

Regulation No. 10

Continuing Education

Effective August 18, 2011

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1 **ARTICLE I**

2
3 **General**

4
5 **Part A: Continuing Education Requirement for Designated Members**

6 Except as provided otherwise, each Designated Member of the Appraisal Institute must complete the
7 applicable continuing education requirements set forth in this Regulation to retain his or her
8 membership designation(s) and remain a member of the Appraisal Institute. Non-Practicing
9 Designated Members are not subject to continuing education requirements.

10
11 **Part B: Continuing Education Requirement for Associate Members**

12 Except as otherwise provided, each Associate Member of the Appraisal Institute must complete the
13 applicable continuing education requirements set forth in this Regulation to remain an Associate
14 Member of the Appraisal Institute. Non-Practicing Associate Members are not subject to continuing
15 education requirements.

16
17 **Part C: Continuing Education Cycles**

18 **Section 1. Five-Year Cycles**

19 The Appraisal Institute shall assign a continuing education cycle to each Designated Member subject
20 to continuing education requirements. Except where otherwise provided, Designated Member
21 continuing education cycles shall commence on January 1st of the year the Appraisal Institute
22 identifies and shall last for a period of five (5) years. Except where otherwise provided, Associate
23 Member continuing education cycles shall commence on July 1st of the year the Appraisal Institute
24 identifies and shall last for a period of five (5) years. Designated and Associate Members must
25 complete the applicable continuing education requirements in each continuing education cycle. Upon
26 expiration of a continuing education cycle or any extension of such cycle, the Appraisal Institute shall
27 assign the Designated or Associate Member a new five (5) year cycle.

28
29 **Section 2. Cycles for Members Holding Multiple Designations**

30 A member holding multiple designations from the Appraisal Institute shall have only one (1)
31 continuing education cycle. Except where provided otherwise, meeting the continuing education
32 requirements for one (1) designation shall be deemed as meeting the requirements for all.

33
34 **Section 3. Cycles for Newly Designated Members**

35 Newly Designated Members are assumed to have met continuing education requirements and shall
36 be considered "Continuing Education Completed" through the sixth December 31st from the date of
37 designation. The accumulation of credits earned during the initial cycle shall be from the date of
38 membership designation to the sixth December 31st.

41 **Section 4. Cycles for Associate Members Who Are Also Designated Members**

42 If an Associate Member is also a Designated Member of the Appraisal Institute, the continuing
43 education cycle and requirements for Designated Members apply rather than the Associate Member
44 cycle and requirements.

45

46 **Section 5. Carrying Over Credit to a New Cycle**

47 Creditable hours earned in excess of those required in the current continuing education cycle
48 generally may not be carried forward into the next continuing education cycle; however, if such hours
49 were earned during the last six (6) months of the current cycle they may be carried over into the next
50 continuing education cycle.

51

52 **Part D: Continuing Education Completed**

53

54 To become “Continuing Education Completed,” a Designated or Associate Member must complete in
55 his or her five (5) year cycle the Standards Requirement, the Ethics Requirement, the Advanced
56 Continuing Education Requirement, and the Hours Requirement. A Designated Member who is not
57 mandated to complete the Hours Requirement because of the date he or she became a member of
58 the Appraisal Institute’s predecessor organizations must still complete the Standards Requirement,
59 the Ethics Requirement, the Advanced Continuing Education Requirement, and the Hours
60 Requirement in his or her five (5) year cycle to hold the status “Continuing Education Completed.”

61

62

64

65 **Continuing Education Requirements**

66

67 **Part A: Standards Requirement**

68 Except as otherwise provided, all Designated and Associate Members of the Appraisal Institute shall
69 satisfy the Standards Requirement in every continuing education cycle by:

70

71 1. Attending the Appraisal Institute seven (7) or fifteen (15) hour Uniform Standards of Professional
72 Appraisal Practice Course and passing any corresponding examination; or

73

74 2. Attending the seven (7) or fifteen (15) hour national Uniform Standards of Professional Appraisal
75 Practice Course when taught by an instructor certified by the Appraiser Qualifications Board of
76 The Appraisal Foundation and passing any corresponding examination; or

