

# FAQs

## Advanced Education – Participants 4/10/12

---

### Start Dates, Cancellation Dates, Deadlines

**Q. What is the last possible day I may register for an AE course?**

A. To allow enough time for you to complete the required online session, course registration will be cut off on the 14<sup>th</sup> day before the classroom session begins. Please see additional deadlines below:

Important Deadlines for AE*	
Task	Deadlines
Official FIRST day of course – day online session begins	28 days BEFORE the classroom session begins
Last day to register for and submit the diagnostic test**	21 days BEFORE the classroom session begins
Last day to receive a “pass” confirmation on diagnostic test	14 days BEFORE the classroom session begins
Last day to register for the course	14 days BEFORE the classroom session begins
Last day to cancel registration with full refund	15 days BEFORE the classroom session begins
Last day to cancel registration with \$150 cancellation fee	14 days or less Before the classroom session begins
Last day to cancel registration with -0- refund	7 days or less BEFORE the classroom session begins
Last day to complete online session	7 days BEFORE the classroom session begins

\*Note, although the first day of the course is the day the online session goes live, the deadlines are backed up from the day the classroom session begins.

\*\*Note, once you have passed the Diagnostic Test, you do not need to take the test again for the other AE courses.

### Courses

**Q. Which courses make up the new advanced education curriculum?**

A. The following courses in the curriculum are

- *Advanced Income Capitalization*  
[http://appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=501GD&key\\_type=C](http://appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=501GD&key_type=C)
- *Advanced Market Analysis & Highest and Best Use*  
[http://www.appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=500GD&key\\_type=C](http://www.appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=500GD&key_type=C)

- *Advanced Concepts & Case Studies*  
[http://www.appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=503GD&key\\_type=C](http://www.appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=503GD&key_type=C)
- *Quantitative Analysis*  
[http://www.appraisalinstitute.org/education/course\\_descrb/Default.aspx?prgrm\\_nbr=502GD&key\\_type=C](http://www.appraisalinstitute.org/education/course_descrb/Default.aspx?prgrm_nbr=502GD&key_type=C)

**Q. Are the advanced education courses equivalent to the previous Level II courses? What are the number of days/hours for the new courses?**

A. See table below. Also, see [http://appraisalinstitute.org/education/ae\\_equivalencies.aspx](http://appraisalinstitute.org/education/ae_equivalencies.aspx) for more information about MAI course equivalencies.

<b>NEW Course</b>	<b>Days/ Hours</b>	<b>PREVIOUS Course</b>
<i>Advanced Income Capitalization</i>	5 days, 35 hours	510 <i>Advanced Income Capitalization</i>
<i>Advanced Market Analysis &amp; Highest and Best Use</i>	5 days, 35 hours	<i>General Appraiser Market Analysis &amp; Highest and Best Use</i> 520 <i>Highest &amp; Best Use and Market Analysis</i>
<i>Advanced Concepts and Case Studies</i>	6 days, 40 hours	530 <i>Advanced Sales Comparison &amp; Cost Approaches</i> 550 <i>Advanced Applications</i>
<i>Quantitative Analysis</i>	5 days, 35 hours	NA
NA		540 <i>Report Writing &amp; Valuation Analysis</i>

**Q. When did 510, 530, 540, and 550 retire?**

A. See dates below.

<b>Course</b>	<b>Retirement Date</b>
510— <i>Advanced Income Capitalization</i>	January 31, 2011
520— <i>Highest and Best Use &amp; Market Analysis</i>	2007
530— <i>Advanced Sales Comparison &amp; Cost Approaches</i>	April 1, 2011
540— <i>Report Writing &amp; Valuation Analysis</i>	December 31, 2010
550— <i>Advanced Applications</i>	April 1, 2011

**Q. Is there a recommended order for the advanced education courses?**

A. Below is a recommended order for taking the advanced education courses:

- *Advanced Income Capitalization*
- *Advanced Market Analysis & Highest and Best Use* (prerequisite: *Adv. Income Capitalization*)
- *Quantitative Analysis*
- *Advanced Concepts & Case Studies* (prerequisite: *Adv. Income Capitalization*)

