

Residential Admissions Procedure Manual

Effective November 5, 2010

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APPENDIX TO THE RESIDENTIAL ADMISSIONS PROCEDURE MANUAL (Options for Individuals Admitted to Residential Associate Membership as the result of an Application Postmarked before January 1, 2005)	11

1 **ARTICLE I**

2 **General Provisions**

3 This Residential Admissions Procedure Manual (“Procedure Manual”) provides details regarding
4 policies and procedures relating to residential Associate membership and admission to SRA
5 *membership. It is a companion document to Regulation No. 2, Admission to Residential Associate*
6 *Membership and SRA Membership. Definitions of terms used in this Procedure Manual are provided*
7 *in Regulation No. 2.*

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, that 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 **Demonstration Appraisal**

15 **Part A. Grading**

16 **Section 1. Graders**

17 Each demonstration appraisal report or written module submitted for credit shall be referred to the
18 Demonstration Appraisal Grading Panel for grading. Only SRA or RM designated members are
19 permitted to grade or review demonstration appraisal reports and written modules to determine if they
20 meet the requirements of Regulation No. 2.

21 **Section 2. Grading Procedures**

22 The procedures for grading demonstration appraisal reports and modules are as follows:

- 23 a. upon receipt of a residential Associate member's demonstration appraisal report or module
24 and application for credit from the Admissions Department, a grader will be assigned to grade the
25 demonstration appraisal report or module to determine whether it meets the technical
26 requirements;
- 27 b. if the grader determines that the residential Associate member's demonstration appraisal report
28 or module meets the technical requirements, the grader shall notify the Admissions Department in
29 writing; and
- 30 c. if it is determined that the demonstration appraisal report or module fails to meet the technical
31 requirements, the grader shall draft a critique to be sent to the residential Associate member
32 explaining the reasons for the failing grade and forward it to the Admissions Department, which
33 shall in turn transmit it to the residential Associate member.

34 **Section 3. Re-Grading of Revised Report or Module**

35 If a demonstration appraisal report or written module fails to meet the technical requirements at the
36 initial grading stage, the residential Associate member may request that the failed demonstration
37 appraisal report or module be graded a second time. The request must be in writing and
38 accompanied by the appropriate fee. The request must include the residential Associate member's
39 reasons for contesting the failure of the demonstration appraisal report or module to meet the
40 technical requirements. The failed report or module shall be re-graded by grader(s) of the
41 Demonstration Appraisal Grading Panel different from those who graded the report or module on
42 initial submission. The request for re-grading must be made within sixty (60) days of the date of the
43 notice sent to the residential Associate member by the Admissions Department that the report or
44 module did not meet the technical requirements. Upon written request, the Chair of the
45 Demonstration Appraisal Grading Panel may grant an extension of the 60-day period for good cause
46 shown. If a demonstration appraisal report or module fails to meet technical requirements after it is re-
47 graded, the residential Associate member may revise the report or module and submit the revised
48 report or module according to item (d) below.

49 **Section 4. Submission of Revised Report or Module**

50 If a demonstration appraisal report or written module fails to meet the technical requirements at the
51 grading stage, the residential Associate member may revise and submit the report or module to the
52 Admissions Department, along with the appropriate fee.

53 Prior to submission of a revised demonstration appraisal report, the residential Associate member
54 must attend a Residential Demonstration Appraisal Report Offering as specified by the Admissions
55 Committee, unless the residential Associate member previously attended an approved offering or
56 unless, for good cause shown, the Chair of the Admissions Committee, with input from the Chair of
57 the Demonstration Appraisal Grading Panel, grants an exception to this policy.

58 The revised report or module must be submitted within one (1) year of the date on which notice was
59 sent to the residential Associate member by the Admissions Department that the initial demonstration
60 appraisal report or module did not meet the technical requirements. The Chair of the Demonstration
61 Appraisal Grading Panel may grant a request for extension of this one (1) year period for good cause
62 shown. After the period of time expires, the residential Associate member may not use the same
63 subject property for a demonstration appraisal report or module. Only one revised demonstration
64 appraisal report or module concerning the same subject property may be submitted.