77

78 3. Teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice
79 Course or seven (7) hour national Uniform Standards of Professional Appraisal Practice Course
80 provided that the Designated or Associate Member is an instructor certified by the Appraiser
81 Qualifications Board of The Appraisal Foundation; or

82

83 4. Attending the Appraisal Institute of Canada's Standards of Professional Practice Course and
84 passing any corresponding examination, provided that the Designated or Associate Member
85 certifies that he or she practices solely in Canada and intends to continue to practice solely in
86 Canada; or

87

88 5. Attending the International Valuation Standards Course and passing any corresponding
89 examination, provided that the Designated or Associate Member certifies that he or she practices
90 solely outside of the United States, United States Territories and Canada and intends to continue
91 to do so.

92

93 Non-Practicing Designated and Associate Members are not subject to the Standards Requirement.

94

95 **Part B: Ethics Requirement**

96 Except as otherwise provided, all Designated and Associate Members of the Appraisal Institute shall
97 satisfy the Ethics Requirement in every continuing education cycle by attending or teaching the
98 Appraisal Institute Business Practices and Ethics Course in every continuing education cycle.

99

100 Non-Practicing Designated and Associate Members are not subject to the Ethics Requirement.

101

102 **Part C: Advanced Continuing Education Requirement**

103 Except as provided below, all Designated and Associate Members of the Appraisal Institute shall
104 satisfy the Advanced Continuing Education Requirement in every continuing education cycle as
105 follows:
106

- 107 1. Members who hold a general Appraisal Institute designation or general Associate Membership
108 must attend or teach one of the following:
109
- 110 a) General Appraisal Curriculum Overview Course (if available); or
 - 111 b) An advanced Level II course; or
 - 112 c) A professional development program approved by the Admissions and Designation
113 Qualifications Committee (ADQC); or
 - 114 d) An equivalent advanced education course approved by the ADQC.
- 115
- 116 2. Members who hold a residential Appraisal Institute designation or residential Associate
117 Membership, but not a general Appraisal Institute designation or general Associate Membership,
118 must attend or teach one of the following:
119
- 120 a) Either the Residential or General Appraisal Curriculum Overview Course (if available); or
 - 121 b) An advanced Level II course; or
 - 122 c) Real Estate Finance, Statistics and Valuation Modeling course; or
 - 123 d) A professional development program approved by the ADQC; or
 - 124 e) An equivalent advanced education course approved by the ADQC.
- 125
- 126 3. Members who hold both general and residential Appraisal Institute designations or both general
127 and residential Associate Membership must attend or teach one of the following:
128
- 129 a) General Appraisal Curriculum Overview Course (if available); or
 - 130 b) An advanced Level II course; or
 - 131 c) A professional development program approved by the ADQC; or
 - 132 d) An equivalent advanced education course approved by the ADQC.
- 133

134 A Designated or Associate Member may not repeat a course or program to satisfy the Advanced
135 Continuing Education Requirement in any subsequent continuing education cycle unless the ADQC
136 determines that such course or program has been substantially revised since the Designated or
137 Associate Member last took it.

138

139 Non-Practicing Designated and Associate Members are not subject to the Advanced Continuing
140 Education Requirement.

141

142 **Part D: Hours Requirement**

143 **Section 1. Applicability**

144 All Designated and Associate Members of the Appraisal Institute shall satisfy the Hours Requirement
145 in every continuing education cycle as set forth in this Part except:

- 146 a) Non-Practicing Designated and Associate Members; and
147
148 b) Those individuals who were members or candidates of the Appraisal Institute as of January 1,
149 1991 and who have held Appraisal Institute membership or candidacy continuously since January
150 1, 1991, and who hold "voluntary" status as defined in Regulation No. 10, Article I effective
151 January 1, 1991. (All three criteria must be met.) Those Designated Members not subject to the
152 Hours Requirement are urged to complete such hours and become "Continuing Education
153 Completed."

154
155 **Section 2. Hours Requirement**

156 For continuing education cycles beginning January 1, 2006 or later, each Designated Member subject
157 to the Hours Requirement must obtain credit for a total of one hundred (100) creditable hours of
158 continuing education credit as set forth in this Section. Each Associate Member must obtain credit for
159 a total of seventy (70) creditable hours of continuing education credit as set forth in this section.