**Q. Is *General Market Analysis & Highest and Best Use* required for the MAI Designation?**

A. Yes and no. When 520-*Highest and Best Use & Market Analysis* retired in 2007 and BEFORE the *Advanced Market Analysis & Highest and Best Use* course was developed, *General Market Analysis & HBU* served double duty as a requirement for QE and the MAI Designation. General Associate Members who passed the Appraisal Institute's [General Market Analysis and H&BU](#) exam prior to June 1, 2011 will receive equivalency credit for the new [Advanced Market Analysis and Highest & Best Use](#) exam for their MAI advanced education requirements. General Associate Members who have not previously received equivalency credit are required to pass the new [Advanced Market Analysis and Highest & Best Use](#) exam instead. Please contact [admissions@appraisalinstitute.org](mailto:admissions@appraisalinstitute.org) or call (312) 335-4111 if you have questions.

**Q. Is *Quantitative Analysis* required for the MAI Designation?**

A. If you are an Associate Member who joined or will join the Appraisal Institute before 1/1/2012, you will not be required to take *Quantitative Analysis*. However, if you join the Appraisal Institute AFTER 1/1/2012, you will be required to take the course for your MAI designation.

**Diagnostic Test** [Take the free diagnostic test today](#) ▶

**Q. Why do I have to pass the Diagnostic Test before I can register for an advanced education course?**

A. To successfully complete courses in the AE curriculum, it is important that you have basic spreadsheet skills. Therefore, before enrolling in AE course, you are required to pass a Diagnostic Test in which you demonstrate your skill level in creating and working with Excel spreadsheets. The Test is free and can be taken at any time on your own computer. After you have successfully passed the Test, you will be allowed to register for any of the AE courses.

**Q. When should I take the Diagnostic Test?**

A. You may take the Test at any time. However, keep in mind that you must receive your "pass" grade confirmation at least 14 days before the classroom session begins. We recommend that you take the Test at least 21 days before the classroom session of the course begins. This allows enough time for the Test to be graded and gives you at least 7 days to complete the online session of the course.

**Q. How will I receive my result for the Diagnostic Test?**

A. Test results will be e-mailed to you within 7 business days from the day the Test was submitted.

**Q. If I do not pass the test, may I retake it?**

A. Yes. You may retake the Test as often as necessary. You'll receive feedback to help you succeed on the retake. If you are not successful after 3 tries, the Appraisal Institute offers e-mail counseling to help you pass the Test.

**Q. Does each advanced education course have its own Diagnostic Test?**

A. No. There is only one Diagnostic Test for all four courses. As soon as you have passed this Test, you'll be allowed to register for the first advanced education course you take and any others after this.

**Q. If I want to challenge all of the advanced education courses, do I need to take and pass the Diagnostic Test?**

A. No. If you wish to challenge all of the advanced education courses, you do not have to take the Test. However, if you take one or more of the advanced education courses, you must take and pass the Diagnostic Test.

**Q. What will I be tested on?**

A. You will be asked to demonstrate your skill level in Excel by creating and working with spreadsheets.

**Q. How long will it take me to complete the test?**

A. If you have above average skills working with Excel or other spreadsheet software programs, it won't take long: 15 minutes. Timing depends on your skill level.

**Q. What can I do to prepare for the test?**

A. Be familiar with the use of absolute "\$" and relative cell references in formulas before completing the test.

**Q. How do I take the test?**

A. After you have registered for the test, you will receive an e-mail with links to the test. You will be asked to open a spreadsheet workbook and complete various spreadsheet tasks. Then you will submit the test via e-mail.

**Q. Where can I access the Diagnostic Test?**

A. You may access the test through a link located on each AE course description Web page: (<http://www.appraisalinstitute.org/education/AETEST.aspx>)

## **Online Session**

**Q. Is the online session mandatory?**

A. Yes, each AE course has been designed with a mandatory two-hour online session. This session is the official beginning of the course. Participants have the flexibility to complete the online session at their own speed when it is most convenient for them. The two-hour online session MUST be completed and it MUST be completed BEFORE the classroom session begins.

