

MAI Experience Criteria and Procedures

I. Experience Criteria

The general associate member must receive credit for a specified number of hours of Specialized Experience. The work submitted for review must cover at least a minimum time period and include the most recent work, which is counted from the current date going back in time.

II. Definition of Specialized Experience

Specialized Experience is work relating to real estate other than one-to-four-family residential real estate and covered by Standards Rules 1 through 6 of the Standards of Professional Appraisal Practice of the Appraisal Institute, or experience gained by providing practical solutions to real property economics problems as may be further defined by the Admissions and Designation Qualifications Committee (ADQC).

The work that is submitted for Experience credit must be the most recent, qualifying work that has been performed within the previous ten years. No more than 1,500 hours of credit may be received for work performed in a twelve (12) month period. Qualifying work includes:

- a) **Valuation of real estate:** In developing a real property appraisal, the appraiser must identify the problem to be solved and the scope of the work necessary to solve the problem, and correctly employ the appropriate research and analysis necessary to produce a credible appraisal. In reporting the results of a real property appraisal, an appraiser must communicate each analysis, opinion and conclusion in a manner that is not misleading. (Qualifying work must meet Standards 1 and 2.)
- b) **Review of appraisal:** In reviewing an appraisal and reporting the results of that review, an appraiser must form an opinion as to the adequacy and appropriateness of the report being reviewed and must clearly disclose the nature of the review process. (Qualifying review appraisal work must meet Standard 3.)
- c) **Real Property Appraisal Consulting:** In developing a real property appraisal consulting assignment, an appraiser must identify the problem to be solved, determine the scope of work necessary to solve the problem, and correctly complete the research and analysis necessary to produce credible results. In reporting the results of a real property appraisal consulting assignment, an appraiser must communicate each analysis, opinion and conclusion in a manner that is not misleading. (Qualifying work submitted must meet Standards 4 and 5.)
- d) **Mass appraisal:** In developing a mass appraisal, an appraiser must be aware of, understand and correctly employ those generally accepted methods and techniques necessary to produce and communicate credible appraisals. (Qualifying work must meet Standard 6.)
- e) **Real property economics:** Experience gained by providing practical solutions to real property economics problems. The experience must be real estate oriented. There must be a statement of a problem and/or scope-of-work outline. The associate member must demonstrate data collection and research techniques and provide analysis leading to a conclusion that is provided in a report format. This (problem, analysis, conclusion, reporting) would not be covered by Standard 1-6.

III. Other Requirements

A. Reasonable Relationship Between Hours and the Amount and Complexity of the Work

There must be a reasonable relationship between: (1) the number of hours claimed in a general associate member's application for experience credit and "List of Assignments," and (2) the amount and complexity of the work. If, in the opinion of the Screener, the number of hours claimed appears to be inconsistent with this requirement, the work may not receive full credit.

You must list ALL assignments performed over the time period that meets the definition of Specialized Experience and for which you have Significant Responsibility. A maximum of 1,500 hours per twelve (12) month period will be allowed, therefore; it is possible that your total hours will exceed the required hours.

B. Significant Professional Responsibility

The general associate member must be able to demonstrate significant professional responsibility for work product submitted for experience credit. The general associate member must be able to show that he or she followed the appropriate process (es) and arrived at the analyses, opinions, and conclusions that were incorporated in the report (or file memoranda showing data, reasoning, and conclusions). The mere assembling and analyzing of facts relating to the solution of a valuation or evaluation problem does not necessarily result in significant professional responsibility.

To determine if the general associate member has significant professional responsibility for the identified work product, the reviewers may consider: (1) whether the associate member signed the reports or certification forms in the reports; (2) whether the associate member's name was listed in the certification forms as a person who had significant professional responsibility; and (3) other appropriate evidence. Standards Rule 2-2 (a, b, and c) (vii) indicates, "When any portion of the work involves significant real property appraisal assistance, the appraiser must summarize the extent of that assistance." Description of the assistance isn't required to be in the certification but must be in the report.

If you cannot meet the criteria for Significant Responsibility because you:

1. Supervise others who produce work under the Standards, or
2. Train associates who meet the criteria, or
3. Have not produced sufficient work for Experience Review over the past ten (10) years.

Please contact the Admissions Department for further information at, experience@appraisalinstitute.org or (312) 335-4111.

C. Variety

Work performed must deal with more than one type of real estate and demonstrate that substantially different knowledge, skills, or techniques were required to perform such work competently. It is recognized that some work submitted will come from associate members who specialize in a narrow range of property types. This work may meet the variety criteria if the techniques or skills required vary from assignment to assignment. For instance, someone specializing in hospitality properties may complete assignments that include a downtown convention hotel and a suburban motel. These assignments require different techniques and expertise and may be considered different types of real estate.