160
161 a) Education Hours. To qualify for credit, an educational course or seminar must meet the
162 requirements set forth in this section and any additional specific criteria adopted from time to time by
163 the Board of Directors or the ADQC.

164
165 Designated and Associate Members may earn continuing education credit for attending Appraisal
166 Institute courses or seminars (national, regional, or chapter). Except as otherwise provided,
167 Designated and Associate Members shall earn one (1) hour of continuing education credit for every
168 hour of Appraisal Institute courses and seminars completed. Designated and Associate Members
169 shall earn 1.25 hours of continuing education credit for every hour of "advanced" Appraisal Institute
170 courses and seminars completed. "Advanced" Appraisal Institute courses and seminars qualifying for
171 1.25 hours of continuing education credit for every hour completed shall be determined by the ADQC,
172 with input from the Education Committee. Designated and Associate Members shall earn one (1)
173 hour of continuing education credit for every hour of a required Appraisal Curriculum Overview
174 Course completed.

175
176 Designated and Associate Members may earn continuing education credit for taking examinations in
177 conjunction with attending Appraisal Institute courses or seminars, but may not receive continuing
178 education credit for challenging Appraisal Institute examinations. Except where otherwise provided,
179 Designated and Associate Members shall earn one (1) hour of continuing education credit for every
180 hour of an examination taken in conjunction with attending an Appraisal Institute course or seminar.
181 Designated and Associate Members shall earn 1.25 hours of continuing education credit for every
182 hour of an examination taken in conjunction with attending an "advanced" Appraisal Institute course
183 or seminar as defined above. Designated and Associate Members shall earn one (1) hour of

184 continuing education credit for every hour of an examination taken in conjunction with attending a
185 required Advanced Curriculum Overview Course.

186

187 Designated and Associate Members may also earn continuing education credit for attending courses
188 and seminars offered by other providers as long as the subject matters of such courses and seminars
189 are on the list of creditable topics approved by the ADQC and each hour of education has at least fifty
190 (50) contact minutes of instruction by a qualified instructor. For every hour of courses or seminars
191 completed with a provider other than the Appraisal Institute, Designated and Associate Members
192 shall receive one (1) hour of continuing education credit.

193

194 Designated and Associate Members may also earn continuing education credit for taking
195 examinations in conjunction with attending courses and seminars offered by other providers as long
196 as the subject matters of such courses and seminars are on the list of creditable topics approved by
197 the ADQC. For every hour of an examination taken in conjunction with a course or seminar offered by
198 a provider other than the Appraisal Institute, Designated and Associate Members shall receive one
199 (1) hour of continuing education credit. Designated and Associate Members may not earn continuing
200 education credit for challenging examinations offered by other providers.

201

202 A Designated or Associate Member may not earn continuing education credit for:

203

204 1) Travel time, homework (including homework during class time), preparation time, registration and
205 lunch;

206

207 2) Private tutoring, received or given;

208

209 3) An educational course or seminar of less than two (2) hours duration;

210

211 4) Partial attendance at seminars and courses, provided, however, that in case of emergency and
212 as determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify
213 for credit for the actual amount of time attended; or

214

215 5) Attendance at the same course or seminar more than once in a continuing education cycle,
216 except as otherwise provided. Credit may be awarded for attendance at the 15-hour national
217 Uniform Standards of Professional Appraisal Practice Course and 7-hour national Uniform
218 Standards of Professional Appraisal Practice Course as many as three times combined in a
219 continuing education cycle, provided such Courses are taught by an instructor certified by the
220 Appraiser Qualifications Board of The Appraisal Foundation.