65 **Section 5. Re-Grading of Revised Report or Module**

66 At the residential Associate member's written request (which includes the residential Associate
67 member's reasons for contesting the failure of the revised demonstration appraisal report or module
68 to meet the technical requirements) made within sixty (60) days of the date that the residential
69 Associate member was notified that his or her revised demonstration appraisal report or written
70 module did not meet the technical requirements, the demonstration appraisal report or module will be
71 re-graded by the Chair of the Demonstration Appraisal Grading Panel or a member of the Panel
72 selected by the Chair who is other than a member who previously graded or regraded the
73 demonstration appraisal report or module. If a revised report or module fails to meet technical
74 requirements after the regrade:

75 (1) the residential Associate member may not use the same subject property for a demonstration
76 appraisal report or module; and

77 (2) if a module, the residential Associate member must attend the corresponding Level I or Level II
78 course before submitting a new module.

79 **Section 6. Verification**

80 Demonstration appraisal reports and written modules that meet technical requirements after grading
81 will be processed for factual verification before a decision is made whether to grant credit.

82 If a demonstration appraisal report or module does not receive credit because the report, module, or
83 application for credit is not factual, then the residential Associate member may not submit the report
84 or module for regrading nor revise the report or module and the residential Associate member may
85 not use the same subject property for a subsequent demonstration appraisal report or for that
86 module.

87 **Part B: Verification Process**

88 The following procedures shall be used to verify factual data in a residential Associate member's
89 demonstration appraisal report (or written module) and the statements of the residential Associate
90 member in the application for credit:

91 a. Upon being notified by the Admissions Department that a residential Associate member's
92 demonstration appraisal report (or module) meets the technical requirements, the Chair of the
93 Demonstration Appraisal Grading Panel (or designee) shall assign a Representative:

94 (1) to verify the factual data in the demonstration appraisal report (or module) and the statements
95 in the application for credit; and/or

96 (2) to make a recommendation, as appropriate, whether the demonstration appraisal report (or
97 module) and the statements in the application for credit should be accepted as factual and
98 accurate or be rejected as being non-factual and/or inaccurate.

99 b. If a Representative determines that he or she has a conflict of interest or a personal bias for or
100 against the residential Associate member, he or she must decline serving as a Representative
101 with respect to that residential Associate member's demonstration appraisal report (or module)
102 and the Chair of the Demonstration Appraisal Grading Panel (or designee) shall assign a
103 replacement.

104 c. If at any time the Chair of the Demonstration Appraisal Grading Panel (or designee) determines
105 that a Representative is not conducting the verification process adequately, the Chair (or
106 designee) may order further investigation and/or rescind the appointment of the Representative
107 and appoint a replacement.

108 d. If at any point in the verification process the Representative is able to verify the factual data in the
109 demonstration appraisal report (or module) and the statements in the application for credit, the
110 Representative shall notify the Admissions Department in writing. The Admissions Department
111 shall then post credit for the demonstration appraisal report (or module) on the residential
112 Associate member's record and notify the residential Associate member that credit has been
113 posted.

114 e. Unless there is a recommendation by the Representative that credit not be given, the verification
115 process should not exceed twenty (20) days. This period of time may be extended by the Chair of
116 the Demonstration Appraisal Grading Panel.

117 f. If the Representative fails to file a recommendation within twenty (20) days of the date the
118 Representative received the demonstration appraisal report (or module) and application for credit
119 (or any extension thereto), the Chair of the Demonstration Appraisal Grading Panel shall
120 determine whether additional time should be granted for the Representative to file a
121 recommendation, whether a replacement Representative should be appointed, or whether the
122 residential Associate member should receive credit for the demonstration appraisal report (or
123 module) without any further review .

