Appendix A.

259 If by July 1, 2011, an individual admitted to general Associate membership as the result of an
260 application postmarked before July 1, 2006 receives credit for experience according to the following
261 adjustments to the July 1, 2006 provisions, the general Associate member shall also be considered to
262 have completed the experience requirements effective July 1, 2006.

263 **Section 1. Hours of Specialized Experience**

264 Receive credit for 3,000 hours of Specialized Experience performed after the work listed for the Initial
265 Submission, unless the general Associate member qualified for and received credit for 4,500 hours of
266 Specialized Appraisal Experience under the Regulation No. 1 effective on December 31, 2000. A
267 general Associate member shall apply for the credit in one submission. The 3,000 hours must be the
268 general Associate member's most recent work. The work must deal with more than one type of real
269 estate, but must not include one-to-four family residential. The work must demonstrate that
270 substantially different knowledge, skills, or techniques were required to perform such work
271 competently.

272 **Section 2. Definition of Specialized Experience**

273 Specialized Experience is work relating to real estate other than one- to four (1-4) family residential
274 real estate that is covered by Standards Rules 1 through 6 of the Standards of Professional Appraisal
275 Practice, or experience gained by providing practical solutions to real property economics problems
276 as may be further defined by the Admissions Committee.

277 **Section 3. Reasonable Relationship Hours**

278 There must be a reasonable relationship between: the number of hours claimed in a general
279 Associate member's application for experience credit and "List of Assignments" and the amount and
280 complexity of the work. If, in the opinion of the experience reviewers, the number of hours claimed
281 appears to be inconsistent with this requirement, the number of hours of experience credit granted
282 shall be based on the reviewers' best judgment as to the number of hours that are reasonable and
283 appropriate, considering the experience level of the general Associate member.

284 **Section 4. Significant Professional Responsibility**

285 The general Associate member must be able to demonstrate significant professional responsibility for
286 work product submitted for experience credit. The general Associate member must be able to show
287 that he or she followed the appropriate process(es) and arrived at analyses, opinions and conclusions
288 that were incorporated in the report (or file memoranda showing data, reasoning and conclusions).
289 The mere assembling and analyzing of facts relating to the solution of a valuation or evaluation
290 problem does not necessarily result in significant professional responsibility. To determine if the
291 general Associate member has significant professional responsibility for identified work product, the
292 reviewers may consider: whether the general Associate member signed reports or certification forms
293 in the report; whether the general Associate member's name was listed in certification forms as a
294 person who had significant professional responsibility; and/or other appropriate evidence.

295 **Section 5. List of Assignments**

296 With respect to each application for Specialized Experience credit, the general Associate member
297 shall submit a "List of Assignments" listing all Specialized Experience. No more than 1,500 hours of
298 credit for Specialized Experience may be received for work performed in a twelve (12) month period.
299 The work which is submitted for Specialized Experience credit must have been performed within the
300 previous ten (10) years.

301 **Section 6. Initial Submission**

302 Except as provided below, general Associate members must submit a list of work after performing
303 appraisal work or providing practical solutions to real property economics problems for 3,000 hours
304 over at least two years. General Associate members who hold a Master's Degree in Real Property
305 Valuation (or similar degree at the graduate level) from a university whose program has been
306 approved by the Admissions Committee shall be considered to have met this requirement. General
307 Associate members who submit a copy of a state certification along with evidence of the date the
308 certification was first awarded shall be considered to have met this requirement.

309 For educational purposes, a general Associate member may request review of a sample of work. The
310 general Associate member shall select two assignments for this review. The Admissions Department
311 shall assign an MAI designated member(s) from the Experience Panel to examine the sample and
312 interview the general Associate member about the work. The individual conducting the interview shall
313 provide the general Associate member with educational feedback.

314 **Section 7. Advisory Guidance**

315 For educational purposes, a general Associate member may request an advisory guidance of a
316 sample of work product. This advisory guidance may take place subsequent to the Initial Submission
317 and prior to submission of an application for Specialized Experience Credit. The general Associate
318 member shall select two (2) assignments.

319 The Admissions Department shall assign an MAI designated member from the Experience Panel to
320 consider the work product and interview the general Associate member about the work. The
321 individual conducting the interview shall provide the general Associate member with educational
322 feedback.

323 If the two assignments were performed during the time period of the work to be submitted for

324 Specialized Experience credit, the general Associate member may later list the two (2) sample
325 assignments on the List of Assignments submitted for Specialized Experience Credit but the general
326 Associate member may not select them either of those two (2) assignments to be evaluated again as
327 part of the application for Specialized Experience Credit.