221

222 b) Hours of Appraisal Institute Instruction. A Designated Member may earn up to seventy (70) hours
223 of continuing education credit in a continuing education cycle for teaching Appraisal Institute courses
224 and seminars, provided that the Designated Member may earn no more than a total of seventy (70)
225 hours from the following activities combined:

- 226 1) Appraisal Institute instruction;
227 2) Hours of service to the Appraisal Institute (section c); and
228 3) Hours of service to the real estate professions and real estate related community service
229 (section d).
230

231 A Designated Member may not earn continuing education credit for teaching the same course or
232 seminar more than once in a continuing education cycle. A Designated Member may not earn
233 continuing education credit for proctoring an examination.
234

235 c) Hours of Service to the Appraisal Institute. A Designated or Associate Member may earn up to
236 twenty-five (25) hours of continuing education credit in a continuing education cycle for creditable
237 service to the Appraisal Institute, including:

- 238 1) Serving on an Appraisal Institute Board, committee, panel, or project team;
239 2) Authoring publications, courses, seminars, or articles for the Appraisal Institute; and
240 3) Serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses,
241 seminars, or articles.
242

243 A Designated or Associate Member shall earn one (1) hour of continuing education credit for each
244 hour of creditable service performed up to the twenty-five (25) hour maximum. The number of
245 creditable hours must bear a reasonable relationship to the service provided as determined by the
246 Chair of the ADQC or the Chair's designee.
247

248 The Chair of the ADQC or his or her designee may approve continuing education credit for service to
249 the Appraisal Institute not specified above upon application by the Designated or Associate Member.

250
251 d) Hours of Service to the Real Estate Professions and Real Estate Related Community Service. A
252 Designated or Associate Member may also earn up to ten (10) hours of continuing education credit in
253 a continuing education cycle for the following service to the real estate professions outside of the
254 Appraisal Institute and for real estate related community service outside the Appraisal Institute:

- 255
256 1) Service on a Board of The Appraisal Foundation;
257 2) Service on a state real estate regulatory board;
258 3) Service to a real estate related non-profit organization;
259 4) Contributing volunteer appraisal, appraisal review, appraisal consulting or real property consulting
260 services to a non-profit charitable organization; and
261 5) Instruction of courses, seminars, panels and presentations for entities other than the Appraisal
262 Institute.
263

264 A Designated or Associate Member may not earn continuing education credit for teaching the same
265 course, seminar, panel or presentation more than once in a continuing education cycle. A Designated
266 or Associate Member may not earn continuing education credit for proctoring an examination.

267

268 A Designated or Associate Member shall earn one (1) hour of continuing education credit for each
269 hour of creditable service performed up to the ten (10) hour maximum. The number of creditable
270 hours must bear a reasonable relationship to the services provided as determined by the Chair of the
271 ADQC or the Chair's designee.

272

273 The Chair of the ADQC or his or her designee may approve continuing education credit for other
274 services to the real estate professions and other real estate related community services not specified
275 above upon application by the Designated or Associate Member.

276

277 **Section 3. 100-Hour Requirement**

278 For continuing education cycles that commenced prior to January 1, 2006, each Designated Member
279 subject to the Hours Requirement must obtain credit for a total of one hundred (100) creditable hours
280 of continuing education credit in such cycle. The credit must be earned in accordance with the
281 requirements set forth in the Appendix to this Regulation.

282

283 **Part E: Requirements for Members Transferring from Non-Practicing to** 284 **Practicing Member Status**

285

286 1. If the date on which a Designated or Associate Member applies to move from Non-Practicing
287 Member status to Practicing Member status falls within the five (5) year period (continuing
288 education cycle) during which the Designated or Associate Member moved to Non-Practicing
289 Member status, then the Designated or Associate Member shall have no continuing education
290 requirements to regain Practicing status and shall return to the five-year continuing education
291 cycle during which he or she moved to Non-Practicing status.

292

293 2. If the date on which a Designated or Associate Member applies to move from Non-Practicing
294 Member status to Practicing Member status does not fall within the five (5) year period
295 (continuing education cycle) during which the Designated or Associate Member moved to Non-
296 Practicing Member status, then such Designated or Associate Member shall, within the five (5)
297 years prior to regaining Practicing status, have:

298

299 a) Attended the Appraisal Institute's Business Practices and Ethics course;

300

301 b) Completed the education described in the Advanced Continuing Education Requirement of
302 this Regulation; and

303

304 c) Completed the education described in the Standards of Professional Appraisal Practice
305 Course Requirement of this Regulation.