**Q. How much work do I have to complete in the online session? Is it recorded?**

A. Course content in the online session is unique for each course. One course provides a content review to ensure participants are up-to-speed; another may ask you to complete an actual assignment which is discussed in more depth during the traditional classroom course sessions. Work completed during the online session is submitted and is recorded.

**Q. When do online sessions go live?**

A. The online session goes live 28 DAYS before the classroom session begins. You have 21 days to complete the two-hour session. Access is turned off 7 days before the classroom session begins. This gives instructors enough time to review what you have submitted and respond if necessary.

**Q. What happens if I don't complete the online session in time?**

A. Four days before the online session ends, you will receive an e-mail alerting you that you have not finished and reminding you of the deadline. If you do not complete the online session, you will not get credit for the course.

**Q. If I need help, how soon will an instructor respond?**

A. Instructors are asked to respond to students within 48 hours. National staff will respond to technical questions within 48 hours as well.

## Miscellaneous

**Q. When will I receive my course materials?**

A. Course Handbooks are direct shipped to you 30 days before the classroom session of the course begins. Additional course materials (appendix items, Excel spreadsheet templates, etc.) are available at the end of the online session. You will be reminded to download these materials at that time; the materials will not be available when the traditional classroom session begins.

**Q. Are the AE courses approved for CE credit?**

A. The AE courses are approved for continuing education (CE) credit. Please see [http://www.appraisalinstitute.org/education/state\\_aprv.aspx](http://www.appraisalinstitute.org/education/state_aprv.aspx) for the number of approved hours for each course for each state. **Note.** The online session's hours are not approved. Below is a breakdown of total hours for each course.

- *Advanced Income Capitalization*: 35 hours (2 hour pre-class online, 30 classroom hours, 3 exam hours)
- *Advanced Market Analysis and Highest & Best Use*: 35 hours (2 hour pre-class online, 30 classroom hours, 3 exam hours)
- *Advanced Concepts & Case Studies*: 40 hours (2 hour pre-class online, 35 classroom hours, 3 exam hours)
- *Quantitative Analysis*: 35 hours (2 hour pre-class online, 30 classroom hours, 3 exam hours)

**Q. Are the AE courses approved for QE Elective credit?**

A. The AE courses were sent to the AQB and were approved for QE elective credit. The courses were sent to the states for QE approval as well. Approvals may be pending on some states. Please see [http://www.appraisalinstitute.org/education/state\\_aprv.aspx](http://www.appraisalinstitute.org/education/state_aprv.aspx) for the number of approved hours for each course for each state. **Note.** The online session's hours are not approved for QE Elective. Below is a breakdown of total hours for each course.

- *Advanced Income Capitalization*: 35 hours (2 hour pre-class online, 30 classroom hours, 3 exam hours)
- *Advanced Market Analysis and Highest & Best Use*: 35 hours (2 hour pre-class online, 30 classroom hours, 3 exam hours)
- *Advanced Concepts & Case Studies*: 40 hours (2 hour pre-class online, 35 classroom hours, 3 exam hours)
- *Quantitative Analysis*: 35 hours (2 hour pre-class online, 30 classroom hours, 3 exam hours)

**Q. Do I have to pass the AE course exam to receive QE Elective credit?**

A. Yes, you must pass the exam in order to receive QE Elective hours. **Note.** You will not receive credit for the online session's hours, however.

**Q. Do the AE courses satisfy the ACE (Advanced Continuing Education) Appraisal Institute requirement?**

A. Yes, the four AE courses satisfy the ACE requirement for MAI, SRPA, SREA, SRA, and RM Designated members and all Associate members. You may not repeat a course that you take to meet this requirement in any subsequent continuing education cycle unless it has been substantially revised, as determined by the Admissions and Designation Qualifications Committee.

**Q. Must I bring a laptop to class? Do I need Excel?**

A. Yes. You are required to bring a laptop with spreadsheet software. Excel 2007 is recommended for all of the courses except Quantitative Analysis which recommends Excel 2010. You may use other spreadsheet programs, but those programs will not be supported in class. All demonstrations will be conducted in Excel. Many of the templates used for problem solving that are presented in the courses are provided in Excel (downloads).