328 **Section 8. Evaluation of Specialized Experience**

329 To receive credit, the experience must meet the applicable requirements described above in this Part
330 and:

- 331 a. meet the Standards of Professional Appraisal Practice if the Standards apply to the work; or
- 332 b. meet criteria appropriate to the type of work or the applicant's area of professional practice, if the
333 Standards of Professional Appraisal Practice do not apply.

334 In addition to either no credit or full credit, partial credit of 1,500 hours may be granted. If no credit or
335 partial credit is granted, the general Associate member may reapply listing work that began accruing
336 after the date of the latest work in the previously submitted "List of Assignments." For each
337 application, the Appraisal Institute shall select three (3) assignments from the "List of Assignments" to
338 review, and the Associate member shall select two (2) assignments.
339

341 Appraisal Experience Criteria for SRPA Members
342 Who Wish to Obtain the MAI Designation

343 One of the requirements for an SRPA seeking the MAI designation is credit for a year of experience
344 that meets the criteria set forth in this Appendix.

345 **Part A: Classifications of Experience**

346 The experience must be acquired in one of the following classifications:

- 347 a. In the valuation of real estate (other than one to four-family residential real estate) as a field
348 appraiser.

349 A “field appraiser” is an appraiser who makes personal inspections of real property, assembles
350 and analyzes the relevant facts, and, by the use of reason and the exercise of judgment, forms
351 objective opinions as to the market or other value of such properties or interests therein and
352 prepares written appraisal reports (or file memoranda showing data, reasoning, and conclusions).
353 Professional responsibility for the valuation function is essential.

- 354 b. In the review of real estate appraisal reports (other than relating to one to four-family residential
355 real estate) as a reviewing appraiser.

356 A “reviewing appraiser” is an appraiser who does not necessarily make personal inspections of
357 real property but does review and analyze the relevant facts assembled by field appraisers and,
358 by the use of reason and the exercise of judgment, forms objective conclusions as to the validity
359 of field appraisers’ opinions and prepares written review reports (or file memoranda showing data,
360 reasoning, and conclusions) recommending the acceptance, revision, or rejection of such field
361 appraisers’ opinion. Professional responsibility for the valuation review function is essential.

- 362 c. In the evaluation of real estate (other than one to four-family residential real estate) as a real
363 estate analyst and consultant.

364 A “real estate analyst and consultant” is an appraiser who assembles and analyses the relevant
365 facts and by the use of reason and the exercise of judgment, forms objection opinions evaluating
366 the nature, quality, or utility of parcels of real estate or any interest in, or aspect of, real property
367 and prepares written analyses and consultant reports (or file memoranda showing data,
368 reasoning, and conclusions). Professional responsibility for the evaluation function is essential.

- 369 d. In the teaching of courses relating to the appraisal of real estate (other than one to-four family
370 residential real estate).

371 A “teacher of courses” is a professor who has at least a Master’s Degree and holds the
372 permanent rank of associate professor or above on the faculty of a degree-granting educational
373 institution approved by the General Appraisal Board of the Appraisal Institute. The professor must
374 teach courses relating to the appraisal of real estate, including but not limited to land economics,
375 real property valuation or evaluation and real estate finance.

376 **Part B: Time Requirements**

377 To receive credit for a full year of experience, the applicant must have spent at least 1,152 hours in
378 activities in one of the above classifications, or at least 576 hours if the activities result in work
379 product of narrative appraisal reports, or subject to the criteria in Part A of this Appendix, the
380 applicant must have been a teacher of courses who taught courses for a full term (two semesters or
381 three-quarters). The following subsections describe the calculation of hours in more detail, depending
382 on whether the activities lead to narrative appraisal reports. They also describe the required quantity
383 of courses taught by a teacher of courses.

384 1. Narrative Appraisal Reports Only

385 If an application for credit is based solely on time spent in the appraisal process leading to the
386 preparation of narrative appraisal reports, the following number of hours will be required for the
387 following credit:

HOURS	AMOUNT OF CREDIT
288 hours or less	No credit
289 hours–575 hours	Credit for one-half year
576 hours or more	Credit for one year

388 2. Other than Narrative Appraisal Reports Only

389 If an application for credit is based solely on time spent in the appraisal process leading to the
390 preparation of appraisal reports other than narrative appraisal reports (or of file memoranda
391 setting forth the data, reasoning and conclusions upon which an appraisal is based) the following
392 number of hours will be required for the following credit:

HOURS	AMOUNT OF CREDIT
575 hours or less	No credit
576 hours–1,151 hours	Credit for one-half year
1,152 hours or more	Credit for one year

393

394 3. Combinations of Narrative and Other Than Narrative Appraisal Reports

395 If an application for credit is based on time spent in the appraisal process leading to the
396 preparation of both narrative reports and other than narrative appraisal reports, the following rules
397 shall apply:

398 a. Narrative work will be rated separately in accordance with the criteria set forth in (1) above,
399 and “other” appraisal work will be rated separately in accordance with the criteria set forth in
400 (2) above.