Illustrative property types are:

- ❖ Multifamily residential
- ❖ Retail and commercial
- ❖ Office
- ❖ Industrial
- ❖ Agricultural
- ❖ All other property including land and special-purpose property, but excluding one- to four-family residential

IV. Experience Submission

- A general associate member shall apply for Specialized Experience evaluation and credit in one (1) submission.
- The work submitted for Specialized Experience credit must have been performed within the previous ten (10) years.
- The work must have been performed after the work listed on a prior application (If a final application has been submitted before).
- The work submitted for review must include the general associate member's *most recent* work. (Start today and list going back in time).
- The List of Assignments must include ALL qualifying work over at least a minimum time period. No more than 1,500 hours of credit may be received for work performed in a twelve (12) month period.
- The work performed must exhibit variety.

NOTE: Work that was selected for advisory review may be listed but not selected for review on the List of Assignments for experience credit.

V. Standards and Other Criteria

The work must meet the Standards of Professional Appraisal Practice. The Standards of Professional Appraisal Practice are composed of either: (1) The Uniform Standards of Professional Appraisal Practice (USPAP) and the Certification Standard of the Appraisal Institute OR (2) The International Valuation Standards (IVS), applicable national Standards, and the Certification Standard of the Appraisal Institute. The recognized methods and techniques necessary to perform a credible report in accordance with the Appraisal Institute's Standards of Professional Appraisal Practice are set forth in the Appraisal Institute's

textbooks, courses, seminars, and other publications. The Standards in effect at the time of the work apply. If the Standards of Professional Appraisal Practice do not apply, the work must meet criteria appropriate to the type of work or the applicant's area of professional practice.

VI. Partial or No Credit

In addition to either no credit or full credit, partial credit may be awarded.

VII. Procedure for Application

To apply for experience credit, you must complete and submit the following, electronically, to experience@appraisalinstitute.org

- [MAI Experience Application: 4,500 Hours](#) (Associate Members admitted to membership ***after*** July 1, 2006)
- [MAI Experience Application: 3,000 Hours](#) (Associate Members admitted to membership ***prior to*** July 1, 2006 and after initial level experience has been submitted and approved).
- [List of Assignments For General Associate Members \[EXCEL\]](#)

List only work that meets the criteria. (Do not list one-to-four-family properties.) During the time period for which credit is requested, you must list ALL assignments performed that meet the definition of Specialized Experience and for which you have significant professional responsibility.

Selection of work & Submission of Reports

Select two (2) assignments that represent your typical good work on your usual types of properties. If possible, select assignments that reflect different types of real estate. Do not select work that was chosen for an advisory review or discussed with a screener. Make note of the assignments you select by highlight or boldface. Do NOT send your reports with your application. You will be notified which reports from your List of Assignments are selected by the Screener. The Screener will select three assignments and you will select two assignments. You will be asked to upload your reports so they are available to the Appraisal Institute National office staff along with the screener. National staff will send you instructions for this process.

If your work includes Review of Appraisals you must submit the report reviewed in addition to the Review Report.

Reports must be submitted in their entirety, which means that the report is to be submitted just as it was sent to the client.

All of your reports must be submitted in English. A report prepared in a language other than English must be translated. The original report (in the native language) must be submitted in addition to the translated reports.

You should keep copies of your reports, to review prior to the interview and to have with you at the interview. Review the reports before the interview so you will be prepared to answer questions regarding the procedures and reasoning you applied in preparing the reports.

VIII. Experience Review Procedure

Once you submit your application to the Admissions Department, your application will be reviewed for sufficiency. National staff will forward your application to a screener, who will choose an additional three (3) reports. The screener will review the work and interview you. The screener will either approved your work or refer the work to an Experience Committee if he or she cannot clearly determine if the work meets the criteria.

Screener Review

A Screener will review your work product and interview you. The Screener can recommend that experience be awarded or that your application be referred to a Review Committee. The Screener will notify you of the date and time of the experience interview, which will take place by telephone. If the Screener has any unresolved questions about your work after the interview or cannot clearly determine that you met the criteria, the application will be referred to an Experience Committee for a second evaluation.

Experience Committee

If the Screener refers your work to an Experience Committee, and you choose this option, then an Experience Committee will be formed to review your work. The Experience Committee will be comprised of three members of the Experience Review Panel. They will be assigned to interview you and evaluate your experience. You will meet with the Experience Committee in person.

If you are referred, it is important to seriously consider attending the Experience Committee. If you are referred to an Experience Committee, and you choose not to go, you will be denied credit; you will receive NO credit for the time frame submitted. When you submit your experience again, you will be required to list work subsequent to the work listed for this application.

Recommendation as to the Award of Experience Credit

If the recommendation of the Screener or Experience Committee is that you receive all the experience credit requested, the Admissions Department will post the credit on your experience record and advise you via e-mail that the Experience Panel has awarded the requested experience credit. If the Experience Committee's recommendation is less than what you requested, a Critique form will be provided to you for each of the reports.

You may request to appeal the decision to the Admissions Appeal Board. Your request must be made in writing to the Admissions Department within sixty (60) days of the date of the letter of notification. Procedures governing appeal rights are described in Regulation No. 1.