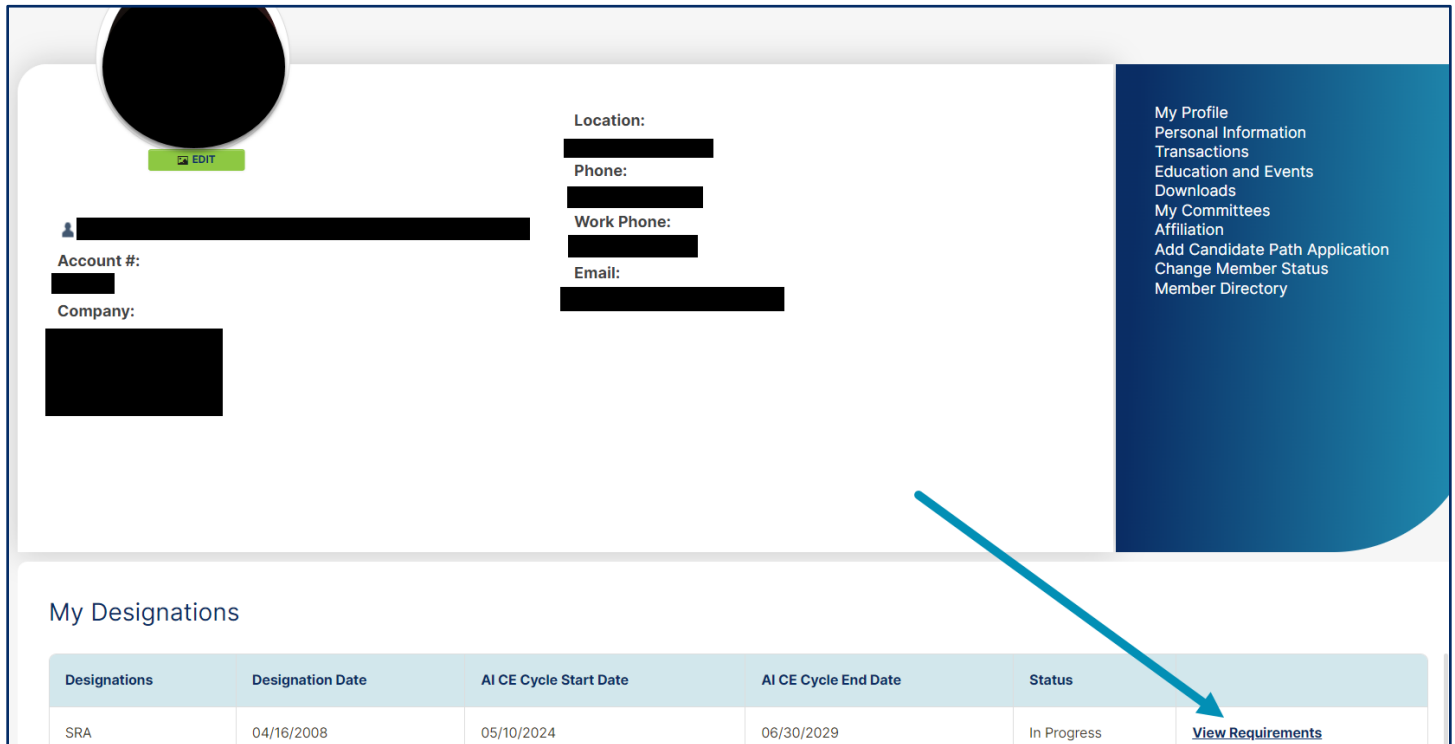


## AI CE: How to Self-Report Outside Education and Service

The Appraisal Institute accepts outside provider education, but it must be a minimum of 10 points (two hours) and the subject matter must fall under AI Continuing Education Credible Topics list. Learn more [AI Continuing Education: An Overview](#) (PDF).

To log your outside provider CE, please follow these steps:

1. Log into your **AI Account**.
2. Click on **View Requirements**.



The screenshot shows a user's profile page. On the right side, there is a navigation menu with the following items: My Profile, Personal Information, Transactions, Education and Events, Downloads, My Committees, Affiliation, Add Candidate Path Application, Change Member Status, and Member Directory. Below the profile information, there is a section titled 'My Designations' containing a table with the following data:

Designations	Designation Date	AI CE Cycle Start Date	AI CE Cycle End Date	Status	
SRA	04/16/2008	05/10/2024	06/30/2029	In Progress	<a href="#">View Requirements</a>

A blue arrow points from the 'View Requirements' link in the table to the 'View Requirements' link in the navigation menu.

3. Click on the **Points** requirement link (the number of points may vary based on affiliation type/status).

*Note: you can add outside provider Standards (USPAP/IVS) by clicking on the **Standards** link and outside provider Valuation Bias and Fair Housing courses by clicking on the **Fair Housing** link.*

Locked	Unlocked	Under Review	Met
<b>Fair Housing</b> <i>Click blue link above to register or report.</i>		Pending Completion by Jun 30 2027	
<b>Standards</b> <i>Click blue link above to register or report.</i>		Course Complete	
<b>AI Business Practices and Ethics</b> <i>Click blue link above to register.</i>		Course Complete	
<b>500 Points</b> <i>Click the above link (500 points) to access your point total.</i>		Pending Points	
<ul style="list-style-type: none"> <li>• Report education and service from outsider providers</li> <li>• View status of your AI CE progress</li> <li>• Report service to the AI and the real estate profession</li> </ul> <p>For more information please view our <a href="#">AI Continuing Education: An Overview</a></p>			

4. Scroll down and click on the **Report CE** button.

**Self-Reported Points**

**REPORT CE**

Program Name	End Date	Category	Points	Verified
No Self Reported CE on file.				

5. Complete the form, based on the **CE Type** you are reporting (i.e., outside provider education, service to the profession, service to the AI, service as a Candidate Advisor, etc.)

### Add Continuing Education

**CE Type:**

Required

**Outside Provider Name:**

Required

**Location:**

Required

**Program Name / Service Info:**

Required

**Start Date:**

Required

**End Date:**

Required

**Attendance Hours:**

Required

**Exam Hours (if applicable):**

**Creditable Topic:**

Required

Once you click on the **Save** button, the hours you entered will update to points and the CE will appear under the section called **Self-Reported Points**.

Self-Reported Points				
REPORT CE				
Program Name	End Date	Category	Points	Verified
Green Building Concepts for Appraisers	05/14/2024	Classroom Program	35.00 [Attend]	✓
				<a href="#">DELETE</a>

Note: Any education over 30 hours and any education with an exam, you will need to upload proof of completion (i.e., certificate of completion)

AI Membership

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7/15/24cv