- 124 g. At the request of the Representative, the Chair of the Demonstration Appraisal Grading Panel (or
125 designee) may appoint one or two additional Representatives to assist in conducting an interview
126 and/or investigation.
- 127 h. At an interview, the residential Associate member shall be allowed to explain how the factual data
128 in the demonstration appraisal report (or module) was obtained and/or to furnish information to
129 show that the factual data in the demonstration appraisal report (or module) and/or the
130 statements in the application for credit are factual and accurate. The applicant may request
131 additional time to obtain information or to assemble documentation in support of his or her
132 position.
- 133 i. If, after completing his or her investigation the Representative concludes, by the greater weight of
134 the evidence, that the data in the demonstration appraisal report (or module) and/or the
135 statements in the application for credit are not factual and accurate, the Representative shall
136 prepare a formal written recommendation (“Recommendation”) which recommends that the
137 demonstration appraisal report (or module) not receive credit. The Recommendation shall set
138 forth in detail the relevant factual information relied on as the basis for the Representative’s
139 conclusion. Before completing the Recommendation, the Representative shall make a reasonable
140 effort to verify and substantiate all factual data relied on as the basis for the Recommendation
141 and include with the Recommendation a brief statement describing such efforts.
- 142 j. The Representative shall submit the Recommendation to the Admissions Department. If the
143 Admissions Department determines that the Representative’s Recommendation is not in
144 compliance with the requirements of this Procedure Manual, the Admissions Department shall
145 return the Recommendation to the Representative with instructions to take such further steps as
146 may be required to bring the Recommendation into compliance with the requirements of this
147 Procedure Manual. On determination by the Admissions Department that the Representative’s
148 Recommendation is in compliance with the requirements of this Procedure Manual, the
149 Admissions Department shall submit a copy of the Recommendation to the Chair of the
150 Demonstration Appraisal Grading Panel.
- 151 k. If after review the Chair of the Demonstration Appraisal Grading Panel determines that the
152 Recommendation that the demonstration appraisal report (or module) not receive credit is without
153 a reasonable basis in fact, he or she shall instruct the Admissions Department to post credit. If
154 after review the Chair of the Demonstration Appraisal Grading Panel determines that there may
155 be a reasonable basis in fact for the Recommendation, he or she shall instruct the Admissions
156 Department to submit a copy of the Recommendation to the residential Associate member.
- 157 l. A residential Associate member who has received an unfavorable Recommendation by the
158 Representative shall have the right to request a Conference. This right may be exercised only by
159 filing a Request for Conference by traceable carrier, with the Admissions Department, within thirty
160 (30) days after the date of the notice from the Admissions Department advising the residential
161 Associate member of the unfavorable Recommendation. A Request for Conference must state
162 the residential Associate member’s reason(s) for requesting a Conference. If no timely and

163 complete Request for Conference is filed, the unfavorable Recommendation shall be final and the
164 residential Associate member shall have no further right of review or appeal.

165 m. If a residential Associate member files a timely Request for Conference, the Chair or Vice Chair
166 of the Admissions Committee shall appoint a Conference Board. The residential Associate
167 member shall have the right to appear at the Conference in person, individually or with legal
168 counsel or a personal representative. By advance request, a residential Associate member may
169 participate by telephone.

170 At the Conference, the residential Associate member shall have the right to present evidence,
171 both testimony and documents, with respect to the unfavorable Recommendation. The
172 Representative shall present evidence and respond to questions of the Conference Board. The
173 Representative shall have the burden to prove, by the greater weight of the evidence, that the
174 data in the demonstration appraisal report (or module) and/or the statements in the application for
175 credit are not factual and accurate.

176 If the Conference Board finds, by the greater weight of the evidence, that the data in the
177 demonstration appraisal report (or module) and/or that the statements in the application for credit
178 were not factual and accurate, the Conference Board shall prepare and submit a written decision
179 concluding that the demonstration appraisal report (or module) not receive credit.

180 If the Conference Board determines that the data in the residential Associate member's
181 demonstration appraisal report (or module) and the statements in the residential Associate
182 member's application for credit are factual and accurate, it shall instruct the Admissions
183 Department to post credit.

184 n. A residential Associate member who receives an adverse decision from a Conference Board with
185 respect to verification of a demonstration appraisal report (or module) and/or statements in an
186 application for credit shall have the right to appeal the adverse decision. This right may be
187 exercised only by filing a Notice of Appeal, by traceable carrier, with the Admissions Department,
188 within sixty (60) days after the date of the notice from the Admissions Department advising the
189 residential Associate member of the adverse decision of the Conference Board. The Notice of
190 Appeal must state the residential Associate member's reason(s) for contesting the decision. If the
191 residential Associate member fails to file a timely and complete Notice of Appeal, the right of such
192 residential Associate member to appeal shall terminate, and the decision of the Conference
193 Board shall become final. Procedures governing formal appeals and Appeal Hearings regarding
194 verification of demonstration appraisal reports and modules are contained in the Admissions
195 Appeal Board Procedure Manual.
196

198

199 **Experience**

200 The Chair of the Experience Panel shall oversee the assignment of Experience Panel members to
201 serve as Screeners and to serve on Experience Committees.

