

# Regulation No. 10

# Continuing Education

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**Effective February 5, 2010**

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1 **ARTICLE I**

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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 as defined in the national Bylaws of the Appraisal Institute who are not  
10 engaged in any business activity that is subject to the Standards of Professional Appraisal Practice  
11 are not subject to continuing education requirements.

12  
13 **Part B: Continuing Education Cycles**

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

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

22  
23 **Section 2. Cycles for Members Holding Multiple Designations**

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

27  
28 **Section 3. Cycles for Newly Designated Members**

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

33  
34 **Section 4. Carrying Over Credit to a New Cycle**

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

40 **Part C: Continuing Education Completed**

41 To become "Continuing Education Completed," a Designated Member must complete in his or her  
42 five (5) year cycle the Standards Requirement, the Ethics Requirement, the Appraisal Curriculum  
43 Overview Requirement (for cycles commencing January 1, 2007 or later), and the Hours  
44 Requirement. A Designated Member who is not mandated to complete the Hours Requirement  
45 because of the date he or she became a member of the Appraisal Institute's predecessor  
46 organizations must still complete the Standards Requirement, the Ethics Requirement, the Appraisal  
47 Curriculum Overview Requirement (for cycles commencing January 1, 2007 or later), and the Hours  
48 Requirement in his or her five (5) year cycle to hold the status "Continuing Education Completed."

49

51

## 52 Continuing Education Requirements

53

### 54 **Part A: Standards Requirement**

55 Except as otherwise provided, all Designated Members of the Appraisal Institute shall satisfy the  
56 Standards Requirement in every continuing education cycle by:

57

58 1. Attending the Appraisal Institute fifteen (15) hour Uniform Standards of Professional Appraisal  
59 Practice Course and passing the corresponding examination; or

60

61 2. Attending the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice  
62 Course when taught by an instructor certified by the Appraiser Qualifications Board of The  
63 Appraisal Foundation and passing the corresponding examination; or

64

65 3. Attending the Appraisal Institute seven (7) hour Uniform Standards of Professional Appraisal  
66 Practice Course and passing any corresponding examination; or

67

68 4. Attending the seven (7) hour national Uniform Standards of Professional Appraisal Practice  
69 Course when taught by an instructor certified by the Appraiser Qualifications Board of the  
70 Appraisal Foundation and passing any corresponding examination; or

71

72 5. Teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal Practice  
73 Course or seven (7) hour national Uniform Standards of Professional Appraisal Practice Course  
74 provided that the Designated Member is an instructor certified by the Appraiser Qualifications  
75 Board of The Appraisal Foundation; or

76

77 6. Attending the Appraisal Institute of Canada's Standards of Professional Practice Course and  
78 passing any corresponding examination, provided that the Designated Member certifies that he or  
79 she practices solely in Canada and intends to continue to practice solely in Canada; or

80

81 7. Attending the International Valuation Standards Course and passing any corresponding  
82 examination, provided that the Designated Member certifies that he or she practices solely  
83 outside of the United States and intends to continue to practice solely outside of the United  
84 States.

85

86 Non-Practicing Designated Members who are not engaged in any business activity that is subject to  
87 the Standards of Professional Appraisal Practice are not subject to the Standards Requirement.

88

89 **Part B: Ethics Requirement**

90 Except as otherwise provided, all Designated Members of the Appraisal Institute shall satisfy the  
91 Ethics Requirement in every continuing education cycle by attending or teaching the Appraisal  
92 Institute Business Practices and Ethics Course in every continuing education cycle.  
93

94 Non-Practicing Designated Members who are not engaged in any business activity that is subject to  
95 the Standards of Professional Appraisal Practice are not subject to the Ethics Requirement.  
96

97 **Part C: Appraisal Curriculum Overview Requirement**

98 Except as provided below, all Designated Members of the Appraisal Institute whose continuing  
99 education cycles begin on January 1, 2007 or later shall satisfy the Appraisal Curriculum Overview  
100 Requirement in every continuing education cycle as follows:

101

- 102 1. Members who hold a general Appraisal Institute designation must attend or teach the General  
103 Appraisal Curriculum Overview Course;  
104  
105 2. Members who hold a residential Appraisal Institute designation but not a general Appraisal  
106 Institute designation must attend or teach either the Residential or General Appraisal Curriculum  
107 Overview Course; and  
108  
109 3. Members who hold both general and residential Appraisal Institute designations must attend or  
110 teach the General Appraisal Curriculum Overview Course.  
111

112 Non-Practicing Designated Members who are not engaged in any business activity that is subject to  
113 the Standards of Professional Appraisal Practice are not subject to the Appraisal Curriculum  
114 Overview Requirement.

115

116 **Part D: Hours Requirement**

117 **Section 1. Applicability**

118 All Designated Members of the Appraisal Institute shall satisfy the Hours Requirement in every  
119 continuing education cycle as set forth in this Part except:

- 120 a) Non-Practicing Designated Members who are not engaged in any business activity that is subject  
121 to the Standards of Professional Appraisal Practice; and  
122  
123 b) Those individuals who were members or candidates of the Appraisal Institute as of January 1,  
124 1991 and who have held Appraisal Institute membership or candidacy continuously since January  
125 1, 1991, and who hold "voluntary" status as defined in Regulation No. 10, Article I effective  
126 January 1, 1991. (All three criteria must be met.) Those Designated Members not subject to the  
127 Hours Requirement are urged to complete such hours and become "Continuing Education  
128 Completed."

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**Section 2. 100-Hour Requirement**

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

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

Designated Members may earn continuing education credit for attending Appraisal Institute courses or seminars (national, regional, or chapter). Except as otherwise provided, Designated Members shall earn one (1) hour of continuing education credit for every hour of Appraisal Institute courses and seminars completed. Designated Members shall earn 1.25 hours of continuing education credit for every hour of “advanced” Appraisal Institute courses and seminars completed. “Advanced” Appraisal Institute courses and seminars qualifying for 1.25 hours of continuing education credit for every hour completed shall be determined by the ADQC, with input from the Education Committee. Designated Members shall earn one (1) hour of continuing education credit for every hour of a required Appraisal Curriculum Overview Course completed.

Designated Members may earn continuing education credit for taking examinations in conjunction with attending Appraisal Institute courses or seminars, but may not receive continuing education credit for challenging Appraisal Institute examinations. Except where otherwise provided, Designated Members shall earn one (1) hour of continuing education credit for every hour of an examination taken in conjunction with attending an Appraisal Institute course or seminar. Designated Members shall earn 1.25 hours of continuing education credit for every hour of an examination taken in conjunction with attending an “advanced” Appraisal Institute course or seminar as defined above. Designated Members shall earn one (1) hour of continuing education credit for every hour of an examination taken in conjunction with attending a required Appraisal Curriculum Overview Course.

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

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

174 A Designated Member may not earn education credit for:  
175

- 176 1) Travel time, homework (including homework during class time), preparation time, registration and  
177 lunch;
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- 179 2) Private tutoring, received or given;
- 180
- 181 3) An educational course or seminar of less than two (2) hours duration;
- 182
- 183 4) Partial attendance at seminars and courses, provided, however, that in case of emergency and  
184 as determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify  
185 for credit for the actual amount of time attended; or
- 186
- 187 5) Attendance at the same course or seminar more than once in a continuing education cycle,  
188 except as otherwise provided. Credit may be awarded twice in a continuing education cycle for  
189 attendance at the 15-hour national Uniform Standards of Professional Appraisal Practice Course  
190 or 7-hour national Uniform Standards of Professional Appraisal Practice Course when taught by  
191 an instructor certified by the Appraiser Qualifications Board of The Appraisal Foundation.
- 192

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

- 197 1) Appraisal Institute instruction;
- 198 2) Hours of service to the Appraisal Institute (section c); and
- 199 3) Hours of service to the real estate professions and real estate related community service  
200 (section d).

201

202 A Designated Member may not earn continuing education credit for teaching the same course or  
203 seminar more than once in a continuing education cycle. A Designated Member may not earn  
204 continuing education credit for proctoring an examination.