306

- 307 Further, if such individual regains Practicing status, he or she shall be placed on a continuing
308 education cycle commencing on the date such individual regains Practicing Member status and
309 expires on the sixth December 31st after he or she regains such status. Such individual, if
310 designated, must include a statement in the certifications of his or her written reports that he or
311 she is not “continuing education completed” in accordance with the Certification Standard unless
312 the individual has completed the requirements to become “continuing education completed” in the
313 five (5) years prior to regaining Practicing Member status or until the individual completes such
314 requirements in the new continuing education cycle.
315
- 316 3. All Designated and Associate Members moving from Non-Practicing Member status to Practicing
317 Member status are subject to the Standards, Ethics, Advanced Continuing Education and Hours
318 requirements in their new continuing education cycles regardless of the continuing education
319 requirements to which they previously were subject.
320
- 321 4. The Chair of the ADQC, or the Chair’s designee, will consider and act in his or her sole discretion
322 on requests for exceptions to the continuing education requirements for Designated and
323 Associate Members moving from Non-Practicing status to Practicing status and the decision of
324 the Chair or the Chair’s designee shall be final.
325

327

328 Continuing Education Recordkeeping

329

330 Part A: General

331 Each Designated and Associate Member shall be responsible for maintaining records of his or her
332 Appraisal Institute creditable continuing education hours earned from: (1) courses or seminars taken
333 from other providers; (2) service to the Appraisal Institute; (3) service to the real estate professions
334 outside the Appraisal Institute; and (4) real estate related community service outside the Appraisal
335 Institute. Designated and Associate Members shall update their Appraisal Institute continuing
336 education records with such information through the national Appraisal Institute Web site by the end
337 of their continuing education cycles or shall regularly maintain a log of such education or service on
338 an approved Appraisal Institute form and submit such log to the Appraisal Institute by the end of their
339 continuing education cycle.

340

341 Part B: Evidence of Completion

342 Each Designated and Associate Member shall maintain appropriate supporting documentation
343 evidencing completion of the creditable education or service for which the member posts credit on his
344 or her Appraisal Institute continuing education record or log. The member shall retain such
345 documentation for at least one (1) year following the expiration of the cycle to which credit is applied.
346 For creditable education taken with other providers, evidence of completion must verify at a minimum
347 the name of the provider, program dates, creditable program hours and the member's full attendance.
348 Such evidence may take the form of a course completion certificate, a grade letter, a transcript or
349 other appropriate documentation. For creditable service, evidence of completion shall include at a
350 minimum a letter from the organization for which the Designated or Associate Member provided the
351 service, the nature of the service, and the number of hours of service provided.

352

353 Part C: Review of Continuing Education Records

354 The Appraisal Institute may from time to time review a Designated or Associate Member's
355 documentation evidencing completion of creditable education taken from other providers or creditable
356 service that was posted by the member to his or her Appraisal Institute continuing education record or
357 log.

358

359 A Designated or Associate Member must submit within thirty (30) days of the date of a request from
360 the Appraisal Institute all documentation evidencing completion of creditable education taken from
361 other providers and creditable service that was posted by the member to his or her Appraisal Institute
362 continuing education record or log. If a Designated or Associate Member fails to submit the requested
363 documentation in the time frame specified, or has submitted or does submit false or misleading

364 documentation or information, the matter shall be referred to Ethics and Counseling as a possible
365 violation of the Code of Professional Ethics.
366

367 If a review of a Designated or Associate Member's documentation, or lack thereof, results in a
368 determination that he or she has not completed the necessary creditable education and service to be
369 "Continuing Education Completed" at the end of a cycle, the Designated or Associate Member shall
370 be subject to the rules relating to extensions, suspension and termination as set forth in this
371 Regulation.

372

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376

378

379 **Failure to Comply with Continuing Education**
380 **Requirements**

381

382 **Section 1. Extensions of Cycles**

383 Continuing education requirements cannot be waived. However, the Chair of the ADQC or the Chair's
384 designee may grant an extension when the following conditions are met:

385

- 386 a) The Designated or Associate Member requests an extension in writing from the Chair of the
387 ADQC in care of the national office;
- 388 b) The request is submitted in the year the continuing education cycle expires and at least sixty (60)
389 days prior to the expiration of the continuing education cycle; and
- 390 c) The Designated or Associate Member suffers from a serious illness or catastrophe or can provide
391 other good cause that impaired his or her ability to complete the continuing education
392 requirements.

