

Appraisal Institute Examination Challenge Application

Individuals can earn designation credit for most courses by challenging the course examination and receiving a passing grade. Also, if you have not taken prerequisite courses for a course to be challenged, please include a letter indicating equivalent educational background (course descriptions are available on our web site at www.appraisalinstitute.org in the Education section).

The fees for challenging an examination are listed on the next page. Please note that challenge exam fees include a set of course materials sent to you for exam preparation. *Please also note that states will not award QE (Qualifying Education) for challenge exams.*

Challenging an Exam

- A Challenge application must be received no later than three (3) weeks from the desired examination date.
- Exams will take place at Pearson VUE Professional Testing Centers. For your reference, please link to the Pearson VUE testing centers and their locations around the U.S. at www.pearsonvue.com/ai.
- Upon approval you will receive a confirmation email providing your assigned Pearson AI identification number (Examination Identification Number) and instructions to contact a Pearson VUE testing center to schedule your exam date. Once you receive your challenge confirmation email, you must schedule your exam date no later than 60 days from your confirmation date. **Note: You must provide a personal email address to schedule an exam date.**
- Please be advised, if you are unable to attend your scheduled examination appointment, you must notify Pearson VUE Testing Center 24 hours in advance. Failure to reschedule/cancel within 24 hours will result in forfeiture of exam fee and you must re-apply to take the exam. *You may reschedule the exam ONE TIME ONLY from the date of your failure letter.* **NOTE: The Pearson VUE call center is open 7 AM – 7 PM central time, Monday - Friday. i.e.** If a student has an appointment scheduled for Monday morning, the cancellation and rescheduling choices are Friday with the call center or up until Sunday morning (24 hours before) using the web scheduling tools at www.pearsonvue.com/ai.
- Upon finance approval, exam results will be sent to the student via email to the student's personal email address.
- If you have a disability and require accommodation, please notify us in writing as soon as possible. If not requested in advance, we cannot guarantee the availability of accommodation at the exam site.

If you have questions, call 312-335-4207 or send email to education@appraisalinstitute.org

Appraisal Institute Challenge Application

Submission of this form constitutes agreement with the policies set forth in the attached information sheet. I hereby apply for admission to the Appraisal Institute examination selected below:

Please select from drop-down:
AI Fee = \$450, Full Fee = \$550

Please select from drop-down: AI
Fee = \$275, Full Fee = \$550

Select Course (\$425/\$525):

Select Course (\$275/\$525):

If you would like to challenge *an exam that you do not see listed*, please contact the national office at education@appraisalinstitute.org

Please note that most states will not give appraiser certification credit for passing examinations only. It is your responsibility to know whether your state accepts credit for challenged examinations.

Account No.	Last Name	First	Middle
Billing Name (If different than examinee)			
Billing Address		Billing City/State/Zip	
Business Phone	Fax	Email	

This is an address change: Yes No

Challenge examination fee is nonrefundable. Please be advised, if you are unable to attend your scheduled examination appointment, you must notify Pearson VUE Testing Center 24 hours in advance. Failure to reschedule/cancel within 24 hours will result in forfeiture of exam fee and you must re-apply to take the exam. *You may reschedule the exam ONE TIME ONLY from the date of your failure letter.* **NOTE: The Pearson VUE call center is open 7 AM – 7 PM central time, Monday - Friday.** i.e. If a student has an appointment scheduled for Monday morning, the cancellation and rescheduling choices are Friday with the call center or up until Sunday morning (24 hours before) using the web scheduling tools at www.pearsonvue.com/ai.

Method of Payment (Payment in full must accompany this application)

- VISA MasterCard American Express Discover
 Government purchase order enclosed Check (payable to Appraisal Institute)

Card Number	CCV Code	Expiration Date
-------------	----------	-----------------

Signature

Return to:
 E-mail: education@appraisalinstitute.org
 Fax: 312-335-4161 Phone: 312-335-4207
 Mail to: Appraisal Institute, Education Delivery Services
 200 W. Madison St., Suite 2000, Chicago, IL 60606

Education Use Only

Fee Charged:
 Return to:

Accounting Use Only

Amt of Dep..
 Date of Dep.

Dep. Number
 Acct. Number: 3230.2181