202 Experience credit shall be awarded based on the recommendations of the Screeners and Experience
203 Committees of the Experience Panel made pursuant to the provisions of Regulation No. 1, this
204 Procedure Manual, and Appraisal Institute policy. No individual shall serve as a Screener or as a
205 member of an Experience Committee if he or she has previously evaluated the experience
206 submission or if he or she has a conflict of interest or has a personal bias favorable or prejudicial to
207 the residential Associate member.

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

211 After an interview, the Experience Committee shall prepare its recommendation and Critique Form
212 regarding experience credit and forward them to the Admissions Department. The written
213 recommendation of the Experience Committee shall specifically state the number of hours of
214 Residential Experience credit awarded to the residential Associate member. The Critique Form shall,
215 as appropriate, advise the residential Associate member toward improving the work product. The
216 Experience Committee does not submit a Critique Form when full credit is recommended.

217 If the recommendation of the Screener or Experience Committee is that the residential Associate
218 member receive all of the experience credit being requested by the residential Associate member,
219 then the Admissions Department shall post the credit on the residential Associate member's
220 experience record and forward the award to the residential Associate member, advising him or her
221 that the requested experience credit has been awarded.

222 If the Experience Committee's decision is that the residential Associate member receive less
223 experience credit than that being requested, then the Admissions Department shall notify the
224 Associate member of the Experience Committee's decision and of his or her right to appeal the
225 decision within sixty (60) days.

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

233 Supervisory Experience

234 An Associate member in a supervisory position who receives full experience credit pursuant to the
235 provisions of this Article shall be considered to have met the experience requirements set forth in
236 Regulation No. 2.

237 Qualifications:

238

- 239
- The Associate member has been in a supervisory position for at least ten (10) years.

 - 240 • The Associate member trains or is responsible for people who perform work that meets the
241 Regulation No. 2 definitions of Residential Experience and Significant Professional
242 Responsibility.

 - 243 • Within the previous ten (10) years, the Associate member has not performed at least the
244 number of hours set forth in Regulation No. 2 for Residential Experience that meets the
245 definition of Significant Professional Responsibility.

246 Submissions required:

247

- 248 - List of Work
- 249 If the Associate member performed any work within the previous ten (10) years that
250 meets the definition of Significant Professional Responsibility and the definition of
251 Residential Experience, the Associate member must submit a list of that work. Samples
252 will be selected to evaluate similar to the experience procedures described in Regulation
253 No. 2 and the Residential Admissions Procedure Manual.

254 - Resume

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

- 257
- employment and experience (including field and supervisory work);

 - 258 • as related to appraisal, appraisal consulting, appraisal review, mass appraisal, or real
259 estate economics problem solving, the Associate member's employment relationships,
260 positions supervised or managed, and responsibilities for oversight;

 - 261 • the reason the Associate member is excluded from performing work that meets the
262 definition of Significant Professional Responsibility; and

 - 263 • a brief description of the Associate member's educational background.

264 – Work product
265 The Associate member must submit two work products that were:

- 266 • completed partially by the Associate member;
- 267 • co-signed by the Associate member; or
- 268 • prepared by another person and the Associate member assumed responsibility for the
269 product.

270 Process

271 A submission shall be evaluated by a special Experience Committee consisting of at least three SRA
272 members of the Experience Panel.

273 The Experience Committee shall interview the Associate member to ascertain the Associate
274 member's level of experience. The committee will use the reports as a starting point to ask questions
275 to determine the Associate member's knowledge of appropriate theory and techniques.

276 In addition to either no credit or full credit, partial credit may be granted. If no credit or partial credit is
277 granted, the Associate member may reapply for a time period that begins after the date of the
278 previous application.

279 After an interview, the Experience Committee shall prepare its recommendation regarding experience
280 credit and forward it to the Admissions Department. The written recommendation of the Experience
281 Committee shall specifically state the number of hours of experience credit awarded to the Associate
282 member.