205

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

- 209 1) Serving on an Appraisal Institute Board, committee, panel, or project team;
- 210 2) Authoring publications, courses, seminars, or articles for the Appraisal Institute; and
- 211 3) Serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses,  
212 seminars, or articles.

213

214 Designated Members shall earn one (1) hour of continuing education credit for each hour of  
215 creditable service performed up to the twenty-five (25) hour maximum. The number of creditable

216 hours must bear a reasonable relationship to the service provided as determined by the Chair of the  
217 ADQC or the Chair's designee.  
218

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

221

222 d) Hours of Service to the Real Estate Professions and Real Estate Related Community Service. A  
223 Designated Member may also earn up to ten (10) hours of continuing education credit in a continuing  
224 education cycle for the following service to the real estate professions outside of the Appraisal  
225 Institute and for real estate related community service outside the Appraisal Institute:

226

- 227 1) Service on a Board of The Appraisal Foundation;
- 228 2) Service on a state real estate regulatory board;
- 229 3) Service to a real estate related non-profit organization; and
- 230 4) Contributing volunteer appraisal, appraisal review, appraisal consulting or real property consulting  
231 services to a non-profit charitable organization.
- 232 5) Instruction of courses, seminars, panels and presentations for entities other than the Appraisal  
233 Institute.

234

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

239

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

243

### 244 **Section 3. 100-Hour Requirement**

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

249

## 250 **Part E: Requirements for Members Transferring from Non-Practicing to** 251 **Practicing Member Status**

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- 253 1. If the date on which a Designated Member applies to move from Non-Practicing Member status  
254 to Practicing Member status falls within the five (5) year period (continuing education cycle)  
255 during which the Designated Member moved to Non-Practicing Member status, then the  
256 Designated Member shall have no continuing education requirements to regain Practicing status

257 and shall return to the five-year continuing education cycle during which he or she moved to Non-  
258 Practicing status.  
259

260 2. If the date on which a Designated Member applies to move from Non-Practicing Member status to  
261 Practicing Member status does not fall within the five (5) year period (continuing education cycle)  
262 during which the Designated Member moved to Non-Practicing Member status, then such  
263 Designated Member shall, within the five (5) years prior to regaining Practicing status, have  
264 completed the following continuing education requirements:

- 265
- 266 a) Attended the Appraisal Institute's Business Practices and Ethics course;
  - 267
  - 268 b) Attended the Appraisal Institute's Appraisal Curriculum Overview course; and
  - 269
  - 270 c) Completed the Standards of Professional Appraisal Practice Course requirement which is  
271 either:  
272
    - 273 i) Attendance at the fifteen (15) hour national Uniform Standards of Professional Appraisal  
274 Practice Course taught by an instructor certified by the Appraiser Qualifications Board of  
275 The Appraisal Foundation and receipt of a passing grade on the course examination; or  
276
    - 277 ii) Attendance at the seven (7) hour national Uniform Standards of Professional Appraisal  
278 Practice Course taught by an instructor certified by the Appraiser Qualifications Board of  
279 The Appraisal Foundation and receipt of a passing grade on the course examination; or  
280
    - 281 iii) Teaching the fifteen (15) hour national Uniform Standards of Professional Appraisal  
282 Practice Course or seven (7) hour national Uniform Standards of Professional Appraisal  
283 Practice Course provided that the applicant is an instructor certified by the Appraiser  
284 Qualifications Board of The Appraisal Foundation; or
    - 285
    - 286 iv) Attendance at the Appraisal Institute's International Valuation Standards Course and  
287 passing any corresponding examination, provided that the applicant certifies that he or  
288 she practices only outside of the United States and intends to continue practicing only  
289 outside of the United States.