393

394 The Chair of the ADQC or the Chair's designee shall act on applications for extension in his or her
395 discretion. The decision of the Chair or the Chair's designee shall be final.

396

397 The requirements of this section shall also apply to a Designated Member who would like an
398 extension of time to complete the necessary continuing education hours to obtain the status
399 "Continuing Education Completed," even though the Designated Member is not mandated to fulfill the
400 Hours Requirement.

401

402 **Section 2. Suspension Relating to Continuing Education Requirement**

403 A Designated or Associate Member of the Appraisal Institute who fails to complete his or her
404 continuing education requirements by the date his or her continuing education cycle ends shall
405 automatically be suspended from all rights and privileges of membership. The suspended member
406 shall be required to submit all indicia of membership to the Chief Executive Officer of the Appraisal
407 Institute.

408

409 If a suspended Designated Member completes his or her continuing education requirements within
410 one (1) year from the date of suspension, all indicia of membership shall be returned and the rights
411 and privileges of membership restored. If a suspended Associate Member completes his or her
412 continuing education requirements within six (6) months from the date of suspension, all indicia of
413 membership shall be returned and the rights and privileges of membership restored.

414

415 **Section 3. Termination Relating to Continuing Education Requirements**

416 If a Designated Member suspended pursuant to Section 2 above has not completed his or her
417 continuing education requirements within the one (1) year suspension period, his or her membership
418 shall automatically terminate. If an Associate Member suspended pursuant to Section 2 above has
419 not completed his or her continuing education requirements within the six (6) month suspension
420 period, his or her membership shall automatically terminate. Such Designated or Associate Member
421 may appeal the automatic termination of membership by sending via traceable carrier a written notice
422 of appeal within thirty (30) days of the date of automatic termination. The appeal will be considered
423 by an Admissions Appeal Board composed of individuals from the Admissions Appeals Panel
424 selected by the Chair of such Panel.

425
426 If, at the time of termination, the member is the subject of a disciplinary action, a pending disciplinary
427 proceeding or a pending peer review proceeding in which the member has been sent an offer of
428 disciplinary action, the Appraisal Institute shall publish such termination in a manner it deems
429 appropriate. A Designated Member who is the subject of any peer review proceeding and who fails to
430 fulfill his or her continuing education requirements within the one (1) year suspension period
431 authorizes, but does not obligate the Appraisal Institute to complete any such peer review
432 proceedings. An Associate Member who is the subject of any peer review proceeding and who fails to
433 fulfill his or her continuing education requirements within the six (6) month suspension period
434 authorizes, but does not obligate, the Appraisal Institute to complete any such peer review
435 proceedings.

436

437

438

439

440

442

443 Creditable Activity for 100-Hour Requirement for 444 Cycles Commencing Prior to January 1, 2006

445

446 The provisions of this Appendix to Regulation No. 10 apply to continuing education cycles for
447 Designated Members that commenced prior to January 1, 2006.

448

449 **Part A: General**

450 Qualifying hours are awarded for educational experience obtained by attending courses, seminars
451 and panels; taking examinations in conjunction with attendance at a course; teaching courses and
452 seminars; participation in Experience, Demonstration Reports, Associate Member Guidance and
453 Ethics and Counseling training sessions; service on national, regional, and chapter committees;
454 service on national panels and project teams; and for writing books, articles, monographs,
455 manuscripts and theses. To qualify for credit, an educational experience must meet the specific
456 criteria adopted from time to time by the Board of Directors or the ADQC (ADQC).

457

458 **Part B: Duration of Educational Programs**

459 To qualify for continuing education credit, an educational course, seminar or panel must be at least
460 two (2) hours in duration. Each hour must have at least fifty (50) contact minutes of instruction by a
461 qualified instructor.

462

463 **Part C: Reciprocal Credit**

464 Direct reciprocal credit shall not automatically be given those courses, seminars, or panels for which
465 credit has been granted by other organizations.

