

Committee Service for Continuing Education Credit

According to Regulation No. 10, Continuing Education, Practicing Designated Members may earn continuing education (CE) hours for service on chapter, regional, or national committees. The amount of hours a Practicing Designated Member may earn per five-year cycle depends on when the individual's continuing education cycle ends. The following table outlines the maximum number of hours a Practicing Designated Member may earn in a single continuing education cycle:

Service	Cycles Ending in 2008 or 2009* Maximum - 21	Cycles Ending in 2010 and Beyond** Maximum - 25
Chapter Board of Directors	7	25
Standing Chapter Committees	7	25
Regional Committees	14	25
National Boards	21	25
National Committees	21	25
National Project Teams	21	25
National Panels	21	25

Creditable Service Form

Creditable service on an Appraisal Institute board, committee, project team, or panel consists of:

- Serving as a chair, vice-chair, or member of a board, committee, project team, or panel
- Attending its meetings
- Completing appropriate assignments to the satisfaction of the chair

At the end of each year, chapters, regional, and national committees must complete the attached form identifying Designated Members who have served listing the boards, committees, or panels they served on as well as the number of hours served.

* A Designated Member may earn a maximum of 21 hours of continuing education credit for chapter, regional, and national service in a single cycle. Service on chapter, regional, and national committees may be combined to reach a maximum of 21 hours.

** Creditable service also includes authoring publications, courses, seminars, or articles for the Appraisal Institute as well as serving as an Appraisal Institute appointed reviewer of Appraisal Institute publications, courses, seminars, or articles. Service to the Appraisal Institute for any of these listed activities, as well as committee service, may be combined to reach a maximum of 25 hours.

It is not necessary to document every meeting date or assignment completed. Simply record the Designated Member's name, account number, and number of hours to be credited on the attached form. Designated Member Service Center staff will determine how many of the reported hours may be added to the member's record in accordance with the rules outlined in Regulation No. 10.

Once the form is completed, the appropriate official (chapter president, national committee chair, etc.) must attest and sign that the information on the form is accurate and submit it to the Designated Member Service Center at the national office in Chicago. Continuing education credit will be entered into the system by March 1 of the year following service.

Committee members who do not meet the standard of performance defined as creditable service described above are not eligible to receive credit for committee service. It is the responsibility of the reporting official to determine whether the Designated Member has met the standard of performance necessary to receive credit.

Questions regarding committee service for continuing education credit should be directed to the Designated Member Service Center at 312-335-4401 or designated@appraisalinstitute.org.