283 If the Experience Committee's decision is that the Associate member receive less experience credit
284 than that being requested, the Admissions Department shall notify the Associate member of the
285 Experience Committee's decision and the right to appeal.
286

288 **Teaching Experience**

289

290 An Associate Member who has taught full time for at least seven (7) years in a field related to real
291 property economics (as determined by the ADQC) at a college or university approved by the ADQC
292 shall be considered to have met the experience requirements set forth in Regulation No. 2.
293

294

295

297 Options for Individuals Admitted to Residential
298 Associate Membership as the result of an
299 Application Postmarked before January 1, 2005

300 Individuals admitted to residential Associate membership as the result of an application postmarked
301 before January 1, 2005 (pre-2005 residential Associate members), have the option to:

- 302 a. complete the SRA designation requirements effective January 1, 2005, as modified from time to
303 time; or
- 304 b. by December 31, 2008, complete the 2004 designation requirements (as provided in the
305 Regulation No. 2 with an effective date of June 29, 2004). The 2004 alternatives to specific parts
306 of Regulation No. 2 are provided in this Appendix. However, beginning in 2008, each year that a
307 pre-2005 residential Associate member completes one or more of the following designation
308 requirements, he or she will receive an additional year extension to complete the remainder of his
309 or her SRA designation requirements:
- 310 (1) Submit initial list of 2000 hours of work;
311 (2) Receive credit for the final 2000 hours of Residential Appraisal Experience, or receive partial
312 credit;
313 (3) Participate in an Advisory Review (this may be used for an extension one time only);
314 (4) College Degree Requirement;
315 (5) Pass all Level I education exams or obtain state certification;
316 (6) Pass all Level II education exam(s); or
317 (7) Receive credit for Demonstration Appraisal Report (or alternative).

318 **I. Alternative to Regulation No. 2, Article III, Part C, College Degree**

319 If by December 31, 2008, a pre-2005 residential Associate member receives credit for a college
320 degree according to the following provisions, the pre-2005 residential Associate member shall also be
321 considered to have completed the college degree requirements effective January 1, 2005.

322 2004 College Degree Requirements

323 The residential Associate member must have received at least a four-year undergraduate degree
324 from a degree-granting educational institution approved by the Admissions Committee or an
325 alternative thereto, as determined by the Admissions Committee from time to time in its sole
326 discretion.

327 Individuals admitted or readmitted to residential Associate membership as the result of an application
328 for residential Associate membership postmarked:

- 329 a. on or after January 1, 2002; or
- 330 b. before January 1, 2002, where such individual does not meet the college degree requirement by
331 December 31, 2004,
- 332 may satisfy the college degree requirement by receiving (a) an acceptable score(s) as determined by
333 the Admissions Committee on the Graduate Management Admissions Test (GMAT); or (b) credit for
334 an additional 4,500 hours of Residential Appraisal Experience.

335 Alternatives to the college degree for individuals admitted or readmitted to residential Associate
336 membership as the result of an application for residential Associate membership postmarked before
337 January 1, 2002 and who meet the college degree requirement by December 31, 2004 are as follows:

- 338 a. receive an acceptable score(s) on the Graduate Management Admissions Test (GMAT);
- 339 b. receive an acceptable score on the Graduate Records Examination (GRE);
- 340 c. receive credit for an additional 4,500 hours of Residential Appraisal Experience;
- 341 d. receive an associate's degree from a college or university approved by the Admission Committee
342 and receiving credit for an additional 2,250 hours of Residential Appraisal Experience. Evidence
343 of this degree must be forwarded by the educational institution to the Appraisal Institute
344 Admissions Department before the residential Associate member may apply for the additional
345 2,250 hours of experience credit;
- 346 e. pass the General Examinations of the College Level Examination Program (CLEP) of the College
347 Entrance Examination Board and receive credit for an additional 3,000 hours of Residential
348 Appraisal Experience for individuals admitted to residential Associate member as the result of an
349 application for residential Associate member postmarked: (a) on or after January 1, 1993, or (b)
350 before January 1, 1993 and who do not pass the CLEP by December 31, 1997. Evidence of the
351 passing scores in these examinations must be forwarded to the Appraisal Institute Admissions
352 Department before the residential Associate member may apply for the additional 3,000 hours of
353 experience credit; and
- 354 f. the General Examinations of the College Level Examination Program (CLEP) of the College
355 Entrance Examination Board will be accepted as an alternative examination for individuals who
356 were admitted to candidacy as the result of an application for candidacy postmarked before
357 January 1, 1993 who also meet this requirement by December 31, 1997.