290

291 Further, if such individual regains Practicing status, he or she shall be placed on a continuing  
292 education cycle commencing on the date such individual regains Practicing Member status  
293 and expires on the sixth December 31st after he or she regains such status. Such individual  
294 must include a statement in the certifications of his or her written reports that he or she is not  
295 "continuing education completed" in accordance with the Certification Standard unless the  
296 individual has completed the requirements to become "continuing education completed" in  
297 the five (5) years prior to regaining Practicing Member status or until the individual completes  
298 such requirements in the new continuing education cycle.

299

300 3. All Designated Members moving from Non-Practicing Member status to Practicing Member  
301 status are subject to the Standards, Ethics, the Appraisal Curriculum Overview and 100-Hour

302 requirement in their new continuing education cycles regardless of the continuing education  
303 requirements to which they previously were subject.

304

305 4. The Chair of the Admissions and Designation Qualifications Committee, or the Chair's designee,  
306 will consider and act in his or her sole discretion on requests for exceptions to the continuing  
307 education requirements for Designated Members moving from Non-Practicing status to Practicing  
308 status and the decision of the Chair or the Chair's designee shall be final.

309

311

## 312 **Required Recordkeeping for Designated Members**

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### 314 **Part A: General**

315 Each Designated Member shall be responsible for maintaining records of his or her Appraisal Institute  
316 creditable continuing education hours earned from: (1) courses or seminars taken from other  
317 providers; (2) service to the Appraisal Institute; (3) service to the real estate professions outside the  
318 Appraisal Institute; and (4) real estate related community service outside the Appraisal Institute.  
319 Designated Members shall update their Appraisal Institute continuing education records with such  
320 information through the national Appraisal Institute Web site by the end of their continuing education  
321 cycles or shall regularly maintain a log of such education or service on an approved Appraisal  
322 Institute form and submit such log to the Appraisal Institute by the end of their continuing education  
323 cycle.

324

### 325 **Part B: Evidence of Completion**

326 Each Designated Member shall maintain appropriate supporting documentation evidencing  
327 completion of the creditable education or service for which the member posts credit on his or her  
328 Appraisal Institute continuing education record or log. The member shall retain such documentation  
329 for at least one (1) year following the expiration of the cycle to which credit is applied. For creditable  
330 education taken with other providers, evidence of completion must verify at a minimum the name of  
331 the provider, program dates, creditable program hours and the member's full attendance. Such  
332 evidence may take the form of a course completion certificate, a fully executed "Uniform Request for  
333 Continuing Education Credit" form, a grade letter, a transcript or other appropriate documentation. For  
334 creditable service, evidence of completion shall include at a minimum a letter from the organization  
335 for which the Designated Member provided the service, the nature of the service, and the number of  
336 hours of service provided.

337

### 338 **Part C: Review of Continuing Education Records**

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

342

343 A Designated Member must submit within thirty (30) days of the date of a request from the Appraisal  
344 Institute all documentation evidencing completion of creditable education taken from other providers  
345 and creditable service that was posted by the member to his or her Appraisal Institute continuing  
346 education record or log. If a Designated Member fails to submit the requested documentation in the  
347 time frame specified, or has submitted or does submit false or misleading documentation or  
348 information, the matter shall be referred to Ethics and Counseling as a possible violation of the Code  
349 of Professional Ethics.

350

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

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## 362 **Failure to Comply with Continuing Education** 363 **Requirements**

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### 365 **Section 1. Extensions of Cycles**

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

368

- 369 a) The Designated Member requests an extension in writing from the Chair of the ADQC in care of  
370 the national office;
- 371 b) The request is submitted in the year the continuing education cycle expires and at least sixty (60)  
372 days prior to the expiration of the continuing education cycle; and
- 373 c) The member suffers from a serious illness or catastrophe or can provide other good cause that  
374 impaired his or her ability to complete the continuing education requirements.

375

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

378

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

383

### 384 **Section 2. Suspension Relating to Continuing Education Requirement**

385 Any Designated Member of the Appraisal Institute who fails to complete his or her continuing  
386 education requirements on the date his or her continuing education cycle ends shall automatically be  
387 suspended from all rights and privileges of membership. The suspended member shall be required to  
388 submit all indicia of membership to the Chief Executive Officer of the Appraisal Institute.