466

467 **Part D: Noncreditable Experience**

468 No continuing education credit shall be awarded for the following:

469

- 470 a. Travel time, homework (including homework during class time), preparation time, registration and
471 lunch;
- 472
- 473 b. Partial attendance at seminars and courses, provided, however, that in case of emergency and
474 as determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify
475 for credit for the actual amount of time attended;

- 476
477 c. Private tutoring, received or given; and
478
479 d. Challenging examinations.
480

481 Credit shall not be awarded for attendance at the same course, seminar or panel more than once in a
482 continuing education cycle, except as otherwise provided. Credit may be awarded twice in a
483 continuing education cycle for attendance at the 15-hour national Uniform Standards of Professional
484 Appraisal Practice Course or 7-hour national Uniform Standards of Professional Appraisal Practice
485 Course when taught by an instructor certified by the Appraiser Qualifications Board of The Appraisal
486 Foundation.

487

488 **Part E: Book Reviews**

489 Book reviews published in an Appraisal Institute publication qualify for a maximum of five (5) hours
490 of continuing education credit. No more than one-half (1/2) of the qualifying hours required in any one
491 continuing education cycle may be awarded for book reviews.

492

493 **Part F: Authorship of Publications**

494 Authors of published books related to appraising and/or real estate, published articles in Appraisal
495 Institute publications, published monographs, master's theses, doctoral dissertations or articles
496 published in other publications are eligible for continuing education credit in the year of publication.

497

498 The maximum qualifying hours for a published book related to appraising and/or real estate shall be
499 fifty (50) hours.

500

501 The maximum qualifying hours for an article published in an Appraisal Institute publication is twenty
502 (20) hours.

503

504 The maximum creditable hours for a published monograph, master's thesis or doctoral dissertation is
505 twenty (20) hours.

506

507 The maximum qualifying hours for articles published in other publications is ten (10) hours.

508

509 The above hours refer to sole authorship. In the case of more than one author, hours may be reduced
510 accordingly.

511

512 No more than fifty (50) hours in any one continuing education cycle may be awarded for authorship.

513

514 **Part G: Instruction**

515 Subject to specific criteria adopted from time to time by the ADQC: (1) instructors of courses,
516 seminars or panels may be awarded one (1) hour credit for each direct hour of classroom instruction
517 during the continuing education cycle in which the instruction was given; and (2) instructors of on-line
518 education may receive up to seven (7) hours of credit for instruction of an on-line educational offering
519 during the continuing education cycle in which the instruction was given.

520

521 The proctoring of an examination shall not qualify for credit. For a dual-teacher course, credit shall
522 be awarded on the basis of the actual number of classroom hours taught. If an instructor in a dual-
523 teacher course attends the portions of the course taught by the other instructor, continuing education
524 credit may be awarded on the basis of attendance at the course.

525

526 No more than fifty (50) hours in any one continuing education cycle may be awarded for the teaching
527 of qualifying courses, seminars or panels. Credit shall not be awarded for teaching the same course,
528 seminar or panel more than once in a continuing education cycle.

529

530 **Part H: Authorship of Courses and Seminars**

531 Authors of Appraisal Institute courses may be eligible for a maximum of fifty (50) hours of continuing
532 education credit.

533

534 Authors of Appraisal Institute seminars may be eligible for a maximum of twenty (20) hours of
535 continuing education credit.

536

537 No more than fifty (50) hours in any one continuing education cycle may be awarded for authorship of
538 Appraisal Institute courses and seminars.

539

540 **Part I: Training Session**

541 No more than ten (10) hours in any one continuing education cycle may be awarded for participation
542 in Experience, Demonstration Reports, Associate Member Guidance and Ethics and Counseling
543 training sessions. Credit shall not be awarded for participation in the same training session more than
544 once in a continuing education cycle.

545

546 **Part J: Service on Committees**

547 A Designated Member may earn Appraisal Institute continuing education credit for service on
548 national, regional and chapter committee assignments as follows:

549

- 550 a. Up to seven (7) hours of continuing education credit in a single cycle for service on the Chapter
551 Board of Directors or on standing Chapter Committees;

552

- 553 b. Up to fourteen (14) hours of continuing education credit in a single cycle for service on the
554 Regional Committees; and
555
- 556 c. Up to twenty-one (21) hours of continuing education credit in a single cycle for service on the
557 national Board of Directors, standing national Committees or boards, national Project Teams and
558 national Panels.
559
- 560 However, a member may accumulate no more than a total of no more than twenty-one (21)
561 continuing education hours per cycle for committee service.