358 **II. Provisions related to Regulation No. 2, Article III, Part D, Section 2, Examinations**

359 If by December 31, 2008, a pre-2005 residential Associate member completes all the 2004 course
360 and examination requirements as well as the 2004 demonstration appraisal report and experience
361 requirements, the associate shall have no additional examination requirements. If a pre-2005

362 Associate member does not complete all of the 2004 course and examination requirements as well as
 363 the 2004 demonstration appraisal report and experience requirements the by December 31, 2008, the
 364 pre-2005 Associate member may receive equivalent credit for certain corresponding 2005
 365 examinations based on the following chart:

2004 Examination	2005 Examination
Appraisal Principles (110)	Basic Appraisal Principles
Appraisal Procedures (120)	Basic Appraisal Procedures
Advanced Residential Form and Narrative Report Writing (500) or Report Writing and Valuation Analysis (540)	Residential Report Writing (and Case Studies), as determined by the Admissions Committee

366 The Admissions Committee may determine whether other 2005 examinations are satisfied by passing
 367 certain 2004 examinations.

368 2004 Examination Requirements

369 The residential Associate member shall have received a passing grade on the Level II examinations
 370 in addition to satisfying the Level I examination requirements. The Level I and II examinations and
 371 equivalent examinations are as follows:

372 Level I and Equivalent Examinations

2004 TITLE	AIREA TITLE	SOCIETY TITLE
Appraisal Principles (110)	Real Estate Appraisal Principles (1A1/8-1)	An Introduction to Appraising Real Property (101)
Appraisal Procedures (120)	Basic Valuation Procedures (1A2)	An Introduction to Appraising Real Property (101)
Residential Case Study (210)	Residential Valuation (8-2)	Applied Residential Property Valuation (102)
Standards of Professional Practice (USPAP) (410)	None	None

373 The requirements for the Level I examinations (except for the Standards of Professional Practice,
 374 Course 410) may also be satisfied by meeting a state's requirements for becoming a state certified
 375 real estate appraiser after successfully completing the prescribed appraisal course work with
 376 examinations and passing a state's certification examination, provided that the state's requirements
 377 for certification meet the criteria for certification established by the Appraiser Qualification Board of
 378 The Appraisal Foundation.

379 Level II and Equivalent Examinations

Advanced Residential Form and Narrative Report Writing (500)	Report Writing and Valuation Analysis (540)
Standards of Professional Practice (Business Practices and Ethics) (420)	None

380 Alternative Educational Requirements for Graduates of Accredited Colleges or Universities

381 A residential Associate member who holds a bachelor's or graduate degree from an accredited
382 college or university graduate or undergraduate program in real estate, real property valuation, or
383 finance shall be considered to have met the requirements of the Level I and II courses and
384 examinations, except for the Standards courses and examinations. Such residential Associate
385 member must: (a) take the Standards of Professional Practice Courses 410 and 420 and receive a
386 passing grade on the related examinations; and (b) attend a Business Ethics course approved by the
387 Appraisal Institute.

388 **III. Provisions related to Regulation No. 2, Article III, Part F, Section 5, Hours of Experience**

389 If by December 31, 2008, a pre-2005 residential Associate member receives credit for experience
390 according to the following adjustments to the 2005 provisions, the pre-2005 residential Associate
391 member shall also be considered to have completed the experience requirements effective January
392 1, 2005.

393 Advisory Review

394 Residential Associate members must submit a list of appraisal work after completing 2,000 hours.
395 Residential Associate members who submit a copy of a state certification along with evidence of the
396 date the certification was first awarded shall be considered to have met this requirement. Residential
397 Associate members who submit a copy of their state license, for which at least 2,000 hours was
398 required, will also satisfy this requirement.

399 For educational purposes, a residential Associate member may request review of a sample of the
400 work listed. The residential Associate member shall select five appraisals for this review. The
401 Admissions Department shall assign an SRA member from the Experience Panel to review the
402 sample work and interview the residential Associate member about the work. The individual
403 conducting the review and interview shall provide the residential Associate member with educational
404 feedback.

405 Experience Hours

406 2,000 hours of Residential Appraisal Experience performed after the work listed for the advisory
407 review (the initial 2,000 hours). In addition to either no credit or full credit, partial credit of 1,000 hours
408 may be granted.

409 **IV. Provisions related to Regulation No. 2, Article III, Part E, 45-Hour Package Alternative to the**
410 **Demonstration Appraisal Report**

411 A pre-2005 residential Associate member may satisfy the 2004 demonstration appraisal report
412 requirement by receiving credit for the 45-Hour Package of Residential Courses, which includes the
413 15-Hour Advanced Residential Applications and Case Studies Course and the 30-Hour Advanced
414 Residential Report Writing Course. To receive credit for the 45-Hour package, a residential Associate
415 member must attend the courses and pass the corresponding examinations.