401 b. If this process yields one year of credit for narrative work, or if this process yields one-half
402 year for “other” appraisal work and one-half year for narrative work, then credit for one full
403 year of experience may be awarded.

404 c. If this process yields one-half year of credit for either narrative or “other” appraisal work, but
405 no credit for the remaining type, then only one-half year of credit may be awarded.

406 d. If neither the narrative work nor the “other” appraisal work is sufficient to yield one-half year
407 of credit, but the total time spent preparing narrative and “other” appraisal reports or file
408 memoranda equals or exceeds 576 hours of the calendar year, then credit for one-half year
409 of credit may be awarded.

410 4. Reasonable Relationship

411 There must be a reasonable relationship between the number of hours claimed and the number
412 and complexity of reports. If, in the opinion of the examiner, the time claimed appears to be
413 inconsistent with the number of reports completed, the award will be based on the examiner’s
414 best judgment of the number of hours typically required for the reports listed.

415 5. Teaching of Courses

416 Subject to the criteria in Part A of this Appendix, teachers of courses may be awarded the
417 following amounts of experience credit for teaching the following number of courses:

1 semester or 2 quarters:	1/2-year credit
2 semesters or 3 quarters:	1 year credit

418 **Part C: Quality of Work Product**

419 The quality of work product must be at a level approaching the competency and the quality of the
420 work product required of an MAI Member, as stated in the Standards of Professional Appraisal
421 Practice.

422 **Part D: Variety**

423 The appraisal work performed must either deal with more than one type of real estate (excluding one
424 to four-family residences) or demonstrate that substantially different knowledge, skills, or techniques
425 were required to perform such appraisal work competently (on property other than one to four-family
426 residences). Illustrative of property types are:

427 a. Multi-family residential (five units or more)

428 b. Retail and commercial

429 c. Office

430 d. Industrial

431 e. Agricultural

432 f. All other property including special-purpose property, but excluding one to four-family residential

433 **Part E: Signing of Appraisal Reports**

434 A substantial number of the appraisal reports must be signed or cosigned by the applicant as a
435 principal appraiser. If such signed appraisal reports are not available, the fact that such appraisals
436 were prepared by the applicant as a principal appraiser must be established by other appropriate
437 evidence satisfactory to the examiners. The mere assembling and analyzing of facts relating to the
438 solution of a valuation or evaluation problem does not result in being a Principal Appraiser. To be
439 considered a "Principal Appraiser," the applicant must be able to demonstrate that he or she followed
440 the appraisal process and arrived at analyses, opinions and conclusions that were incorporated in the
441 appraisal report (or file memoranda showing data, reasoning, and conclusions). In this context, there
442 may be more than one principal appraiser involved in an appraisal and the resulting report (or file
443 memoranda showing data, reasoning and conclusions).

444 **Part F: List of Appraisals**

445 An applicant must submit a list of each assignment other than one- to four-family residential property
446 on the appropriate form. This list shall set forth the type of property, the date, the approximate value
447 estimated, the type of report, the purpose and function of the report, hourly evaluation of experience
448 of each report, and whether or not the applicant signed the report as a principal appraiser.

449 Each applicant for experience credit shall, upon request, make available to the examiners sample(s)
450 or his or her work product (including both appraisal reports and the supporting files) as may be
451 selected by the examiners from the list of appraisals.

452 **Part G: Cumulative Experience Rating**

453 At the option of the Board of Examiners-Experience, it may, for good cause shown, award experience
454 credit on a cumulative basis as opposed to a yearly basis.

455 **Part H: Definitions**

456 Terms used in this Appendix are defined as follows:

457 a. Appraisal Report means a valuation, evaluation, or review report relating to real property that
458 leads a reader from the definition of a real estate appraisal problem to a specific conclusion
459 through reasoning and relevant descriptive data.

460 b. Narrative Appraisal Report means a valuation, evaluation, or review report relating to real
461 property that contains: (1) a reasonably complete statement of the relevant factual data
462 assembled in the course of the work (2) a reasonably complete statement of the appraiser's
463 analysis of the relevant factual data; (3) a reasonably complete statement showing the reasoning
464 that led to the appraiser's conclusions; and (4) the opinion or conclusion of the author of the
465 report.

466 c. Principal Appraiser means an individual who has primary professional responsibility for the
467 analyses, opinion, or conclusions in an appraisal report (or file memoranda showing data,
468 reasoning and conclusions).