389

390 If the suspended member completes his or her continuing education requirements within one (1) year  
391 from the date of suspension, all indicia of membership shall be returned and the rights and privileges  
392 of membership restored.

393

### 394 **Section 3. Termination Relating to Continuing Education Requirements**

395 If a member suspended pursuant to Section 2 above has not completed his or her continuing  
396 education requirements within the one (1) year suspension period, his or her membership shall  
397 automatically terminate. Such member may appeal the automatic termination of membership by  
398 sending via traceable carrier a written notice of appeal within thirty (30) days of the date of automatic  
399 termination. The appeal will be considered by an Admissions Appeal Board composed of individuals  
400 from the Admissions Appeals Panel selected by the Chair of such Panel.

401 If, at the time of termination, the member is the subject of a disciplinary action, a pending disciplinary  
402 proceeding or a pending peer review proceeding in which the member has been sent an offer of  
403 disciplinary action, the Appraisal Institute shall publish such termination in a manner it deems  
404 appropriate. A Designated Member who is the subject of any peer review proceeding and who fails to  
405 fulfill his or her continuing education requirements within the one (1) year suspension period  
406 authorizes, but does not obligate the Appraisal Institute to complete any such peer review  
407 proceedings.

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## 413 Creditable Activity for 100-Hour Requirement for 414 Cycles Commencing Prior to January 1, 2006

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

418

### 419 **Part A: General**

420 Qualifying hours are awarded for educational experience obtained by attending courses, seminars  
421 and panels; taking examinations in conjunction with attendance at a course; teaching courses and  
422 seminars; participation in Experience, Demonstration Reports, Associate Member Guidance and  
423 Ethics and Counseling training sessions; service on national, regional, and chapter committees;  
424 service on national panels and project teams; and for writing books, articles, monographs,  
425 manuscripts and theses. To qualify for credit, an educational experience must meet the specific  
426 criteria adopted from time to time by the Board of Directors or the Admissions and Designation  
427 Qualifications Committee (ADQC).

428

### 429 **Part B: Duration of Educational Programs**

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

433

### 434 **Part C: Reciprocal Credit**

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

437

### 438 **Part D: Noncreditable Experience**

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

440

- 441 a. Travel time, homework (including homework during class time), preparation time, registration and  
442 lunch;
- 443
- 444 b. Partial attendance at seminars and courses, provided, however, that in case of emergency and  
445 as determined by the Chair of the ADQC or the Chair's designee, partial attendance may qualify  
446 for credit for the actual amount of time attended;

447

- 448 c. Private tutoring, received or given; and  
449  
450 d. Challenging examinations.  
451

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

458

### 459 **Part E: Book Reviews**

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

463

### 464 **Part F: Authorship of Publications**

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

468

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

471

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

474

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

477

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

479

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

482

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

484

### 485 **Part G: Instruction**

486 Subject to specific criteria adopted from time to time by the ADQC: (1) instructors of courses,  
487 seminars or panels may be awarded one (1) hour credit for each direct hour of classroom instruction  
488 during the continuing education cycle in which the instruction was given; and (2) instructors of on-line

489 education may receive up to seven (7) hours of credit for instruction of an on-line educational offering  
490 during the continuing education cycle in which the instruction was given.

491

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

496

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

500

## 501 **Part H: Authorship of Courses and Seminars**

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

504

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

507

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

510

## 511 **Part I: Training Session**

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

516

## 517 **Part J: Service on Committees**

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

520

- 521 a. Up to seven (7) hours of continuing education credit in a single cycle for service on the Chapter  
522 Board of Directors or on standing Chapter Committees;
- 523
- 524 b. Up to fourteen (14) hours of continuing education credit in a single cycle for service on the  
525 Regional Committees; and
- 526
- 527 c. Up to twenty-one (21) hours of continuing education credit in a single cycle for service on the  
528 national Board of Directors, standing national Committees or boards, national Project Teams and  
529 national Panels.

530

531 However, a member may accumulate no more than a total of no more than twenty-one (21)  
532 continuing education hours per cycle for committee service.

533 3/26/10